

Notice of Public Meeting Notice of Council Meeting

AGENDA
CITY COUNCIL - CITY OF FALLS CITY, OREGON
Meeting Location: 320 N Main Street, Falls City
Thursday February 12, 2015 7:00 p.m.
Posted on February 6, 2015

- 1) **Call to order**
A) Roll Call: Julee Bishop ____ Dennis Sickles ____ Lori Jean Sickles ____ Jennifer Drill ____
Tony Meier ____ Vacant ____ Terry Ungricht, Mayor ____
- 2) **Pledge of Allegiance**
- 3) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A) Approval of the Billspage 2
B) Approval of Minutes January 8, 2015page 9
C) Water Leak Adjustment - Home Town Grocery.....page 28
- 4) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 5) **New Business:**
A) City Councilor Candidate Selection.....page 30
B) Oath of Office for New Council Member.....page 41
C) Council Goal Setting Session - March 2 and 4th.....page 42
D) Committee Appointments.....page 49
E) Attorney Review Committee.....page 62
F) Watershed Form Discussion.....page 68
G) Polk County Public Safety Levy.....page 72
H) Oregon Liquor Licenses Renewal.....page 88
I) Interim City Manager Contract Discussion.....page 91
- 6) **Correspondence, Comments, and Ex-Officio Reports**
A) Council Reports
B) Mayor Reports
C) City Manager Reports
Library Monthly Reportpage 98
Public Works Department Monthly Reportpage 99
- 7) **Council Announcements**
A) City Hall will be closed on Monday, February 16, 2015 for the President's Day Holiday
- 8) **Adjourn**

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

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City of Falls City
Paid Bills Report
As of January 8, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Buhler & Meyer CPA's LLP				
1/8/2015		Accounts Payable		-489.60
1/8/2015	35% Admin Inv 12/31/2...	Professional Services	01 GENERAL FUND:01.0...	171.36
1/8/2015	5% Court Inv 12/31/2014	Professional Services	01 GENERAL FUND:01.0...	24.48
1/8/2015	10% Street Inv 12/31/2...	Professional Services	11 STREET FUND	48.96
1/8/2015	15% Sewer Inv 12/31/2...	Professional Services	13 SEWER FUND	73.44
1/8/2015	35% Water Inv 12/31/2...	Professional Services	20 WATER OPERATING ...	171.36
Total Buhler & Meyer CPA's LLP				0.00
Dallas Auto Parts				
1/8/2015	Account #3020	Accounts Payable		-301.60
1/8/2015	Public Works Truck	Vehicle Maintenance/...	20 WATER OPERATING ...	100.53
1/8/2015	Public Works Truck	Vehicle Maintenance/...	13 SEWER FUND	100.53
1/8/2015	Public Works Truck	Vehicle Maintenance/...	11 STREET FUND	100.54
Total Dallas Auto Parts				0.00
Edge Analytical				
1/8/2015		Accounts Payable		-149.00
1/8/2015	Lab Service 17-24743	Lab Analysis Services	13 SEWER FUND	149.00
Total Edge Analytical				0.00
Falls City Fire Association				
1/8/2015		Accounts Payable		-5,500.00
1/8/2015	Donation to Falls City F...	Point System	01 GENERAL FUND:01.0...	5,500.00
Total Falls City Fire Association				0.00
Industrial Welding Supply, Inc				
1/8/2015		Accounts Payable		-49.69
1/8/2015	INV# 721448	HEAL Cities Grant	01 GENERAL FUND	49.69
Total Industrial Welding Supply, Inc				0.00
Kaiser Permanente				
1/8/2015		Accounts Payable		-250.00
1/8/2015	Fit for duty test	Miscellaneous Expens...	01 GENERAL FUND:01.0...	12.50
1/8/2015	Fit for duty test	Miscellaneous Expens...	01 GENERAL FUND:01.0...	12.50
1/8/2015	Fit for duty test	Miscellaneous Expens...	03 CEMETERY PERPET...	5.00
1/8/2015	Fit for duty test	Miscellaneous Expens...	11 STREET FUND	50.00
1/8/2015	Fit for duty test	Miscellaneous Expens...	13 SEWER FUND	60.00
1/8/2015	Fit for duty test	Miscellaneous Expens...	20 WATER OPERATING ...	110.00
Total Kaiser Permanente				0.00
One Call Concepts, Inc				
1/8/2015	Acct #09-0001409	Accounts Payable		-7.35
1/8/2015	Inv #4120362	Contractual Services	11 STREET FUND	2.45
1/8/2015	Inv #4120362	Contractual Services	13 SEWER FUND	2.45
1/8/2015	Inv #4120362	Contractual Services	20 WATER OPERATING ...	2.45
Total One Call Concepts, Inc				0.00
Oregon Mayor's Association				
1/8/2015		Accounts Payable		-64.00
1/8/2015	OMA Annual Members...	Education/Training/Du...	01 GENERAL FUND:01.0...	64.00
Total Oregon Mayor's Association				0.00

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City of Falls City
Paid Bills Report
As of January 8, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Petty Cash'				
1/8/2015	Petty Cash	Accounts Payable		-9.64
1/8/2015	reimburse petty cash	Council Approved Proj...	01 GENERAL FUND:01.0...	9.64
Total Petty Cash'				0.00
RAM STEELCO, INC.				
1/8/2015		Accounts Payable		-280.78
1/8/2015	Invoice # 437161	HEAL Cities Grant	01 GENERAL FUND	280.78
Total RAM STEELCO, INC.				0.00
Rugh Electric Motor Service				
1/8/2015		Accounts Payable		-750.00
1/8/2015	Inv # 25457	Equipment Maintenanc...	13 SEWER FUND	750.00
Total Rugh Electric Motor Service				0.00
Shetterly, Irick & Ozias				
1/8/2015		Accounts Payable		-1,017.50
1/8/2015	Inv #25918	Attorney/Special Council	01 GENERAL FUND:01.0...	1,017.50
Total Shetterly, Irick & Ozias				0.00
US Bank Visa				
1/8/2015		Accounts Payable		-414.75
1/8/2015	Intuit checks	Office Supplies	01 GENERAL FUND:01.0...	352.98
1/8/2015	Toner	Office Supplies	01 GENERAL FUND:01.0...	61.77
Total US Bank Visa				0.00
Van Well Building Supply				
1/8/2015		Accounts Payable		-19.96
1/8/2015	inv 940023I	Fire Station Maint/Rep...	01 GENERAL FUND:01.0...	19.96
Total Van Well Building Supply				0.00
Verizon Wireless				
1/8/2015	Acct 671562184	Accounts Payable		-66.28
1/8/2015	December	Telephone	01 GENERAL FUND:01.0...	59.98
1/8/2015	December	Telephone	01 GENERAL FUND:01.0...	6.30
Total Verizon Wireless				0.00
Xerox Corporation				
1/8/2015	076736562	Accounts Payable		-171.84
1/8/2015	65% Use	Copier Lease/Mainten...	01 GENERAL FUND:01.0...	111.70
1/8/2015	10% Use	Copier Lease/Mainten...	11 STREET FUND	17.18
1/8/2015	10% Use	Copier Lease/Mainten...	13 SEWER FUND	17.18
1/8/2015	15% Use	Copier Lease/Mainten...	20 WATER OPERATING ...	25.78
Total Xerox Corporation				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of January 15, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
CenturyLink				
1/15/2015	multiple phone bills	Accounts Payable		-418.26
1/15/2015	December	Telephone	01 GENERAL FUND:01.0...	182.33
1/15/2015	December	Telephone	20 WATER OPERATING ...	64.38
1/15/2015	December	Telephone	01 GENERAL FUND:01.0...	171.55
Total CenturyLink				0.00
Consumers Power Inc				
1/15/2015	Account # 1155301	Accounts Payable		-242.62
1/15/2015	Jan Power	Power/Heat	20 WATER OPERATING ...	242.62
Total Consumers Power Inc				0.00
Dallas Auto Parts				
1/15/2015	Account #3020	Accounts Payable		-71.95
1/15/2015	Public Works Truck	Vehicle Maintenance/...	20 WATER OPERATING ...	23.99
1/15/2015	Public Works Truck	Vehicle Maintenance/...	13 SEWER FUND	23.98
1/15/2015	Public Works Truck	Vehicle Maintenance/...	11 STREET FUND	23.98
Total Dallas Auto Parts				0.00
Edge Analytical				
1/15/2015		Accounts Payable		-225.00
1/15/2015	Lab Service 15-00441	Lab Analysis Services	13 SEWER FUND	130.00
1/15/2015	Lab Service 15-00440	Lab Analysis Services	13 SEWER FUND	75.00
1/15/2015	Lab Service 15-00438	Lab Analysis Services	13 SEWER FUND	20.00
Total Edge Analytical				0.00
Industrial Welding Supply, Inc				
1/15/2015		Accounts Payable		-312.13
1/15/2015	INV# 723944	HEAL Cities Grant	01 GENERAL FUND	312.13
Total Industrial Welding Supply, Inc				0.00
King's Pumping Service				
1/15/2015		Accounts Payable		-333.00
1/15/2015	Inv 11451	Professional Services	13 SEWER FUND	333.00
Total King's Pumping Service				0.00
Mid Willamette Valley COG				
1/15/2015		Accounts Payable		-34.00
1/15/2015	COG Meeting & Dinner	Council of Governmen...	01 GENERAL FUND:01.0...	34.00
Total Mid Willamette Valley COG				0.00
Mountain Valley Monitoring				
1/15/2015		Accounts Payable		-90.00
1/15/2015	Security Monitoring Jan...	Professional Services	01 GENERAL FUND:01.0...	45.00
1/15/2015	Security Monitoring Jan...	Professional Services	01 GENERAL FUND:01.0...	45.00
Total Mountain Valley Monitoring				0.00
Oregon Mayor's Association				
1/15/2015		Accounts Payable		-64.00
1/15/2015	OMA Annual Members...	Education/Training/Du...	01 GENERAL FUND:01.0...	64.00
Total Oregon Mayor's Association				0.00

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City of Falls City
Paid Bills Report
As of January 15, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Pacific Power				
1/15/2015	multiple accounts	Accounts Payable		-2,359.41
1/15/2015	December	Power/Heat	01 GENERAL FUND:01.0...	848.06
1/15/2015	December	Power/Heat	01 GENERAL FUND:01.0...	134.21
1/15/2015	December	Power/Heat	01 GENERAL FUND:01.0...	18.45
1/15/2015	December	Power/Heat	13 SEWER FUND	668.88
1/15/2015	December	Street Lights	11 STREET FUND	620.03
1/15/2015	December	Power/Heat	20 WATER OPERATING ...	69.78
Total Pacific Power				0.00
Petro Card				
1/15/2015		Accounts Payable		-194.44
1/15/2015	33%c890044	Vehicle Operation	11 STREET FUND	64.82
1/15/2015	33%C890044	Vehicle Operation	13 SEWER FUND	64.81
1/15/2015	33%C890044	Vehicle Operation	20 WATER OPERATING ...	64.81
Total Petro Card				0.00
Polk County Sheriff's Office				
1/15/2015		Accounts Payable		-223.84
1/15/2015	3rdQtr2014-2015 INV#...	911 Fee - Fire Depart...	01 GENERAL FUND:01.0...	223.84
Total Polk County Sheriff's Office				0.00
Sensus				
1/15/2015		Accounts Payable		-1,570.34
1/15/2015	Annual Software Support	Equipment Maintenanc...	20 WATER OPERATING ...	1,570.34
Total Sensus				0.00
Speer Hoyt LLC				
1/15/2015		Accounts Payable		-499.50
1/15/2015	Inv29237	Attorney/Special Council	20 WATER OPERATING ...	499.50
Total Speer Hoyt LLC				0.00
Terry Ungricht				
1/15/2015		Accounts Payable		-165.83
1/15/2015	Stairway	HEAL Cities Grant	01 GENERAL FUND	165.83
Total Terry Ungricht				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of January 22, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Delsman Trucking & Excavation				
1/22/2015		Accounts Payable		-1,561.43
1/22/2015	Inv #3112 Rock	Streets Maintenance/...	11 STREET FUND	1,561.43
Total Delsman Trucking & Excavation				0.00
Mid Willamette Valley COG				
1/22/2015		Accounts Payable		-654.50
1/22/2015	COG Land use planning	Council of Governmen...	01 GENERAL FUND:01.0...	654.50
Total Mid Willamette Valley COG				0.00
Pitney Bowes				
1/22/2015	Acct# 19659466866	Accounts Payable		-301.50
1/22/2015	November 35%	Postage & Freight	13 SEWER FUND	105.52
1/22/2015	November 50%	Postage & Freight	20 WATER OPERATING ...	150.75
1/22/2015	November 15%	Postage & Freight	01 GENERAL FUND:01.0...	45.23
Total Pitney Bowes				0.00
Pitney Bowes Global Financial Services LL				
1/22/2015	Acct# 8158702	Accounts Payable		-196.80
1/22/2015	Postage machine lease	Postage & Freight	01 GENERAL FUND:01.0...	29.52
1/22/2015	Postage machine lease	Postage & Freight	13 SEWER FUND	72.48
1/22/2015	Postage machine lease	Postage & Freight	20 WATER OPERATING ...	94.80
Total Pitney Bowes Global Financial Services LL				0.00
RAM STEELCO, INC.				
1/22/2015		Accounts Payable		-806.19
1/22/2015	Invoice # 437825 stairs	HEAL Cities Grant	01 GENERAL FUND	806.19
Total RAM STEELCO, INC.				0.00
Terry Ungricht				
1/22/2015		Accounts Payable		-98.42
1/22/2015	Stairway	HEAL Cities Grant	01 GENERAL FUND	98.42
Total Terry Ungricht				0.00
Valley Electric Company, LLC				
1/22/2015		Accounts Payable		-969.65
1/22/2015	InV# I-140478	Equipment Maintenanc...	13 SEWER FUND	643.17
1/22/2015	Inv# I-150004 communi...	Equipment Maintenanc...	01 GENERAL FUND:01.0...	326.48
Total Valley Electric Company, LLC				0.00
TOTAL				0.00

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City of Falls City
Find Report
January 29, 2015

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Jan 29, 15				
1/29/2015	Cemetery Associati...		Accounts Payable	-50.00
1/29/2015	Cemetery Associati...	membership ...	Education/Training/...	50.00
1/29/2015	CenturyLink Busine...		Accounts Payable	-2.05
1/29/2015	CenturyLink Busine...	January	Telephone	1.84
1/29/2015	CenturyLink Busine...	January	Telephone	0.21
1/29/2015	City of Dallas		Accounts Payable	-119.00
1/29/2015	City of Dallas	Inv#2015012...	Medical Supplies	119.00
1/29/2015	Dallas Auto Parts	Invoice #'s 2...	Accounts Payable	-17.91
1/29/2015	Dallas Auto Parts	Road Grader,...	Vehicle Maintenanc...	6.75
1/29/2015	Dallas Auto Parts	Road grader,...	Vehicle Maintenanc...	11.16
1/29/2015	Delsman Trucking ...	inv 2114	Accounts Payable	-316.01
1/29/2015	Delsman Trucking ...	Inv #2114 Ro...	Streets Maintenanc...	316.01
1/29/2015	Edge Analytical	inv#s, 15-004...	Accounts Payable	-347.00
1/29/2015	Edge Analytical	Lab Service ...	Lab Analysis Services	227.00
1/29/2015	Edge Analytical	Lab Service ...	Lab Analysis Services	120.00
1/29/2015	Mr. Ira Feitelson	adjustment o...	Accounts Payable	-105.46
1/29/2015	Mr. Ira Feitelson	Adjustment o...	Judge	105.46
1/29/2015	Industrial Welding ...	order #39595...	Accounts Payable	-594.52
1/29/2015	Industrial Welding ...	INV# 395958...	HEAL Cities Grant	594.52
1/29/2015	Les Schwab	21600131352	Accounts Payable	-247.18
1/29/2015	Les Schwab	tires/gator	Vehicle Maintenanc...	247.18
1/29/2015	Oregon Association...	membership ...	Accounts Payable	-207.50
1/29/2015	Oregon Association...	Dues 2015, 1...	Dues	138.34
1/29/2015	Oregon Association...	Dues 2015	Dues	69.16
1/29/2015	Petro Card	C894999	Accounts Payable	-80.55
1/29/2015	Petro Card	33%c890044	Vehicle Operation	26.85
1/29/2015	Petro Card	33%C890044	Vehicle Operation	26.85
1/29/2015	Petro Card	33%C890044	Vehicle Operation	26.85
1/29/2015	RAM STEELCO, INC.	775507	Accounts Payable	-189.60
1/29/2015	RAM STEELCO, INC.	Invoice # 775...	HEAL Cities Grant	189.60
1/29/2015	Sensus	ZA 15012995	Accounts Payable	-1,570.34
1/29/2015	Sensus	Annual Softw...	Equipment Mainten...	1,570.34
1/29/2015	Terry Ungricht	HEAL grant, ...	Accounts Payable	-356.14
1/29/2015	Terry Ungricht	Stairway, Ma...	HEAL Cities Grant	305.74
1/29/2015	Terry Ungricht	Stairway, To...	HEAL Cities Grant	50.40
1/29/2015	Van Well Building S...	947998	Accounts Payable	-47.96
1/29/2015	Van Well Building S...	inv947998	Streets Maintenanc...	47.96
1/29/2015	Cemetery Associati...		US Bank Checking	-50.00
1/29/2015	Cemetery Associati...		Accounts Payable	50.00
1/29/2015	CenturyLink Busine...		US Bank Checking	-2.05
1/29/2015	CenturyLink Busine...		Accounts Payable	2.05
1/29/2015	City of Dallas		US Bank Checking	-119.00
1/29/2015	City of Dallas		Accounts Payable	119.00
1/29/2015	Dallas Auto Parts	Invoice #'s 2...	US Bank Checking	-17.91
1/29/2015	Dallas Auto Parts	Invoice #'s 2...	Accounts Payable	17.91
1/29/2015	Delsman Trucking ...	inv 2114	US Bank Checking	-316.01
1/29/2015	Delsman Trucking ...	inv 2114	Accounts Payable	316.01
1/29/2015	Edge Analytical	inv#s, 15-004...	US Bank Checking	-347.00
1/29/2015	Edge Analytical	inv#s, 15-004...	Accounts Payable	347.00
1/29/2015	Industrial Welding ...	order #39595...	US Bank Checking	-594.52
1/29/2015	Industrial Welding ...	order #39595...	Accounts Payable	594.52
1/29/2015	Oregon Association...	membership ...	US Bank Checking	-207.50
1/29/2015	Oregon Association...	membership ...	Accounts Payable	207.50

