

Notice of Public Meeting City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

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

Monday May 13, 2019 6:00 p.m.

Friday May 9, 2019

1. Call to Order

2. Roll Call

- a. Jeremy Gordon, Mayor ____ Dennis Sickles ____ Lori Jean Sickles ____
Jennifer Drill ____ Tony Meier ____ Charlie Flynn ____ Clifford Lauder ____

3. Pledge of Allegiance

4. Motion to Adopt the Entire Agenda

5. Announcements & Appointments

Announcements

- a. Regular City Council Meetings moved to second Monday of the month.
- b. June Regular Council Meeting Monday, June 10th, 2019 at **5:00pm... EARLY START!**
 - i. **A City Council Appointment will likely be made!**
- c. City-Wide Garage Sale, May 25-26, 2019; sign up at City Hall.
- d. Let Freedom Ring! Event, May 26, 2019; celebrate and honor those who made the ultimate sacrifice.
 - i. Block Party, Parade, Vendors, Brunch, Flyover, live music.
- e. Falls City Visioning, Event 3, Saturday, June 1, 2019.

Appointments

- a. Jeff Prop, Public Works Committee
 - i. Committee Application..... pg. 1-2

6. Community & Government Organizations

- a. Falls City Public Works Report.....pg. 3
- b. Sheriff's Report.....pg. 4
- c. Falls City Fire Report.....pg. 5-6

7. Communications

- a. Memo from Clerk Birrpg. 7-8
- b. Letter from Victoria Avery.....pg. 9-10

8. Consent Agenda

- a. Approval of the Bills pg. 11-17
- b. Approval of April 11, 2019 Council Meeting Minutes pg. 18-21
- c. Approval of April 18, 2019 Budget Committee Meeting Minutes pg. 22-24

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.

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

- a. Please limit your commentary to five (5) minutes or less.
- b. Please state your name and city of residence for the record.

10. Citizen Committees

- a. Parks & Recreation
 - i. No new minutes.
- b. Public Works
 - i. No new minutes.
- c. Historic Landmarks
 - i. No new minutes

11. New Business: Members of the public wishing to comment on items of new business must sign up at the podium near the entry prior to commencing this portion of the agenda. Comment time may be limited by Mayoral prerogative.

- a. Request for Noise Permit
 - i. Staff Report Proposed Noise Permitpg. 25
 - ii. Noise Permit..... pg. 26-27
- b. Resignation of Councilor Flynn
 - i. Staff Report Proposed Process to Fill Vacancy pg. 28-30
 - ii. Flynn resignation letterpg. 31
 - iii. Interview Questionspg. 32
 - iv. Sample Ballots pg. 33-34

12. Old Business

- a. Council Acceptance of ROW Dedication
 - i. Staff Report BP 18-22 ROW Dedicationpg. 35
 - ii. ROW Dedication pg. 36-39

13. City Manager’s Report

- a. Public Works
 - i. PWC: Sewer-Shared Tanks; Water-Backflows
 - ii. PRC: Safe Routes Grant; Veteran’s Memorial Grant
- b. CDBG
 - i. Update; Schedule Town Hall (June 18 or 19?)
- c. SEPP Complete!
- d. Visioning
 - i. Steering Committee; Next Visioning Meeting
- e. SCAG Update
 - i. Contract awarded
- f. Major Issues for FY 19-20
 - i. Revenues: Franchises; SDC’s, LIDS, Bonds; Fire- Rural Contract, Contracts for Service; Rates; Bill Assessments; Levys
 - ii. Code Enforcement
 - 1. Neighbor Disputes- Complaint Driven; Resources- \$ & Hours vs. Position & longevity; Alternatives- Contract, IGA
 - iii. Goal Setting- Tentative Date

14. Mayor and Council Reports

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15. Executive Session

- a. The Falls City Council will go into Executive Session to conduct employee performance evaluations under ORS 192.660(2)(i). **All discussions are confidential and those present may disclose nothing from the Session.** Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. **Executive Sessions are closed to the public.**

