

Notice of Public Meeting City Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

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

Thursday August 11, 2016 6:00 p.m.

Posted on August 8, 2016

- 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 Bills pages 1-6
B. Approval of July 14, 2016 Council Meeting Minutes.....pages 7-31
- 5) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **New Business:**
A. Emergency Preparedness Group..... pages 32-36
B. Falls City Alliance Property..... pages 37-38
C. Polk County Natural Hazard Mitigation..... pages 39-41
D. Committee Appointments..... pages 42-46
E. August 4, 2016 Work Session..... pages 47-63
- 7) **Correspondence, Comments, and Ex-Officio Reports**
A. Mayor Report.....pages 64-66
B. Council Reports
 Polk County Sheriff Garton's report.....page 67
 Fire Department Monthly Report, January through May.....pages N/A
 Public Works Department Monthly Reportpages 68-69
 Library Monthly Reportpages N/A
- 8) **Council Announcements**
A. Next regular City Council meeting September 8, 2016 at 6:00 p.m.
- 9) **Adjourn**

City of Falls City
Paid Bills Report
 As of July 9, 2016

	Date	Memo	Account	Class	Amount
ACI - Appraisal & Consulting, Inc.	07/09/2016	Appraisal 304/306 N Main, Falls City	Accounts Payable		-1,200.00
	07/09/2016	Appraisal 304/306 N Main	Professional Services	01 GENERAL FUND:01.01 Administrativ	1,200.00
Total ACI - Appraisal & Consulting, Inc. American Rootler					0.00
Total American Rootler Buhler & Meyer CPA's LLP	07/09/2016	Recirculation tank pump	Accounts Payable		-6,215.00
	07/09/2016	Recirculation tank pump	System Maintenance/Repair	19 CITY UTILITY RESERVE FUND	6,215.00
					0.00
	07/09/2016	June	Accounts Payable		-362.40
	07/09/2016	35% Admin. June	Professional Services	01 GENERAL FUND:01.01 Administrativ	126.84
	07/09/2016	5% Court	Professional Services	01 GENERAL FUND:01.04 Municipal C	18.12
07/09/2016	10% Street	Professional Services	11 STREET FUND	36.24	
07/09/2016	15% Sewer	Professional Services	13 SEWER FUND	54.36	
07/09/2016	35% Water	Professional Services	20 WATER OPERATING FUND	126.84	
					0.00
Total Buhler & Meyer CPA's LLP Dallas Auto Parts	07/09/2016	Statement 06.30	Accounts Payable		-407.96
	07/09/2016	Statement 06.30	Vehicle Maintenance/Repair	13 SEWER FUND	70.13
	07/09/2016	Statement 06.30	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Depart	306.27
	07/09/2016	Statement 06.30	Equipment Maintenance/Repair	20 WATER OPERATING FUND	31.56
					0.00
Total Dallas Auto Parts General Rental Center of Dallas	07/09/2016	105014	Accounts Payable		-102.00
	07/09/2016	105014	Equipment Rental	11 STREET FUND	102.00
					0.00
Total General Rental Center of Dallas Homa Comfort, Inc	07/09/2016	Inv # 13101	Accounts Payable		-112.50
	07/09/2016	20% Fire Inv # 13101	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Depart	22.50
	07/09/2016	50% Water 13101	Equipment Maintenance/Repair	20 WATER OPERATING FUND	56.25
	07/09/2016	10% Sewer 13101	Equipment Maintenance/Repair	13 SEWER FUND	11.25
	07/09/2016	20% Admin 13101	Equipment Maintenance/Repair	01 GENERAL FUND:01.01 Administrativ	22.50
Total Homa Comfort, Inc Knife River	07/09/2016	1583926	Accounts Payable		-241.20
	07/09/2016	Invoice # 1583926	Streets Maintenance/Repair	11 STREET FUND	241.20
					0.00
Total Knife River Les Schwab	07/09/2016	21632373	Accounts Payable		-767.28
	07/09/2016	tire repair, new tires PW truck, 2163237	Vehicle Maintenance/Repair	20 WATER OPERATING FUND	575.46
	07/09/2016	tire repair, new tires PW truck	Vehicle Maintenance/Repair	11 STREET FUND	76.72
	07/09/2016	tire repair, new tires PW truck, 2163237	Vehicle Maintenance/Repair	13 SEWER FUND	115.10
					0.00
Total Les Schwab Mid Willamette Valley COG	07/09/2016	1617013	Accounts Payable		-1,085.00
	07/09/2016	Inv. 1617013, 2016-17 dues	Council of Government Dues	01 GENERAL FUND:01.01 Administrativ	1,085.00
					0.00
Total Mid Willamette Valley COG Net Assets Corporation	07/09/2016	66-201606	Accounts Payable		-11.00
	07/09/2016	50% Lien service -66-201606	Professional Services	13 SEWER FUND	5.50
	07/09/2016	50% Lien service -66-201606	Professional Services	20 WATER OPERATING FUND	5.50
					0.00
Total Net Assets Corporation					0.00

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	Date	Memo	Account	Class	Amount
Petro Card					
	07/09/2016	C077282	Accounts Payable		-124.95
	07/09/2016	20% C077282	Vehicle Operation	11 STREET FUND	24.99
	07/09/2016	20% C077282	Vehicle Operation	13 SEWER FUND	24.99
	07/09/2016	60% C077282	Vehicle Operation	20 WATER OPERATING FUND	74.97
					<u>0.00</u>
Total Petro Card					
Royal Flush Portables, Inc					
	07/09/2016	A-16228	Accounts Payable		-310.00
	07/09/2016	A-16228	Professional Services	01 GENERAL FUND:01.03 Parks	310.00
					<u>0.00</u>
Total Royal Flush Portables, Inc					
Terry Ungricht					
	07/09/2016	June Expenses	Accounts Payable		-312.69
	07/09/2016	June Expenses	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	312.69
					<u>0.00</u>
Total Terry Ungricht					
Verizon Wireless					
	07/09/2016	9767606673	Accounts Payable		-37.95
	07/09/2016	June	Telephone	01 GENERAL FUND:01.01 Administrativ	18.97
	07/09/2016	June	Telephone	20 WATER OPERATING FUND	18.98
					<u>0.00</u>
Total Verizon Wireless					
Xerox Corporation					
	07/09/2016	085272366	Accounts Payable		-213.72
	07/09/2016	65% Use, inv 085272366	Operational Supplies	01 GENERAL FUND:01.01 Administrativ	138.92
	07/09/2016	10% Use	Operational Supplies	11 STREET FUND	21.37
	07/09/2016	10% Use	Operational Supplies	13 SEWER FUND	21.37
	07/09/2016	15% Use	Operational Supplies	20 WATER OPERATING FUND	32.06
					<u>0.00</u>
Total Xerox Corporation					
Bill Kalpakoff					
	07/18/2016	07/07/2016	Accounts Payable		-75.00
	07/18/2016	07/07/2016 wk on PW pickup	Equipment Maintenance/Repair	11 STREET FUND	25.00
	07/18/2016	07/07/2016 wk on PW pickup	Equipment Maintenance/Repair	20 WATER OPERATING FUND	50.00
					<u>0.00</u>
Total Bill Kalpakoff					
CenturyLink					
	07/18/2016	multiple phone bills July	Accounts Payable		-420.37
	07/18/2016	July	Telephone	01 GENERAL FUND:01.01 Administrativ	183.28
	07/18/2016	July	Telephone	20 WATER OPERATING FUND	64.59
	07/18/2016	July	Telephone	01 GENERAL FUND:01.07 Fire Departm	172.50
					<u>0.00</u>
Total CenturyLink					
Consumers Power Inc					
	07/18/2016	Account # 1155301	Accounts Payable		-179.21
	07/18/2016	July Power	Power/Heat	20 WATER OPERATING FUND	179.21
					<u>0.00</u>
Total Consumers Power Inc					
Edge Analytical					
	07/18/2016	16-15954	Accounts Payable		-20.00
	07/18/2016	16-15954	Lab Analysis Services	20 WATER OPERATING FUND	20.00
					<u>0.00</u>
Total Edge Analytical					
Ferguson Waterworks					
	07/18/2016	Account: 50936 Invoice: 0529436	Accounts Payable		-365.12
	07/18/2016	Invoice: 0529436, S Main project	Maintenance Supplies	11 STREET FUND	365.12
					<u>0.00</u>
Total Ferguson Waterworks					
Mid Willamette Valley COG					
	07/18/2016	1516399	Accounts Payable		-173.25
	07/18/2016	inv. 1516399 land use	Council of Governments Planning	01 GENERAL FUND:01.01 Administrativ	173.25
					<u>0.00</u>

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Total Mid Willamette Valley COG					0.00
RAM STEELCO, INC.	07/18/2016	469246, 469251	Accounts Payable		-257.47
	07/18/2016	inv.469246, 469251, S Main project	Streets Maintenance/Repair	11 STREET FUND	257.47
					0.00
Total RAM STEELCO, INC.					-608.00
Speer Hoyt LLC	07/18/2016	35708	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	608.00
	07/18/2016	INV. 35708	Attorney/Special Council		0.00
Total Speer Hoyt LLC					-129.66
West Valley Hospital	07/18/2016	INV. 1533	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	129.66
	07/18/2016	EMS Medication Billing, inv 1533	Medical Supplies		0.00
Total West Valley Hospital					-403.00
Edge Analytical	07/26/2016	16-15949 and 16-15941	Accounts Payable	20 WATER OPERATING FUND	205.00
	07/26/2016	16-15949	Lab Analysis Services	13 SEWER FUND	198.00
	07/26/2016	16-15941	Lab Analysis Services		0.00
Total Edge Analytical					-1.10
John Deere Financial	07/26/2016		Accounts Payable	01 GENERAL FUND:01.03 Parks	1.10
	07/26/2016	lawn mower repair	Equipment Maintenance/Repair		0.00
Total John Deere Financial					-320.00
JRE Inc	07/26/2016	invoice 376	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	320.00
	07/26/2016	fobs for fire dept	Fire Station Maint/Repairs		0.00
Total JRE Inc					-751.45
League of Oregon Cities	07/26/2016	Inv. 17746	Accounts Payable	01 GENERAL FUND 01.01 Administrativ	751.45
	07/26/2016	2016/17 dues, inv 17746	League of Oregon Cities Dues		0.00
Total League of Oregon Cities					-50.00
League of Oregon Cities Foundation	07/26/2016	donation	Accounts Payable	01 GENERAL FUND 01.01 Administrativ	50.00
	07/26/2016	League of Oregon Cities Foundation	Miscellaneous		0.00
Total League of Oregon Cities Foundation					-1,436.43
Pacific Power	07/26/2016	multiple accounts, 21091561-006 2	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	343.18
	07/26/2016	July	Power/Heat	01 GENERAL FUND:01.01 Administrativ	118.08
	07/26/2016	July	Power/Heat	01 GENERAL FUND:01.03 Parks	65.07
	07/26/2016	July	Power/Heat	13 SEWER FUND	229.18
	07/26/2016	July	Street Lights	11 STREET FUND	626.39
	07/26/2016	July	Power/Heat	20 WATER OPERATING FUND	54.53
					0.00
Total Pacific Power					-109.44
Petro Card	07/26/2016	C082314	Accounts Payable	11 STREET FUND	21.88
	07/26/2016	20% C082314	Vehicle Operation	13 SEWER FUND	21.88
	07/26/2016	20%	Vehicle Operation	20 WATER OPERATING FUND	65.68
	07/26/2016	60%	Vehicle Operation		0.00
Total Petro Card					-301.50
Pitney Bowes	07/26/2016	8000-9000-0969-9830	Accounts Payable	01 GENERAL FUND-01.01 Administrativ	60.30
	07/26/2016	20% postage	Office Supplies		

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Date	Memo	Account	Class	Amount
07/26/2016	20% postage	Office Supplies	13 SEWER FUND	60.30
07/26/2016	60% postage	Office Supplies	20 WATER OPERATING FUND	180.90
				<u>0.00</u>
Total Pitney Bowes				
Pitney Bowes Global Financial Services LL				
07/26/2016	Acct# 8158702, inv 3301047239	Accounts Payable		-196.80
07/26/2016	July 35% inv 3301047239	Postage & Freight	13 SEWER FUND	68.88
07/26/2016	July 50%	Postage & Freight	20 WATER OPERATING FUND	98.40
07/26/2016	July 15%	Postage & Freight	01 GENERAL FUND:01.01 Administrativ	29.52
				<u>0.00</u>
Total Pitney Bowes Global Financial Services LL				
Salem Heating & Sheet Metal				
07/26/2016	217594	Accounts Payable		-419.81
07/26/2016	217594	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	419.81
				<u>0.00</u>
Total Salem Heating & Sheet Metal				
US Bank Visa				
07/26/2016	Account Number: 4798 5312 1498 1146	Accounts Payable		-644.90
07/26/2016	QB	Computer Software Maintenance	01 GENERAL FUND:01.01 Administrativ	103.80
07/26/2016	Account Number: 4798 5312 1498 1146	Office Supplies	01 GENERAL FUND:01.01 Administrativ	78.13
07/26/2016	Account Number: 4798 5312 1498 1146	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	25.92
07/26/2016	QB	Computer Software Maintenance	13 SEWER FUND	103.80
07/26/2016	QB	Computer Software Maintenance	20 WATER OPERATING FUND	311.40
07/26/2016	Account Number: 4798 5312 1498 1146	Maintenance Supplies	20 WATER OPERATING FUND	21.85
				<u>0.00</u>
Total US Bank Visa				
Valley Electric Company, LLC				
07/26/2016	July statement	Accounts Payable		-1,798.69
07/26/2016	recirculation tank pump install	Equipment Maintenance/Repair	13 SEWER FUND	170.03
07/26/2016	HACH controls and pump	Equipment Maintenance/Repair	20 WATER OPERATING FUND	1,628.66
				<u>0.00</u>
Total Valley Electric Company, LLC				
Buhler & Meyer CPA's LLP				
08/04/2016	July	Accounts Payable		-973.60
08/04/2016	35% Admin, July	Professional Services	01 GENERAL FUND:01.01 Administrativ	340.76
08/04/2016	5% Court	Professional Services	01 GENERAL FUND:01.04 Municipal Ci	48.68
08/04/2016	10% Street	Professional Services	11 STREET FUND	97.36
08/04/2016	15% Sewer	Professional Services	13 SEWER FUND	146.04
08/04/2016	35% Water	Professional Services	20 WATER OPERATING FUND	340.76
				<u>0.00</u>
Total Buhler & Meyer CPA's LLP				
CenturyLink Business Services				
08/04/2016	July 1382453048	Accounts Payable		-2.28
08/04/2016	July 1382453048-85%	Telephone	01 GENERAL FUND:01.01 Administrativ	1.93
08/04/2016	July 1382453048-15%	Telephone	20 WATER OPERATING FUND	0.35
				<u>0.00</u>
Total CenturyLink Business Services				
CIS Trust				
08/04/2016	1st quarter Workers comp	Accounts Payable		-3,080.08
08/04/2016	1st quarter workers comp	Worker's Comp Insurance	01 GENERAL FUND:01.01 Administrativ	123.20
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	01 GENERAL FUND:01.03 Parks	92.40
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	01 GENERAL FUND:01.07 Fire Departm	1,909.64
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	01 GENERAL FUND:01.04 Municipal Ci	30.80
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	11 STREET FUND	338.80
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	13 SEWER FUND	215.60
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance	20 WATER OPERATING FUND	369.64
08/04/2016	1st quarter Workers comp	Worker's Comp Insurance		#####
08/04/2016	General Liability, Auto, Property & Crime	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	548.72
08/04/2016	General Liability	Liability Insurance	01 GENERAL FUND:01.03 Parks	548.72
08/04/2016	General Liability	Liability Insurance		