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**City of Falls City
Find Report
January 29, 2015**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
1/29/2015	Petro Card	C894999	US Bank Checking	-80.55
1/29/2015	Petro Card	C894999	Accounts Payable	80.55
1/29/2015	RAM STEELCO, INC.	775507	US Bank Checking	-189.60
1/29/2015	RAM STEELCO, INC.	775507	Accounts Payable	189.60
1/29/2015	Sensus	ZA 15012995	US Bank Checking	-1,570.34
1/29/2015	Sensus	ZA 15012995	Accounts Payable	1,570.34
1/29/2015	Terry Ungricht	HEAL grant, ...	US Bank Checking	-356.14
1/29/2015	Terry Ungricht	HEAL grant, ...	Accounts Payable	356.14
1/29/2015	Van Well Building S...	947998	US Bank Checking	-47.96
1/29/2015	Van Well Building S...	947998	Accounts Payable	47.96
1/29/2015	Les Schwab	21600131352	US Bank Checking	-247.18
1/29/2015	Les Schwab	21600131352	Accounts Payable	247.18
1/29/2015	Mr. Ira Feitelson	adjustment o...	US Bank Checking	-105.46
1/29/2015	Mr. Ira Feitelson	adjustment o...	Accounts Payable	105.46
1/29/2015	AFLAC		US Bank Checking	-301.07
1/29/2015	AFLAC		AFLAC	72.73
1/29/2015	AFLAC		AFLAC	228.34
1/29/2015	CIS Trust		US Bank Checking	-1,610.94
1/29/2015	CIS Trust		EBS Trust Life Insu...	65.36
1/29/2015	CIS Trust		CIS Insurance Pre...	300.00
1/29/2015	CIS Trust	Jan Health Ins.	Health Insurance	415.19
1/29/2015	CIS Trust	Jan Health Ins.	Health Insurance	415.19
1/29/2015	CIS Trust	Jan Health Ins.	Health Insurance	415.20
Jan 29, 15				0.00

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**City of Falls City
City Council Regular Meeting
Thursday January 8, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344**

Council Present

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

Staff Present

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

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

- 1) Roll Call**
Clerk Protheroe took roll call. Councilor L. Sickles arrived at 7:03 PM. One Council position vacant.
- 2) Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) Swearing in of Mayor and Council and Newly Elected Council Members**
Interim City Manager Hanken swore in Mayor Ungricht, Councilor Drill, and Councilor Meier.
- 4) Election of Council President**
Councilor Bishop nominated Councilor D. Sickles for Council President. Councilor D. Sickles accepted the nomination. Hearing no additional nominations Mayor Ungricht asked for a roll call vote. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop. Councilor D. Sickles was elected Council President by a unanimous vote.
- 5) Motion to adopt the entire agenda**
A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop
- 6) Proclamations (Exhibit A)**
Mayor Ungricht read and presented proclamations to Barbara Spence, John Volkmann, and Amy Houghtaling.
- 7) Consent Agenda: Motion Action Approving Consent Agenda Items**
 - A) Approval of the Bills**
 - B) Approval of the minutes December 18, 2014**
 - C) Leak Adjustment Request – Lynn**Councilor Drill asked for additional information. Payment to Mid-Willamette Council of Governments (MWVCOG) was the final payment for the Waste Water Master Plan. Payment to Automation Group was for scheduled maintenance on equipment at the Water Plant.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to approve the consent agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

- 8) Public Comments**
Cynthia Hovind of McMinnville. Ms. Hovind introduced herself to Council as the new Librarian of the Wagner Library. She was excited to serve as the librarian. She distributed copies of a draft

questionnaire to the Interim City Manager (Exhibit B). In the month of December, the library had unusual closures due to the rollout of a new computer system, training requirements, and illness. Still, the library served 188 people in December, one more than in December 2013. A book sale was scheduled for January 31, 2015. The library would observe Dr. Seuss' Birthday on the last Saturday in February.

9) **New Business:**

A) **Committee Appointments & Vacancies**

Clerk Protheroe distributed newly received committee member applications for Mayor Ungricht, Tony Drill, Councilor Drill, and Johnathan Ungricht (Exhibit C). Councilor Drill thought committee and commission vacancies had not been adequately advertised to community and asked Council to postpone discussion until the February meeting. Councilor Meier thought it would be good to see more diversity. Councilor L. Sickles stated that committee openings were not new and vacancies had been announced at every meeting; Council should not ask volunteers to wait. Mayor Ungricht reported that if Council approved each application submitted, one opening each would remain on Parks and Recreation Committee, Budget Committee, and Historic Landmark Commission. Councilor Drill clarified that she preferred the openings advertised on Facebook, posted, and listed on the city webpage. Clerk Protheroe reported that the committee vacancies were advertised on the www.fallscityoregon.gov website and applications were prominently displayed in a basket on the counter at City Hall. She had also referred interested parties to individual Park and Recreation Committee members.

A motion was made by Councilor Drill and seconded by Councilor Meier to table item until next City Council Meeting. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

B) **Falls City Fire Association Agreement**

Councilor Drill read a prepared statement into the record (Exhibit D). Councilor Bishop read a prepared statement into the record (Exhibit E).

Interim City Manager Hanken informed Council that the Falls City Fire Association had been granted 501C4 status. The paperwork was on file at the City. The proposed agreement resolved a long-standing issue. City Attorney Shetterly had drafted the agreement between the City of Falls City and the Falls City Volunteer Fire Association. It included a monthly monetary contribution to benefit the community but not individual firefighters. Eleven-thousand dollars was budgeted for the contribution for the 2014-2015 fiscal year. Community contributions would begin now that the Falls City Volunteer Fire Association was officially a 501C4. Mayor Ungricht stated that the IRS had issues with the old points system.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that the Council approve the agreement for community contribution to the Falls City Fire Association as presented. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

C) **Luckiamute Water Agreement Update**

Mayor Ungricht informed Council that the Luckiamute Domestic Water Cooperative (Luckiamute) board of directors voted down the bulk water agreement. Luckiamute remained a water customer, but without an agreement. Negotiations were stalled. Mayor Ungricht stated that he had requested that Luckiamute bring an agreement to the table, but they had not. Mayor Ungricht held hope that a 500,000-gallon bulk water agreement could be reached. Without an agreement in place, he recommend that the City assign a rate of outside residential for meter size even though

they were a commercial interest. He did not want the citizens of Falls City to subsidize the Luckiamute system.

Clerk Protheroe stated the current rate was \$105.00 for 100,000 gallons and \$1.05 per 1,000 gallon over base. Mayor Ungricht listed the outside residential base rate for 5,000 gallons as \$111.70 for a 3" meter, \$157.06 for a 4" meter, and \$2.84 per 1,000-gallon overage. City Manager Hanken reported that the attorney who represented the City in court was comfortable with proposed rate.

Mayor Ungricht recognized Bob Young. Mr. Young reported he had worked for the City in 1996 or 1997 and he was manager of Luckiamute Domestic Water Cooperative when the bulk water agreement was reached. The intent of the agreement, at that time, was to benefit both parties. The benefit to Luckiamute was to pressure their system during the summer months and the benefit to Falls City was income from selling water. Falls City paid for the hookups on Falls City Highway and Waymire Road and Luckiamute paid for the pipe, which benefited the city. Mr. Young felt that poor management was to blame for not raising rates over the years. Mr. Young acknowledged that Luckiamute benefited more from the agreement. Don Poe, Lead Worker Public thought the 1996 outside city limits water rate was \$1.35. Mr. Young hoped the City would find a way to reach a bulk agreement. He had homes outside of the area that benefited from Luckiamute and he had homes inside city limits that would benefit by lower rates with Luckiamute continuing as a bulk customer. Mr. Young suggested that Mayor Ungricht attend a Luckiamute board meeting and speak directly to board members.

Mayor Ungricht had an issue with Falls City citizens subsidize Luckiamute who in turn sell the water to their customers for \$2.88. Falls City had the water capacity to serve Luckiamute. The rejected agreement proposed 50,000-gallon base rate per vault charged at \$250.00 a month. Mr. Young felt that rate was too high. Don Poe stated that Luckiamute was never the bulk water user that the City had hoped. He agreed that the City should have raised the bulk rate each time the city raised water rates in the past. Mayor Ungricht stated his position; if Luckiamute did not want to be a bulk water user and only wanted Falls City water to backpressure their system, then the City should treat them like any other customer. Luckiamute had made system upgrades recently but would need a new well to replace Falls City Water.

Councilor D. Sickles, a member of the negotiating team, reported that both sides of the negotiating team had reached agreement but the Board rejected the agreement. He felt that it benefited Luckiamute to put off an agreement. Mayor Ungricht recognized Amy Houghtaling. She too served as a member of the negotiating team. She pointed out that the negotiating team had spoken directly with two board members. The Luckiamute negotiating team included two members of their Board, one of which was the Board President. She reported that Luckiamute rate conversations began with Gian Paolo Mammone and herself after Luckiamute suggested the City increase the rate. After which she and James Walton talked with Luckiamute; at that time, Luckiamute did not want to go over \$1.70. She and Amber Mathiesen had conversations with Luckiamute before the lawsuit was filed.

Mayor Ungricht informed Council that Luckiamute had filed an appeal in court. The potential cost of the appeal was not known. Mayor Ungricht stated that in order for the appeal to move forward, there would need to be a ruling that Judge had mishandled the case. The City could continue negotiations during the appeal process.

Councilor Drill offer to talk with the Luckiamute Board was declined because Council had already appointed a negotiating team. Councilor D. Sickles was concerned about informing Luckiamute of the new rate by letter and considered tabling action until February. Mayor Ungricht confirmed that

he had informed Danny Jaffer verbally of the possibility of an increase before the holidays. The letter would state the new rate and the willingness of the City to negotiate a new bulk agreement beneficial to both parties.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that Council approve raising Luckiamute Water District's rate to the out of town residential rate and add the meter fee.

Council discussed a date for the increase. Clerk Protheroe reported water was billed in arrears.

Councilor D. Sickles amended the motion and Councilor Bishop seconded that Council approve raising Luckiamute Water District's rate to the out of town residential rate and add the meter fee in the February billing. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

D) Business License Approval

A motion was made by Councilor Drill and seconded by Councilor Meier that that the City Council of the City of Falls City approve the business license application for Chill Out! Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

E) City Attorney Resignation and RFP Process

Interim City Manager Hanken reviewed the draft timeline for selection of a new city attorney. The City had a court attorney, Moe Brown, P.C. who could serve if needed. Council did not come to consensus when considered if Moe Brown should sit in on City Council meeting during the search for a new City Attorney.

A motion was made by Councilor Meier and seconded Councilor D. Sickles that Council accept the resignation of Lane Shetterly as the City Attorney and begin the RFP process as described by staff to fill the position. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Julee Bishop

F) Council Vacancy Update

Interim City Manager Hanken stated that under the new City Charter, Council is required to fill a vacancy within 60 days. One application had been submitted to City Hall. The interview, selection process, and swearing in would take place at the City Council Meeting on February 12, 2015.

G) Council Goal Setting Session

Interim City Manager Hanken reported that goal sessions vary from 4-5 hour to several days. Council considered a date for goal setting sessions and agreed they would send Interim City Manager Hanken available February dates. Mayor Ungricht planned to bring a list of items to the goal-setting meeting. He asked staff to bring items to consider at the goal session.

H) City Manager Discussion

Interim City Manager Hanken recommended that Council discuss the long-term visions for the City Manager position at the upcoming goal setting session. The staff report listed the timeframe for the recruitment process. Budget for the position would need to be established. Mayor Ungricht listed three choices for the position: 1) Full education with experience, 2) Part-time 20 hours, or 3) lower standard of work experience. He stated the City had a set amount of budget dollars and Council would need to consider other needs such as code enforcement and a trainee for public works department.

I) Safety Levy Discussion

Mayor Ungricht and Amy Houghtaling attended the Polk County Safety Levy Public Hearing. Mayor Ungricht reported that the Polk County proposed \$ 0.45 per thousand, which would equal \$90 a year for a home valued at \$200,000. Of the approximate forty people in attendance at the public hearing, many people were from out of town. He reported that the majority of people raised their hands in support of the safety levy at the end of the meeting.

10) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

None

B) Mayors Reports

None

C) City Administrator Reports

Interim City Manager Jon Hanken encouraged councilors to consider attending the January 28 League of Oregon Cities Elected Essentials class held in Independence, January 28 Mid-Willamette Valley Council of Government annual meeting and dinner, and the February 26 Capital Day in Salem.

Interim City Manager announced that the 85th Annual Old Timers Picnic would be held in August 2015.

Clerk Protheroe announced the next Public Works Committee meeting would be Tuesday, February 10, 2015 at 6:30 PM. The Next Historic Landmark Commission Meeting would be on Tuesday February 3, 2015 at 6:30 PM. Parks and Recreation Committee would meet on Tuesday, January 13, 2015 at 10:00 AM.

11) Council Announcements

A) City Hall would closed on Monday January 19, 2015 for the Martin Luther King Jr. holiday

B) OSU Flood Community Meeting would be held on Wednesday January 14, 2015 from 6:00 to 8:00 pm.

12) Adjourn

The meeting was adjourned at 8:33 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Exhibit A

City of Falls City

Proclamation

- Whereas:** Municipal governments need citizens to actively participate as elected officials and committee volunteers in order to meet the political needs of the community; and,
- Whereas:** The City of Falls City has a process for electing public officials and appointing City committee members; and,
- Whereas:** Barbara Spencer was appointed to City Council in March of 2012 and provided valuable leadership to the community and local organizations; and,
- Whereas:** Barbara Spencer was instrumental in assisting to develop Council goals, served as the President of the Falls City Arts Council which brought the circus to the community, served on the Library Board of Directors, and recently assisted the Falls City Fire Association obtain their IRS 501(c) (4) nonprofit status; and,
- Whereas:** Barbara Spencer completed her term on the Falls City Council on January 1, 2015.

Now, Therefore, Be It Proclaimed that I, Terry Ungricht, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to Barbara Spencer for her service to the community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 8th day of January, 2015.

Terry Ungricht , Mayor

(14)

City of Falls City

Proclamation

Whereas: Municipal governments need citizens to actively participate as elected officials and committee volunteers in order to meet the political needs of the community; and,

Whereas: The City of Falls City has a process for electing public officials and appointing City committee members; and,

Whereas: John Volkmann has continually served as a member of the Falls City Council since 2006 and was selected as Council President by his fellow City Councilors; and,

Whereas: John Volkmann has generously made many contributions to local community organizations through his business and his generosity has helped to create a better community for all of our citizens; and,

Whereas: John Volkmann completed his term on the Falls City Council on January 1, 2015.

Now, Therefore, Be It Proclaimed that I, Terry Ungricht, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to John Volkmann for his service to the community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 8th day of January, 2015.