- i. Executive Session Script pg. 40

16. Adjourn

RECEIVED
APR 30 2019
BY: [Signature]

every 4th Thurs



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: | JEFF PROPP |
| Street Address: | 700 PARRY RD |
| Mailing Address: | P.O. Box 340 |
| City/State/Zip Code: | Falls City, OR., 97344 |
| Home Phone: | 503 949 0631 |
| Work Phone: | |
| E-Mail Address: | JLEANHART @ G.MAIL.COM |

Background

| | |
|-----------------------------------|----------------|
| Years of Residence in Falls City: | 25 + |
| Place of Employment: | Retired |
| Occupation: | CRANE OPERATOR |
| Educational Background: | |
| Prior Civic Activities: | |

Committees of Interest

Please check all of the following Committees that interest you:

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

*Please continue to reverse side of form for completion.

Special Skills or Qualifications

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

worked with a variety of different TRADES
operating the CRAWES required to complete
the projects

Motivation

Discuss your motivation for serving on this Committee.

INTREST in COMMUNITY improvement

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

JEFF PROPP
Jeff Propp
4/24/19

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

Public Works Staff Report for April, 2019

Monday, 1 Equipment maintenance, budget items for next fiscal year.

Tuesday, 2 Dip slug at recirculation tank, will need to be pump this coming year.

Wednesday, 3 Working on grader hydraulic system.

Thursday, 4 Took water samples down to Corvallis VOC, routine, working on grader.

Friday, 5 Removed debris from North Main gutter corners.

Saturday, 6 & Sunday, 7 Routine water and sewer.

Monday, 8 Water main brake on Hopkins.

Tuesday, 9 Clean up from main brake, took sample to Corvallis after brake.

Wednesday, 10 Lifted boil water notices on Hopkins, talk with county sign shop for city purchasing road signs next year, graded Hopkins, Montgomery, Terrace.

Thursday, 11 Graded West Blvd. Park, started ditch work on Bridge and Chamberlain.

Friday, 12 Help with cemetery grant, down to Corvallis with chlorine by products, made mistake on Parry Rd. will making a repair turn off a crop stop, had to dig it back up return water service to one customer.

Saturday, 13 & Sunday, 14 Routine water and sewer.

Monday, 15 Working on cemetery grant with intern staff, Mill lot project, weed eat around hydrants.

Tuesday, 16 Mill lot project, rained out, did physical shut offs.

Wednesday, 17 Mill lot project.

Thursday, 18 Mowed upper park, Mill lot project.

Friday, 19 Mill lot.

Saturday, 20 & Sunday, 21 Routine water and sewer.

Monday, 22 Mower repair, Mill lot, park maintenance.

Tuesday, 23 Mill lot project.

Wednesday, 24 Meters, Mill lot.

Thursday, 25 Rereads, sewer samples Corvallis.

Friday, 26 Cemetery maintenance, push spoils at old city dump.

Saturday, 27 & Sunday, 28 Routine water and sewer.

Monday, 29 Shoulder work on Chamberlain, mowed cemetery, weed eat on North Main.

Tuesday, 30 Shoulder and ditch work on Chamberlain, mowing road side grass around town.