City of Falls City
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	Date	Memo	Account	Class	Amount	
Total CIS Trust City of Dallas	08/04/2016	General Liability	Liability Insurance	01 GENERAL FUND:01.07 Fire Departm	1,646.16	
	08/04/2016	General Liability	Liability Insurance	11 STREET FUND	1,097.44	
	08/04/2016	General Liability	Liability Insurance	13 SEWER FUND	2,743.60	
	08/04/2016	General Liability	Liability Insurance	20 WATER OPERATING FUND	4,369.78	
	08/04/2016	Auto	Vehicle Insurance	01 GENERAL FUND:01.07 Fire Departm	1,646.61	
	08/04/2016	Auto	Vehicle Insurance	11 STREET FUND	823.30	
	08/04/2016	Auto	Vehicle Insurance	13 SEWER FUND	411.65	
	08/04/2016	Auto	Vehicle Insurance	20 WATER OPERATING FUND	1,234.98	
	08/04/2016	Property & Crime	Property Insurance	01 GENERAL FUND:01.01 Administrativ	516.65	
	08/04/2016	Property & Crime	Property Insurance	01 GENERAL FUND:01.03 Parks	344.43	
	08/04/2016	Property & Crime	Property Insurance	01 GENERAL FUND:01.07 Fire Departm	3,444.33	
	08/04/2016	Property & Crime	Property Insurance	11 STREET FUND	1,722.16	
	08/04/2016	Property & Crime	Property Insurance	13 SEWER FUND	4,305.42	
	08/04/2016	Property & Crime	Property Insurance	20 WATER OPERATING FUND	6,888.69	
						0.00
	Total City of Dallas Dallas Auto Parts	08/04/2016	INV# 201607261797 June	Accounts Payable	11 STREET FUND	-300.00
08/04/2016		INV# 201607261797 June	Streets Maintenance/Repair		300.00	
					0.00	
Total Dallas Auto Parts Dave's Mobile Repair, Inc.	08/04/2016	Statement 07.31	Accounts Payable	20 WATER OPERATING FUND	-36.91	
	08/04/2016	Statement 07.31	Vehicle Maintenance/Repair		36.91	
					0.00	
Total Dave's Mobile Repair, Inc. Edge Analytical	08/04/2016	Inv 17680	Accounts Payable	11 STREET FUND	-1,095.33	
	08/04/2016	Back hoe service repair	Equipment Maintenance/Repair	20 WATER OPERATING FUND	273.83	
					821.50	
					0.00	
Total Edge Analytical Ferguson Waterworks	08/04/2016	16-18004 15-18847, 15-19584, 15-1987	Accounts Payable	20 WATER OPERATING FUND	-416.00	
	08/04/2016	16-18004 15-18847, 15-19584, 15-1987	Lab Analysis Services	13 SEWER FUND	296.00	
	08/04/2016	16-17388	Lab Analysis Services		120.00	
					0.00	
Total Ferguson Waterworks Forbes Plumbing	08/04/2016	Account: 50936 Invoice: 0529722	Accounts Payable	20 WATER OPERATING FUND	-220.83	
	08/04/2016	Invoice: 0529722	Maintenance Supplies		220.83	
					0.00	
Total Forbes Plumbing General Rental Center of Dallas	08/04/2016	Inv: AA00000502	Accounts Payable	20 WATER OPERATING FUND	-38.19	
	08/04/2016	Inv: AA00000502	Maintenance Supplies		38.19	
					0.00	
Total General Rental Center of Dallas JMS Engineering	08/04/2016	105202	Accounts Payable	11 STREET FUND	-305.00	
	08/04/2016	105202, South Main Project	Equipment Rental		305.00	
					0.00	
Total JMS Engineering Mid Willamette Valley COG	08/04/2016	217	Accounts Payable	11 STREET FUND	-3,000.00	
	08/04/2016	Engineering for South Main St project	Street Projects		3,000.00	
					0.00	
Total JMS Engineering Mid Willamette Valley COG	08/04/2016	1617063	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-79.00	
	08/04/2016	Inv 1617063, land use FSU Housing cot. Council of Governments Planning	Account of Governments Planning		79.00	

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Date	Memo	Account	Class	Amount
08/04/2016	2295761	Accounts Payable		0.00
08/04/2016	2295761	Street Projects	11 STREET FUND	-458.50
				<u>458.50</u>
				0.00
08/04/2016	July Expenses	Accounts Payable		-407.25
08/04/2016	July Millage	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	209.52
08/04/2016	Battery back up	Computer Hardware Maint/Rep	20 WATER OPERATING FUND	99.99
08/04/2016	Food for Council Work Session	Council Approved Projects	01 GENERAL FUND:01.02 City Council	97.74
				<u>0.00</u>
08/04/2016	Inv.11117161, 11130111, 11130121, 1115	Accounts Payable		-529.85
08/04/2016	Inv.11117161, 11130111, 11130121, 1115	Street Projects	11 STREET FUND	519.90
08/04/2016	11153331	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	9.95
				<u>0.00</u>
08/04/2016	9769254379	Accounts Payable		-37.96
08/04/2016	July	Telephone	01 GENERAL FUND:01.01 Administrativ	18.98
08/04/2016	July	Telephone	20 WATER OPERATING FUND	18.98
				<u>0.00</u>
08/04/2016	Inv 085680364	Accounts Payable		-227.91
08/04/2016	65% Use, Inv 085680364	Operational Supplies	01 GENERAL FUND:01.01 Administrativ	148.14
08/04/2016	10% Use	Operational Supplies	11 STREET FUND	22.79
08/04/2016	10% Use	Operational Supplies	13 SEWER FUND	22.79
08/04/2016	15% Use	Operational Supplies	20 WATER OPERATING FUND	34.19
				<u>0.00</u>
				<u>0.00</u>

Total Mid-Willamette Valley COG
 River-Bend Sand & Gravel

Total River-Bend Sand & Gravel
 Terry Ungricht

Total Terry Ungricht
 Van Well Building Supply

Total Van Well Building Supply
 Verizon Wireless

Total Verizon Wireless
 Xerox Corporation

Total Xerox Corporation
TOTAL

City of Falls City
City Council Regular Meeting
Meeting Minutes
Thursday July 14, 2016
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: JoHanna Hewitt, City Clerk; Don Poe, Public Works Lead Worker

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

- 1) **Roll Call**
Clerk Hewitt took roll call. Councilor Bishop was absent.
- 2) **Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) **Motion to adopt the entire Agenda**
Added to the Agenda; Item H; Intergovernmental Agreement (IGA) with FEMA and Polk County, (Exhibit A) Item I; Bill Kalpakoff business license for Bill's Auto Repair (Exhibit B) and Consent Item D; Rosenblum Leak adjustment (Exhibit C).

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

H. IGA- FEMA and Polk County

The City Attorney has reviewed the IGA and he is confident the City is protected in the arrangement. Polk County's role will be to handle all project matter with FEMA on the City's behalf. This will eliminate added workload for Mayor Ungricht/City Manager. The schools, post office, emergency entities and others would be notified of closure when repair begins. Mayor Ungricht has informed FEMA and Senator Wyden that in the event Dutch Creek Crossing washes out in the future, it will not be repaired. It will be closed due to budgetary consideration, as it serves no beneficial use to the City. An alternate route would then be necessary to access Federal timber holdings, etc.

FEMA has already rejected one agreement due to the wording of "Whereas". The agreement was rewritten changing the Recitals section's third paragraph first word from "Whereas" to "Therefore". It is hoped FEMA will accept the agreement with this change. A special meeting may be needed for Council to approve the new agreement after the FEMA review. With only a few months of dry weather left, the project engineers need to get started as soon as possible.

A motion was made by Councilor D. Sickles and seconded by Councilor Drill that the City of Falls City adopt Resolution 16-2016, a resolution authorizing an intergovernmental agreement between the City of Falls City and Polk County for the management and work on Mitchell Street/Dutch Creek culvert replacement project. Motion Carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis

Item I; Bill Kalpakoff's business license for Bill's Auto Repair was then discussed. Clerk Protheroe recommended this license approval in her staff report. Councilor Drill had concerns of inoperable vehicles left on the street. Councilor Meier pointed out the effort to acquire a business license.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles that the City of Falls City approve the business license application for Bill's Auto Repair. Motion Carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

4) Consent Agenda

Added to the Consent Agenda: Item D; Rosenblum Leak adjustment for \$53.32. (Exhibit C)

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

Councilor Drill questioned a charge for Polk County Sheriff's Office, intergovernmental agreement with the Falls City Fire Department. This is for radio use. Pacific Power's charge was thought to be high. Mayor Ungricht said the invoice caught his attention as well. Upon researching past invoices, he found it was a usual charge.

5) Public Comments

None

6) New Business

A. Emergency Preparedness Group

Staff determined the Emergency Preparedness Group is not subject to Public Meeting Law. No posting of meeting notices or minutes will need to be done. In the event there is a quorum present, minutes will be taken and given to staff. Council does not wish to make this group an official committee at this time. The group will continue as is reporting to Council.

B. Water Service Connection

The outside of city limits request for water service connection was spurred by the properties well drying up. The property is higher than our reservoir making it a costly challenge to provide service. Public Works Lead Don Poe does not recommend the hook up. He said the water Master Plan would need to be completed with the main lines reorganized. When originally put in, the loop lines did not consider the area's topography and failed in purpose. OHA rules require a minimum of 20lbs pressure in the lines at all times. Mr. Poe stated it would be a scant 20lbs load and very low quality water served to the address on Parry. He said it is doable, but cannot be done as a feasible solution. The new Water Master Plan will add measures to increase pressure in elevation and decrease pressure in the lower areas of town. This would allow for additional hookups in the future.

Councilor D. Sickles said there needed to be a long-range solution or the property owners would likely need to drill a well.

Mayor Ungricht suggested the property owners put in a cistern and purchase bulk water from the City.

C. Green Haven RV Park

Council instructed staff to review the Conditional Use Permit entitled Polk County Development Tourist RV Park Permit #2710032 held by Green Haven RV Park due to multiple complaints related to the property and its tenants. There have been numerous code violations reported by citizens and the majority of Polk County Sherriff's calls relating the City of Falls City are to Green Haven RV Park for issues.

Mr. Mike Bowman of Green Haven RV Park was not in attendance at the time this agenda item came due for discussion. Mayor Ungricht and Council postponed Green Haven RV Park discussion until Mr. Bowman arrived after Item G; Notice of Violation, 26 and 10 South Main.

D. Resolution 14-2016, Tap Our Agreement

A motion was made by Councilor Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City approve Resolution 14-2016, a resolution approving an extension to the intergovernmental agreement between Polk County Emergency Management and the City of Falls City for Tap-Out Communication System. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

E. Resolution 15-2016 Radio Communication Services Agreement

Mayor Ungricht pointed out a correction in the listed motion. It read "Resolution 15-16" and was corrected to "Resolution 15-2016".

Councilor Drill asked if this was the same charges for radio use. Mayor Ungricht said it is for repair to the system. Polk County issues separate agreements for repair and usage services. He said the City of Monmouth with its own police force may do it differently. He offered to provide last year's agreement for comparison.

A motion was made by Councilor D. Sickles and seconded by Councilor Melin that the City Council of the City of Falls City approve Resolution 15-2016 a resolution approving an extension to the intergovernmental agreement between Polk county and the City of Falls City for Radio Communication System Services. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

F. Wagner Library Discussion

The City of Falls City and the Falls City School District met on June 29, 2016 in a work session. Mayor Ungricht said the cook out on July 2, 2016 was well attended and a similar event would be a good way to engage and educate the public on the library issue. He said the City had funds in the budget to support a BBQ event for this purpose asked that Council please consider it. He asked for other ideas Council may have to get the word out about the library issue. Mayor Ungricht noted Council has two FCSD Board Members and we want to keep the library needs fresh in the minds of the public.

G. Notice of Violation, 26 and 10 south Main

There have been several complaints on 26 South Main Street, which is the main problem property. The other property involved is 10 South Main Street. Mayor Ungricht asked Council's permission to post notice at the properties.

Councilor Drill suggested the City speak with the owner to inquire what his plans were for the items on the street. Mayor Ungricht said it was unnecessary due to the number of complaints and history of offenses by this property.

A motion was made by Councilor Meier and seconded by Councilor Drill that the City Council of the City of Falls City hereby determines that a nuisance has been found to exist at 26 South Main Street and authorizes staff to post notices and send copies of the notice by registered mail to the owners of the properties at the last known address. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Item C; Green Haven RV Park discussion resumed with Mr. Bowman's arrival. Mayor Ungricht hoped Council had read the report and asked Mr. Bowman if he would like to address Council regarding the matter.

Mr. Bowman greeted Council and provided a handout he had prepared to Council and staff. (Exhibit D) A moment was taken to read Mr. Bowman's handout information. Richard Bowman is the current owner of the RV Park, but his son Mike Bowman is acting on his behalf and will take over upon Richard Bowman's retirement. Mr. Bowman informed Council of various changes he has made to the Green Haven RV Park as well as plans for future improvements.

Councilor D. Sickles inquired if Mr. Bowman had an eviction policy he followed. Mr. Bowman responded that yes, they are finally implementing the correct one. Currently he is in the process of issuing evictions, recruiting better tenants and cleaning up the RV Park.

Mayor Ungricht said he had been through the RV Park and he did see work was done to improve the debris and garbage situation. Mr. Bowman invited Council to visit the RV Park and see the improvements that have been taking place over the past several months.

The moving of RVs from one space to another every 180-days will need to be enforced. After a consecutive 180-day stay, RVs are required to leave the RV Park and may reenter and occupy a different space. Mayor Ungricht gave a brief history beginning with Green Haven's initial 90-day tenant stay issued in 1997 by Council. In 2005, Green Haven requested the allowed stay to be increased to twenty-four months. This request was denied.

Mr. Bowman brought Council's attention to the last page of his handout. It was his belief the twenty-four month term was in effect. Councilors Meier and Drill confirmed that Council declined it and only the 180-day term of stay was passed by Council vote in favor 4-2-0 in 2005. The attachment in his handout was simply what Green Haven requested of Council at the time. It was not granted. This 180-day term of stay cannot be changed by Council decision because it is State Law.

Mr. Bowman pointed out that this was not enforced elsewhere in the City. He agreed that he would comply and do what it takes to clean up Green Haven even though the 180-day limit it puts pressure on his business.

Mayor Ungricht concurred that it does put pressure on Mr. Bowman's business. He added that Green Haven clientele put pressure on the City, the Falls City School District and Polk County Sheriff's Department.

Mr. Bowman agreed that three or four people are currently in the eviction process. He said once they are gone, there will not be a need for officers in the RV Park, it will be "smooth sailing". He added one tenant was responsible for over six Polk County Sheriff visits in the past few months. Mayor Ungricht asked if he was the person who broke into Frink's General Store. Mr. Bowman said no, but he is just as bad. He did not name names but said this person was under eviction and that several other tenants would be going to court soon. Mr. Bowman said it was difficult. He said nowadays, tenants have squatters' rights and it is harder to get rid of them. He added that he has been in contact with other RV parks and has acquired new forms and applications for prospective tenants to fill sign. He has no problem evicting; it is just going through the process of doing so. Mr. Bowman informed Council the main offender just left a few days ago. Green Haven had been trying to get rid of this person for a year but he would move from one trailer to the next, staying with other tenants. Mr. Bowman is looking into criminal trespass charges in case he returns.

Mr. Bowman added that there are many good people in the RV Park. Mayor Ungricht agreed there are. Mr. Bowman said that his father had been taken advantage of by tenants, but that would change with Mr. Bowman's ownership.

Mayor Ungricht invited questions from Council.