Terry Ungricht , Mayor

City of Falls City

Proclamation

Whereas: Municipal governments need citizens to actively participate as elected officials and committee volunteers in order to create thriving and livable communities for our citizens; and,

Whereas: The City of Falls City has a process for electing public officials and appointing City committee members; and,

Whereas: Amy Houghtaling was elected Mayor of Falls City in 2010 and provided valuable leadership to the community, local committees, and sphere headed needed community projects during her tenure; and,

Whereas: Amy Houghtaling earned the respect of her counterparts across the state and received recognition from the Oregon Chapter of the American Planning Association in 2013 and the Oregon Mayor's Association in 2014 for her service to Falls City; and,

Whereas: Amy Houghtaling completed her term as Mayor of Falls City on January 1, 2015 but continues her service to the community as a member of the Public Works, Budget, and Historic Preservation Committees.

Now, Therefore, Be It Proclaimed that I, Terry Ungricht, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to Amy Houghtaling for her past and continuing service to the community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 8th day of January, 2015.

Terry Ungricht , Mayor

Exhibit 3

WAGNER COMMUNITY LIBRARY

Questionnaire – Draft

If the library were open Sunday thru Thursday, I would use the library on Sunday.

True or False

I am interested in community programming at the library.

True or False

Programs useful to my family could include

- Children's story time
- Reading Promotion for children
- Youth book group
- Youth/family movies
- Youth Gaming Group
- Adult book group
- Adult/family jigsaw
- Youth/Adult Scrabble
- Computer user's group
- Write r's group
- Author Presentations
- Other



Application for Committees

Exhibit C

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

JAN 03 2015

DND

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

Contact Information

Name: TERRY UNGRICHT
Street Address: 635 CHAMBERLAIN
Mailing Address: P.O. Box 132
City/State/Zip Code: FALLS CITY, OR, 97344
Home Phone: 503-787-4000
Work Phone:
E-Mail Address: tlungricht@gmail.com

Background

Years of Residence in Falls City: 8 years
Place of Employment: N/A
Occupation: N/A
Educational Background: High School Diploma
Some college, no degree
Prior Civic Activities: Councilor
SHIBA Volunteer
Master Gardener
union officer
committee man

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

Special Skills or Qualifications

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

As Mayor I have contact with City Staff

Motivation

Discuss your motivation for serving on this Committee.

To better our town's infrastructure

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)

Signature

Date

TERRY UNBRICHT
T. Unbricht
01-02-2015

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



Application for Committees

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

0305
ATP

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

Contact Information

Name:	Jennifer Drill
Street Address:	136 Carey Ct
Mailing Address:	same
City/State/Zip Code:	Falls City OR 97344
Home Phone:	503 787-1803
Work Phone:	503 991-2167
E-Mail Address:	mstarjd@gmail.com

Background

Years of Residence in Falls City:	10 yrs
Place of Employment:	Homemaker - Carey Ct
Occupation:	↓
Educational Background:	2 yrs college -
Prior Civic Activities:	Budget Committee - FC School Board Booster Club - Treasurer

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

20

Special Skills or Qualifications

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

Motivation

Discuss your motivation for serving on this Committee.

To better our 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.

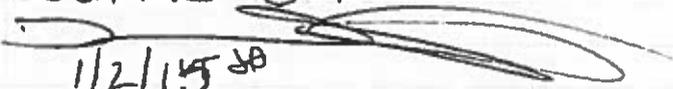
Agreement and Signature

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)

Jennifer Drill

Signature



Date

1/2/15 JD

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

21



Application for Committees

City of Falls City

299 Mill Street, Falls City, Oregon 97344

JAN 02 2016

DM

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

Contact Information

Name:

Tony Drill

Street Address:

136 Carey Ct

Mailing Address:

Same

City/State/Zip Code:

Falls City OR 97344

Home Phone:

503 787-1303

Work Phone:

~~503 787~~ 503-949-0931

E-Mail Address:

a.drill@teksystems.com

Background

Years of Residence in Falls City:

7 1/2 yrs

Place of Employment:

Tek Systems

Occupation:

National Recruiter

Educational Background:

4 yrs College

Prior Civic Activities:

Booster Club - President

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

22

Special Skills or Qualifications

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

Motivation

Discuss your motivation for serving on this Committee.

To better our 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)

Signature

Date

Anthony [Signature]
1-2-15

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



Application for Committees

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

IAN 05 2015
DIP

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

Contact Information

Name: JOHNNAN L UNGRICHT
 Street Address: 635 Chamberlain Rd
 Mailing Address: PO Box 132
 City/State/Zip Code: FALLS CITY, OR 97344
 Home Phone: 503-787-4000
 Work Phone: 307-752-0477
 E-Mail Address: jungricht13@gmail.com

Background

Years of Residence in Falls City: ONE
 Place of Employment: N/A
 Occupation: N/A
 Educational Background: 2-YEARS CHEMERETA COMMUNITY COLLEGE

Prior Civic Activities: FALLS CITY FOOD BANK VOLUNTEER
 WORKED ON STAIR PROJECT (HEAL GRANT)
 LETTLELUCKIAMUTE RIVER CLEAN-UP (SOLVE)
 WAP

Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- ~~Planning Commission~~
- 2 Parks and Recreation Committee 4 seats
- 1 Public Works Committee 1 seats
- 3 Historic Landmark Commission 4 seats

I CAN AND WOULD LIKE TO SERVE IN MORE THAN ONE COMMITTEE IF POSSIBLE. IF I CAN ONLY SERVE ON ONE I WOULD PREFER PUBLIC WORKS OR THE BUDGET REVIEW. PARKS WOULD BE OKAY, AS WELL.

24

Special Skills or Qualifications

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

~~I HAVE SOME COLLEGE CREDIT HAVE WORKED~~
I HAVE GONE TO COLLEGE, BUT HAVE NOT COMPLETED MY DEGREE. I GRADUATED FROM SHERIDAN HIGH SCHOOL IN 2000. I AM ALSO A MEMBER OF THE THETA KAPPA HONOR SOCIETY.

Motivation

Discuss your motivation for serving on this Committee.

I LIVE IN FALLS CITY, AND WOULD LIKE TO BE INVOLVED IN THE CITY. I ALREADY DO VOLUNTEER WORK AND WOULD LIKE TO DO MORE.

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)

Signature

Date

JENNATHAN L UNGRICH

01-04-2015

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

Script for Councilor Drill.

Exhibit D

Mayor, I would like to make a statement related to the Falls City Fire Association Agreement before we begin the discussion this evening.

As many citizens are aware, Fire Chief Young, is my father, an employee of Falls City, and a signer on the agreement. I have discussed my family connection with our Interim City Manager and he has advised me that since the proposed agreement was drafted before I took office, I had no influence in the creation of this document, and that the agreement doesn't convey any financial benefits to my father, there are no conflicts associated with me voting on this issue.

I just want my statement entered into the record. Thank you.

Exhibit E

Script for Julee Bishop

As many citizens are aware, I am a member of the Falls City Fire Association. The Interim City Manager was made aware of my membership and has advised me that since I had no influence in the creation of this document and that the agreement doesn't convey any financial benefits to me, there is no conflict associated with me voting on this issue.

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST
DATE: 02/05/2015

SUMMARY

Renee Nielsen, of Home Town Grocery (United Market 777) requested a leak adjustment for the month of November. Public Works read the meter and it was no longer spinning, indicating the leak has been repaired. The leak caused the water use to jump to 46,000 gallons in November amounting in a \$192.56 water charge. In December, the water usage was 9,000 gallons and Water usage was 3,000 gallons in January.

Please note that Public Works did not read water meters in October due to an equipment failure. It is possible that this leak went unnoticed in October until the meters were read on November 25.

BACKGROUND

Falls City's water ordinance requires all leak adjustment requests be presented to the Council.

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. In this case, the 12-month average included December and January.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the November 2014 charge of \$192.56.

Average water bill amount over 12 months	\$ 86.26	
Multiply the average bill amount by 1.5 times	\$129.39	= Calculated base for adjustment

Actual water service charge for month of leak	\$192.56
Subtracted by the calculated base for adjustment	\$129.39

Credit Amount	\$ 63.17
----------------------	-----------------

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 \$ 63.17.

(28)

STAFF RECOMMENDATION

Staff recommends the Council allow staff to issue refund in the form of a credit to the utility account for \$ 63.17.

EXHIBIT

N/A

PROPOSED MOTION

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

Council can make a motion to remove this item from the consent agenda and review leak request as an addition agenda item.

Proposed Motion If leak request is reviewed separately:

I move the City Council of the City of Falls City allow staff to issue refund in the form of a credit to the United Market 777 account in the amount of \$ 63.17.

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: CITY COUNCILOR CANDIDATE SELECTION
DATE: 01/30/2015

SUMMARY

There is a vacant seat on the City Council that needs to be filled.

BACKGROUND

On January 2, 2015, Mr. Ungricht was officially sworn in as the Mayor of Falls City. This action left his Council seat open. Under the new City Charter, Council must fill the vacancy within 60 days.

Applications materials were made available at City Hall to interested individuals starting on January 2nd. Completed applications needed to be returned by 5:30 p.m. Monday, February 3, 2015 so they can be included in the Council packet.

Three individuals turned in applications. They include: Mr. Jim Partridge; Mr. Gerald Merlin, and Mr. Ryan Wright.

PREVIOUS COUNCIL ACTION

City Council approved a process for filling the vacancy and selected February 12, 2015 to conduct the interviews.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None.

STAFF RECCOMENDATION

None.

EXHIBIT

Falls City Council Vacancy Selection Process
Candidate Questions
Candidate Applications

PROPOSED MOTIONS

None.

FALLS CITY COUNCIL VACANCY SELECTION PROCESS

Application deadline: February 3, 2015.

The council vacancy has been announced and applications are currently being solicited. Section 32 of the Falls City Charter requires that the vacancy be filled by appointment by a majority of the remaining Council members within 60 days of the established vacancy.

Applications will be accepted until 5:30 p.m., February 3, 2015. After that date and time, no further applications will be accepted or considered. Candidate interviews and the selection process will be conducted on Thursday, February 12, 2015.

Interview and Selection Process: Thursday, February 12, 2015 – Regular meeting

1. All Councilors will have been supplied with applicants' packets/application forms and the process outlined in this document in advance of the interview.
2. The interview will be held in "Candidate Forum" fashion in the Community Center. All applicants will be seated in front of the Council. The Mayor will act as Moderator.
3. Applicants will draw numbers randomly, 1-thru-?? prior to the start of the meeting. This will determine the order in which the prepared questions are asked and also determine the seating arrangement, from #1 on the left as viewed from the Moderator's seat, to the highest number on the right.
4. There will be prepared questions deemed to be relevant to service on the Council. Applicants will draw a number 1-thru-12 which will determine which question they will answer.
5. Each applicant will be limited to 2 minutes to address any question asked. This will be timed by the staff who will indicate a 30-second warning before the expiration of time. The Moderator will cut the applicant off at the end of 2 minutes.
6. After the applicant who draws the number "1" answers their question, the floor will be turned over to the remaining applicants by the Moderator to see if they also want to address the question. The applicants wishing to speak will be called upon by the Moderator until all applicants have had the opportunity to speak once on the question on the floor. No applicant will be allowed to speak more than once in answer to any particular question. This step will be repeated for all applicants.
7. After all prepared questions have been answered, the floor will be thrown open for each Councilor to pose one question each to either the panel or any specific applicant. The Moderator will assure that each applicant is allowed the opportunity to answer each of these questions in turn.

8. After all questions have been answered, each applicant may make a closing statement starting with Applicant #1 and proceeding to the rest of the Applicants in order, from low to high. Each closing statement is limited to 2 minutes under the rules listed above.

The Selection Procedure is as follows:

1. Each Councilor will be distributed a ballot with the names of all the applicants on it. There will also be a blank space for each Councilor to write his or her own name on the ballot. (The Oregon Public Meetings Law provides that this process must not be by secret ballot).
2. After the ballots have been distributed to the Councilors, the Mayor will open up the floor for any discussion regarding the procedures or comments regarding the applicants. It would be appropriate at this time for any Councilor to discuss the merits of any or all of the applicants and/or to declare what their vote will be and why.
3. Each Councilor will then fill out their ballot indicating their selection of one of the applicants to fill the vacant position. They will also write their own name on the ballot in the space provided.
4. The ballots will be gathered, the results read aloud by the Clerk and the outcome summarized. Each Councilor's name will be read out loud in conjunction with their vote, for example, "Councilor Smith votes in favor of Mrs. Jones." At the end, the Clerk will announce the summarized results. For example, "Mrs. Jones has received 3 votes, Mr. Quick has received 1 vote and Mr. Elmer has received 1 vote." In that example, the Mayor would then declare that Mrs. Jones has won the appointment to the Council by the necessary margin.
5. In the event that none of the applicants receives the necessary 3 votes, then a second written ballot will be taken using the exact same procedures as in round one of the balloting. That is, distribution of the ballots, then a discussion period followed by the voting by ballot.
6. If after 2 rounds of ballot voting no applicant has yet received the required 3 votes, the Mayor will declare a 10-minute recess.
7. Following the recess, the Mayor will open up the floor to a motion from any of the Councilors to appoint a particular person from the list of applicants to fill the open position. For example, "I move that Mrs. Jones be appointed to fill the vacant Council seat." (It would not be proper to say, "I move to nominate Mrs. Jones to fill the vacant Council seat."). The motion will require a second. A roll-call vote will then be taken on the motion. If the motion receives 3 or more votes, then that applicant will be appointed to the open position. If not, then the floor will again be

opened for another motion, and so forth until either an applicant receives the necessary votes or it is clear that there is a stalemate.

8. If the stalemate described in paragraph 8, above, the Council may institute modified procedures such as elimination rounds where applicants who get few, if any, votes are eliminated from contention.

Following the selection, the Councilor will take the Oath of Office.

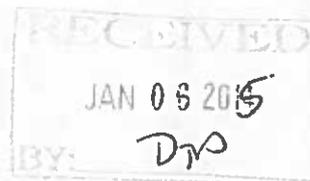
City Council Interview Questions:

1. Why do you want to be a City of Falls City Council member?
2. What do you believe, in your background, training and experience qualifies you to manage the affairs of a city of 1,000 people?
3. What experience related to city government would you bring to the City Council?
4. With the budget shortfall, because of reduced revenues (gas tax for example) what are your solutions to meet the demand for ever increasing services and cost and maintenance of infrastructures?
5. What do you believe are the major issues/priorities/needs and concerns of particular importance to the city and how would you address them?
6. What is your vision for Falls City and how do you plan to implement that vision as a council member?
7. What do you believe to be the top concerns of the business community and what role does local government participate in that? *(alt: What can the City do to help local businesses address their major concerns?)*
8. What are your ideas for improving the livability for the citizens of Falls City?
9. What do you see as the major issue facing the City and how will you propose to address it?
10. What do you feel is the biggest strength of the community?
11. What do you feel is the biggest challenge facing the community?
12. What is your involvement (*volunteer activities*) in the (*civic affairs of the*) community?



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM



The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: JIM PARTRIDGE

MAILING ADDRESS: 555 5TH STREET FALLS CITY ORE

STREET ADDRESS: SAME 97477

EMAIL: _____ PHONE: 503-787-4610

OCCUPATION: NONE LENGTH OF RESIDENCY IN CITY 6 1/2 YRS

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? NONE

Have you ever resigned or left a board/commission/council position prior to the end of your term?

NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: NONE

UTILITY OPERATIONS such as water and sewer services: _____

NONE

35

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: _____

NO BUT I'M WILLING TO
LEAN

Have you ever written, worked with or had to interpret ordinances? _____

NO

Have you ever presided over or chaired a public body, meeting or committee? _____

NO

What are the top three priorities you think the City should accomplish in the next two years?

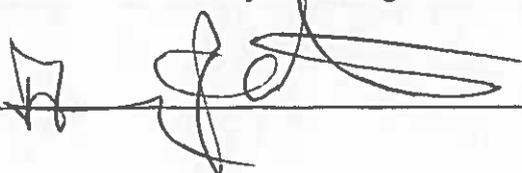
LESSONING TO THE PEOPLE
OF FALLS CITY. YOUR KIDS
ARE A GREAT CONCERN TO
YOUR CITY. SAFETY IN THE
TOWN OF FALLS CITY IS ~~A~~ SOME
THING TO WORK ON.

What else the Council should know about you and your qualifications I GO

TO MGF CHURCH. I'M A CHRISTIAN
MY WORD IS MY WORD. HELPING THE PFC

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: _____



Date: _____

1-7-15

36



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM

RECEIVED
JAN 29 REC'D
BY: DRP

The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: Gerald Melin

MAILING ADDRESS: 199 Pine St

STREET ADDRESS: 199 Pine St

EMAIL: themelins@ymail.com PHONE: 503-787-1095

OCCUPATION: post office clerk LENGTH OF RESIDENCY IN CITY 10 years

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? None

Have you ever resigned or left a board/commission/council position prior to the end of your term?

NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: Worked for Chinook Winds Casino as

Revenue Auditor. Have worked on several church

budget committees; have participated on grant committee

UTILITY OPERATIONS such as water and sewer services: NA

37

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: _____

Have been a beneficiary of Polk County Development funds

Have you ever written, worked with or had to interpret ordinances? _____

No

Have you ever presided over or chaired a public body, meeting or committee? NO

What are the top three priorities you think the City should accomplish in the next two years?

Work toward the goal of transparency in all business dealings; put up street signs where they are missing; continue locating grants and applying for them

What else the Council should know about you and your qualifications I have been a

Falls City resident for about 10 years and now have time and interest to serve the community

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: Gerald F. Melvin Date: 1-29-15



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM

RECEIVED
JAN 30 REC'D
BY: DJP

The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: Ryan Wright

MAILING ADDRESS: 135 Carey Ct. Falls City OR 97344

STREET ADDRESS: 135 Carey Ct. Falls City OR 97344

EMAIL: Corgidogs@hotmail.com PHONE: 503-787-4009

OCCUPATION: equipment operator/mechanic LENGTH OF RESIDENCY IN CITY 7 1/2 yrs.

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? high school

FFA

Have you ever resigned or left a board/commission/council position prior to the end of your term?

NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: high school FFA and personal finance.

UTILITY OPERATIONS such as water and sewer services: helped install and maintain water and sewer lines.

39

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: _____

Have you ever written, worked with or had to interpret ordinances? just small ones like putting up fences, etc.

Have you ever presided over or chaired a public body, meeting or committee? high school FFA officer.

What are the top three priorities you think the City should accomplish in the next two years?

① making sure city utilities are up to date and maintained.

② making sure the general maintenance for the city is kept up.

③ making the city more family friendly.

What else the Council should know about you and your qualifications I have worked in

the timber and construction industry and I would like to see this city grow in the right direction.

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: R. Vey Date: 1-29-15



OATH OF OFFICE

State of Oregon)
County of Polk) ss.
City of Falls City)

"I, NAME, do solemnly swear (or affirm) that I will support the Constitution of the United States, and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of the office of City Councilor of Falls City during my continuance therein; so help me God."

Councilor NAME

Subscribed and sworn before me this 12th day of February, 2015.

Terry Ungricht, Mayor

Attest:

Jon G. Hanken Interim City Manager

(41)

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: COUNCIL GOAL SETTING SESSION
DATE: 2/02/2015

SUMMARY

Falls City Council Goal Setting Session is scheduled for Monday, March 2nd and Wednesday, March 4th from Noon to 5:00 p.m.

BACKGROUND

As a practice, cities conduct goal setting sessions on an annual basis to assist management staff develop the budget for the coming year. Goals setting sessions are particularly important when there is a significant change in council membership due to an election or vacancies. This evening, it is anticipated that Council will appoint an individual to fill the vacancy created by Mr. Ungricht's election to Mayor.

Last year, Council had a representative of the Mid-Willamette Valley Council of Governments (COG) lead the sessions. Staff has been working with Jennie Messmer, Deputy Director of the COG to establish dates for these sessions. Originally, Council wanted to schedule the goal setting sessions for the last week in February. However, because of other commitments, that week did not work out.

Staff was able to schedule goal setting session for Monday, March 2nd and Wednesday, March 4th from Noon to 5:00 p.m.

PREVIOUS COUNCIL ACTION

Council has discussed goal setting sessions at its previous council meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None Provided

STAFF RECCOMENDATION

None Provided

EXHIBIT

Goal Setting Workshop Results January 15th and 16th, 2014

PROPOSED MOTIONS

None Provided

(12)

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

January 15th and 16th, 2014

GOAL-SETTING WORKSHOP RESULTS

MISSION STATEMENT

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

GOALS

The City of Falls City will:

1. Provide municipal facilities and infrastructure to support current operations and growth.
2. Provide active leadership and support to explore, evaluate and develop public safety services.
3. Join the efforts of City Council and city staff to provide efficient and financially sustainable municipal services.
4. Broaden community understanding of City government and operations and enhance community communications.
5. Develop, implement and support community recreational, educational and cultural resources and activities.

OBJECTIVES

Goal #1 – Provide municipal facilities and infrastructure to support current operations and growth.

	OBJECTIVE	PRIORITY
1	Maintain comprehensive mapping of infrastructure	4
2	Explore opportunities to generate electricity	2
3	Complete Wastewater Master Plan and develop priorities for sewer system upgrades	1
4	Work with City staff to establish and implement standards for the maintenance of gravel and paved streets.	2
5	Develop and implement plan for on-going maintenance of City facilities including City Hall and Community Center.	2
6	Develop Capital Improvement Plan (CIP) to implement City Master Plans	2
7	Identify areas of deferred maintenance to prioritize for annual budget.	1
8	Complete Parks Master Plan	2
9	Complete Water Master Plan	2

Goal #2 – Provide active leadership and support to explore, evaluate and develop public safety services.

	OBJECTIVE	PRIORITY
1	Identify potential community-based safety programs and determine how to best implement in the City.	1
2	Increase staffing level for code enforcement and update City Code to support enforcement efforts.	1
3	Placement of blue reflectors on paved roads to locate fire hydrants.	2

Goal #3 – Join the efforts of City Council and City staff to provide efficient and financially sustainable municipal services.

	OBJECTIVE	PRIORITY
1	Complete review past records and historical documents to bring into conformity with formal retention process.	3
2	Place the revised City Charter on ballot for voter approval.	1
3	Locate and administer all department operations in and from City Hall.	1
4	Develop and maintain daily operational procedures and update operational and maintenance manuals.	2
5	Revise and update water ordinance.	1

6	Research opportunities for low-income, affordable and retirement housing in the City.	2
7	Explore interest in a Junior Council.	2
8	Explore alternative ways to fund infrastructure improvements.	2
9	Establish a City Engineer.	1
10	Reorganize standing City Committees into logical organization that facilitates productivity	2

Goal #4 - Broaden community understanding of City government and operations and enhance community communications.

	OBJECTIVE	PRIORITY
1	Provide annual State of the City address.	4
2	Maintain and continue to enhance the City website.	4
3	Respond publicly and timely to issues brought up under "Public Comment."	4
4	Continue to develop and maintain alternate ways to provide information and clarify issues to the community and allow for the public to ask questions.	4
5	Provide informational opportunities for the public on topics of current interest and/or City operations.	1

Goal #5 – Develop, implement and support community recreational, educational and cultural resources and activities.

	OBJECTIVE	PRIORITY
1	Develop a trail from Riverside Park down to the Falls	3
2	Continue to partner with the School District, churches and other agencies and community groups to provide recreational, educational and cultural activities.	4
3	Identify opportunities and develop multi-modal recreational facilities.	3
4	Develop walking/hiking map for City with points of interest.	2
5	Continue to research ways to enhance and preserve the City's natural resources.	4
6	Encourage the development of a campground.	4
7	Support efforts to form a Library District.	2
8	Explore funding opportunities for Parks, including the creation of a Park District.	3

KEY TO PRIORITY RATINGS

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

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City of Falls City

City Council Homework/Questions to Consider

In preparation for Goal Setting 2015

Name: _____

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

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

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

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

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

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

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

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

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

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

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: COMMITTEE APPOINTMENTS
DATE: 1/30/2015

SUMMARY

The City has applications to fill vacancy on the Parks and Recreation Committee, the Budget Committee, Public Works Committee and the Historic Landmark Committee.

BACKGROUND

The City has received applications for committee appointments from Amy Houghtaling, Jim Miner, Terry Ungricht, Jennifer Drill, Tony Drill, and Johnathan Ungricht. Ms. Houghtaling currently serves on the Public Works Committee and has requested to be on the Budget Committee and the Historical Landmarks Committee. Mr. Terry Ungricht is requesting appointment to the Public Works Committee. Ms. Drill is requesting appointment to the Parks and Recreation Committee. Mr. Drill is requesting appointment to the Parks and Recreation Committee. Mr. Miner has requested to be appointment the Parks and Recreation Committee, and Mr. Johnathan Ungricht has requested appointments to the Public Works and Budget Committees. As per the City Charter, the Mayor appoints committee members with the consent of Council.

PREVIOUS COUNCIL ACTION

Council discussed committee appointments at the last meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

There are no fiscal impacts.

STAFF RECOMMENDATION

N/A

EXHIBIT

Committee applications.

PROPOSED MOTION

I move the Falls City Council grant it's consent to appoint Amy Houghtaling to the Budget Committee and the Historical Landmarks Committee, Terry Ungricht to the Public Works Committee, Jennifer Drill to the Parks and Recreation Committee, Tony Drill to the Parks and Recreation Committee, Jim Miner to the Parks and Recreation Committee, and Johnathan Ungricht to the Public Works and Budget Committees.

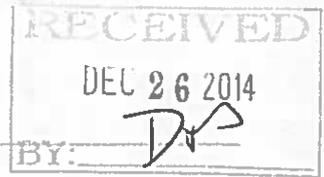
(49)



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:	Amy Houghtaling
Street Address:	137 Carey Ct.
Mailing Address:	137 Carey Ct.
City/State/Zip Code:	Falls City OR 97344
Home Phone:	(503) 877-0199
Work Phone:	(503) 437-4799
E-Mail Address:	aaaahfamily25@msn.com

Background

Years of Residence in Falls City:	6 years
Place of Employment:	self employed / F.C.S.O.
Occupation:	business owner / program coordinator
Educational Background:	Associate of Arts Liberal Arts Bachelor of ^{Arts} Social Work
Prior Civic Activities:	Mayor - 4 years Public Works Committee - 4 years Historic Landmark Commission - 4 yrs

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

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Special Skills or Qualifications

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

I have been on both of these committees previously and feel I can contribute.

Motivation

Discuss your motivation for serving on this Committee.

to continue to remain part of the city government and support the city

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)	Amy Houghtaling
Signature	
Date	12/26/14

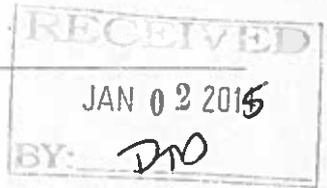
Thank you for completing this application form and for your interest in volunteering with us.

(51)



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:	TERRY UNGRICHT
Street Address:	635 CHAMBERLAIN
Mailing Address:	P.O. Box 132
City/State/Zip Code:	FALLS CITY, OR, 97344
Home Phone:	503-787-4000
Work Phone:	
E-Mail Address:	+lungricht@gmail.com

Background

Years of Residence in Falls City:	8 years
Place of Employment:	N/A
Occupation:	N/A
Educational Background:	High School Diploma Some college, no degree
Prior Civic Activities:	Councilor SHIBA Volunteer Master Gardener union officer committee man

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

52

Special Skills or Qualifications

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

As Mayor I have contact with City Staff

Motivation

Discuss your motivation for serving on this Committee.

To better our town's infrastructure

Special Notice

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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)	<i>TERRY UNGRICHT</i>
Signature	<i>T. Ungricht</i>
Date	<i>01-02-2015</i>

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

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Application for Committees

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

RECEIVED
JAN 05 2015
BY: DJP

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

Contact Information

Name:	JOHNATHAN L UNGRICHT
Street Address:	635 Chamberlain Rd
Mailing Address:	PO Box 132
City/State/Zip Code:	FALLS CITY, OR 97344
Home Phone:	503-787-4000
Work Phone:	307-752-0477
E-Mail Address:	jungricht13@gmail.com

Background

Years of Residence in Falls City:	ONE
Place of Employment:	N/A
Occupation:	N/A
Educational Background:	2-YEARS CHEMERETA COMMUNITY COLLEGE
Prior Civic Activities:	FALLS CITY FOOD BANK VOLUNTEER WORKED ON STAIR PROJECT (HEAL GRANT) LITTLE ULMAMUTE RIVER CLEAN-UP (SOLVE) WAA

Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- ~~Planning Commission~~
- Parks and Recreation Committee 4 Seats
- Public Works Committee 1 Seat
- Historic Landmark Commission 4 Seats

I CAN AND WOULD LIKE TO SERVE IN MORE THAN ONE COMMITTEE IF POSSIBLE. IF I CAN ONLY SERVE ON ONE I WOULD PREFER PUBLIC WORKS OR THE BUDGET REVIEW. PARKS WOULD BE OKAY, AS WELL.

54

Special Skills or Qualifications

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

~~I HAVE SOME COLLEGE CRED AND HAVE WORKED~~
I HAVE GONE TO COLLEGE, BUT HAVE NOT COMPLETED MY DEGREE. I GRADUATED FROM SHERIDAN HIGH SCHOOL IN 2000. I AM ALSO A MEMBER OF PHI THETA KAPPA HONOR SOCIETY.

Motivation

Discuss your motivation for serving on this Committee.

I LIVE IN FALLS CITY, AND WOULD LIKE TO BE INVOLVED IN THE CITY. I ALREADY DO VOLUNTEER WORK AND WOULD LIKE TO DO MORE.

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)	JENNATHAN L UNGRECHT
Signature	
Date	01-04-2015

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

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Application for Committees

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

RECEIVED
JAN 02 2015
BY: JTP

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

Contact Information

Name:	Jennifer Drill
Street Address:	136 Carey Ct
Mailing Address:	SAME
City/State/Zip Code:	Falls City OR 97344
Home Phone:	503 787-1803
Work Phone:	503 991-2167
E-Mail Address:	mstarjd@gmail.com

Background

Years of Residence in Falls City:	10 yrs
Place of Employment:	Homemaker - Carey Ct
Occupation:	↓
Educational Background:	2 yrs college
Prior Civic Activities:	Budget Committee - FC School Board Booster Club - Treasurer

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

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Special Skills or Qualifications

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

[Empty box for Special Skills or Qualifications]

Motivation

Discuss your motivation for serving on this Committee.

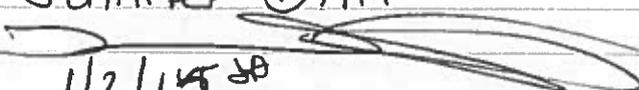
To better our community; 😊

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)	Jennifer Drill
Signature	
Date	1/2/15 JB

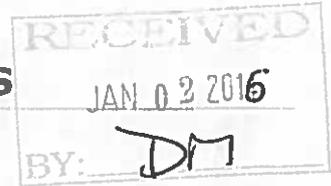
Thank you for completing this application form and for your interest in volunteering with us.

57



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:	Tony Drill
Street Address:	1300 Corey Ct
Mailing Address:	Same
City/State/Zip Code:	Falls City OR 97344
Home Phone:	503 787-1203
Work Phone:	503 991- 503-949-0931
E-Mail Address:	adrill@teksystems.com

Background

Years of Residence in Falls City:	7 1/2 yrs
Place of Employment:	Tek Systems
Occupation:	National Recruiter
Educational Background:	4 yrs College
Prior Civic Activities:	Booster Club - President

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

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Special Skills or Qualifications

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

[Empty box for Special Skills or Qualifications]

Motivation

Discuss your motivation for serving on this Committee.

To better our 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)	Anthony DeBell
Signature	
Date	1-2-15

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



Application for Committees

City of Falls City

RECEIVED
JAN 14 REC'D 2015
DPO

Contact Information

Name: Jim Miner
Street Address: 68 Prospect Ave
Mailing Address:
City/State/Zip Code: Falls City OR 97344
Home Phone: 503-560-4790
Work Phone:
E-Mail Address: oldchaser59@yahoo.com

Background

Years of Residence in Falls City: 1
Place of Employment: Retired
Occupation: Logger
Educational Background:

Prior Civic Activities:

Committees of Interest

Please check all of the following Committees that interest you:

- City Council
- Budget Review Committee
- Planning Commission
- Parks and Recreation Committee
- Charter Review Committee

60

Special Skills or Qualifications

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

Motivation

Discuss your motivation for serving on this Committees.

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) *JIM MIER*
Signature *JM*
Date *JAN 13-2015*

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

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AGENDA REPORT

TO: COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: ATTORNEY REVIEW COMMITTEE
DATE: 1/27/2015

SUMMARY

The City needs to establish an Attorney Review Committee to review proposals for a new City Attorney.

BACKGROUND

The City has advertised for a new City Attorney to replace Mr. Shetterly, who resigned at the end of December. Proposals must be submitted to the City by February 20, 2015. Committee members will review each proposal, interview prospective attorneys, and make a recommendation to the full City Council. The Committee will be comprised of the Mayor, Two City Councilors and the Interim City Manager.

Staff is planning to have a recommendation to the full City Council at their March meeting and an agreement signed by April 1, 2015

PREVIOUS COUNCIL ACTION

Staff reviewed a sample Request for Qualifications for Attorney Services at the last Council meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial implications of a new attorney services agreement cannot be determined yet. That information will be available once an agreement has been reached between the selected attorney and the City.

STAFF RECOMMENDATION

None. The Mayor appoints committee members.