April 2019 Falls City Stats

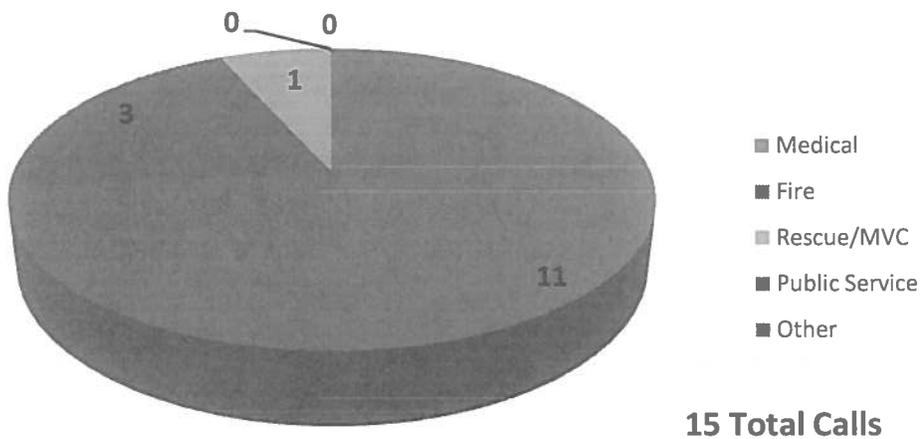
| Falls City Calls for Service | | | | | |
|------------------------------|----|---------------|---|-----------------|-----------------|
| Assault | 2 | Harassment | 3 | Misc Crime | Susp Activity |
| Area Chk | 1 | Driving | | Miss Person | Susp Person |
| DisCon | 1 | Domestic Dist | 3 | Noise | Susp Vehicle |
| 911 Hangup | | fraud | 1 | EDP | Theft |
| Burglary | | FIR | 2 | Ordin Vio | Trauma |
| Assist Other Agency | 14 | Fire/EMS | | Overdose | traffick assist |
| ATL (attempt to locate) | | Follow up | 3 | preimeter check | Runaway |
| DUI | | Uncon | 1 | runaway | Trespass |
| Citizen Contact | 6 | Hit and Run | | sex offense | Warrant |
| Civil Paper Service | 15 | Gen Disturb | 1 | Shots Fired | Welfare Check |
| Criminal Misch | 2 | alarm | 3 | Stolen Veh | RO Violations |

| | | | | | |
|---------------------------------------|------|-----------------------------|----|-----------------|------------------|
| Falls City Calls for Service | 84 | Of the FC Calls for Service | 13 | involved crimes | |
| Total Calls for Service (county wide) | 1873 | FC Cases Cleared by Arrest | 7 | 53.8% | clearance |
| Falls City % of Total Calls | 4.5% | Total Arrests in Falls City | 5 | 4.7% | of total arrests |

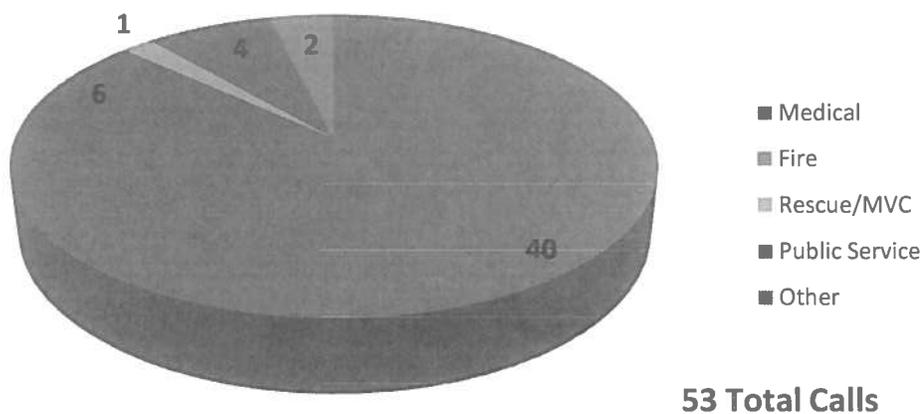
| | | | | | | |
|-----------------------------------|------|------------|-------|----------------------------------|---|---------------|
| Total Service Calls (Polk County) | 1873 | Crimes Occ | 54.8% | Juvenile Arrests | 5 | (county wide) |
| Cases Cleared by arrest | 92 | | | Juvenile Arrests | 3 | (Falls City) |
| Total Arrests (county wide) | 106 | | | (only true crimes reported here) | | |

| Month | Medical | Fire | Rescue/MVC | Public Service | Other | Total |
|---------------|-----------|----------|------------|----------------|----------|-----------|
| January | 11 | 0 | 0 | 2 | 2 | 15 |
| February | 9 | 0 | 0 | 1 | 0 | 10 |
| March | 9 | 3 | 0 | 1 | 0 | 13 |
| April | 11 | 3 | 1 | 0 | 0 | 15 |
| Totals | 40 | 6 | 1 | 4 | 2 | 53 |

April 2019 Total Station Response By Category



January-April 2019 Total Station Response By Category



Total April Membership: 23 volunteers

April Prevention Activities:

-2019-04-25 Pre-K and Kindergarten Fire Safety Presentations – Dial 9-1-1: 30 minutes, 2 volunteers.