Councilor Drill asked about the garbage in the RV Park. More specifically about the rats, numerous stray cats and feces, she has observed on visits to the RV Park over the last two years. Mr. Bowman stated he had not witnessed this and was not sure where she had seen it. He said another garbage can was needed and they have caught people from out of town bringing in garbage to their site. He hopes to implement a surveillance system and lighting.

Council assured Mr. Bowman this was not a personal issue and asked how the City could help Mr. Bowman with the RV Park situation. Councilor Drill said it was clear help was greatly needed for the RV Park. Council was in support of Mr. Bowman.

Mr. Bowman was appreciative and invited Council to come over. Councilor Drill stated she lives on that side of town. Mr. Bowman went on to say, he has cleaned up the bathrooms and showers. He said the four non-compliant tenants do not pay rent and are responsible for the mess.

Councilor Drill explained the 180-day lodging limit in an RV Park was actually a way to help Green Haven in this type of situation to remove non-compliant tenants. It allows Green Haven to cite City Ordinance and State Law and cause offenders to leave. Mr. Bowman stated that they have implemented this in the past. However, in the last few months have experienced approximately 85% turnover. He said the tenants Council is addressing in regards to the 180-day stay have been at Green Haven for years. These tenants pay their rent and keep their spaces clean. He said the few that are under eviction cause the problems. Mr. Bowman has added 10 new renters and implemented a pay by the week policy. This is done for the first month or so, and then goes to monthly if they show payment responsibility. So far, this has been successful. A plus side to this, if the rent by the week is four days overdue, the eviction process can start immediately instead of taking months Mr. Bowman added.

Councilor Drill stated her concern was the agreement [CUP #2710032] in place is not being followed. She said when an agreement is in place, it is her expectation to hold those involved accountable. Green Haven RV Park needs to be held accountable to their agreement. Every trailer/RV needs to be moved out every six months, because that was the agreement entered into. Councilor Drill went onto say that when we (Council) give an inch, miles are taken.

Mr. Bowman asked what Council intends to do about the illegal RV Parks within City limits. He defined an RV park as "Two or more RVs on a tax lot". He said there are half a dozen of them illegally hooked up to sewer and water and violating every code there is with the state, city and county. Mr. Bowman concluded by saying he wants to comply with the agreement but that the City should address all violators and not just single him out.

Mayor Ungricht explained the City is working on the problem of squatters in RVs/trailers. The major obstacle is that the City has no court in place and very little funding. Mr. Bowman said he knows what the town is up against and truly, wants to do his part and help.

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A program will have to be designed and put in place to track trailers/RV location and have VIN numbers on file. The initial deadline of July 31, 2016 is not feasible at this point. Mr. Bowman said someone from the City would have to come and enforce the Code and look at VINs.

Mayor Ungricht clarified that it is the property owner's responsibility to enforce compliance under the agreement for Green Haven's Conditional Use Permit.

The question of law enforcement aid to escort faulty tenants was brought up. It is thought to be a State Police issue since the 180-day stay limit is a state law. Mr. Bowman said would check into property managements and that may be a solution. Council would like to see a plan of action followed.

Councilor Meier asked about fencing listed in the CUP #2710032 language. It should be 6 feet high and form a barrier. Mr. Bowman said he would replace the missing plants or add a solid section to the area allowing visibility to the designated overflow/storage portion of the property. Council complimented Mr. Bowman on the recently mowed field off Lombard Street and how good it looks.

Councilor Meier brought up hotel tax. It cannot be applied to Green Haven RV Park because the state considers 6 months legal residency. He felt individual water hook ups should be obtained because there was a business with one meter and two separate services elsewhere in town.

Mr. Bowman felt he was the largest purchaser of water and inquired if anyone purchased more than Green Haven. Mayor Ungricht answered yes, there were significantly larger users. He pointed out that individual hookups would require a modification to Green Haven's CUP #2710032.

Councilor D. Sickles suggested Mr. Bowman make a plot map of spaces, the VIN and date the tenant moved in then submit a copy to the City each month. It would be fair to allow time to implement this procedure. Councilor D. Sickles also feels it is fair that the City see progress on Green Haven's part. He commended Mr. Bowman on his efforts and thinks Mr. Bowman will be happier with the improvements as well as solving issues with the City.

Mr. Bowman said some of the vehicles in the RV Park were so old, they may not have VINs.

Mayor Ungricht offered City staff to help develop and implement a tracking plan. Mayor Ungricht said Green Haven had always kept adequate records, which helped the City with population reporting in the past.

Mr. Bowman asked if the 180-day applied to only tenants or to their personal vehicles as well. Council was unsure, but suggested honoring the agreement. The agreement states vehicles must be currently licensed. Mr. Bowman added that the age of RV's allowed in the RV Park is one of the policy changes he would like to make and only allow newer models to move in.

Councilor D. Sickles said he is friends with a long time Green Haven resident. Unfortunately, they are required to vacate and return every six months as well as per the agreement. It was agreed that terms of CUP #2710032 have not been enforced over the last several years by Mr. Bowman to tenants, or by the City to Mr. Bowman. He suggested that instead of trying to correct the issue during this Council meeting, to have staff work with Mr. Bowman and give a fair amount of time for implementation of the process. Councilor D. Sickles stated it would also be fair for the city to see progress during this time. Mr. Bowman had requested six months.

Council agreed to have staff to work with Mr. Bowman. Mayor Ungricht offered to take photographs of problem sites. Mayor Ungricht asked Council to move on.

Mr. Bowman expressed his appreciation and said working together and communications were key in improving our City.

Councilor L. Sickles responded "And we will".

Councilor Drill made note that as a mother, living in the area, she would like to see change for the sake of our children. She visits the location often and it is saddening to see what goes in and out of the RV Park. She said for her personally, she needs it to change. Councilor Drill reiterated it is not anything personal against Mr. Bowman.

Mr. Bowman assured Council the last three or four problematic offenders would be out and this would bring change for the better. Mayor Ungricht added that the problem with Mr. Bowman kicking them out is that those people would end up squatting somewhere else in town creating a problem for the City.

Mayor Ungricht thanked Mr. Bowman for coming in and speaking with Council.

Correspondence, Comments and Ex-Officio Reports

A. Mayors Report

Mayor Ungricht informed Council of recent crimes and vandalism in the park areas. A fire was set in the bathrooms of the Upper Park (George Kitchen Memorial Park). The hand dryer was broken some time ago. Basketball hoops and backboard have been broken at the Lower Park (Fay Wilson Memorial Park), as well as the electrical wiring to the outdoor light vandalized and damaged.

An employee of Royal Flush was threatened by a male, approximately 20-24 years of age while performing maintenance on the chemical toilets at the Falls Park (Michael Harding Memorial Park) because of the odor it was causing. The employee was quite intimidated. The City was notified the following day. The Sheriff was notified. A sergeant was scheduled to attend this Council meeting, but was called away just prior. Don Poe, Lead of Public Works was threatened in the Upper Park not long ago. That was immediately dealt with by calling authorities.

The recurring vandalism has escalated in the past several months and is out of control said Mayor Ungricht. The bathrooms in the Upper Park require daily clean up by Public Works. He asked if the bathrooms should be closed and just opened when the park is reserved. Mayor Ungricht was thinking of using porta potties but with the recent Royal Flush employee being threatened, that probably is not a valid option.

There are several persons of interest linked to the criminal activity. It may be due to recent changes in living arrangements as there has been quite a bit of movement from one area to another in the City. He added that the community group meeting on drug issues would hold a Popsicle in the Park event in August.

Councilor Drill commented that she is frustrated and tired of the drugs, needles and garbage. She suggested closing the Upper and Lower parks completely. Mayor Ungricht said if needles were located, to leave them and call him to collect them. He added that closing the Lower Park would be difficult due to the footbridge. Councilor Drill thought the Sheriff could be called and the persons held accountable and arrested for trespassing. She said other parks do this. She feels it would make

a statement to close the parks and that people would notice and help take our parks back. Councilor Drill is tired of being complacent . This is our town, and it is a beautiful town of 950 people. All of Council agreed that the situation is out of control.

Councilor Meier agreed closing the Lower Park would be very difficult. People would go under the chain.

Councilor Drill said it makes her mad. Her children cannot use the park near their home. They are afraid to go there due to criminal activity.

Councilor L. Sickles said she uses the Lower Park every day. If you stop using the park, people can go and do whatever they want. She said if more people would use the parks; the vandalism would stop because there are witnesses.

Council added a list of recent break-ins including two houses, the Luckiamute Clinic, Frink's General Store and Mr. Fleener's vacant home has been broken into twice.

Councilor D. Sickles commented on the escalation of criminal activity. He agrees something needs to be done. He said he had heard about the clinic break in and the store's door window being smashed. The problem is these offenders are taken off the streets for a day or two, and then they are back out again, doing the same thing because there is no consequence.

Mayor Ungricht asked Council if they wanted him to contact Sheriff Garton and the Sergeant assigned to our area to set up a meeting. Sheriff Garton encouraged working to formulate a strategy. Council could choose to hold a public workshop or appoint one or two Council members to attend and keep it private. He has been speaking to Sheriff Garton on possible ways to help address these issues. Ideas should not be made public. There was much discussion for a workshop vs a private, no quorum meeting.

Councilor D. Sickles felt an open public meeting was in best interest. He said the City needs the public involved.

Mayor Ungricht will contact Sheriff Garton and make arrange for such a meeting. A message could be added to utility statements to inform the community to help generate public interest. These would be delivered the first part of August.

Kirby Frink, a Fall City resident and owner of Frink's General Store suggested the City and business owners install surveillance cameras along N. Main and in the parks. Retention for video, chain of custody and privacy make this prohibitive for the City. It was mentioned the City of Independence uses cameras in their parks. Mayor Ungricht said that Independence had stopped using cameras in park areas. Councilor L. Sickles added that Independence has a police department. The person who broke into Frink's General Store was released from jail on June 16, 2016.

Mayor Ungricht encouraged citizens to contact the sheriff on everything. He said it is bad when people are threatened while doing their jobs for the betterment of the City. Mayor Ungricht said no one is safe.

Councilor Meier asked if the original question was about the bathrooms in the Upper Park. Mayor Ungricht asked if Council would like the bathrooms to remain open or close them due to vandalism.

Council decision by consensus was to close the bathrooms in the Upper Park. Closing the parks temporarily was discussed. Before closing the park, Mayor Ungricht has an idea he would like to try, which he did not share at this time.

Public Works has been busy replacing the Bridge Street culvert. Paving will take place on South Main and be completed the first part of August. . While here, the contractor is willing to do side jobs if anyone is interested. This is a good time to do driveways and such as the contractor would only charge for tonnage and no set up fees.

As of July 13, seventy-two surveys (46.2%) have been completed. The City does not have valid contact numbers for thirty-nine of the unreturned surveys. The City needs one hundred thirty-seven completed. Please spread the word and encourage people mail their surveys. The next step will be to call those that have not completed a survey. After that, four to five volunteers will be trained to go door to door on the remaining unreturned surveys.

Mayor Ungricht asked Councilors if they had free time to consider helping by going door to door. He said this survey is extremely critical. If the City is unsuccessful with the survey, we will not receive grant monies and not be successful on sewer. If this [sewer system] fails, the City will cease to exist. The state will step in, a district will be formed and they will control the sewer utility.

Two sewer pumps went out. Public Works pulled and repaired them on site. The pumps are on rails and a flange. Age is a factor and the flange is wearing out. It costs a large amount of money to replace the flange as it is in a confined space. It has been given a band-aid repair and a number one priority when a city engineer comes on board. Replacement will need to be done before the rainy weather sets in.

The City Engineer Review Panel has narrowed the six bidding firms down to two. The Panel would like permission from Council to interview the two firms in order to form a final decision. Permission was also sought to enter into negotiations with the chosen firm to draft an agreement for services to bring before Council for approval. (Exhibit F)

A motion was made by Councilor Meier and seconded by Councilors Melin that the City Council of the City of Falls City allow the City engineer review panel to interview the engineering firms to make a final choice on the firm and allow mayor Ungricht to enter into negotiations for an agreement of services to be brought for Council approval. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

The City's park grant application was successful in the estimated amount of \$70,000-\$75,000 (seventy-thousand to seventy-five thousand dollars). An agreement is expected by the first part of August specifying conditions of expenditures. Polk Co. CDC handles the City's loan and is reviewing City options for acquiring the Falls property. If Mayor Ungricht does not have a reply soon, he will initiate follow up with Polk County Community Development Corporation (PCCDC).

As the City prepares for the annual fiscal year procedural audit due August 8, Council and staff are asked to complete a questionnaire and return it directly to Tom Glogau, the city auditor. City of Falls City Audit Questionnaires were given to Council members by Mayor Ungricht. (Exhibit E)

Mayor Ungricht concluded his report by stating staff is extremely busy with many desperately needed projects. Please make sure to thank them.

B. Council Reports

Councilor L. Sickles thanked volunteers who helped with the July 2nd Independence Day celebration. She said it was a big success. Council thanked Councilor L. Sickles for putting it on; Mayor Ungricht was thanked for cooking one hundred burgers and one hundred twenty hot dogs. Councilor L. Sickles said it was a great group effort.

Councilor Drill announced a good response on the Emergency Preparedness Survey. She suggested the City have Emergency Response Packs and Sanitation Kits stored at various sites such as City Hall and the Fire Department. She would give purchase information to the schools and churches for obtaining their own. A cost for a medical kit has not been obtained as of yet. She said costs would be minimal and gave estimates ranging from \$50.00 to \$150 for the various kits. Councilor Drill would bring prices to the August work session for Council review. (Exhibit G)

Councilor Drill added that water filtration was on hand but extra filters were needed. Mayor Ungricht and Council confirmed those items were previously been requested and approved by Council. Mayor Ungricht apologized for the delay in ordering extra filters.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to allow the purchase of one sanitation kit in the amount \$150.00. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Councilor Melin reported on the EDC Committee ideas and effort. Council discussion added the possibilities of a Tour de Falls/ Falls City or 5K run and participants could enjoy the scenic area. EDC contact with the Black Rock Mountain Bike Association (BRMBA) Treasurer had been successful and more discussion would take place.

Councilor Melin said a special pictorial postmark for the community could be issued from the Post Office. Perhaps a postmark design contest could be implemented. He reminded Council the eclipse is only 14 months away taking place August 21, 2017 at 10:17am. Patti Sample and Rose Bajorins, EDC committee members were present. Mayor Ungricht said he would allow them to speak if it was brief as this portion of the meeting was reserved for Council, and past time for Public comment.

Patti Sample shared the EDC Committee idea of renaming the former Bad to the Bone event. A new name would reflect family orientation, and possibly bring interest to overnight stay. A lack of accommodations are an issue.

Mayor Ungricht suggested the EDC Committee solidify plans and request they be put on an agenda to bring awareness to Council. Mayor Ungricht thanked the EDC Committee and told them they were doing a wonderful job.

Councilor D. Sickles was going to speak on the rash of crimes the City has experienced. He passed, as this had been discussed at great length. Mayor Ungricht said he finds the crime depressing.

7) Council Announcements

8) Adjourn

The meeting adjourned at 7:40 pm.

Mayor Terry Ungricht

Attested:

City Clerk JoHanna Hewitt

AGENDA REPORT

To: City Council
From: Mayor Terry Ungricht
Subject: IGA with Polk County on FEMA project
Date: July 5, 2016

Summary

Falls City has been working on the FEMA emergency declaration to repair Dutch Creek Culverts.

BACKGROUND

Falls City was awarded an Emergency declaration from FEMA from the December 7, 2015 storm event that washed out the culverts on Dutch Creek on Mitchell Street. Staff has reported that we were hesitant to enter into the project due to the length and requirements of the project.