EXHIBIT

City of Falls City Request for Qualifications for Attorney Services
Advertisement for City Attorney Services

PROPOSED MOTION

I move that Council appoint _____ and _____ to the Attorney Review Committee.

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PUBLIC NOTICE: CITY ATTORNEY SERVICES

The City of Falls City is requesting proposals from individual attorneys and/or law firms to provide certain legal services to the community. Falls City has approximately 950 residents and is located 10 miles southwest of Dallas, Oregon and 12 miles west of Monmouth, Oregon. Selection of the next City Attorney will be based of the following criteria: 1) Knowledge of general municipal law, contract law, land use law, and Oregon law governing cities. 2) Experience as a practicing attorney-at-law with experience in municipal law. 3) Ability to perform services in a timely, cost-effective and thorough manner, and ability to interact well with the City Council, City staff, and citizens. Completed proposals must be submitted to the City of Falls City no later than 3:00 p.m., February 20, 2015.

For more information or to request a copy of the application materials, please contact Jon Hanken, Interim City Manager, at Falls City Hall. The telephone number is 503-787-3631 or via email at jhanken@fallscityoregon.gov.

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REQUEST FOR QUALIFICATIONS

CITY ATTORNEY SERVICES For CITY OF FALLS CITY, OREGON

Closing Date: FEBRUARY 20, 2015
(Service to begin tentatively by April 1, 2015)

I. Introduction

The City of Falls City is requesting proposals from individual attorneys and/ or law firms to provide certain legal services to the City of Falls City. The community has 958 residents and is located 10 miles southwest of Dallas, Oregon and 12 miles west of Monmouth, Oregon. The citizens elected a new Mayor and City Councilors in the last election. The citizens also approved a new City Charter, which created a Manager/ Council form of government. The individual serving as the Interim City Manager is temporary and has indicated that he will not be applying for the permanent position. City prose

II. Scope of Work

The City intends to select a qualified attorney or attorneys to provide the following services:

- A. As routine services, City Attorneys will upon request:
- Advise City officials on matters relating to City business.
 - Attend City Council and Planning Commission.
 - Make recommendations for updating existing City codes, resolutions and other policies and practices.
 - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds and related documents.
 - Review current state and federal legislation and/or litigation as such may relate to the City and advise City officials thereon.
 - Provide legal opinions on matters relating to City activities.
 - Participate in the development of staff recommendations for action by the City Council.
 - Advise and participate in code enforcement activities.
 - Represent City in intergovernmental relations as appropriate.
 - Maintain appropriate records and files.
 - Perform related duties as necessary.
- B. As non-routine services, City Attorneys will represent City in:
- Litigation and threatened litigation.

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- Proceedings before the state and federal courts, and administrative tribunals.
 - Proceedings before state and federal administrative agencies.
- C. Services performed by Attorney for City do not include:
- Work involving bond issues.
 - Represent the City in municipal court prosecutions.
 - Areas of special expertise requiring outside counsel as the parties may mutually agree.

III. Qualifications

The proposals will be reviewed by a committee consisting of the Mayor, two City Councilors and the Interim City Manager. Final selection made by the Falls City Council. Selection will be on the basis of the following equally weighted criteria:

- A. Knowledge of general municipal law, contract law, land use law, and Oregon law governing cities.
- B. Experience as a practicing attorney-at-law with experience in municipal law.
- C. Ability to perform services in a timely, cost-effective and thorough manner, and ability to interact well with the City Council, City staff, and citizens.

IV. Proposal Requirements

Proposals from individual or law firms will be considered. As a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your law firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all of the following criteria:
 - 1) Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
 - 2) Years of municipal or other public sector law practice as a full time government attorney or specializing in municipal or other public sector law practice in a law firm or as a sole practitioner.
 - 3) Particular areas of knowledge and experience in Oregon government law, including but not limited to law related to cities. Examples of areas may include but are not necessarily limited to law related to (a) land use, (b) personnel matters and labor negotiations, (c) franchises and franchise fees, (d) taxes, fees, and charges such as systems development charges

and water and sewer service charges, (e) annexation, (f) police matters, (g) public purchasing and contracting, (h) municipal court prosecutions, (i) planning, construction, and operation of public facilities such as street, water, sanitary sewer, and storm drainage facilities, (j) urban renewal, (k) open meetings and public records, (l) government ethics, and (m) elections.

- 4) Litigation experience, including descriptions of representative cases and outcomes.
 - 5) Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.
 - 6) Experience giving oral advice such as during the course of City Council and Planning Commission meetings and by telephone to City staff.
- C. Description of how you would propose structuring the service relationship to ensure the City's legal needs are met in a cost effective manner.
 - D. List of clients for whom you have provided similar services in the past. Include a list of references the City may contact. References should include municipal clients of a similar size to Falls City.
 - E. Your office location or locations.
 - F. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
 - G. Cost of Service. Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer.
 - H. Provide proof of insurance including the name of your professional liability insurance carrier and workers' compensation carrier and the limits of your insurance.
 - I. A form of agreement for legal services.

V. Submission Requirements

Each attorney or law firm wishing to respond to this request should present five copies of the completed, signed proposal to the City of Falls City, no later than 3:00 p.m., February 20, 2015, at the following address:

Jon G. Hanken
Interim City Manager
City of Falls City
299 Mill Street
Falls City, OR 97344

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VI. Selection Schedule

Review of the proposals and recommended selection will be made by committee. The review process may include an in-person interview of the lead candidate(s). The City Council is tentatively scheduled to consider the recommended selection at their March 13th meeting. Cost of the services will be negotiated between the parties as part of the selection process.

VII. Limitations

In addition to all other rights granted to it under Oregon law, the City of Falls City reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for qualifications if it is in the best interest of the City to do so. City also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

VIII. General Information

For more information regarding this request, please contact Jon Hanken, Interim City Manager, at 503-787-3631 or jhanken@fallscityoregon.gov.

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AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT, MAYOR
SUBJECT: WATERSHED FORUM
DATE: 01-26-2015

SUMMARY

This issue was brought forward by Councilor Drill and concerns the last Watershed forum meeting that was held on January 14, 2015.

BACKGROUND

The current partnership between residents living in South Falls City and Oregon State University was instituted by former Councilor Hughes and Professor Todd Jarvis in 2013. The goal of the Forum is to bring the South Falls City residents together to identify flooding, drainage, and solutions to the areas flooding problems. There is currently a partial unmaintained ditch that drains off the areas water. The ditch is located on private property and to date property owners have not reached an easement access agreement to rehabilitate the ditch. With OSU input there has been a well drilled to monitor levels of ground water and they are going to pursue a detailed elevation survey to possibly relocate the drainage ditch.

PREVIOUS COUNCIL ACTION

Council voted to allow \$2000.00 to be spent on the drilling of the well.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Not Available

STAFF RECOMMENDATION

Not Available

EXHIBIT

Information submitted by Councilor Drill on behalf of Ms. Tracy Young.

PROPOSED MOTIONS

N/A

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Oregon Drainage Law

Oregon has adopted the civil law doctrine of drainage. Under this doctrine, adjoining landowners are entitled to have the normal course of natural drainage maintained. The lower owner must accept water which naturally comes to his land from above, but he is entitled not to have the normal drainage changed or substantially increased. The lower landowner may not obstruct the run-off from the upper land, if the upper landowner is properly discharging the water.

For a landowner to drain water onto lands of another in the State of Oregon, two conditions must be satisfied initially: 1) the lands must contain a natural drainage course; and 2) the landowner must have acquired the right of drainage supported by consideration. In addition, because Oregon has adopted the civil law doctrine of drainage, three basic elements must be followed:

1. A landowner may not divert water onto adjoining land that would not otherwise have flowed there. "Divert water" includes but is not necessarily limited to: 1) water diverted from one drainage area to another; and 2) water collected and discharged which normally would infiltrate into the ground, pond, and/or evaporate.
2. The upper landowner may not change the place where the water flows onto the lower owner's land (Most of the diversions not in compliance with this element result from grading and paving work and/or improvements to water collection systems).
3. The upper landowner may not accumulate large quantities of water, then release it, greatly accelerating the flow onto the lower owner's land. This does not mean that the upper landowner can not accelerate the flow of water at all; experience has found drainage to be improper only when acceleration and concentration of the water were substantially increased.

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 - F.A.Q.
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Summit County Ditches

[Stormwater Management - Stormwater and Summit County Townships](#)



The responsibility for the maintenance and improvement of drains, ditches, and watercourses whether established county ditches or not, rests entirely upon the land owners affected and benefited. It is not the obligation of the County Engineer to maintain or improve the storm drainage facilities across any individual's property for either agricultural purposes or developed properties.

When an individual purchases property the principle of "Caveat Emptor", or "let the buyer beware", is the purchaser's best guideline. Land ownership has many potential and real benefits, but also comes with certain liabilities. Storm drainage facilities fall under the liability category of property ownership.

Storm drainage facilities cannot be closed, obstructed or altered in any way which would reduce the capacity for conveying storm water across private property. Any owner is liable for upstream property damage for failure to properly maintain storm drainage facilities across his or her own property.

Article Index

- Summit County Ditches
- Care of Ditches
- Why Roadside Ditches?
- All Pages

Care of Ditches

It is important that all County Ditches be kept clear of obstructions that would impede the flow of water.

Please do not dump grass clippings, leaves or other debris into/or adjacent to storm water ditches, channels or swales.

At times natural obstructions such as trees or tree limbs, beaver dams, brush or bushes may fall into ditches. These obstructions, if left unattended, may cause a ditch to become clogged and overflow.

Please report any dumping or obstructions in county ditches to our Public Services Department at (330) 643-2860



Why Roadside Ditches?

The question is often asked, "Why does Summit County prefer open roadside ditches along county roads instead of enclosed pipe drainage systems?" Here are some of the reasons:

Surface Drainage Improved



One of the purposes of a roadway drainage ditch is to prevent unsafe accumulations of rain water on the roadway surface. An open ditch allows water to move fully away from a road surface. In contrast, a piped storm sewer system uses the edge of the roadway surface if there is a curb, or a shallow swale over the former ditch to convey the water until it reaches a catch basin or other point of interception. An open ditch also continuously intercepts rain water flowing toward the roadway from adjacent land. For these reasons, a roadway drainage ditch is less likely to allow accumulation of water on or near a roadway surface than an a storm sewer system.

Roadway Base Drainage

Another purpose of a roadway drainage ditch is to drain water from under the roadway. The base is the foundation for

VEGETATED

"BASE" LAYER OF AGGREGATE WHICH PERMITS DRAINAGE INTO DITCH

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supporting the load of traffic on the asphalt roadway. If water becomes trapped in the base, it weakens the structure of the roadway, leading to premature failure of the roadway. In addition, during cold weather, freezing and thawing of water trapped in the base under the pavement causes rapid deterioration of the pavement. An open ditch of sufficient depth provides continuous drainage of the base.

Flooding Reduced

An open ditch has more capability than a piped system to reduce flooding resulting from heavy rainfall. During an extreme rainfall event, flow in a roadway drainage ditch is usually limited by driveway culverts or water elevations at discharge points, such as intercepting streams. When that happens, each roadway ditch becomes a small detention basin, storing excess water until discharge capacity becomes available. A piped system does not have capability to store excess water. A piped system also accelerates water flow, making downstream flooding conditions worse.

Water Quality Issues Improved

An open ditch helps to maintain healthy water quality in receiving streams.

1. Vegetation in a roadway drainage ditch provides valuable filtering of water. Roadways gradually accumulate rubber tire wear, lubricants, metal particles, rust fragments and other substances from the wear and weathering of motor vehicles. These substances, as well as roadway materials loosened by wear and weathering, are washed from roadways by rain water. Ditch vegetation helps to trap these substances, and reduce flow rates, promoting settlement of solid particles and preventing them from entering the natural waterways. Mowing of roadside ditches should be kept to a minimum in order to maximize filtering.
2. Ditches reduce flow rates and increase storage of excess rainwater which helps reduce downstream erosion and the impact on stream habitat caused by high concentrations of suspended solids.
3. The detection of illicit discharges is easier in open ditches than in closed piped systems. EPA rules require that non-rainwater discharges be eliminated from urban drainage systems. Such discharges include failing septic system discharges and disposal of solvents, motor vehicle fluids, and cleaning products.



*500.00 FINE
IN THIS CITY
BY ORDINANCE
WE NEED TO RAISE
THIS.*

Infrastructure Costs Reduced

Piped drainage systems, including storm sewers, catch basins, manholes, headwalls and under drain piping are much more costly to construct than roadside ditches. If a piped drainage system is constructed without adding an adequate under drain system, additional costs are incurred for roadway repair and reconstruction due to roadway deterioration caused by the inadequate base drainage.

Attachments:

File	Description	File size
Roadside Drainage_OK_070814.pdf		1003 Kb

Last Updated on Friday, 18 July 2014 10:38

[More articles](#)

UPDATED: Proposed Steps for Regional Stormwater Program (Advisory Draft)

UPDATED: An informational video by Lorain County Community College has been included below. As Summit County and all of Northeast Ohio continues to develop, stormwater management will continue to increase in importance. New requirements from

[Read more](#)

PROJECT UPDATES

- Vanderhoof Road Bridge over the Tusc
- Yellow Creek Road Improvements - Complete
- Harrington Road Bridge Rehabilitation - COMPLETE
- 2014 Pavement Maintenance Program
- Quick Road Resurfacing

BID UPDATES

- Request for Qualifications - Surface Water

LATEST NEWS

- Yellow Creek Road Closure and Traffic Pattern Change
- Ravenna Road Bridge over Tinker's Creek is now open
- Open for Public Comment: Summit County Access Management Manual
- Shaw Road Bridge now open
- PUBLIC MEETING: Arlington Road Improvement Project

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[SITE MAP](#) [CONTACT US](#) [EMPLOYEE PORTAL](#) [DISCLAIMER](#)

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528 E. South Street, Akron, OH 44311. Phone: (330) 643-2850. Fax: (330) 762-7829



AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT, MAYOR
SUBJECT: POLK COUNTY PUBLIC SAFETY LEVY
DATE: 01-31-2015

SUMMARY

Polk County Commissioners have voted to move the Safety Levy onto the May ballot and there is a PAC started by County residents to help educate and lobby for the passage of the Levy.

BACKGROUND

With the loss of O&C funding, flat tax revenues, higher employee costs, and a low permanent tax rate the County has had to make drastic cuts to the Public safety side of operations. The County has experienced a 30% staffing reduction in the Public Safety work force, which has led to 10 hour patrolling 7 days a week, reductions in Juvenile and Jail housing, reductions in Prosecutions due to reduced staff in the D.A.'s office. The County has tried to pass a Safety Levy in the past and was hesitant in coming back to the voters, but they feel they cannot keep serving the needs of the County without added funding. They are proposing a .45 cent per \$1000.00 of property valuation that will be on the ballot in May.

PREVIOUS COUNCIL ACTION

Past discussion

ALTERNATIVES/FINANCIAL IMPLICATIONS

Not Available

STAFF RECOMMENDATION

Not Available

EXHIBIT

Handouts from Polk County Public Hearings on the Safety Levy.

PROPOSED MOTIONS

N/A

PROPOSED PUBLIC SAFETY LEVY

How did we get here?

- The reduction and loss of O & C funding in the General Fund.
- Flat property tax revenues for the past 5 years. Only this last year was there a true increase in property taxes and property values.
- Higher employee costs (health insurance and PERS). In July of 2015, Polk County will experience an additional \$350,000 in PERS costs.
- Low permanent tax rate \$1.716/\$1,000 (12th lowest in the State)
- Polk County ranks the 3rd lowest in the State for local revenue generated by taxes per capita at \$204/person. The average for counties in the State is over \$300 per capita (50% greater than Polk County).

What options does the County have to generate revenue?

Under the tax structure in the State of Oregon, the options for local governments are very limited:

- Do nothing and operate within the current property tax revenue.
- Form a taxing district which requires a new layer of government, along with a vote of the people, along with a new permanent tax rate.
- Propose an Operating Levy to the citizens of the County at a fixed tax rate and limited duration.

Why don't you use other sources of money like from Mental Health or Public Works?

- Mental Health and Public Works have dedicated revenue streams that can only be used for specific purposes.
- Public Works is primarily funded with gas tax monies and those monies can only be used for road maintenance purposes, not public safety.
- Mental Health is funded completely with federal and state monies. Those monies are dedicated to serving specific populations within the mental health field.
- Currently, Mental Health does not receive any property tax/general fund revenue.

What is our current status?