-2019-04-25 1st-12th Grade Situational Awareness Safety Presentations: 2 hours, 2 volunteers.

April Community Activities:

-2019-04-30 Falls City Community Night: 2 hours, 2 volunteers.



City of Falls City
Falls City, OR 97344
299 Mill Street
Phone: 503.787.3631
jbirr@fallscityoregon.gov

MEMORANDUM

TO: City of Falls City Council
FROM: City Clerk, JoHanna Birr
DATE: April 17, 2019
RE: Wastewater Project Opposition

Dear Councilors,

Staff would like Council to be aware of a hostile encounter April 16, 2019 at City Hall by county resident, Terry Jordan accompanied by his wife, Lisa.

The couple is livid in regards to the future land acquisition for the Wastewater lagoon. The resident stated he didn't want to live near or smell "Sh**". He also verbally expressed hatred for the current landowner of the proposed site, D. Franko Contracting.

Mr. Jordan's demeanor was extremely belligerent to Clerk's as well as the City Manager. He refused to set a meeting to discuss the project and his concerns or to hear a reply from the City Manager.

Mr. Jordan refused to leave the building when asked to do so. Finally, upon exiting, he threatened the City with a law suit should the lagoon be put in.

JoHanna Birr
City Clerk

April 15, 2019

Co-chairs Frederick and McLain and members of the committee,

My name is Victoria Avery. My husband and I own Atherton Lamb, a family farm, located in Polk County abutting the town of Falls City. We are producers for and members of Umpqua Valley Lamb and Mountain States Lamb and provide grazing services to farmers in Polk and Yamhill Counties.

The city of Falls City faces challenges typical to a small rural community of infrastructure maintenance and upgrades amid revenue shortfall. As the community continued to develop, we saw increasing water diversion from the city all directed toward our farm. It was clear that flooding would only increase as the city continued to infill, putting our business at risk. We asked the city council to address a plan to mitigate run off and, at the request of the council, became involved with Todd Jarvis of the Institute for Water and Watersheds (a part of the Institute for Natural Resources).

Todd enlisted the help of graduate students, and, through their involvement, a partnership developed between us and members of the community. Meetings were sometimes contentious but respectful with their leadership. Groundwater research was conducted and data was collected through grant funding as a result of an application made by IWW. It became evident that the high water events were exacerbated by ground water saturation and upward percolation. A developed overlay of the area now provides a clear picture of where the water comes from and gives the city clear scientific information on which to build their wastewater master plan. The availability of their expertise continues to provide valuable guidance.

Both the Institute for Water and Watersheds and the Institute for Natural Resources provide direction and advice based on sound scientific principles to communities challenged by knowledge and funding. It is **critical that support be continued** for the IWW and INR. I appreciate your time and attention to this matter.

Sincerely,



Victoria Avery
Atherton Lamb
5130 Waymire Rd.
Dallas, OR 97338



City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503.787.3631
www.fallscityoregon.gov

April 17, 2019

Victoria Avery
5130 Waymire Rd.
Dallas, Or 97338

RE: Letter to Council Dated April 15, 2019

Dear Victoria Avery,

Thank you very much for taking the time to compose a letter to the Falls City Council. Citizen involvement is paramount to running an effective local government, and we take all Citizen Communication very seriously.

Your letter will be reviewed by the City Council at the Council Meeting on **May 13, 2019** at 6:00pm in the Falls City Community Center. At that time the City Council will take the information you provided under advisement and determine what, if any, follow-up action is appropriate. If the Council decides further action (beyond taking the letter under advisement) is warranted you will be notified that action is being taken and what that action is (to the extent allowed by law and best practices). If more information is needed a member of City Staff, or City Council will contact you.

Without citizens like you, we cannot fulfill our responsibilities as elected representatives. Thank you once again for being an active participant in our community.