Staff met with the County Manger and Public Works director and explained our concerns on taking on a project of this scope. The County recognized the complexity of the project and the benefits to the County on seeing the project completed. The County drew up the proposed IGA to manage the complete project; the City will reimburse the County with all funds reimbursed from the funding agencies, IFA and FEMA. The City Attorney reviewed the IGA and gave his approval on meeting the goals of limiting the City's liability and costs on the project.

IFA has reviewed the agreement and approved. I am waiting on FEMA approval and will report at the meeting, I do not expect any problems on receiving their approval.

Previous Council Action

Passed an agreement for disbursal of funds through Oregon Emergency Preparedness.

ALTERNATIVES/FINANCIAL IMPLICATIONS

With this agreement the City should not have to spend funds on the project, we will have to reimburse any funds received to the county.

STAFF RECOMMENDATION

Pass Resolution accepting the IGA.

EXHIBITS

Resolution 16-2016
IGA between the City and Polk County.

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(Add as item H to
agenda 7-14-16)

RESOLUTION 16 - 2016

A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE City OF FALLS CITY AND POLK COUNTY FOR THE MANAGEMENT AND WORK ON MITCHELL STREET DUTCH CREEK CULVERT REPLACEMENT PROJECT.

FINDINGS:

1. The City of Falls City and Polk County have agreed that the Dutch Creek culvert system on Mitchell Street is in need of replacement for the benefit of the County and City.
2. The City has been awarded funding through the Federal Emergency Management Administration, FEMA, and Oregon Infrastructure Finance Authority to cover the costs of the project.
3. The County has the experience to complete a project of this size and regulatory requirements.

NOW THEREFORE;

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

Section 1. The contract, which is attached hereto and incorporated herein by this reference is hereby approved and adopted by this Resolution.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this Fourteenth day of July, 2016, and takes affect upon signing by the Mayor.

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

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Construction

This task includes site preparation, replacement of existing stream crossing, disposal of existing structures, road widening, raising road grade (if required), and environmental mitigation (if required).

Project Financing

The COUNTY shall provide project financing until the CITY receives reimbursements from funding agencies.

CITY agrees to perform the following services:

Project Coordination

The CITY shall coordinate with the COUNTY in a timely manner for the execution of COUNTY responsibilities under this agreement.

Services Coordination

The CITY shall coordinate agreements with and notification to service providers such as postal, school and emergency services.

Payment

The CITY shall make prompt payments to COUNTY within 14 days of receipt of reimbursement from funding agencies or receipt of invoice from COUNTY, whichever occurs later.

ARTICLE II - AGREEMENT PERIOD

This Agreement shall become effective on the date of last signature and shall remain in effect for one year from the date of PROJECT completion. Performance may be extended for additional periods by written mutual consent between the parties. Any extension after termination shall be retroactive to the date of termination.

ARTICLE III - CONSIDERATION

CITY agrees to pay COUNTY for eligible costs incurred by COUNTY under this Agreement.

ARTICLE IV - NOTICE

Any notice provided for under this Agreement shall be sufficient if in writing and delivered to the following addressee:

COUNTY:

Todd Whitaker, Public Works Director
Polk County Public Works
820 SW Ash Street
Dallas, Oregon 97338
Phone: (503) 623-9287

CITY:

Terry Ungricht, Mayor
City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: (503) 787-3631

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ARTICLE V - INDEMNIFICATION

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. SPONSOR, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE AGREEMENT AND SPONSOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date set forth herein by their duly authorized representatives.

CITY OF FALLS CITY, OREGON

POLK COUNTY, OREGON

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE THROUGH MAYOR UNGRICHT
SUBJECT: NEW BUSINESS LICENSE – BILL'S AUTO REPAIR
DATE: 07/07/2016

SUMMARY

Falls City Municipal Code requires Council approval of all new business licenses.

BACKGROUND

Bill Kalpakoff, dba Bill's Auto Repair, submitted a business license application for a home based auto repair business. The subject property associated with this business license request is located at 395 Clark Street. The property is zoned Residential. Home Occupation is listed as an Accessory Use under Falls City Zoning and Development Code Section 2.101.04(F).

Home Occupations requirements are outlined in Falls City Zoning and Development Code Section 2.209.04. The code allows for two types of Home Occupations Type A and Type B. The applicant is requesting a Type A Home Occupation. His application did not qualify as a Type B, because he does not have employees or sequential customers that come to the site.

2.209.04 Home Occupation:

- A. Intent: The intent of the home occupation provisions of this Ordinance is to recognize the needs of people who are engaged in small-scale businesses or professional operations from their place of residence. The residential character is maintained and the home occupation is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term. A home occupation shall not infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their home for which purpose the Residential Zone was created and primarily intended.
- B. Process: Home Occupations are allowed as an accessory use to any residential use in the City of Falls City. The standards of this Section shall govern all home occupations. There are two types of home occupations, Type A and Type B.
1. Type A. The Type A home occupation is one where the residents use their home as a place of work; however, no employees or customers come to the site. Examples include artists, craftspeople, writers, and consultants. Type A home occupations also provide an opportunity for a home to be used as a business address without requiring a commercial workplace.
 2. Type B. The Type B home occupation is one where either one employee or sequential customers come to the site. Examples are counseling, tutoring, and hair cutting and styling. Type B home occupations are subject to the Type I approval process listed in Section 3.102.

10. Deliveries and Large Vehicle Storage: Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or private parcel delivery trucks. Vehicles over one 1 ton capacity and used in conjunction with a home occupation shall be stored within an enclosed structure on the property. Regardless of capacity, storage of vehicles within the public right-of-way shall be prohibited.
 11. Parking: Parking spaces needed for the conduct of a home occupation shall be provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the district. No more than 2 home occupation-related vehicles shall be located on the property at one time.
 12. Storage and Use of Yard Areas: Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a baby sitter may use rear yard areas for playground equipment.
 13. Day care facilities with 12 or fewer children or group care homes shall not be subject to the provisions of this Section.
- D. Process. Home occupations are allowed as an accessory use to any residential use in the City of Falls City. Type B home occupations are subject to the Type I approval process listed in Section 3.102. The standards of this Section shall govern all home occupations.
- E. Non-Compliance. Any home occupation which does not comply with the requirement of this Section and the provisions of the underlying district shall be a violation of this Ordinance and shall be subject to the penalties and remedies of Chapter One – General Ordinance Provisions.

The business license application indicates it will meet all requirements for a home occupation license in accordance with Falls City Zoning and Development Code Section 2.209.04.

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

No financial impact to the City.

STAFF RECOMMENDATION

Staff recommends approval of the business license.

EXHIBIT

Exhibit A – Business License Application

PROPOSED MOTIONS

I move the City Council of the City of Falls City approve the business license application for Bill's Auto Repair.

PRODUCTS SOLD OR SERVICES RENDERED

Auto Repair

DESCRIBE AVAILABLE PARKING

Parking Behind Shop

IMPACT ON LOCAL TRAFFIC

low impact

ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)

Waste is taken to Polk County hazardous waste events (e.g. oil)

OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):

Will alcohol be sold on the premises? (Circle one): YES NO

N/A

If YES, provide OLCC PREMISE #

OLCC LICENSE #

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #:

N/A

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

FEE SCHEDULE Business License Regulations: CHAPTER 110: BUSINESS LICENSING. Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

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AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: JOHANNA HEWITT, CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST - ROSENBLUM
DATE: 07/13/2016

SUMMARY

Marc Rosenblum of 821 Parry Road has requested a leak adjustment for the month of June 2016. He has provided a receipt for parts purchased and a witnessed statement of repairs. The June 2016 high usage registered at 46,000 gallons amounting in a \$158.76 water charge. The twelve-month average water consumption for this property is 9917 gallons per month.

Staff has calculated a leak adjustment for Council, using the approved formula.

BACKGROUND

To date, we've tested two typical methods of leak adjustments. The first was where we adjusted a customer's bill to 1.5 times the average usage. The Public Works Committee thought the adjustments were too generous using this calculation. To address their concerns, the new trial adjustment calculation considers the 12-month average water charge including the month where the leak occurred.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the June 2016 charge of \$158.76.

Average water bill amount over 12 months	\$ 70.29	
Multiply the average bill amount by 1.5 times	\$ 105.44	= Calculated base for adjustment
Actual water service charge for month of leak	\$ 158.76	
Subtracted by the calculated base for adjustment	\$ 105.44	
Credit Amount	\$ 53.32	

PREVIOUS COUNCIL ACTION

The Council has not taken previous action on this request. Past leak requests have been evaluated on a case-by-case basis.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the city would be a charge waiver of \$ 53.32

STAFF RECOMMENDATION

Staff recommends this leak request approved by Council.

EXHIBIT N/A

PROPOSED MOTION

This item is added under the consent agenda. Approving the consent agenda as presented would give approval for the leak adjustment.

Exhibit D

July 14, 2016

This is a report on the status of Green Haven RV Park In response to the meeting we had with the Mayor.

Currently Falls City's Green Haven RV Park is going through a transitional period. Richard Bowman will be retiring on his 83rd birthday, August 26, 2016. Taking over the responsibility of running the Park will be turned over to me, Michael Bowman and my two brothers Doug & Richard Bowman.

We will be implementing many new policies. All directed towards evicting none compliant tenants. We have already evicted 8 problem tenants so far. We still have 3 or 4 bad apples that are currently in the eviction process. All without exception of the Polk County Sheriffs calls have been caused either directly or indirectly by these non-compliant tenants. The last few are on there way out.

We have been doing our own security, locking down showers and enforcing 10:00 pm to 7:00 am quit time. We are also implementing a new screening process on the new tenants with better background checks and income verification and past rental history. We will be only renting to new tenants by the week until they meet all requirements and prove they are good tenants. After a couple of months they can become monthly renters. This is proving to be a good policy. We have 10 new tenants all proving to be good people.

The last few months things are turning around. The Park is cleaner and quieter than it has been in years. We will also be inspecting RV's as they come in, making sure everything works as it should be as stated in the rental agreement. At this time we will require the tenants to give us there VIN# to be put on file.

As far as moving tenants every six months, this has proven to be redundant and accomplishes nothing. This is a state code that is not enforced anywhere in the states that we could find. We have talked to with many RV Parks, most of which never even heard of it. This is why we had c.u.p. modified in 2005 to 24 months. We also have a high turnover rate only 20% of our best tenants have been living in our Park for more than 24 months.

I would like to suggest that the council give us a time to give updated report every six months on the current status of the RV Park. We are one of the few businesses in Falls City. We would like to work towards making this town a better place to live, which I believe is our current city councils goal. I look forward to working with the city to accomplish this. At this time I would like to invite everyone on the council and the Mayor to visit our Park. In the 14 years we have been in business there has never been a Mayor or city council member visit our office. I would like to see that change.

Thank you,

Sincerely,

Michael Bowman

#4

CITY OF FALLS CITY

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

NOTICE OF CITY COUNCIL DECISION

NATURE OF APPLICATION: Modification of the Conditional Use Permit (CUP) for the Green Haven RV Park (RV Park) to extend stays within the park to 24 months (two years). The current CUP for the RV Park permits guests to stay a total of 90 days, consecutive or intermittent, within a 12-month period.

APPLICABLE CRITERIA: Falls City Zoning and Development Ordinance, Article 3, Section 5.030.

PROPERTY LOCATION: South of the Little Luckiamute River, a property the majority of which borders Lombard Street to the east, South Main Street to the north, and Church Street to the west, at 200 Church Street, Falls City, Oregon (T08W, R6W, Section 21BC, Tax Lots 4800 and 5700).

APPLICANT/OWNER: Green Haven RV Park, LLC

ZONE DESIGNATION: Commercial-Industrial (CI)

COMP. PLAN DESIGNATION: Commercial

FILE NUMBERS: CUP 05-01 (Modification)

DATE OF DECISION: June 20, 2005

DECISION

The City Council of Falls City, Oregon approved by a 4-2 vote the above application based on the findings contained in the Staff Report and developed at the public hearing. The approval is a modification of that which the applicant requested. The approval is subject to the conditions of development listed below.

NOTE: For purposes of these conditions, "Applicant" refers to the Owner, Applicant and Developer, their successors and assigns.

The Applicant has the burden to demonstrate compliance with all conditions of approval. The city does not authorize physical development of the property except as specified herein. All development on the property must be consistent with approved plans.

Failure of the Decision to list a particular permit, condition, term, or restriction shall not relieve the Applicant of the necessity of complying with the law governing said permitting requirements, conditions, terms or restrictions. The City of Falls City shall not waive, modify, or amend by omission from the Decision any matter or thing required under the existing ordinances of the City of Falls City.

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Mailed to Bonnard's
6-23-05
(11/9)

City of Falls City Audit Questionnaire
for year ending June 30, 2016

Instructions: Professional auditing standards require auditors to contact members of management and others in the entity regarding their knowledge of risks, specifically the risk of fraud. The following questions help us obtain an understanding the entity and of management's role. Please answer the following questions to the best of your knowledge and email your responses back to me. Please expand on your responses whenever possible. If you would feel more comfortable speaking with me on the phone I can be reached at the following number:

Tom Glogau, CPA
Grove, Mueller & Swank, PC
475 Cottage Street, Suite 200
Salem, OR 97301

Office: (503) 581-7788
Fax: (503) 581-0152
E-mail: tom.glogau@gmscpa.com

Your assistance with this audit is greatly appreciated.

<i>Name:</i>	<i>Title:</i>
<i>Phone Number:</i>	
<i>E-mail:</i>	

- 1) Please briefly describe your role in the City. What are your main responsibilities and duties?
- 2) Do you have any knowledge of any actual fraud or suspicions of fraud affecting the city? If so, what?
- 3) Do you understand the risks of fraud within the city? Are you aware of any areas of operation or specific account balances that may be susceptible to fraud? If so, what areas and how has the council mitigated these risks?
- 4) Do you feel that the programs and controls implemented by the city are sufficient to prevent, deter and detect fraud? What monitoring procedures does the council do to review for fraud?
- 5) Has the importance of ethical behavior and appropriate business practices been appropriately communicated to employees? How is communicated?

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- 6) To the best of your knowledge, is the city in compliance with (a) laws, regulations, and provisions of contracts and grant agreements, (b) policies relative to the prevention of illegal acts, and (c) use of directives (for example: a code of ethics)?
- 7) Do you feel that there is appropriate oversight and monitoring of the city's personnel and operations?
- 8) Have you seen any large or unusual journal entries made in the GL software?
- 9) Has anyone ever asked you to do something that you were uncomfortable doing (for example, process a transaction without appropriate approval)?
- 10) Is the city involved in any litigation that could have an impact either in the current year financial statements or in the subsequent year? If so, please briefly explain the issue and the approximate amount of financial liability, if known.
- 11) Are you aware of any transactions that the City conducts with related parties? (Related parties can be members of the board, members of management, certain employees, or their families). If so, are these transactions properly disclosed and performed at arm's length?
- 12) Are there any additional items or comments of which you would like us to be made aware?

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Exhibit F

The City Engineer review panel has narrowed the 6 firms down to 2 and would like permission from the Council to interview the 2 firms to make a final decision. I would also like to have permission to enter negotiations with the chosen firm to draft an agreement for services to bring for Council approval.

Motion:

I move the City Council of the City of Falls City allow the City Engineer review panel to interview the Engineering firms and to make a final choice on the firm and to allow Mayor Ungricht to enter into negotiations for an agreement of services to be brought for Council approval.