- In 2008, Polk County had 112 employees in our Public Safety departments (Sheriff Patrol/Jail, Sheriff –other (dog control, marine patrol, emergency management), DA Prosecution, DA Support Enforcement, Community Corrections – Adult, Community Service, Juvenile). Currently, we have 78 employees, over a 30% reduction in the Public Safety workforce.
- A year ago, we were able to provide 24 hour seven days a week patrols, today we offer 10 hour/seven days a week patrols.
- Two years ago we had 6 detention beds for Juveniles, now we have 4 detention beds.
- Prosecution of crime is limited in the District Attorney's Office due to staff reductions.
- Circuit Courts no longer have dedicated security. Today, it requires us to remove patrol deputies from the road to monitor courtrooms.
- POINT (Polk Interagency Narcotics Team) is not fully operational.
- The ability to backup local law enforcement and fire departments does not exist during off hours.

Will this be a one-time levy or do you see this as more of a permanent request?

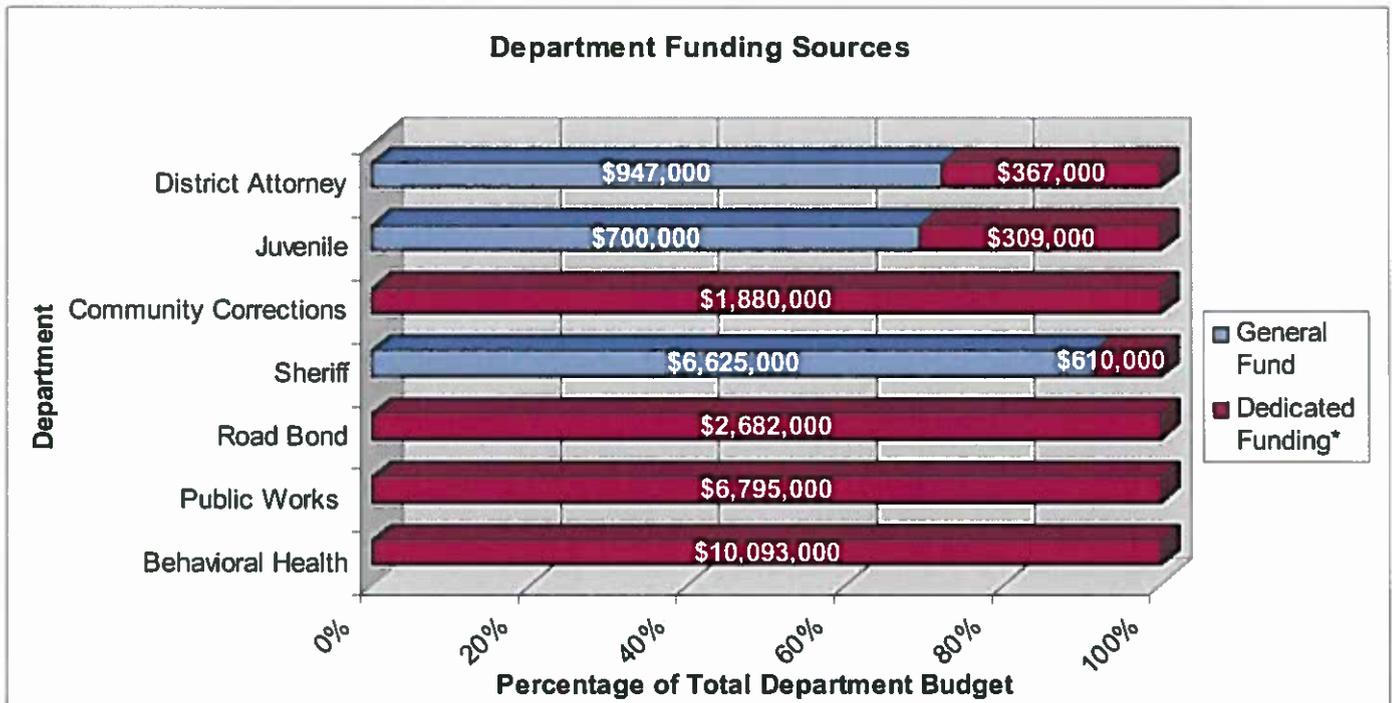
- Under the current property tax structure, the likelihood of the County requesting this levy be renewed beyond these five (5) years is very strong.
- Things which could affect future levies are changes made at the Federal and State level which the county can not control.

How much will the levy cost?

- The cost associated with the operating levy is \$0.45/\$1,000 for a period of five (5) years. A taxpayer owning a home with an assessed value of \$200,000 would pay an additional \$90 per year or \$7.50 per month in property taxes.
- The levy is for an amount up to \$0.45/\$1,000 and shall be offset by any federal timber payment re-authorizations the County receives.
- The tax rate is a fixed rate and will not escalate during the life of the levy.

What is the \$0.45/\$1,000 going to buy me?

- Six years ago, Polk County had 112 employees in our Public Safety departments (Sheriff Patrol/Jail, Sheriff –other (dogs, marine, emergency management), DA Prosecution, DA Support Enforcement, Community Corrections – Adult, Community Service, Juvenile). Currently, we have 78 employees, over a 30% reduction in the Public Safety workforce.
- The levy will restore 22.0 employees to the Public Safety system.
- The distribution of employees will be approximately twelve (12) to Sheriff – Patrol, five (5) to the Sheriff – Jail, five (5) to the District Attorney – Prosecution, along with the increase of two (2) detention beds for the Juvenile Department.



* Dedicated funding indicates funding that by law can not be used for anything other than what it is intended for (i.e. behavioral health dollars cannot be used for anything other than behavioral health).

POLK COUNTY JUVENILE DEPARTMENT

Youth adjudicated and formally supervised;

Independence: 20
Monmouth: 10
West Salem: 10
Dallas: 18
Rickreall: 1
Grand Ronde: 0
Falls City: 0

Juvenile Detention Beds: 4.8 beds contracted with Marion and Yamhill County at \$162 per bed.

Court ordered suspended JDH days as on 12/3/14:

of youth: 48
of days suspended: 378
of suspended days used: 49

NOTE: 12% of the suspended days imposed by the court are imposed.

	<u>Referrals rec'd</u>	<u>New clients</u>	<u># on csw crew</u>
November	41	9	20
October	81	17	25
September	79	15	22
August	92	20	27
July	58	16	26
June	61	15	39
May	154	16	31
April	108	18	38
March	94	22	77
February	51	8	27
January	54	11	55

(75)

**Polk County Staffing Levels
Compared to Yamhill, Benton, & Lincoln Counties**

	Polk County	Yamhill County	Benton County	Lincoln County
Population	77,735	102,525	88,740	46,890
Permanent Tax Rate (Per \$1,000)	\$1.7160	\$2.5775	\$2.2052	\$2.8202
Operating Levy Tax Rate	0	0	\$0.9000	\$0.0000
Revenue from Property Taxes (non-bonds)	\$8.375 million	\$18.29 million	\$21.0 million	\$18.5 million
Size of County (sq. miles)	745	718	679	992

Department	Current Staffing Polk County	Current Staffing Yamhill County	Current Staffing Benton County	Current Staffing Lincoln County
Assessor	9.00	19.00	13.00	20.00
Clerk	3.00	6.00	6.00	5.00
Community Development	6.20	14.00	14.10	11.00
Tax/Treasurer/Finance	6.45	12.40	8.30	9.50
Sheriff - Patrol	15.95	44.10	38.20	34.00
Sheriff - Jail	27.00	36.50	28.00 ****	41.00
District Attorney	12.55	26.00	20.00	26.00
Community Corrections	13.50	27.90	13.50 **	13.75
Juvenile	5.90	15.20	17.50	8.00

**** Benton County operates a 40 bed jail facility and contracts with Lincoln, Yamhill and Polk Counties for an additional 40 beds. Benton County's budget for jail operations exceeds Polk County's by approximately \$1.0 million/yr.

** Benton County does not supervise misdemeanor offenders, which Polk County currently does.

POLK COUNTY COMMUNITY CORRECTIONS

Where do adult offenders live? (as of 12/3/14)

	W. Salem	Independ.	Monmouth	Dallas	Falls City	Gr. Ronde
Total offenders	146	65	63	189	24	12
Male	101	53	44	145	18	8
Female	45	12	19	44	6	4
A Felony	15	5	10	14	3	0
B Felony	22	3	8	28	3	2
C Felony	71	29	29	81	7	6
Sex Offenders	18	2	9	24	6	0

New Felony / Misdemeanor NewCases Transferred Out

Year 2010	170 / 211	91
Year 2011	129 / 195	101
Year 2012	163 / 225	132
Year 2013	122 / 227	128
Year 2014 (as of 12/3/14)	119 / 221	94

Sanction Reports Completed PV Reports Completed

Year 2010	478	331
Year 2011	488	322
Year 2012	478	281
Year 2013	476	235
Year 2014 (as of 12/3/14)	439	264

Sup. Auth. Warrants / Admin Warrants

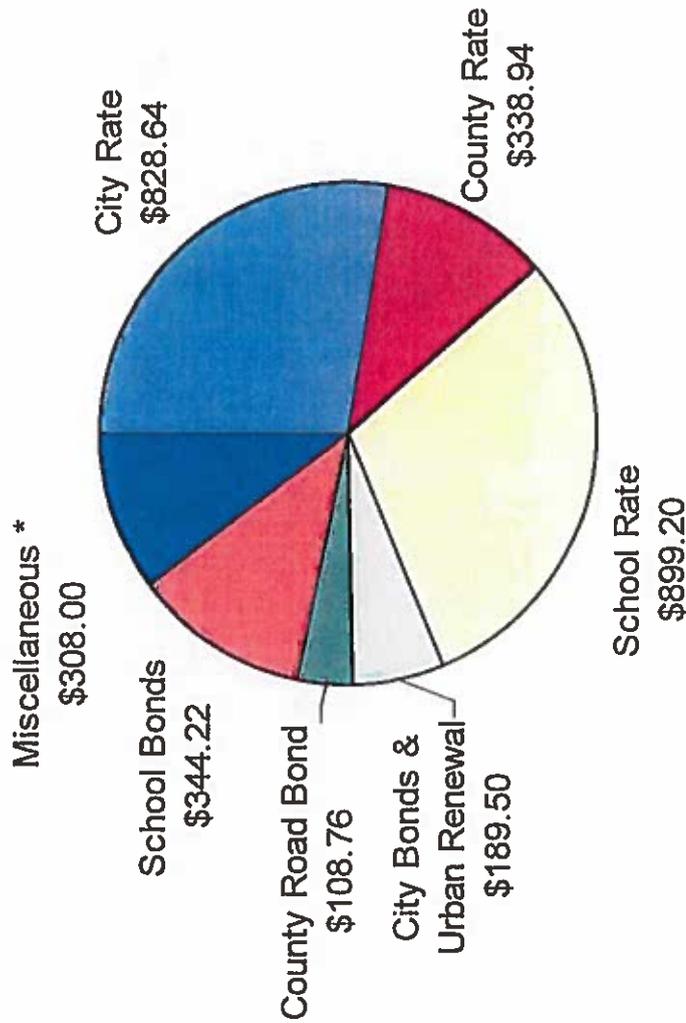
Year 2010	64 / NA
Year 2011	71 / NA
Year 2012	88 / 41 (since 8/8/12)
Year 2013	91 / 99
Year 2014 (as of 12/3/14)	72 / 81

Community Service Hours Worked

Year 2010	31,276
Year 2011	25,360
Year 2012	31,472
Year 2013	25,608
Year 2014 (as of 12/3/14)	27,651

City of Dallas Estimated Property Taxes

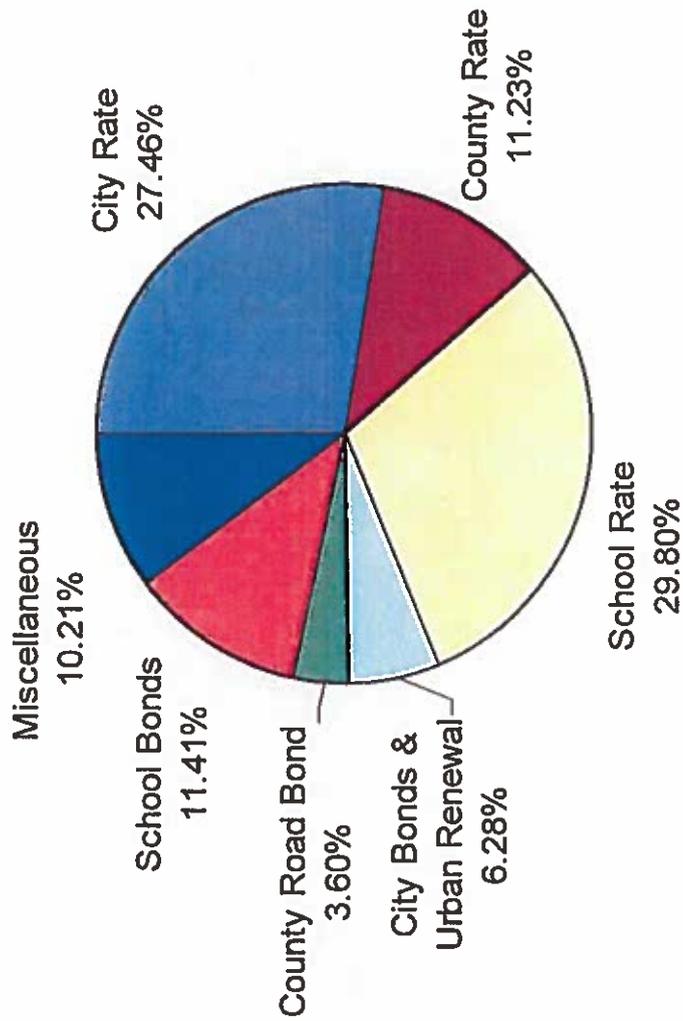
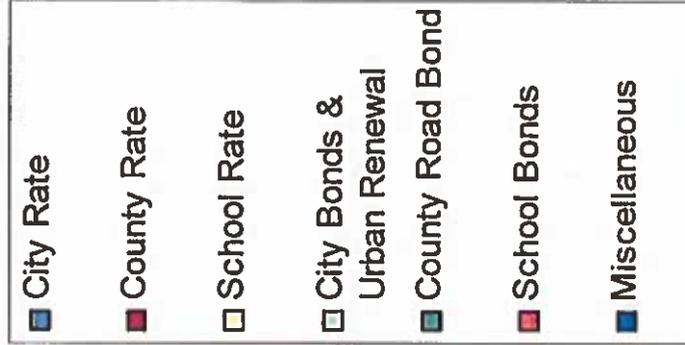
Amounts Based on \$200,000 Assessed Value



Total Estimated Taxes =
\$3,017.26

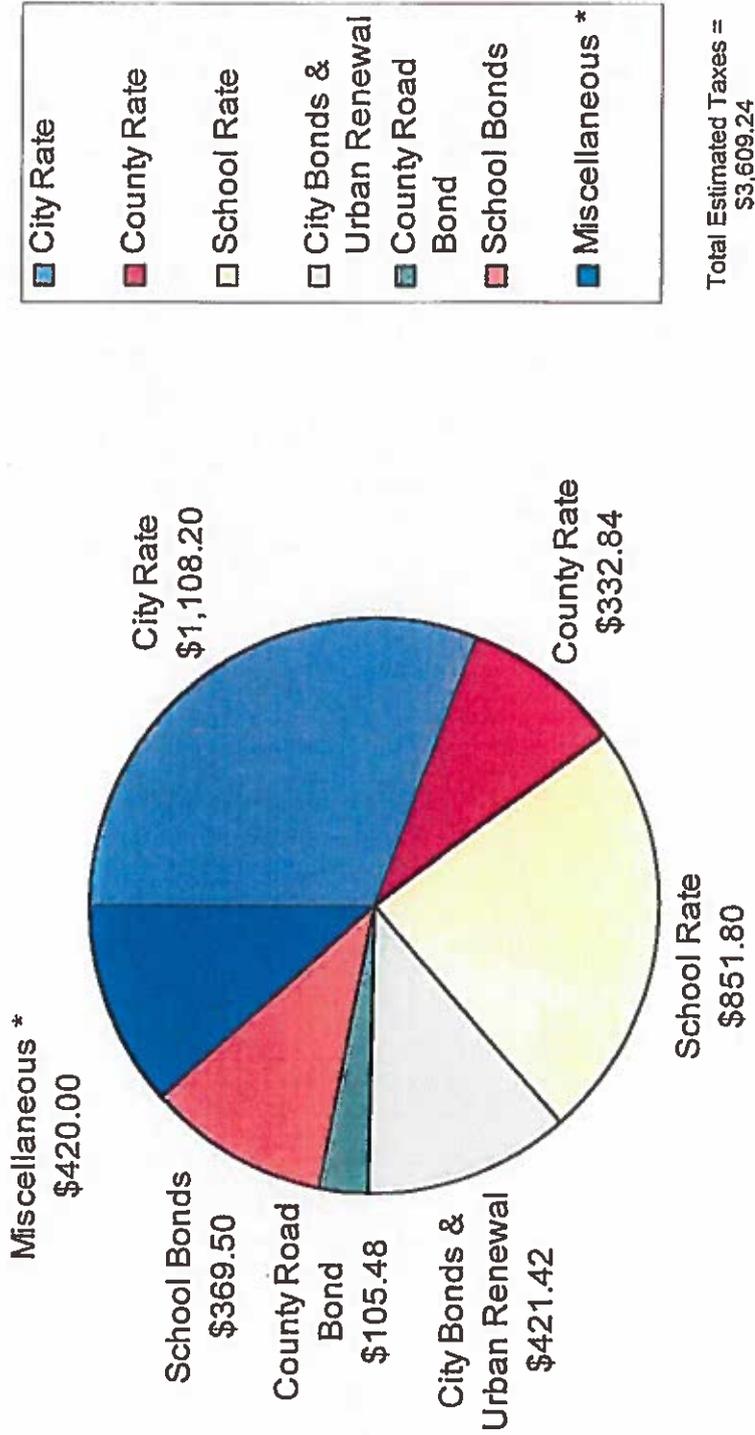
* Miscellaneous includes: Special Districts, Chemeketa, Regional Library, Transit, and ESD