Sincerely,

City Council
Falls City, OR

| Date | Memo | Account | Class | Amount |
|-------------------------------------|--|------------------------------|---------------------------------------|---------|
| Dallas Auto Parts | | | | |
| | 4/8/2019 Acct #3020 Mar '19 Statement | Accounts Payable | | -27.09 |
| | 4/8/2019 410097, 410098, 411279, 4113464, 4113473 | Vehicle Maintenance/Repair | 20 WATER OPERATING FUND | 27.09 |
| Total Dallas Auto Parts | | | | 0 |
| Deisman Trucking & Excavation | | | | |
| | 4/8/2019 inv 055616 | Accounts Payable | | -268.65 |
| | 4/8/2019 Rock Delivery 71.64 Tons | DEQ SEPP 2018-2019 | 13 SEWER FUND | 268.65 |
| Total Deisman Trucking & Excavation | | | | 0 |
| Edge Analytical | | | | |
| | 4/8/2019 Mar '19 Statement | Accounts Payable | | -417 |
| | 4/8/2019 Water Labs | Lab Analysis Services | 20 WATER OPERATING FUND | 33 |
| | 4/8/2019 Sewer Labs | Lab Analysis Services | 13 SEWER FUND | 384 |
| Total Edge Analytical | | | | 0 |
| King's Pumping Service | | | | |
| | 4/8/2019 Inv 15714, 15713 | Accounts Payable | | -684.25 |
| | 4/8/2019 Tank Pumping/Service Call | Tank Pumping | 13 SEWER FUND | 684.25 |
| Total King's Pumping Service | | | | 0 |
| L & L Equipment | | | | |
| | 4/8/2019 Inv 0147745 | Accounts Payable | | -42 |
| | 4/8/2019 Chain Sharpening | Equipment Maintenance/Repair | 01 GENERAL FUND:01.03 Parks | 42 |
| Total L & L Equipment | | | | 0 |
| Net Assets Corporation | | | | |
| | 4/8/2019 66-201903 | Accounts Payable | | -13 |
| | 4/8/2019 Liens and Lien Searches | Professional Services | 01 GENERAL FUND:01.01 Administrative | 13 |
| Total Net Assets Corporation | | | | 0 |
| Office Craft | | | | |
| | 4/8/2019 Inv: AR11254 | Accounts Payable | | -48.19 |
| | 4/8/2019 Prints | Copier Lease/Maintenance | 01 GENERAL FUND:01.01 Administrative | 48.19 |
| Total Office Craft | | | | 0 |
| Polk IO | | | | |
| | 4/8/2019 SCAG 18/19 Invitation to Bid | Accounts Payable | | -110.5 |
| | 4/8/2019 Invitation to BID SCAG 18/19 | Legal/Public Notices | 11 STREET FUND | 110.5 |
| Total Polk IO | | | | 0 |
| Target Solutions | | | | |
| | 4/8/2019 TSINV028394 | Accounts Payable | | -573 |
| | 4/8/2019 Membership platform for training/compliance | Professional Services | 01 GENERAL FUND:01.07 Fire Department | 573 |
| Total Target Solutions | | | | 0 |
| Verizon Wireless | | | | |
| | 4/8/2019 Inv 9826830187 | Accounts Payable | | -59.1 |
| | 4/8/2019 Utility Duty Phone | Telephone | 13 SEWER FUND | 29.55 |
| | 4/8/2019 Inv 9826830187 | Telephone | 20 WATER OPERATING FUND | 29.55 |
| Total Verizon Wireless | | | | 0 |