Exhibit G

Sanitation Kit Items:

black garbage sacks 1 ct at 90 bags
bleach 121 oz (3)
rubber gloves 1 ct at 120 gloves
soap 135 oz 1 ct
rubbing alcohol ...unk
lime 4 lb/ 2 ct
cat litter 42 lb/ 2 ct
baking soda 13.5 lb/ 2ct
hand sanitizer 2L/ 2 ct
contractor bags 1 ct at 32 bags
masks 1 ct at 100 masks
paper towels 1 ct
rags 1 ct

AGENDA REPORT

TO: COUNCIL
FROM: COUNCILOR DRILL THROUGH MAYOR UNGRICHT
SUBJECT: EMERGENCY PREPAREDNESS
DATE: 08/07/2016

SUMMARY

Councilor Drill requested that the Emergency Preparedness topic be discussed.

BACKGROUND

Councilor Drill was put in charge of drafting an emergency plan for the City to be approved by Council. Council also requested to be kept updated on the Falls City group that meets to discuss Emergency Preparedness for Falls City.

Councilor would like Council discussion and input on the direction Council would like her to proceed on the emergency plan.

PREVIOUS COUNCIL ACTION

Appointed Councilor Drill to draft an emergency plan for the City.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

- 1) Falls City Plan of Action.
- 2) Falls City Basic Emergency Preparedness Plan

PROPOSED MOTION

Falls City Plan of Action

Vision/Goal: To bring order, unity, safety, and peace

What are the responsibilities as the city council to our citizens in the state of an emergency?

Emergencies to discuss:

EMP-electronic magnetic pulse

Earthquake

Martial Law

Point of Contact from top down

Mayor:

Terry Ungricht

Council:

Lori Sickles

Jenn Drill

Tony Meier

Gerry Melin

Dennis Sickles

Julee Bishop

Communications Manager

Lead Contacts:

Food:

Shelter:

Water:

Medical:

Safety/law

Infrastructure

??? other

Place of Meeting: Falls City Community Center

Exhibit 1

Suggested order of communication: Leads to Mayor, Mayor to Council, Mayor to Communication Manager, Communication Manager to general public (speaking and directing) Council overseeing lead (follow up on tasks)

Mayor Ungricht---→Communication Manager→ General Public

Lori Sickles	Jenn Drill	Tony Meier	Gerry Melin	Dennis Sickles	Julee Bishop
Lead 1	Lead 2	Lead 3	Lead 4	Lead 5	Lead 6 and 7
Team 1	Team 2	Team 3	Team 4	Team 5	Team 6 and 7

Meetings: Leads would bring all issues and updates to council member to deliver to mayor. Decisions would be decided by council and would be based on information and resources available. Mayor then would work with communications manager to deliver to public and direct public. Leads would be directed by council and or mayor. Leads then would deliver to their team

Resources: list of all resources available will be located at fire department

Communication: CB radios- Baofeng uv5r available at amazon for approx. \$30

Topics of discussion- leads, teams, what responsibilities would be?
(Does council want emergency group to work on this part)

Martial law: What does this look like for our city?
City Declaration?

Falls City Basic Emergency Preparedness Plan 2015

The City of Falls City is encouraging all residents to properly prepare in case of this disaster occurring. Our goal in this event is to bring safety/security/peace and unity.



Basic Emergency Items to have on hand:

- | | |
|-----------------------|-----------------------------------|
| 1. Food | 5. Batteries |
| 2. Water | 6. Fuel for generators, if needed |
| 3. First/Aid supplies | 7. A family plan |
| 4. Flashlights | 8. Extension Cords |

We have created two simple plans in case of this event.

Plan A (all bridges intact)

1. Please make sure your family is safe first.
2. Next, we encourage you to check on your neighbors in your area and or on your street
3. The Command Center for this event will be the Falls City Fire Department/Community Center
4. Shelter and Food areas will be located at the following:
 - a. Seventh Day Adventist Church-Main
 - b. Gymnasium/High School/Library- will be overflow
 - c. United Methodist Church-will be overflow
5. Mountain Gospel -- Medical Treatment Area: all medical needs

Plan B (bridges are gone)

All individuals on the **North** side of the river (downtown side) will continue to operate on Plan A

All individuals on the **South** side of the river will operate on the following:

1. Please make sure your family is safe first
2. Next we encourage you to check on your neighbors in your area and or on your street
3. The Command Center will be located at the Christian Church
4. Shelter and Food areas will be located at the following:
 - a. Christian Church
 - b. The Rock also known as the old Seventh Day Adventist School on Lombard St.
5. All Medical needs will be handled at the Christian Church

Please see back of this flyer for more requests/information

Exhibit 2
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Additional Requests and Information

We are asking for all **medical personnel** -- those who are doctors, nurses and those who have had any CPR/First Aid training to report to the **medical treatment areas** after assisting their families.

We are asking all those who have a **law enforcement background** and any **search and rescue expertise** to please report to the Falls City Fire Department after assisting their families.

We are also encouraging all families to have a **CB radio** on hand. Cell Phones and land lines will most likely be unusable. If you are able to use a cell phone, please **text** instead of calling; it has a much better chance of getting through.

The **emergency channel for the CB is 9** and will be used by the Falls City Fire Department and other team personnel.

Additional Resources needed:

Please contact City Hall (503) 787-3631 if you have the following:

1. Heavy equipment/and or a Heavy equipment Operator
2. H.A.M. radios

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: FALLS CITY ALLIANCE PROPERTY
DATE: 08/07/2016

SUMMARY

The City is still waiting on the agreement for the land acquisition grant from Oregon Parks and Recreation Department that will be used to purchase the Falls property from the Alliance. While I will not know the terms until the agreement is received staff wanted to let Council know the status of the loan with the Alliance.

BACKGROUND

The City Council approved guaranteeing the loan for the purchase of the falls property by the Falls City Alliance. The Alliance is not current on payments and Council approved staff and the Parks Committee to apply for an acquisition grant from the Oregon Parks and Recreation Department. Falls City was notified that we were awarded the grant and to expect an agreement dictating the terms of the grant in September. Mayor Ungricht notified Polk Community Development Corporation, the financiers of the loan to the Alliance, of the successful grant for the land acquisition. I asked for a summary of the loan and for options the City has when we purchase the property.

PREVIOUS COUNCIL ACTION

Approved the loan to the Alliance from Polk Community Development Corporation and approved the application for the land acquisition.

ALTERNATIVES/FINANCIAL IMPLICATIONS

We will not be able to give the physical impact until we receive the grant agreement. It is estimated that there will be around \$64,000.00 left on the loan after Falls City receives the grant money.

STAFF RECOMMENDATION

N/A

EXHIBIT

Falls City Alliance Loan Payoff Proposal.

PROPOSED MOTION

Falls City Alliance Loan Payoff Proposal

Date: 8/3/2016
 To: Falls City, Mayor Terry Ungriect
 299 Mill Street
 Falls City, Oregon 97344

RE: Falls City Alliance Loan Payoff Proposal

Prepared by : Kimberly Lyell

PAYOFF REQUEST AS OF 08/11/2016	
Principal Balance (as of 08/03/2016)	\$ 129,971.34
Accrued Interes (through 08/11/2016)	\$ 2,855.81
*Unpaid Interest	\$ 493.56
Accrued Fees (through 08/11/2016)	\$ 125.00
Unpaid Fees	\$ 50.00
Reconveyance Fee	\$ 150.00
Ending Loan balance	\$ 133,645.71

*Interest will accrue at a rate of \$7.12 per day after August 11, 2016.

PAYOFF PROPOSAL 08/11/2016	WAIVED	ADJUSTED PAYOFF
Principal Balance (as of 08/03/2016)		\$ 129,971.34
Reduced Accrued Interest (through 08/11/2016)	-855.81	\$ 2,000.00
Waived Unpaid Interest	-493.56	\$ -
Waived Accrued Fees (through 08/11/2016)	-125.00	\$ -
Waived Unpaid Fees	-50.00	\$ -
Reconveyance Fee		\$ 150.00
Adjusted Ending Loan Balance		\$ 132,121.34
Approximate Grant Procedes/Cash Payment		\$ 70,000.00
Remaining Balance to be Financed		\$ 62,121.34
Loan Fee 2%		\$ 1,242.00
Tilte and Recording Approximately		\$ 267.00
New Loan Amount at 2% interest		\$ 63,630.34

Sample Truth in Lending	
APR:	2.15%
Total Financial Charge	\$ 22,280.11
Amount Financed less Loan Fees	\$ 62,388.34
Total Financing Fees:	\$ 1,242.00
Total Payments:	\$ 84,209.99
Total Loan:	\$ 84,668.45
Monthly Payment:	\$ 235.11
Total Interest:	\$ 21,038.11

AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE, THROUGH MAYOR UNGRICHT
SUBJECT: POLK COUNTY NATURAL HAZARD MITIGATION PLAN UPDATE STEERING COMMITTEE
DATE: 8/2/2016

SUMMARY

The purpose of hazard mitigation planning is to implement projects that eliminate the risk or reduce the severity of hazards on people and property. Mitigation programs may include short and long-term activities to reduce the hazard; reduce exposure to hazards; or reduce the effects of hazards. Mitigation could include better preparation, response and recovery measures. There are very specific federal requirements that must be met when preparing a Hazard Mitigation Plan: planning process, hazard identification, risk assessment, goals, mitigation programs, actions and projects, and a resolution from the community adopting the plan.

In 2009, Polk County adopted a Polk County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP). The NHMP plan expired October 2014. On July 27, 2016 Polk County hosted a multi-jurisdiction project Kick-Off Meeting to update the plan. The NHMP needs to be updated to regain the eligibility for Federal pre-disaster mitigation project grant assistance from Federal Emergency Management Agency (FEMA). The Oregon Partnership for Disaster Resilience (OPDR) has been contracted with Polk County through Oregon Emergency Management and a Pre-Disaster Mitigation Grant provided by FEMA to assist with the plan update. This effort will review the existing NHMP for needed revisions and for identification and prioritization of pre-disaster mitigation candidate projects.

The updated plan will be sent to FEMA in January 2017 for their review and approval. Once the plan is approved by FEMA, the plan will assist when applying for mitigation funding, including earthquake retrofitting, storm water management, elevate/ or relocate structures to avoid riverine flooding, public education, protective measures for utilities, water and sanitary sewer systems, and/ or infrastructure such as roads and bridges, localized flood control projects, volunteer acquisition of real property for conversion to open space in perpetuity (any hazard).

BACKGROUND

In 2009 Falls City organized a Natural Hazard Mitigation Plan (NHMP) development Steering Committee that identified hazard threats and developed actions that could be taken to mitigate damage and life losses from those threats. Steering Committee participants included staff, city planner, mayor, public works, fire chief, two members of the planning commission and citizens.

In 2000, Congress passed the Disaster Mitigation act of 2000. This Act emphasized the need for State, Tribal and local entities to coordinate mitigation planning and implementation efforts. In addition, the Act provided the legal basis for the Federal Emergency Management Agency's (FEMA) mitigation plan requirements for mitigation grant assistance. FEMA approved Natural Hazard Mitigation Plans are necessary to be eligible for certain Federal assistance programs.

Additional project goals/benefits:

1. Comply with Oregon's Statewide Planning Goals and Guidelines
GOAL 7: AREAS SUBJECT TO NATURAL HAZARDS <https://www.oregon.gov/LCD/docs/goals/goal7.pdf>
2. Reformat plan into a consolidated user friendly plan that will comply with FEMA requirements.

Project Timeline

July 27, 2016	Multi Jurisdiction Project Kick off meeting (Domenica Protheroe attended)
August 2016	<ul style="list-style-type: none"> • NHMP Project Agenda Report to City Council • Add a tab to the website for the project and encourage public participation • Public Notice inviting comments.
August – October 2016	Update the Falls City portion of the Polk County Hazardous Mitigation Plan (e.g., community profile, action items, risk assessment, recent flood/wind events...)
October 2016	<ul style="list-style-type: none"> • Next Meeting of the Steering Committee. Steering Committee will review updates to action items & risk assessment. • Update plan with the PSU income numbers, once the sewer income survey is complete.
November 2016	Final Review of updated plan
November – December 2016	Dec. 2016: Jurisdictions adopt their portion of the Polk County Hazardous Mitigation Plan by Resolution
January 2017	Polk county natural hazard mitigation plan forwarded to FEMA for Review and Acceptance.

PREVIOUS COUNCIL ACTION

Council oversaw the development of the 2009 Falls City Natural Hazard Mitigation Plan.

STAFF RECOMMENDATION

Review the Polk County Multi-Jurisdictional Hazard Mitigation Plan and provide comments to Mayor Ungricht. Invite citizens to view the plan and provide input. The plan can be viewed from www.fallscityorgon.gov Tab- Hazard Mitigation Plan Update.

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EXHIBIT

Reference only: Polk County Natural Hazard Mitigation Plan can be viewed from their website:
<http://www.co.polk.or.us/sheriff/em/multi-jurisdictional-hazard-mitigation-plan-mhmp>

PROPOSED MOTION

None

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: COMMITTEE APPOINTMENTS
DATE: 08/07/2016

SUMMARY

The City has received applications to fill vacancies on the Economic Development Committee and an application for the vacancy on the Historical Landmark Commission.

BACKGROUND

The City has received applications for committee appointments from Racheal Burks and Linda Melin for the Economic Development Committee, if these two are accepted by Council we will be down to one vacancy. We also have received an application from Racheal Burks to fill the vacancy on the Historical Landmark Commission, which will fill the Commission up. As per the City Charter, the Mayor appoints committee members with the consent of Council.

PREVIOUS COUNCIL ACTION

Council created the Economic Development Committee with adoption of Resolution 13-2015. This will leave 1 spot open on the Economic Committee.

ALTERNATIVES/FINANCIAL IMPLICATIONS

There are no fiscal impacts.

STAFF RECOMMENDATION

N/A

EXHIBIT

Committee applications.

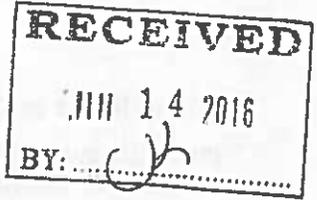
PROPOSED MOTION

I move the Falls City Council grant its consent to appoint Linda Melin and Racheal Burks to the Economic Development Committee and to appoint Racheal Burks to the Historical Landmark Commission.



Application for Committees

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



Instructions: Fill out both sides of form and submit to City Hall.

Contact Information

Name:	LINDA Melin
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	Falls City OR 97344
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

Background

Years of Residence in Falls City:	20 years
Place of Employment:	—
Occupation:	disabled - writer
Educational Background:	BA history, art + anthropology minor
Prior Civic Activities:	None

Committees of Interest

Please check all of the following Committees that interest you:

- City Council
- Budget Review Committee
- Planning Commission
- Parks and Recreation (Cemeteries) Committee
- Public Works Committee
- Historic Landmark Commission

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Economic Development Committee
* Please see Reverse for completion of form.

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

Basic office skills, fiction author, writing & research

Motivation

Discuss your motivation for serving on this Committee.

wanting to see Falls City grow & improve
husband on committee - want to share ideas &
want to support committees goals

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	LINDA MELIN
Signature	Linda Melin
Date	6/26/16

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Thank you for completing this application form and for your interest in volunteering with us.



RECEIVED
 JUL 25 2016
 BY: *DP*

Application for Committees

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

Instructions: Fill out both sides of form and submit to City Hall.

Contact Information

Name:	<i>RACHAEL BURKS</i>
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	<i>FALLS CITY, OR 97344</i>
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

Background

Years of Residence in Falls City:	<i>45 PLUS</i>
Place of Employment:	<i>—</i>
Occupation:	<i>RETIRED</i>
Educational Background:	
Prior Civic Activities:	<i>BUDGET COMMITTEE CITY RECORDER ARTS COUNCIL GRADE SCHOOL MEMBER VOLUNTEER</i>

Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Planning Commission
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Economic Development Committee

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*Please continue to reverse side of form for completion.

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

HISTORIC INFO (MINIMAL)
ACCOUNTING ?