City of Dallas Tax Year 2014-2015



* Miscellaneous includes: Special Districts, Chemekeeta, Regional Library, Transit, and ESD

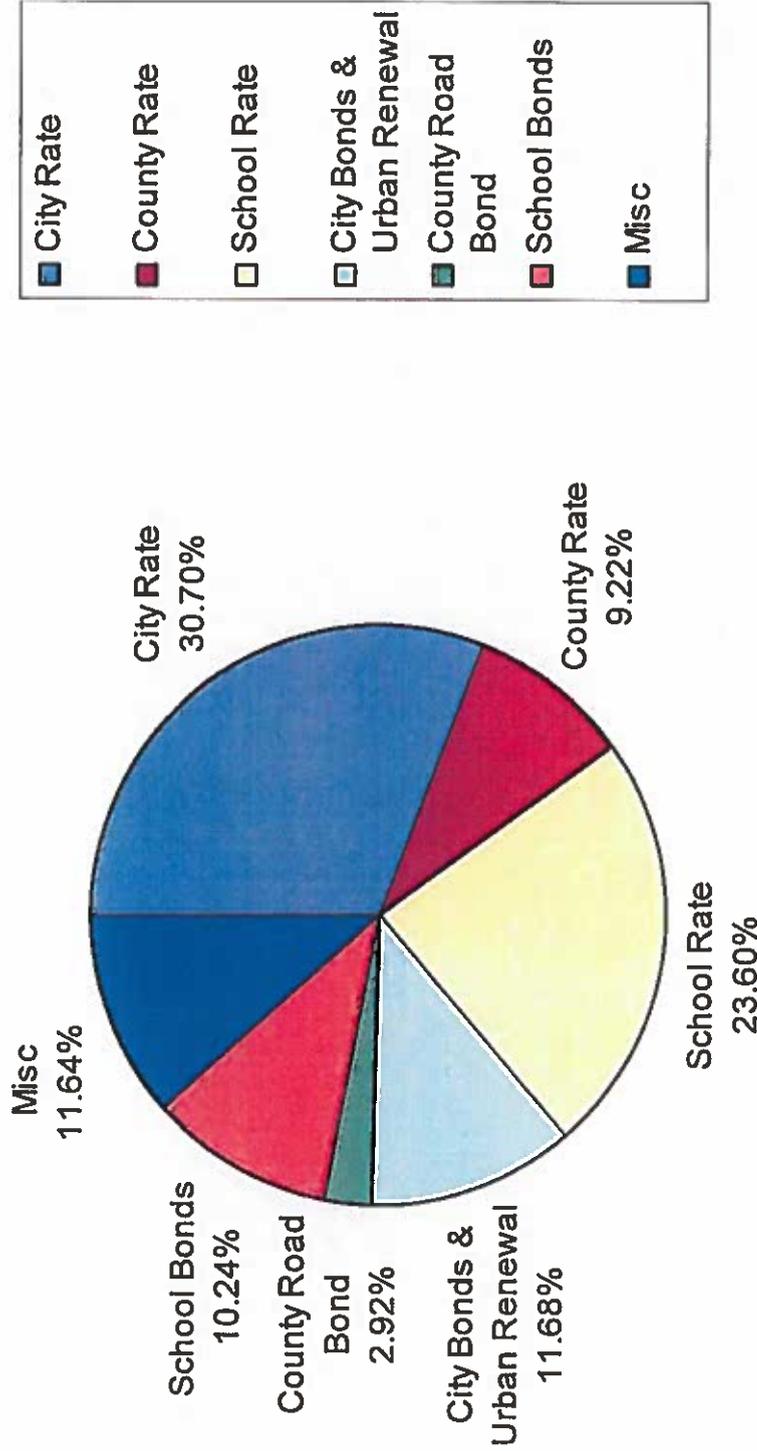
City of Salem Estimated Property Taxes Amounts Based on \$200,000 Assessed Value



* Miscellaneous includes: Special Districts, Chemekeeta, Regional Library, Transit, and ESD

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City of Salem Tax Year 2014-2015



* Miscellaneous includes: Special Districts, Chamakata, Reninnal, Ithranu, Transit, and FSN

(8/1)

City of Independence Estimated Property Taxes

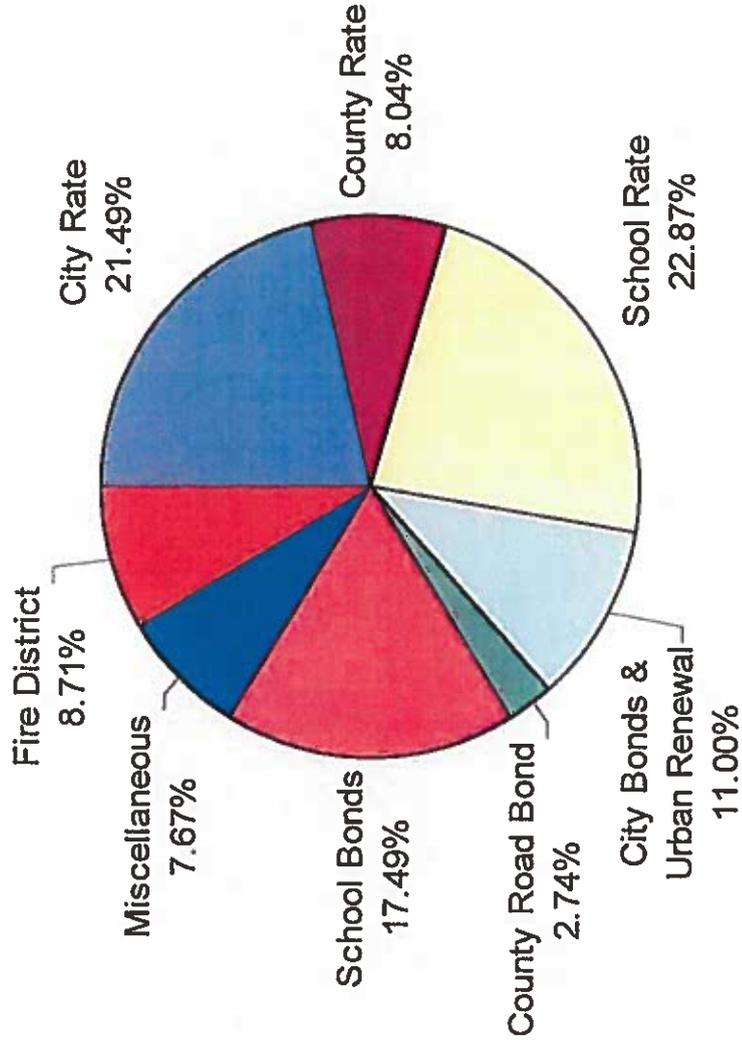
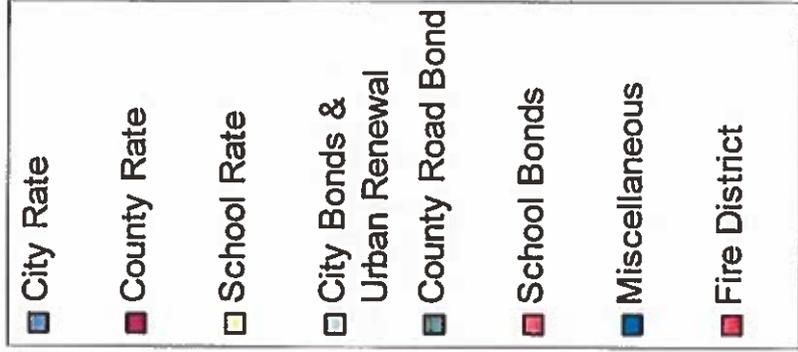
Amounts Based on \$200,000 Assessed Value



Total Estimated Taxes =
\$3,964.38

* Miscellaneous includes: Special Districts, Chemeketa, Regional Library, Transit, and ESD

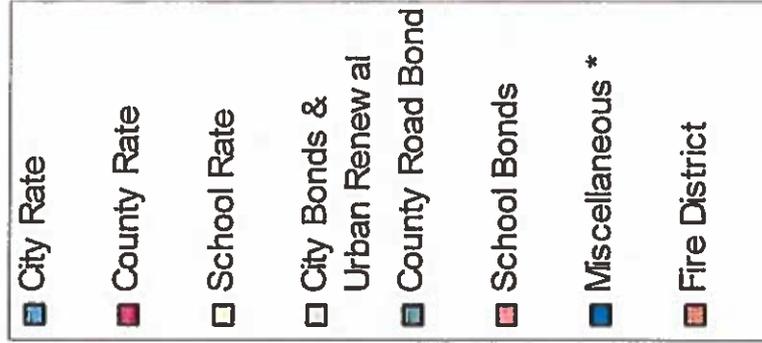
City of Independence Tax Year 2014-2015



* Miscellaneous includes: Special Districts, Chemekeeta, Regional Library, Transit, and ESD

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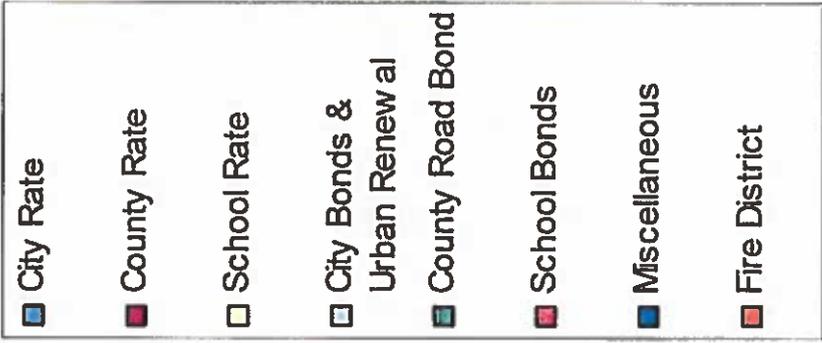
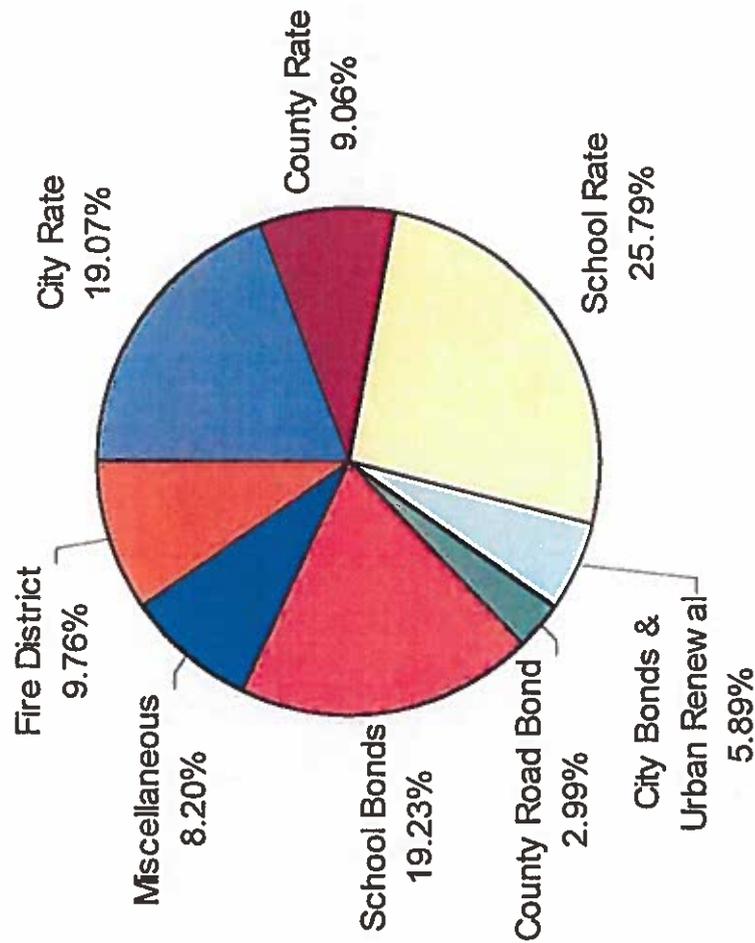
City of Monmouth Estimated Property Taxes Amounts Based on \$200,000 Assessed Value



Total Estimated Taxes =
\$3,635.32

* Miscellaneous includes: Special Districts, Chemeketa, Regional Library, Transit, and ESD

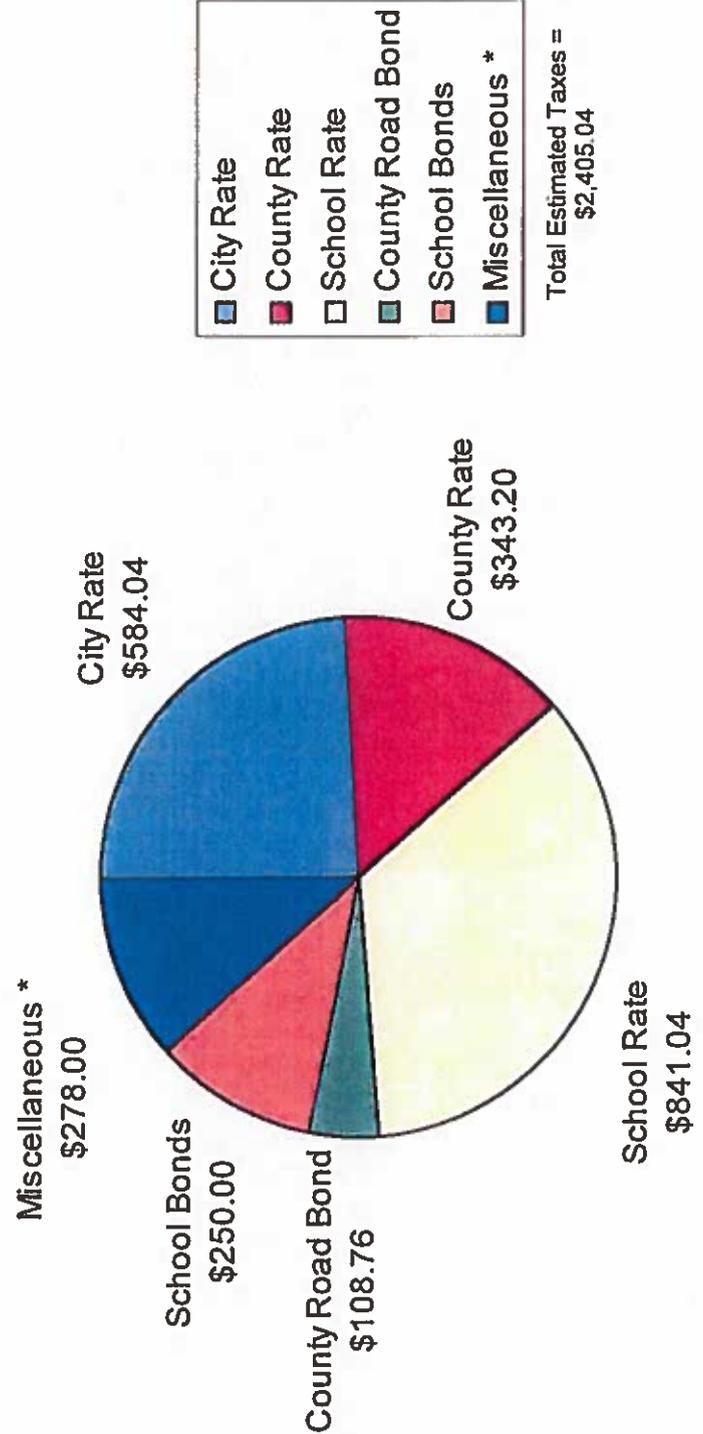
City of Monmouth Tax Year 2014-2015



* Miscellaneous includes: Special Districts Chemeketa Regional Library Transit and FSN