| Date | Memo | Account | Class | Amount |
|--------------------------------------|---|---------------------------------|---------------------------------------|----------|
| CenturyLink | | | | |
| 4/15/2019 | Accts: 50378747195628; 50378736312868; 50378737679658 | Accounts Payable | | -404.83 |
| 4/15/2019 | Fire Phone/Net Mar '19 | Telephone | 01 GENERAL FUND:01.07 Fire Department | 135.13 |
| 4/15/2019 | Admin Phone/Net Mar '19 | Telephone | 01 GENERAL FUND:01.01 Administrative | 191.1 |
| 4/15/2019 | WTP Phone Mar '19 | Telephone | 20 WATER OPERATING FUND | 78.6 |
| | | | | 0 |
| Total CenturyLink | | | | |
| Consumers Power Inc | | | | |
| 4/15/2019 | Account # 1155301; Mar '19 Statement | Accounts Payable | | -256.76 |
| 4/15/2019 | Mar '19 Power WTP | Power/Heat | 20 WATER OPERATING FUND | 256.76 |
| | | | | 0 |
| Total Consumers Power Inc | | | | |
| King's Pumping Service | | | | |
| 4/15/2019 | Inv 15729 | Accounts Payable | | -482.5 |
| 4/15/2019 | Tank Pumping | Tank Pumping | 13 SEWER FUND | 482.5 |
| | | | | 0 |
| Total King's Pumping Service | | | | |
| Mid Willamette Valley COG | | | | |
| 4/15/2019 | Inv 1819337 | Accounts Payable | | -362.86 |
| 4/15/2019 | BP 18-22; consulting | Council of Governments Planning | 01 GENERAL FUND:01.01 Administrative | 362.86 |
| | | | | 0 |
| Total Mid Willamette Valley COG | | | | |
| Petro Card | | | | |
| 4/15/2019 | Inv: C429669 | Accounts Payable | | -129.9 |
| 4/15/2019 | 40%Pub Wks Gas | Vehicle Operation | 20 WATER OPERATING FUND | 51.95 |
| 4/15/2019 | 40%Pub Wks Gas | Vehicle Operation | 13 SEWER FUND | 51.95 |
| 4/15/2019 | 15%Pub Wks Gas | Vehicle Operation | 11 STREET FUND | 19.5 |
| 4/15/2019 | 5%Pub Wks Gas | Vehicle Operation | 01 GENERAL FUND:01.03 Parks | 6.5 |
| | | | | 0 |
| Total Petro Card | | | | |
| Technical Genius Solutions LLC | | | | |
| 4/15/2019 | Inv 2011 | Accounts Payable | | -285 |
| 4/15/2019 | IT Work | IT/Web Services | 01 GENERAL FUND:01.01 Administrative | 285 |
| | | | | 0 |
| Total Technical Genius Solutions LLC | | | | |
| Westech Engineering | | | | |
| 4/15/2019 | 244931; 244932 | Accounts Payable | | -6621.25 |
| 4/15/2019 | 2018 SCAE Engineering | Grant Project | 11 STREET FUND | 6166.25 |
| 4/15/2019 | CDBG Engineering | Grant Project | 13 SEWER FUND | 455 |
| | | | | 0 |
| Total Westech Engineering | | | | |
| Williamson & Aebi, LLP | | | | |
| 4/15/2019 | March '19 Accountant | Accounts Payable | | -558.4 |
| 4/15/2019 | 42% Gen-Ad Dec Accountant | Professional Services | 01 GENERAL FUND:01.01 Administrative | 234.52 |
| 4/15/2019 | 4% Gen- Muni Ct | Professional Services | 01 GENERAL FUND:01.04 Municipal Court | 22.35 |
| 4/15/2019 | 2% Gen- Fire | Professional Services | 01 GENERAL FUND:01.07 Fire Department | 11.17 |
| 4/15/2019 | 26% Se | Professional Services | 13 SEWER FUND | 145.18 |
| 4/15/2019 | 26% W | Professional Services | 20 WATER OPERATING FUND | 145.18 |
| | | | | 0 |
| Total Williamson & Aebi, LLP | | | | |
| TOTAL | | | | 0 |