Motivation

Discuss your motivation for serving on this Committee.

HELP TO BENEFIT THE COMMUNITY

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	RUTH BURKS
Signature	Ruth Burke
Date	7/25/10

Thank you for completing this application form and for your interest in volunteering with us. 46

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: AUGUST 4TH COUNCIL WORK SESSION
DATE: 08/07/2016

SUMMARY

The Falls City Council called for a work session on vandalism, break-ins, and code enforcement issues.

BACKGROUND

Falls City had a total of 72 people attend the August 4th Work Session. Many issues were discussed and staff wanted to update Council on a few of the possible solutions that were discussed at the session.

Code Enforcement was identified as a priority need for the City. I have contacted our City Attorney on the legality of creating a three member citizen panel to hear and decide violations of City Code. The Attorney's reply is attachment 1. Our main problem with a code enforcement program is a lack of funds; attachment number 2 is a spread sheet of the City budget. I will still appeal to our neighboring Cities to contract out our court services, but with the limited funds it will be hard to implement. We do have enough budgeted in the Court fund to contract a part time code enforcement officer and the panel idea would be volunteer based, but we would have to have funds for appeals.

Security Cameras were another popular idea brought up at the session. I received bids from Universal Security and Alarm, Aaron Wenner addressed the session. The bids are attachment 3, they came in a lot higher than I expected but this gives us a baseline to work from. Once again figuring where the money where come from will be difficult.

Neighborhood Watch, this had a lot of support with our citizens, we have 17 that have already volunteered and I have emailed all interested information on the program. I will coordinate with the Sheriff's office a date where we can start the training. This was the most affordable option discussed and something that we can start right away.

There was \$500.00 pledged for (I believe) buying cement barricades to block off the road going into the river at the Falls Park. I did not leave the meeting with a firm commitment from the participants that all thought this was a good idea; we can poll through the newsletter if Council wants or we can look at purchasing the barricades. I do not believe that \$500.00 will cover the needed amount of barricades and delivery, so we will need to prioritize and identify where we would pull funds from.

I was glad to hear the commitment from Sheriff Garton and his deputies to working with Falls City. We need to forget the past and look at ways to help open communications between the Sheriff's office and our citizens. We need to change the past culture to one of helping and working with each other to stop this current rash of lawlessness. We need to partner with the Sheriff if we want to remove the drug problem in town.

These were my thoughts on leaving the meeting. I was glad to see so many citizens show up and give input. I did leave a little overwhelmed on how we will finance some of the proposals, but felt good that so many stepped up for neighborhood watch.

PREVIOUS COUNCIL ACTION
N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS
Council will have to prioritize projects and decide where funding will come from.

STAFF RECOMMENDATION
N/A

EXHIBIT
Exhibit 1, Attorneys response.
Exhibit 2, Spread Sheet of approved budget.
Exhibit 3, Camera bids.

PROPOSED MOTION
N/A

Attachment 1

Here are some general thoughts on the subject. I will then answer your specific questions.

In the most general sense, there are two models for code enforcement.

One model is to file citations in court (either a city municipal court, or a county circuit court/justice court). The court model works just like a traffic ticket process, where a citation is issued, and the case is tried to a judge. If found guilty, the case results in a judgment that can be enforced through the existing state laws. This process basically has all the procedures already established under state law so there is not much to develop (except for Falls City, which would need to create a court or contract with an existing court). For the City, the case can be handled by a code enforcement officer, or you can use your contract prosecutor (most small cities that I know just use the code enforcement officer; similar to a traffic ticket where the issuing officer runs the trial).

The second model is to use an administrative civil procedure. Generally, an administrative procedure is handled by staff and consists of a notice of violation, an opportunity to contest the violation, an opportunity to appeal the final decision, and an assessment of a violation penalty. The resulting penalty can be enforced through a City lien, if that is established under your code. Otherwise the violation is enforced through a civil debt collection process (debt collector, or civil lawsuit for the payment of a debt). This type of code enforcement process is not established in state law, so the City would need to create the process itself under the City Code. The City would need to create all the processes and develop the procedures. There are models in other cities to draw from, but it would take some work. This type of administrative process is legal, but the details matter – leaving out some procedures can turn the process into a due process violation if not done correctly.

Either model can work for a City. I do not have actual numbers, but it seems to me that cities use the court model the most. Generally it is the easiest, and it is familiar to folks (because it is just like a traffic ticket process). The court process also allows cities to make use of existing state laws without having to create its own process from scratch. I think a court process also lends an “air of formality” to the process and can create some compliance because the violator is issued a “citation” and given a court date. I think greater compliance is generated when someone is issued a citation versus just a notice of violation letter.

Now, your specific questions.

- 1) I have not heard of a three-person panel procedure for code enforcement. I think we could make it work, but I just have never seen such a model before. In my mind, I think the panel would be more like a local appeal body. So, a code enforcement officer would issue an initial notice of violation, and if the person wanted to contest that notice, there would be a hearing in front of the panel. The panel’s decision would then be the City’s final decision on the subject. I think this could work, the City would just need to be careful and thorough in drafting the Code provisions that establish the process.
- 2) As long as the process was well-drafted and set up in the City’s Code, such a code enforcement process could be legal under state law. The most pressing issue would be to make sure that the

violator's due process rights were addressed (notice issues, opportunity to appeal, and amount of penalty).

- 3) Mo might have some thoughts, and it wouldn't hurt to ask him what he thinks. Generally, I would think that the administrative process would not involve any lawyers on the City's side. The case would be brought by the City's code enforcement officer.
- 4) Again, it is possible to bring in lawyers for the City, but I would think that a code enforcement officer could represent the City in front of the three-person panel. Most cities that I know of do not use lawyers for code enforcement cases. Similar to DA's not being involved in most traffic citation cases.
- 5) In my mind, the appeal we are talking about is an appeal to the three-person panel. The panel's decision would be the City's final decision. Under state law, the person would have the option to file what is known as "writ of review" action in circuit court to contest the final decision. If a writ of review were filed, the City could make the decision on whether to involve lawyers or not. We could talk about that process in general. Then, as each case came up, it could be a case-by-case decision.

I hope my comments here help. Please let me know if I can clear up any confusion in my comments, or if you have other questions on this subject. It can get complicated, so I've tried to be pretty general at this stage of things.

-Ross

General Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016		Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
Resources						
Non Departmental						
<u>115,338</u>	<u>160,709</u>	<u>100,000</u>	Beginning Fund Balance	<u>124,050</u>	<u>124,050</u>	<u>124,050</u>
3,681	4,438	2,000	Interest	3,000	3,000	3,000
11,742	13,684	15,300	OLCC	15,732	15,732	15,732
8,545	8,942	7,000	Revenue Share	7,000	7,000	7,000
1,185	1,274	1,100	Cigarette Tax	1,130	1,130	1,130
96,877	101,424	97,000	Property Tax - Current	101,000	101,000	101,000
3,663	958	3,000	Property Tax - Prior Year	2,000	2,000	2,000
980	1,120	200	Lien Search	200	200	200
252	186	200	Copies and Faxes	100	100	100
432	217	100	Parks User fees	100	100	100
175	-	100	Community Center Use Fee	100	100	100
-	-	-	Nuisance Fines	-	-	-
1,675	3,037	1,000	Business License Permits	1,000	1,000	1,000
1,308	2,507	1,000	Planning Permits	2,000	2,000	2,000
8,446	21,400	20,900	Rural Fire	21,000	21,000	21,000
45,020	37,855	38,500	Electric-Franchise Fees Pacific Power	37,000	37,000	37,000
-	80	3,100	Electric -Franchise Fees Consumer Power	-	-	-
3,017	2,738	2,150	Garbage-Franchise Fees Republic	2,450	2,450	2,450
2,889	-	4,000	Cable-Franchise Fees Charter	4,000	4,000	4,000
2,026	-	-	Phone-Franchise Fees Quest	-	-	-
1,000	-	-	Planning Grants	-	-	-
-	-	-	Reimbursements	-	-	-
15	-	25	Donations	25	25	25
3,326	511	-	Miscellaneous	-	-	-
-	59,656	121,500	Intergovernmental Grants	90,000	90,000	90,000
-	-	70,180	Transfer From Library Reserve	54,593	54,593	54,593
7,656	-	-	Transfer from Cemetery Fund	-	-	-
13,424	-	-	Transfer from Court Fund	-	-	-
8,065	-	-	Transfer From Equipment Fund	-	-	-
9,741	-	-	Transfer From State Revenue Sharing Fun	-	-	-
75,865	-	50,000	Allocated Revenue	50,000	50,000	50,000
-	-	-	Transfer in' per Audited Financial Statement	-	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>311,005</u>	<u>260,027</u>	<u>438,355</u>	Non-Departmental Revenue	<u>392,430</u>	<u>392,430</u>	<u>392,430</u>
<u>426,343</u>	<u>420,736</u>	<u>538,355</u>	Total Resources	<u>516,480</u>	<u>516,480</u>	<u>516,480</u>
Requirements						
City Council						
-	-	250	Operational Supplies	250	250	250
490	394	850	Council Projects	800	800	800
2	225	300	Education/Training/Dues	300	300	300
-	-	100	Reimbursable Expense	100	100	100
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>492</u>	<u>619</u>	<u>1,500</u>	Program Total	<u>1,450</u>	<u>1,450</u>	<u>1,450</u>
Library						
-	0.75	0.75	Full Time Equivalent Employees	-	-	-
-	-	31,500	Salaried	-	-	-

-	-	18,270	Benefits	-	-	-
-	-	6,610	Employer Costs	-	-	-
-	-	56,380	PERSONNEL SERVICES	-	-	-
-	6,000	6,000	Operational Supplies	6,000	6,000	6,000
-	58,836	5,500	Professional Services	61,880	61,880	61,880
1,716	2,000	2,000	Utilities	2,000	2,000	2,000
1,730	300	300	Miscellaneous	120	120	120
-	-	-	Adjust to Audited Financial Statement	-	-	-
3,446	67,136	13,800	MATERIALS AND SERVICES	70,000	70,000	70,000
3,446	67,136	70,180	Program Total	70,000	70,000	70,000
Court						
0.13	0.20	-	Full Time Equivalent Employees	-	-	-
2,868	1,178	-	- Salaried	-	-	-
493	101	-	- Employer Costs	-	-	-
3,361	1,279	-	PERSONNEL SERVICES	-	-	-
341	-	1,000	Operational Supplies	1,000	1,000	1,000
152	73	480	Utilities	400	400	400
-	275	1,000	Education/Training/Dues	500	500	500
127	1,433	6,000	Professional Services	18,000	18,000	18,000
40	20	-	- Uniforms & Protective Gear	-	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
660	1,801	8,480	MATERIALS AND SERVICES	19,900	19,900	19,900
4,021	3,080	8,480	Program Total	19,900	19,900	19,900
Fire						
-	0.1	0.1	Full Time Equivalent Employees	0.1	0.1	0.1
-	4,800	3,780	Salaried	3,780	3,780	3,780
9,731	8,631	-	- Employer Costs	-	-	-
9,731	13,431	3,780	PERSONNEL SERVICES	3,780	3,780	3,780
815	2,161	2,200	Operational Supplies	2,000	2,000	2,000
6,975	7,843	8,400	Equipment - O&M	20,000	20,000	20,000
698	691	4,800	Building - O&M	4,500	4,500	4,500
11,540	11,100	12,000	Utilities	12,500	12,500	12,500
-	-	500	Education/Training/Dues	400	400	400
4,173	1,557	7,500	Insurance	2,500	2,500	2,500
-	180	1,000	Professional Services	1,000	1,000	1,000
315	204	3,100	Uniforms & Protective Gear	1,500	1,500	1,500
11,127	17,436	9,500	Intergovernmental Services	16,000	16,000	16,000
-	-	350	Equipment	-	-	-
455	55	12,000	Miscellaneous	2,500	2,500	2,500
-	52,966	-	- Assistance to Firefighters Grant	90,000	90,000	90,000
-	-	-	Adjust to Audited Financial Statement	-	-	-
36,098	94,193	61,350	MATERIALS AND SERVICES	152,900	152,900	152,900
5,975	5,816	5,000	Fire Truck Loan Principal	5,000	5,000	5,000
-	-	876	Fire Truck Loan Interest	876	876	876
5,975	5,816	5,876	DEBT SERVICE	5,876	5,876	5,876
51,804	113,440	71,006	Program Total	162,556	162,556	162,556
Administration						
2.0	2.0	2.0	Full Time Equivalent Employees	2.5	2.5	2.5

88,856	85,246	97,126	Salaried	100,000	100,000	100,000
23,707	22,108	34,272	Benefits	35,600	35,600	35,600
14,420	12,046	18,672	Employer Costs	19,300	19,300	19,300
126,983	119,400	150,070	PERSONNEL SERVICES	154,900	154,900	154,900
2,258	4,747	5,500	Operational Supplies	5,500	5,500	5,500
3,293	846	5,000	Equipment - O&M	4,000	4,000	4,000
6,388	2,487	7,000	Building Maintenance and Repair	5,500	5,500	5,500
8,216	6,503	11,500	Utilities	11,500	11,500	11,500
4,282	5,782	6,500	Education/Training/Dues	8,000	8,000	8,000
33,826	35,467	45,000	Professional Services	45,000	45,000	45,000
209	434	-	Council Projects	-	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
58,472	56,266	80,500	MATERIALS AND SERVICES	79,500	79,500	79,500
185,455	175,666	230,570	Program Total	234,400	234,400	234,400
Parks and Cemeteries						
869	1,636	1,200	3rd of July	2,000	2,000	2,000
6,507	-	2,000	Operational Supplies	1,000	1,000	1,000
555	1,613	1,000	Equipment - O&M	1,000	1,000	1,000
514	399	1,500	Building - O&M	1,500	1,500	1,500
4,210	4,271	6,000	Utilities	5,000	5,000	5,000
675	4,206	1,250	Professional Services	2,500	2,500	2,500
-	-	100	Uniforms & Protective Gear	100	100	100
-	50	-	Education/Training /Dues	-	-	-
-	388	-	Worker Comp Insurance	600	600	600
13,330	12,563	13,050	Program Total	13,700	13,700	13,700
Other						
-	-	121,500	Building and Improvements	-	-	-
-	-	-	Equipment- Operations	-	-	-
-	-	121,500	Capital	-	-	-
2,519	1,953	1,944	Revolving Loan Principal	1,950	1,950	1,950
-	565	575	Revolving Loan Interest	575	575	575
2,519	2,518	2,519	Debt	2,525	2,525	2,525
7,167	-	-	Allocated Expense - Water Fund	-	-	-
7,781	-	-	Allocated Expense - Sewer Fund	-	-	-
12,694	-	-	Allocated Expense - Street Fund	-	-	-
-	-	-	Allocated Expense - General Fund	-	-	-
27,642	-	-	Transfers	-	-	-
-	-	4,550	Reserved For Cemetery Land Purchase	-	-	-
-	-	15,000	Contingency	11,949	11,949	11,949
160,709	161,131	-	Unappropriated Fund Balance	-	-	-
160,709	161,131	19,550	Ending Fund Balance	11,949	11,949	11,949
449,418	420,736	538,355	Total Requirements	516,480	516,480	516,480
23,075	-	-		-	-	-