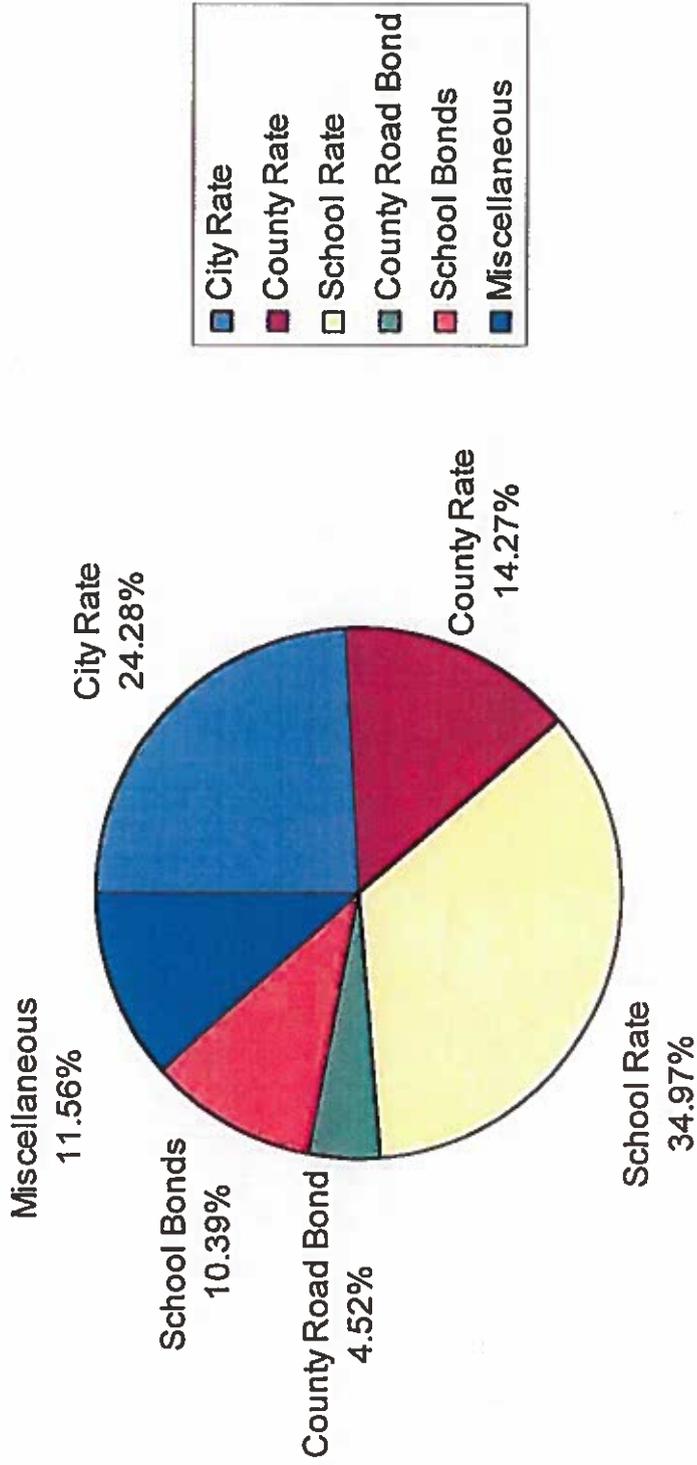
85

City of Falls City Estimated Property Taxes Amounts Based on \$200,000 Assessed Value



* Miscellaneous includes: Special Districts, Chemekeeta, Regional Library, Transit, and ESD

City of Falls City Tax Year 2014-2015



* Miscellaneous includes: Special Districts, Chemekeeta, Regional Library, Transit, and ESD

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AGENDA REPORT

TO: MAYOR AND CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: OLCC LICENSE RENEWALS
DATE: 1/27/15

SUMMARY

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

BACKGROUND

OLCC liquor licenses will expire on March 31, 2015. In Falls City, four businesses have state liquor licenses. Oregon Revised Statute (ORS) 471.166 establishes a process for local governments to make recommendations to the OLCC before a license is renewed. State statutes also require OLCC to notify businesses of the renewal application or processing fees charged by the local community. Falls City does not have liquor license renewal fees or off premise fees.

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

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

No financial impact to the City.

STAFF RECCOMENDATION

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

EXHIBIT

Exhibit A – OLCC Letter and Business List.

PROPOSED MOTIONS

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

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OLCC LICENSE RENEWALS

City of Falls City
FALLS CITY
299 Mill Street
Falls City OR 973449800

Attached is the list of OLCC liquor licenses in FALLS CITY that are eligible for license renewal. These licenses will expire on 3/31/2015.

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to the OLCC. It also requires the OLCC to notify licensees of the license renewal application or processing fees charged by their local governments. According to our records, you charge:

License Renewal Fee:

Off Premises Fee:

We will direct renewal applicants to mail the renewal fees to the address on this letter. Please notify us immediately if the fees or address are incorrect.

Approximately 40 days after the licenses expire, the OLCC will send you a list of the licensees who filed a renewal application. You can use this list to verify that applicants have paid your fees.

Recommendation Process:

You have until 3/4/2015 to exercise one or more of the following options:

1. Provide a written renewal recommendation to the OLCC for any or all of the licenses on this list.
2. Make a written request for additional time to investigate a specific renewal or renewals. The request must set forth the reason additional time is needed, state that the local government is considering making an unfavorable recommendation, and state the specific grounds being considered toward an unfavorable recommendation.
3. Take no action. After 3/4/2015, the OLCC will process the renewal application as if you made a favorable recommendation.

Please send correspondence to OLCC License Renewals at P.O. Box 22297, Portland OR 97269 or email olcc.renewals@state.or.us. You can also contact the license renewal section at 1 (800) 452.6522 ext 5138 or at 503.872.5138.

(89)

12/29/2014

Local Government Notification: Renewing Licenses

Page 1 of 1

Dist. #	License #	Tradename	Participant	License	Premises Address
Local Government: FALLS CITY					
2	199031	FALLS CITY HOME TOWN GROCERY	UNITED MARKET 777 INC	O	319 N MAIN, FALLS CITY, OR
	198547	FRINK'S GENERAL STORE	FRINK, KIRBY K FRINK, CATHY L	O	401 N MAIN ST, FALLS CITY, OR
	201496	THE BOONDOCKS	LOAJEANS LLC	F-COM	318 N MAIN ST, FALLS CITY, OR
	200713	THE BREAD BOARD	THE BREAD BOARD LLC	L	404 N MAIN ST, FALLS CITY, OR

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AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT, MAYOR
SUBJECT: INTERIM CITY MANAGER CONTRACT MODIFICATION
DATE: 2/3/2015

SUMMARY

Interim City Manager Hanken has requested a modification in his employment contract.

BACKGROUND

NOTE: Under Oregon State Statutes, contract negotiations fall under items that can and should be held under Executive Session provision of the Oregon Open Meetings Law. However, this Executive Session privilege can be waived by the employee and Mr. Hanken has agreed to waive that right for this agenda item.

The City of Falls City and Mr. Hanken entered an employment services agreement. Mr. Hanken is serving as the City's Interim City Manager until June 30th, but can end his employment with a 15 day notice. The compensation for employment (Section 3) is \$4,200 a month plus a housing allowance (Section 4) of \$1,200 per month. City Council recognized that Mr. Hanken was seeking various employment opportunities and he would be traveling from time to time.

Mr. Hanken has informed the Mayor that he will be out of the state on February 9th, 10th and 11th, as well as the last week of February and the first week of March. Mr. Hanken has offered to modify the employment and housing provisions of his contract to a "per days worked" basis retroactive to February 1, 2015. The reason Mr. Hanken has offered make this change to his employment contract for two reasons. First, the change would save the City money, and; secondly, it would allow Mr. Hanken to maintain a 15 day notice to resign before June 30th. The Interim City Manager's salary calculated on a daily basis equals \$193.85. The housing allowance calculated on a daily basis equals \$60.00 per day. If accepted, the City would save \$2,520.05 on salary and \$780 on housing costs for the time Mr. Hanken is away.

PREVIOUS COUNCIL ACTION

None on this topic

ALTERNATIVES/FINANCIAL IMPLICATIONS

By going to a daily salary and housing allowance, the City will see a cost savings while Mr. Hanken is away on personal business.

STAFF RECCOMENDATION

None Provided

EXHIBIT

Interim City Manager's existing contract

(91)

PROPOSED MOTIONS

I move that Council agree to modify Sections 3 and 4 of the Interim City Manager's Employment Agreement to reflect a salary of \$193.95 per day and Housing Allowance of 60 per day.

**INTERIM CITY RECORDER/ADMINISTRATOR EMPLOYMENT
AGREEMENT**

THIS AGREEMENT, is made and entered into by and between the City of Falls City, Oregon, an Oregon municipal corporation (City), and Jon Hanke, (Interim Recorder/Administrator).

RECITALS

A. The City of Falls City is an Oregon municipal corporation.

B. City's City Recorder/Administrator recently resigned and City intends to undertake a search for a permanent City Recorder/Administrator. In the meantime, City desires to engage Interim Recorder/Administrator to serve as interim City Recorder/Administrator for the duration of such search and until a new full-time, permanent City Recorder/Administrator has been hired by City, subject to the terms and conditions set forth in this agreement.

C. Interim Recorder/Administrator is qualified and willing to act as Interim City Recorder/Administrator for City during the process of City's search and until a new full-time, permanent City Recorder/Administrator has been hired, subject to the terms and conditions set forth in this agreement.

AGREEMENT

Now, therefore, City hereby employs Interim Recorder/Administrator, and Interim Recorder/Administrator agrees to be employed by City according to the following terms and conditions:

Section 1. Duties.

Interim Recorder/Administrator shall serve as the Interim City Recorder/Administrator of City to perform the functions and duties described in Sections 34 and 35 of the City Charter, Section 31.01 of the Falls City Code, and to perform such other duties and functions as the City Council may from time to time assign

Section 2. Term and Devotion to Duties.

A. The term of this agreement shall commence on November 3, 2014, and shall continue indefinitely, until City has selected and installed a permanent City Recorder/Administrator, or is otherwise terminated in accordance with the provisions of this agreement.

B. City shall have the right to terminate this agreement and Interim Recorder/Administrator's services as City Interim Recorder/Administrator at any time.

C. Interim Recorder/Administrator shall have the right to resign as City Interim Recorder/Administrator and terminate this agreement at any time, subject only to the provisions of Section 7., below.

D. During the term of this agreement, Interim Recorder/Administrator agrees to devote Interim Recorder/Administrator's time and energy sufficient for the faithful and effective discharge of Interim Recorder/Administrator's duties as City Interim Recorder/Administrator.

Section 3. Salary.

City agrees to pay Interim Recorder/Administrator for Interim Recorder/Administrator's services rendered pursuant to this agreement a monthly base salary of \$4200, payable in installments at the same time as other City employees are paid.

Section 4. Housing Allowance.

In addition to the monthly base salary provided above, City will pay Interim Recorder/Administrator a housing allowance in the amount of \$1200.

Section 5. PERS.

Interim Recorder/Administrator shall be entitled to contributions to the Oregon Public Employee Retirement System on his account, pursuant to the applicable laws and rules governing PERS. Interim Recorder/Administrator will not be entitled to any other fringe benefits.

Section 6. Termination.

This agreement is for "at-will" employment. City reserves the right to terminate Interim Recorder/Administrator at any time, without cause, and Interim Recorder/Administrator may resign at any time. In the event Interim Recorder/Administrator resigns, he will make his best effort to give City at least 15 calendar days notice of his intent to resign.

Section 7. Attorney Fees.

In event of legal action or arbitration arising under or relating to the terms of this agreement, or the performance or breach thereof by either party, the prevailing party in such action or arbitration shall be entitled to such party's reasonable attorney fees as may be awarded in arbitration (and on appeal therefrom) or by the court in which such suit or action is tried, heard or decided, and on any appeal therefrom.

Section 8. Amendment.

Any amendment to this agreement, to be enforceable, shall be in writing, signed by both parties.

Section 9. Interim Recorder/Administrator Not To Be Candidate for Full-Time Employment.

Interim Recorder/Administrator shall not be an applicant or candidate for employment by City for appointment of its full-time Recorder/Administrator.

Section 10. General.

A. (Integration.) This agreement supersedes and incorporates all prior agreements between the parties and shall constitute the entire agreement between the parties. No other agreement, promise or understanding between the parties that is not set forth herein shall be binding or enforceable.

B. This agreement shall be binding upon and inure to the parties hereto and to Interim Recorder/Administrator's heirs and personal representative.

C. If any provision of this agreement is held to be unconstitutional, invalid or unenforceable, such portion shall be deemed severable and the remainder of this agreement shall not be affected but shall continue in full force and effect.

IN WITNESS WHEREOF, City and Interim Recorder/Administrator have executed this agreement in duplicate.

[Signatures on next page]

Dated _____, 2014

CITY OF FALLS CITY

MAYOR

Dated _____, 2014

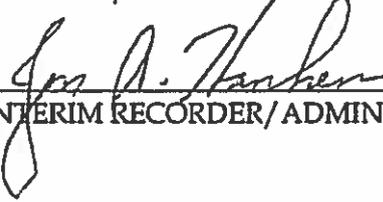
INTERIM RECORDER/ ADMINISTRATOR

Dated 10/20/14, 2014

CITY OF FALLS CITY


MAYOR

Dated 10/28, 2014


INTERIM RECORDER/ADMINISTRATOR

Library Director's Report

January, 2015

Attendance total for the public library January 2015: 248. The breakdown is as follows: Adults 145 and Youth 103, regular hours. The month of January brought a community service person. Thanks to the City for the referral. We were able to accomplish reorganization in the children's section, the media area and the workroom. Illness prevented the proposed Western Oregon University intern from completing the contract for credit.

Wagner Library has met with WOU with an eye on recruiting an intern for spring quarter. Elementary school library scheduling is in full swing. Five volunteers worked diligently on the book sale/clean up project (\$42.50). Applications for new library cards and community donations keep the spirits up during a drizzly January.

Polka dot cake will mark Dr. Seuss' birthday celebration on 2-28-2015 (9-1). You are invited.

Respectfully submitted,

Cynthia Hovind, Director

Wagner Community Library

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PUBLIC WORKS STAFF REPORT

Fri. 1\2 Routine water and sewer. Finish 130 South Main, installed new pump, panel on out side of residents. W\O leak investigation 98 North Main.

Sat. 1\3 Routine water and sewer. Called out 380 South Main broken out side faucet shut water service off.

Sun. 1\4 Routine water and sewer.

Mon. 1\5 Routine water and sewer. Pump dosing tank bells up, clean U\V system, sewer W\O at 68 Prospect home owner side. Water treatment plant alarm system problem phone line called Phone company made appointment for repair.

Tue. 1\6 Routine water and sewer. W\O follow up 380 South Main read, lock meter. Remove steel from stairs project, gas Dallas. Phone company made repair WTP.

Wed 1\7 Routine water and sewer. Unplug culvert 5th and Bryant, ditch work. Grader work. Water W\O lock 441 Chamberlain.

Thu 1\8 Routine water and sewer. Ditch, grader work on Woods street.

Fri 1\9 Routine water and sewer. DEQ State of Oregon report

Sat 1\10 and Sun 1\11 Routine water and sewer

Mon 1\12 Routine water and sewer. Went into Dallas Napa fluids for grader and gas. Called Pace Engineering made an appointment to meet with the city coming out Wednesday about Water Master Plain.

Tue 1\13 Routine water and sewer. Road work on Pine ditch, rock and grade.

Wed 1\14 Routine water and sewer. Meet Pace Engineering at WTP. Road Pine

Thur.1\15 Routine water and sewer, problem with U\V system. Sewer W\O at 61 Prospect owners problem. Road work 2nd Street rock and grade.

Fri 1\16 Routine water and sewer. Graded Alder, deliver shut off notices. Called out after hours to 280 Mitchell, turn service on.

Sat 1\17 Routine water and sewer, heavy rain 2.80 inches.

Sun 1\18 Routine water and sewer. Called out to 471 Prospect limb across road removed limb with back hoe.

Sun 1\18 Routine water and sewer, had a high level alarm at the sewer plant after the heavy rain.

Mon 1\19 Routine water and sewer, City had holiday.

Tue 1\ 20 Routine water and sewer. Repair leak on 3 inch water main.

Wed 1\21 Routine water and sewer. Road repair on frost road from water repair.

Thu 1\22 Routine water and sewer took waste water samples. Road work on Pine.

Fri 1\23 Routine water and sewer reading meters.

Sat 1\24 Routine water and sewer.

Sun 1\25 Routine water and sewer

Mon 1\26 Routine water and sewer finish meter reading high consumption and rereads.

Tue 1\27 Routine water and sewer went into Salem for a class on control valves, this class was free to the City.

Wed 1\28 Routine water and sewer, work on grader starter switch, hauled of spoils from Mill lot.

Thu 1\29 Routine water and sewer, shoulder work up on Chamberlain.

Fri 1\30 Routine water and sewer, road work Chamberlain.

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