Water Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
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<u>38,441</u>	<u>133,669</u>	<u>165,000</u>	Beginning Fund Balance	<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
-	-	-	- Interest	-	-	-
247,531	260,577	265,000	Water	267,592	267,592	267,592
4,352	4,045	4,000	Late Fees	4,639	4,639	4,639
9,543	11,969	10,800	Backflow Testing Fee	10,800	10,800	10,800
-	-	-	- Intergovernmental Grants	50,000	50,000	50,000
-	-	60,000	Transfer from Utility Reserve Fund	-	-	-
65,473	-	-	- Transfer from Water Debt	-	-	-
8,065	-	-	- Transfer from Equipment Fund	-	-	-
34,909	-	-	- Allocated Revenue	-	-	-
-	-	-	- Adjust to Audited Financial Statement	-	-	-
<u>369,873</u>	<u>276,591</u>	<u>339,800</u>	Revenue	<u>333,031</u>	<u>333,031</u>	<u>333,031</u>
<u>408,314</u>	<u>410,260</u>	<u>504,800</u>	Total Resources	<u>543,031</u>	<u>543,031</u>	<u>543,031</u>

Requirements

<u>1.0</u>	<u>1.0</u>	<u>1.25</u>	FTE	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
39,812	55,814	56,000	Salaried	58,240	58,240	58,240
14	-	-	- Overtime	-	-	-
15,110	20,886	20,000	Benefits	21,000	21,000	21,000
7,610	8,518	13,500	Payroll Tax	14,200	14,200	14,200
<u>62,546</u>	<u>85,218</u>	<u>89,500</u>	PERSONNEL SERVICES	<u>93,440</u>	<u>93,440</u>	<u>93,440</u>
20,561	26,100	30,000	Operational Supplies	30,000	30,000	30,000
6,725	12,000	15,000	Equipment - O&M	15,000	15,000	15,000
308	1,000	1,500	Education/Training/Dues	1,500	1,500	1,500
39,551	35,190	100,000	Professional Services	100,000	100,000	100,000
4,388	5,000	6,500	Utilities	6,500	6,500	6,500
82	250	300	Uniforms & Protective Gear	1,500	1,500	1,500
-	100	100	Utility Rebates & Incentives	200	200	200
122	100	-	- Miscellaneous	362	362	362
-	(27,588)	-	- Adjust to Audited Financial Statement	-	-	-
<u>71,737</u>	<u>52,152</u>	<u>153,400</u>	MATERIALS AND SERVICES	<u>155,062</u>	<u>155,062</u>	<u>155,062</u>
<u>134,283</u>	<u>137,370</u>	<u>242,900</u>	Water Program	<u>248,502</u>	<u>248,502</u>	<u>248,502</u>
-	-	7,500	Building & Improvements - Oper	15,000	15,000	15,000
-	-	10,000	Equipment - Operations	14,000	14,000	14,000
-	-	-	Grant Project	50,000	50,000	50,000
-	-	17,500	Capital	79,000	79,000	79,000
19,962	20,860	21,760	Water Bond Principal	20,860	20,860	20,860
45,511	44,613	43,713	Water Bond Interest	44,613	44,613	44,613
<u>65,473</u>	<u>65,473</u>	<u>65,473</u>	Debt	<u>65,473</u>	<u>65,473</u>	<u>65,473</u>
44,769	-	50,000	Allocated Expense - General Fund	50,000	50,000	50,000
29,175	-	20,000	Allocated Expense - Sewer	20,000	20,000	20,000
-	-	10,000	Allocated Expense - Street Fun	12,000	12,000	12,000
<u>73,944</u>	-	<u>80,000</u>	Transfers	<u>82,000</u>	<u>82,000</u>	<u>82,000</u>
-	-	33,454	Contingency	2,583	2,583	2,583
-	65,473	65,473	Reserved for Water Debt	65,473	65,473	65,473
-	141,944	-	Ending Fund Balance, unrestricted	-	-	-
-	-	-	Ending Fund Balance	<u>68,056</u>	<u>68,056</u>	<u>68,056</u>

<u>273,700</u>	<u>202,843</u>	<u>504,800</u>	Total Requirements	<u>543,031</u>	<u>543,031</u>	<u>543,031</u>
	207,417	-				

Sanitary Sewer Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>38,441</u>	<u>61,389</u>	<u>61,389</u>	Beginning Fund Balance	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
105,405	104,123	90,000	Sewer Fees	103,610	103,610	103,610
12	-	-	Interest	-	-	-
4,747	4,045	4,000	Late Fees	4,639	4,639	4,639
410	441	-	Miscellaneous	-	-	-
-	-	-	Intergovernmental Grants	50,000	50,000	50,000
-	-	-	Transfer From Utility Reserve Fund	-	-	-
1,965	-	-	Transfer from Equipment Fund	-	-	-
49,922	-	20,000	Allocated Revenue	20,000	20,000	20,000
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>162,461</u>	<u>108,609</u>	<u>114,000</u>	Revenue	<u>178,249</u>	<u>178,249</u>	<u>178,249</u>
<u>200,902</u>	<u>169,998</u>	<u>175,389</u>	Total Resources	<u>233,249</u>	<u>233,249</u>	<u>233,249</u>

Requirements

		<u>1.25</u>	FTE			
35,360	37,154	46,000	Salaried	48,000	48,000	48,000
17,859	18,754	20,000	Benefits	23,000	23,000	23,000
5,655	5,291	15,000	Payroll Tax	12,000	12,000	12,000
<u>58,874</u>	<u>61,199</u>	<u>81,000</u>	PERSONNEL SERVICES	<u>83,000</u>	<u>83,000</u>	<u>83,000</u>
6,925	3,624	15,000	Operational Supplies	11,000	11,000	11,000
3,809	6,475	9,500	Equipment - O&M	10,000	10,000	10,000
441	213	500	Education/Training/Dues	500	500	500
5,793	4,943	7,500	Utilities	6,500	6,500	6,500
24,996	25,048	30,100	Professional Services	30,000	30,000	30,000
82	-	250	Uniforms & Protective Gear	250	250	250
-	-	-	Tank Pumping	20,000	20,000	20,000
121	99	150	Miscellaneous	150	150	150
-	301	-	Adjust to Audited Financial Statement	-	-	-
<u>42,167</u>	<u>40,703</u>	<u>63,000</u>	MATERIALS AND SERVICES	<u>78,400</u>	<u>78,400</u>	<u>78,400</u>
<u>101,041</u>	<u>101,902</u>	<u>144,000</u>	Sanitary Sewer Program	<u>161,400</u>	<u>161,400</u>	<u>161,400</u>
-	-	5,000	Equipment - Operations	-	-	-
-	-	-	Grant Project	50,000	50,000	50,000
-	-	5,000	Capital	50,000	50,000	50,000
214	-	-	Transfer to Sewer Debt	-	-	-
23,660	-	-	Allocated Expense - General Fund	-	-	-
14,598	-	-	Allocated Expense - Water Fund	-	-	-
<u>38,472</u>	<u>-</u>	<u>-</u>	Transfers	<u>-</u>	<u>-</u>	<u>-</u>
-	-	26,389	Contingency	21,849	21,849	21,849
-	-	-	Ending Fund Balance, unrestricted	-	-	-
-	-	26,389	Ending Fund Balance	21,849	21,849	21,849
<u>139,513</u>	<u>101,902</u>	<u>175,389</u>	Total Requirements	<u>233,249</u>	<u>233,249</u>	<u>233,249</u>
61,389	68,096	-		-	-	-

Streets and Pathway Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>24,721</u>	<u>13,905</u>	-	Beginning Fund Balance	<u>54,139</u>	<u>54,139</u>	<u>54,139</u>
54,428	54,028	54,775	State Gas Tax	53,000	53,000	53,000
-	-	-	- Small City Allotment Grant	50,000	50,000	50,000
-	-	-	- Transfer from General Fund	-	-	-
1,965	-	-	- Transfer from Equipment Fund	-	-	-
-	-	10,000	Allocated Revenue	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
<u>56,393</u>	<u>54,028</u>	<u>64,775</u>	Revenue	<u>115,000</u>	<u>115,000</u>	<u>115,000</u>
<u>81,114</u>	<u>67,933</u>	<u>64,775</u>	Total Resources	<u>169,139</u>	<u>169,139</u>	<u>169,139</u>
Requirements						
7,441	4,108	12,000	Operational Supplies	10,000	10,000	10,000
4,743	6,261	6,500	Equipment - O&M	6,000	6,000	6,000
7,628	7,437	9,000	Utilities	8,500	8,500	8,500
275	-	300	Education/Training/Dues	-	-	-
6,509	9,855	8,000	Professional Services	115,000	115,000	115,000
81	-	50	Uniforms & Protective Gear	250	250	250
-	563	50	Miscellaneous	250	250	250
-	1,432	-	Workers Comp Insurance	2,000	2,000	2,000
<u>26,677</u>	<u>29,656</u>	<u>35,900</u>	Streets & Pathway Program	<u>142,000</u>	<u>142,000</u>	<u>142,000</u>
-	13	8,000	Building & Improvements - Oper	-	-	-
-	-	5,000	Equipment - Operations	-	-	-
-	13	13,000	Capital	-	-	-
2,178	-	-	- Allocated Expense -General Fund	-	-	-
25,388	-	-	- Allocated Expense -Water Fund	-	-	-
12,966	-	-	- Allocated Expense -Sewer Fund	-	-	-
<u>40,532</u>	-	-	- Transfers	-	-	-
-	-	15,875	Contingency	27,139	27,139	27,139
-	-	-	Ending Fund Balance, unrestricted	-	-	-
-	-	15,875	Ending Fund Balance	<u>27,139</u>	<u>27,139</u>	<u>27,139</u>
<u>67,209</u>	<u>29,669</u>	<u>64,775</u>	Total Requirements	<u>169,139</u>	<u>169,139</u>	<u>169,139</u>
13,905	38,264	-		-	-	-

Community Development Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>225,864</u>	<u>58,070</u>	<u>58,070</u>	Beginning Fund Balance	<u>78,545</u>	<u>78,545</u>	<u>78,545</u>
-	-	350	Interest	553	553	553
-	13,000	18,500	Interest- Revolving Loan	4,675	4,675	4,675
-	11,570	6,250	Principal	9,660	9,660	9,660
55,818	-	-	Miscellaneous	-	-	-
<u>55,818</u>	<u>24,570</u>	<u>25,100</u>	Revenue	<u>14,888</u>	<u>14,888</u>	<u>14,888</u>
<u>281,682</u>	<u>82,640</u>	<u>83,170</u>	Total Resources	<u>93,433</u>	<u>93,433</u>	<u>93,433</u>
Requirements						

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-		6,000	Professional Services	2,000	2,000	2,000
223,612	4,095	77,170	Loans/ Obligations	91,433	91,433	91,433
-	-	-	Grants Funded	-	-	-
<u>223,612</u>	<u>4,095</u>	<u>83,170</u>	Community Development Program	<u>93,433</u>	<u>93,433</u>	<u>93,433</u>
-	-	-	- Contingency	-	-	-
58,070	78,545	-	- Ending Fund Balance, unrestricted	-	-	-
<u>58,070</u>	<u>78,545</u>	-	Ending Fund Balance	-	-	-
<u>281,682</u>	<u>82,640</u>	<u>83,170</u>	Total Requirements	<u>93,433</u>	<u>93,433</u>	<u>93,433</u>

Utility Reserve Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>253,330</u>	<u>269,069</u>	<u>294,600</u>	Beginning Fund Balance	<u>231,395</u>	<u>231,395</u>	<u>231,395</u>
2	-	-	- Interest			
34,359	35,219	36,000	Utility Capital improvement Fee	43,500	43,500	43,500
1,671	1,776	1,250	Utility Users Late Fee	-	-	-
8,065	-	-	Transfer from Equipment Fund	-	-	-
<u>44,097</u>	<u>36,995</u>	<u>37,250</u>	Revenue	<u>43,500</u>	<u>43,500</u>	<u>43,500</u>
<u>297,427</u>	<u>306,064</u>	<u>331,850</u>	Total Resources	<u>274,895</u>	<u>274,895</u>	<u>274,895</u>
			Requirements			
21,326	1,919	25,000	Water Projects	25,000	25,000	25,000
-	-	25,000	Wastewater Projects	25,000	25,000	25,000
7,032	-	-	Equipment -Operations	-	-	-
<u>28,358</u>	<u>1,919</u>	<u>50,000</u>	Capital	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
-	-	-	- General Fund Transfer			
-	-	60,000	Transfer to Water Fund	-	-	-
-	-	-	Transfer to Sewer Fund	-	-	-
-	-	<u>60,000</u>	Transfers	-	-	-
-	-	221,850	Contingency	224,895	224,895	224,895
269,069	304,145	-	- Fund Balance Ending	-	-	-
<u>269,069</u>	<u>304,145</u>	<u>221,850</u>	Ending Fund Balance	<u>224,895</u>	<u>224,895</u>	<u>224,895</u>
<u>297,427</u>	<u>306,064</u>	<u>331,850</u>	Total Requirements	<u>274,895</u>	<u>274,895</u>	<u>274,895</u>

Wagner Reserve 20% Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>27,603</u>	<u>28,571</u>	<u>34,635</u>	Beginning Fund Balance	<u>34,635</u>	<u>34,635</u>	<u>34,635</u>
968	121	-	- Interest			
-	5,943	-	- Miscellaneous	-	-	-
<u>968</u>	<u>6,064</u>	-	Revenue	-	-	-
<u>28,571</u>	<u>34,635</u>	<u>34,635</u>	Total Resources	<u>34,635</u>	<u>34,635</u>	<u>34,635</u>
			Requirements			
-	-	34,635	Building improvement-Ops	34,635	34,635	34,635
-	-	<u>34,635</u>	Capital	<u>34,635</u>	<u>34,635</u>	<u>34,635</u>

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-	-	-	-	-	-	-
28,571	34,635	-	-	-	-	-
<u>28,571</u>	<u>34,635</u>	-	-	-	-	-
28,571	34,635	34,635	-	34,635	34,635	34,635
-	-	-	-	-	-	-

Wagner Reserve 80% Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
164,385	168,258	124,773	Beginning Fund Balance	54,593	54,593	54,593
3,873	484	-	- Interest	-	-	-
-	23,772	-	- Miscellaneous	-	-	-
<u>3,873</u>	<u>24,256</u>	-	- Revenue	-	-	-
<u>168,258</u>	<u>192,514</u>	<u>124,773</u>	Total Resources	<u>54,593</u>	<u>54,593</u>	<u>54,593</u>
-	67,741	70,180	Requirements	54,593	54,593	54,593
-	<u>67,741</u>	<u>70,180</u>	Transfer to General Fund	<u>54,593</u>	<u>54,593</u>	<u>54,593</u>
-	-	54,593	Transfers	54,593	54,593	54,593
-	-	-	Contingency	-	-	-
168,258	124,773	-	- Fund Balance Ending	-	-	-
<u>168,258</u>	<u>124,773</u>	<u>54,593</u>	Ending Fund Balance	-	-	-
<u>168,258</u>	<u>192,514</u>	<u>124,773</u>	Total Requirements	<u>54,593</u>	<u>54,593</u>	<u>54,593</u>
-	-	-	-	-	-	-

Closed Funds

Cemetery Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
7,656	-	-	- Beginning Fund Balance
(7,656)	-	-	- Transfer to General Fund
-	-	-	- Ending Fund Balance

Equipement Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
28,125	-	-	- Beginning Fund Balance
(8,065)	-	-	Transfer to General Fund
(8,065)	-	-	Transfer to Water Fund
(1,965)	-	-	Transfer to Sewer Fund
(1,965)	-	-	Transfer to Street Fund
(8,065)	-	-	- Transfer to Utility Reserve Fund
-	-	-	- Ending Fund Balance

Court Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
13,424	-	-	- Beginning Fund Balance
(13,424)	-	-	- Transfer to General Fund
-	-	-	- Ending Fund Balance

Sewer Debt Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
(214)	-	-	- Beginning Fund Balance
214	-	-	- Transfer from Sewer Fund
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

Sewer Master Plan Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
5,092	-	-	- Beginning Fund Balance
7,321	-	-	CDBG Grant
(5,091)	-	-	Professional Services
(7,322)	-	-	- Transfer to Sewer Fund
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

Small City Allotment Grant Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
-	-	-	- Beginning Fund Balance
25,000	-	-	Grant
(25,000)	-	-	- Street Project
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

State Revenue Sharing Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
9,741	-	-	- Beginning Fund Balance
(9,741)	-	-	- Transfer to General Fund
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

Water Debt Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
65,473	-	-	- Beginning Fund Balance
(65,473)	-	-	- Transfer to Water Fund
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

Attachment 3

Universal Security and Alarm

INVOICE

755 Catron N
Monmouth, OR 97361

360-562-3369

SOLD TO:
City of Falls City
city hall and park

INVOICE NUMBER 536524
INVOICE DATE August 5, 2016
OUR ORDER NO. 726278
YOUR ORDER NO. 1892727
TERMS Net 30
SALES REP Name
SHIPPED VIA Air
F.O.B. City, State
PREPAID or COLLECT COLL

SHIPPED TO:
Same

Sales Tax Rate: 0.00%

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	HIK-DS7608NIE216P4TB 1.0 NVR, 8-Channel, H264, up to 6MP, Integ	1,800.00	\$1,800.00
1	HIK-DS2DF7276-AEL, OUTDOOR PTZ, 1.3M/7200P, H264, 30X OPT	2,200.00	2,200.00
4	HIK-DS2CD2632FI, 2.8-12MM OUTDOOR IR BULLET HD 40M	350.00	1,400.00
1	HIK-DS3D2208P SWITCH, ETHERNET 8 PORT 10/100M, 2PORT	390.00	390.00
1	TRE-TPETG80G, 8 PORT GIGABIT SMART POE SWITCH	160.00	160.00
1	NTH-LED21HDMI MONITOR/HDMI/VGA BNC LOOPING	300.00	300.00
1	TRI-CAT5EWHITE 1000'	75.00	75.00
1	EZ-RJ45 CONNECTOR	60.00	60.00
4	AIR BUS REMOTE RADIO CONNECTORS	150.00	600.00
1	MISC SCREWS, MAN LIFT, ELECTRICAL BOXES, ALL WEATHER BOX	500.00	500.00
The ptz for 2200 is optional for the park this bid is for city hall with room for more cameras to be added on later as is the price for the airbus for the remote cameras as is the monitor if its going to be running all the time.		SUBTOTAL	7,485.00
		TAX	0.00
		LABOR	1,750.00
			\$9,235.00

DIRECT ALL INQUIRIES TO:
AARON WENNER
360-562-3369
JAARONWENNER@GMAIL.COM

MAKE ALL CHECKS PAYABLE TO:
UNIVERSAL SECURITY & ALARM
Attn: Accounts Receivable
755 CATRON N
MONMOUTH, OR 97361

PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!

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UNIVERSAL SECURITY AND ALARM

INVOICE

755 CATRON N.
MONMOUTH, OR 97361

360-562-3369

SOLD TO:

CITY OF FALLS CITY, UPPER PARK
299 MILL STREET
FALL CITY, OR 97344

INVOICE NUMBER 536524
INVOICE DATE August 5, 2016
OUR ORDER NO. 726278
YOUR ORDER NO. 1892727
TERMS Net 30
SALES REP Name
SHIPPED VIA Air
F.O.B. City, State
PREPAID or COLLECT COLL

SHIPPED TO:

Same

Sales Tax Rate:

0.00%

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	HIK-DS7304HQBHISH2lb, TRIBIRD DVR, 4 CHANNEL TURBOHD	800.00	\$800.00
1	NTH-DC18C10AUL 12VOLT DC PWR SPLY, 18CH 10AMP PTC	95.00	95.00
4	HIK-DS2CE16D9TAIAZH OUTDOOR IR BULLETHD1080P5-50MM	275.00	1,100.00
1	DOT-WDOG	30.00	30.00
1	TRI-CAT5EWHITE	75.00	75.00
1	RG 59 CONNECTORS	25.00	25.00
1	MISC ELECTRICAL BOXES, MAN LIFT, BRACKETS	150.00	150.00
LABOR TO BE BILLED AT 75 AN HOURS TAKING 15 HOURS TOTAL		SUBTOTAL	2,275.00
		TAX	0.00
		LABOR	1,125.00
			\$3,400.00
DIRECT ALL INQUIRIES TO: AARON WENNER 360-562-3369 JAARONWENNER@GMAIL.COM			PAY THIS AMOUNT
MAKE ALL CHECKS PAYABLE TO: UNIVERSAL SECURITY AND ALARM Attn: Accounts Receivable 755 CATRON N MONMOUTH, OR 97361			

THANK YOU FOR YOUR BUSINESS!

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UNIVERSAL SECURITY AND ALARM

INVOICE

755 CATRON N.
MONMOUTH, OR 97361

360-562-3369

SOLD TO:
CITY OF FALLS CITY, FIRE DEPT
299 MILL STREET
FALL CITY, OR 97344

INVOICE NUMBER 536524
INVOICE DATE August 5, 2016
OUR ORDER NO. 726278
YOUR ORDER NO. 1892727
TERMS Net 30
SALES REP Name
SHIPPED VIA Air
F.O.B. City, State
PREPAID or COLLECT COLL

SHIPPED TO:
Same

Sales Tax Rate: 0.00%

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	HIK-DS7304HQHISH2ib, TRIBIRD DVR, 4 CHANNEL TURBOHD	800.00	\$800.00
1	NTH-DC18C10AUL 12VOLT DC PWR SPLY, 18CH 10AMP PTC	95.00	95.00
4	HIK-DS2CE16D9TAIAZH OUTDOOR IR BULLETHD1080P5-50MM	275.00	1,100.00
1	DOT-WDOG	30.00	30.00
1	TRI-CAT5EWHITE	75.00	75.00
1	RG 59 CONNECTORS	25.00	25.00
1	MISC-ELECTRICAL BOXES, MAN LIFT, BRACKETS	150.00	150.00
LABOR TO BE BILLED AT 75 AN HOURS TAKING 15 HOURS TOTAL		SUBTOTAL	2,275.00
		TAX	0.00
		LABOR	1,125.00
			\$3,400.00
			PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:
AARON WENNER
360-562-3369
JAARONWENNER@GMAIL.COM

MAKE ALL CHECKS PAYABLE TO:
UNIVERSAL SECURITY AND ALARM
Attn: Accounts Receivable
755 CATRON N
MONMOUTH, OR 97361

THANK YOU FOR YOUR BUSINESS!

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**Mayor's Report,
August 11, 2016 Council Meeting**

We experienced problems in the recirculation tank at the waste water plant. We lost two of the pumps; luckily it was a cord that got bound up in one of the pumps instead of the pumps burning out. We were able to pull the pumps and repair the cords; all three pumps are back on line. We did identify a problem with two of the pumps not sealing onto the flanges, this has been an ongoing problem and a reason we need a City Engineer. In order to fix this problem we will need to take down the recirculation tank again, pull the pumps and see if we can clean out underneath the pumps and try to reset them without leakage. If this doesn't work, we will need to drain the recirculation tank again and hire someone to go into the tank to retro fit the flanges. If the first option works, we are looking at around \$1500.00, if not we are looking at a substantial cost to repair. I will get with Public Works and the City Engineer to take care of this problem.

The City Engineer review panel has made a choice of firms and I am working with the city Attorney and the first choice to submit an agreement/contract to Council for acceptance. I am hoping to have this done by the start of this meeting.

We experienced a power surge at the water treatment plant that shut it down. When we investigated there was no power to our card panel. We had the electrician come out, he said the same thing happened at the Luckiamute Plant, we are both served by Consumer Power. Luckily the electrician identified the problem, we lost the battery backup power and surge protection. I was able to run into Salem and purchase a new battery pack and Public Works was able to install the unit and get the plant back on line. They did have to drain the clear well, but there was no loss of service to any of our customers.

Public Works was visited by Oregon Health Authority for an inspection of our treatment plant. We are still waiting for the report but everyone felt it went well. We will probably receive some deviancies in areas we knew about, updated water plan, cross flow inspector, and there will be changes to how we collect lead and copper samples. The first two were known, we are correcting the master water plan and I will reach out to see if we can contract a cross flow inspector. The lead and coppers might be a bit more costly for the City. Our treated water is excellent, but when it runs through some of the old plumbing at customers houses it might exceed the levels allowable. If this is the case we will have to add a step to our treatment process by adding soda ash to the system to adjust the PH on the water delivered. I do not agree that the City should have to do this rather than the customers with problem piping replacing their piping, but it is the regulations. I will keep Council updated on this issue.

The South Main Street project is coming along. Public Works and Cliff Lauder were able to get the new catch basin set and the curb poured. We are now waiting for the Engineer to inspect the

project and set a time for resurfacing. We have had about 8 citizens take advantage of the pavers being in town and ask for bids for driveway projects. I expect to start resurfacing the first part of September.

Staff will be busy this week working on the annual budget audit. I scheduled this early since this was my first budget that I worked on without help, Manager Hankin helped with the numbers last year. I wanted my work checked before we were too far in the year in case my numbers were off. Staff will also be working on the annual workers compensation audit. This will be my second one and I do not see any problems. We were able to set up a spread sheet for Mary at the fire department to monitor volunteer hours each month; this was always a problem gathering this information in a format that is accepted by CIS. With the new spread sheet it will be a lot easier for me to give the numbers and hopefully it is easier for Mary to track. Last year we received a credit of over \$3000.00 from the audit, I do not expect this to be the case this year, but we should stay even.

Public Works has been busy with our added projects, like the South Main project, and with the problems at the wastewater facility and treatment plant. They also helped with the diving of the reservoir tank, I have reviewed the movie of the dive and the inside of the tank is in excellent shape. We were worried about the bullet holes, but they did not damage the inside liner. I should receive a written report in a couple of weeks to provide Council. We will need to address the paint on top of the reservoir, a gasket at the entry hatch, and filling the bullet holes. Public works has also had to deal with some of the vandalism happening around town and was able to get the parks ready for citizens' celebrations. Once again big thank you to Corky and Don for stepping up to get these projects done.

We also need to thank Dennis Sickles, Shane Curry, Rose Bajornes, and Charlotte Ungricht for receiving the training from PSU to collect the income surveys of our wastewater users. We were able to knock out about half of the remaining surveys and expect to be able to finish up by this week. Another thanks to everyone that replied by mail and to those that took the time to fill out the survey when we came to their door; we only had three so far that have refused. It will take PSU about a week to organize the numbers and forward a report. We will then forward the report to IFA for approval. If the numbers are above 51% low to moderate income we will then set up a funding meeting and apply for the CDBG funding.

I want to apologize for the lateness of the packet and remind anyone interested that the election packets are ready for pick up for everyone interested in running for City office; petitions need to be filed at City Hall by August 30. Dennis, Julee, and Gerald's Council seats are up along with the Mayor position.

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MONTHLY EXPENSE REPORT

MAYOR UNGRICHT

07/11/2016: 20 Miles, Dallas General Rental.
07/11/2016; 25 Miles, Monmouth Bank.
07/13/2016: 25 Miles, Monmouth Bank.
07/15/2016: 20 Miles, Dallas General Rental.
07/18/2016: 25 Miles, Monmouth Bank.
07/19/2016: 25 Miles, Monmouth Bank.
07/20/2016: 25 Miles, Monmouth Bank.
07/21/2016: 25 Miles, Monmouth Bank.
07/26/2016: 25 Miles, Monmouth Bank.
07/28/2016: 65 Miles, Corvallis, water sample, bank.
07/30/2016: 58 Miles, Salem, Costco battery backup for treatment plant.
08/01/2016: 25 Miles, Monmouth Bank.
08/02/2016: 25 Miles, Monmouth Bank.
388 miles x .54 = \$209.52, mileage.
\$201.79, battery backup and food.
\$ 21.86, food for Work Session.
-\$25.92, subtract mistakenly using City credit card.

Total reimbursement = \$407.25

Mistakenly used the City Credit Card for a charge that should have been on my personal card. The charge was for \$25.92, so I have deducted this amount from my expenses for this month.

Charged \$201.79 to my personal credit card for Battery Backup at treatment plant and food for Council work session. \$99.99 for backup and \$101.80 for food; 40 lbs of pork, potato chips, water, and napkins.

Charged \$21.86 to my personal credit card, for sauce for Work session meal.

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July 2016 Falls City Stats

Falls City Calls for Service					
911 Hangup	1	DOA		Hit and Run	Susp Activity
Accident	2	Driving Comp	2	Menace	Susp Person
Animal	5	Domestic Dist	9	Misc Crime	Susp Vehicle
Area Check	6	Drug		Mental	Theft
Assault	2	FIR	1	Noise	Tow
Assist Other Agency	7	Fire/EMS	9	Open Door	traffic assist
ATL (attempt to locate)	4	Follow up	17	prowler	Traffic Stops
Burglary	9	Found Prop	1	runaway	Trespass
Citizen Contact	9	Fraud		sex offense	Warrant
Civil Paper Service	13	Gen Disturb	3	Shots Fired	Welfare Check
Criminal Mischief	2	Harassment	7	Stolen Veh	Unclass

Falls City Calls for Service	134	Of the FC Calls for Service	30	involved crimes
Total Calls for Service (county wide)	1755	FC Cases Cleared by Arrest	7	23.3% clearance
Falls City % of Total Calls	7.6%	Total Arrests in Falls City	7	17.1% of total arrests

Total Service Calls (Polk County)	1755	Crimes Occ	4	(county wide)
Of the calls for service (county wide)	126	33.3%	0	(Falls City)
Cases Cleared by arrest	42		(only true crimes reported here)	
Total Arrests (county wide)	41			

Comparisons (01/01/15 to 07/31/15 vs 01/01/16 to 07/31/16)
 Last year we cleared 79 cases by arrest vs. 126 up to this point in 2016
 Last year 81 people were arrested compared to 120 up to this point in 2016

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Public Works Staff Report July, 2016

Friday, 7/1 Upper and lower park maintenance.

Saturday, 7/2 Sunday, 7/3 Routine water and sewer.

Monday, 7/4 Routine water and sewer, holiday.

Tuesday, 7/5 South Main project.

Wednesday, 7/6 Street project.

Thursday, 7/7 Water and sewer samples, street project.

Friday, 7/8 City reservoir maintenance, weed eat Fair Oaks lift station, upper maintenance.

Saturday, 7/9 Routine water and sewer.

Sunday, 7/10 Routine water and sewer, vandalism upper park restrooms.

Monday, 7/11 South Main project.

Tuesday, 7/12, Electrical problem, at Recirculation tank.

Wednesday 7/13, South Main project.

Thursday, 7/14 Street project.

Friday, 7/15 Street project.

Saturday, 7/16, Sunday, 7/17 Routine water and sewer.

Monday, 7/18 Work on influent flow meter, recalibrate, deliver water and sewer shut off notices.

Tuesday, 7/19 Street project.

Wednesday, 7/20 Street project.

Thursday, 7/21 House fire, Mill Street, sewer samples, South Main project.

Friday, 7/22 Street project.

Saturday, 7/23, Sunday, 7/24 Routine water and sewer.

Monday, 7/25 Street project, meter reading.

Tuesday, 7/26 Finish meters, street project, brush cutting around town and at WTP.

Wednesday, 7/27 Meter rereads, street project, repair leaking water service Frist Ave.

Thursday, 28 Finish water repair on First Ave. street project, Dallas for gas, aired up bellows sewer plant.

Friday, 29 Grounds WTP, upper park maintenance, street project.

Saturday, 7/30 Routine sewer, had a power surge at WTP fried battery back-up, plc that runs the plant did not start it back up, had to monitor the chlorine residual though out day.

Sunday, 7/31 Routine water and sewer.

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