12

| Date | Memo | Account | Class | Amount |
|----------------------------------|--|-------------------------------|---------------------------------------|----------|
| Ferguson Waterworks | | | | |
| 4/22/2019 | Account: 50936 Invoice: 0755900 | Accounts Payable | | -451.52 |
| 4/22/2019 | Water Clamp Stock | System Maintenance/Repair | 20 WATER OPERATING FUND | 451.52 |
| Total Ferguson Waterworks | | | | |
| Pacific Power | | | | |
| 4/22/2019 | multiple accounts, 21091561-006 2; Jan '19 | Accounts Payable | | -2532.64 |
| 4/22/2019 | Parks Power | Power/Heat | 01 GENERAL FUND:01.03 Parks | 170.33 |
| 4/22/2019 | Sewer Power | Power/Heat | 13 SEWER FUND | 399.75 |
| 4/22/2019 | Admin Power | Power/Heat | 01 GENERAL FUND:01.01 Administrative | 297.13 |
| 4/22/2019 | Fire Power | Power/Heat | 01 GENERAL FUND:01.07 Fire Department | 971.58 |
| 4/22/2019 | Street Power | Power/Heat | 11 STREET FUND | 693.85 |
| Total Pacific Power | | | | |
| Polk IO | | | | |
| 4/22/2019 | Inv 28616 | Accounts Payable | | -42.5 |
| 4/22/2019 | Budget Committee 4/10 Posting | Legal/Public Notices | 01 GENERAL FUND:01.01 Administrative | 42.5 |
| Total Polk IO | | | | |
| Spectrum Business | | | | |
| 4/22/2019 | Inv. 0019088041019 | Accounts Payable | | -99 |
| 4/22/2019 | Phone/Internet Installation Fee | Telephone | 01 GENERAL FUND:01.01 Administrative | 99 |
| Total Spectrum Business | | | | |
| US Bank Visa | | | | |
| 4/22/2019 | Acct: 4798531214981146; Apr '19 | Accounts Payable | | -228.54 |
| 4/22/2019 | Office Supply.com | Office Supplies | 01 GENERAL FUND:01.01 Administrative | 12.26 |
| 4/22/2019 | Office Supply.com | Office Supplies | 01 GENERAL FUND:01.07 Fire Department | 36.28 |
| 4/22/2019 | Amazon-Static Envelopes | Computer Software Maintenance | 01 GENERAL FUND:01.01 Administrative | 7.73 |
| 4/22/2019 | Stamps.com postage & supplies | Postage & Freight | 01 GENERAL FUND:01.01 Administrative | 172.27 |
| Total US Bank Visa | | | | |
| USA BlueBook | | | | |
| 4/22/2019 | Cust 711726 Inv 711726 | Accounts Payable | | -91.52 |
| 4/22/2019 | Tank Dipper + Shipping | Small Tools & Supplies | 13 SEWER FUND | 91.52 |
| Total USA BlueBook | | | | |
| TOTAL | | | | |

61

| Date | Memo | Account | Class | Amount |
|--|---|--------------------------------|---------------------------------------|----------|
| CUSI | | | | |
| | 4/29/2019 M16168 | Accounts Payable | | -1200 |
| | 4/29/2019 Annual Maintenance & Tech Support 2/3 | IT/Web Services | 20 WATER OPERATING FUND | 800 |
| | 4/29/2019 Annual Maintenance & Tech Support 1/3 | IT/Web Services | 13 SEWER FUND | 400 |
| Total CUSI | | | | 0 |
| De Lage Landen Public Finance | | | | |
| | 4/29/2019 contract 100-10136065, inv 63267953 | Accounts Payable | | -6168.99 |
| | 4/29/2019 3rd of 4 lease payments on PW pickup | Equipment | 11 STREET FUND | 6168.99 |
| Total De Lage Landen Public Finance | | | | 0 |
| Falls City Fire Association | | | | |
| | 4/29/2019 | 53 Accounts Payable | | -480.53 |
| | 4/29/2019 May Point Money | Point System | 01 GENERAL FUND:01.07 Fire Department | 480.53 |
| Total Falls City Fire Association | | | | 0 |
| Garten Mobile Records Destruction | | | | |
| | 4/29/2019 Inv P2G3311 | Accounts Payable | | -145 |
| | 4/29/2019 Confidential Shredding | Professional Services | 01 GENERAL FUND:01.01 Administrative | 145 |
| Total Garten Mobile Records Destruction | | | | 0 |
| L & L Equipment | | | | |
| | 4/29/2019 Inv 2002, 2223, 2406 | Accounts Payable | | -104.02 |
| | 4/29/2019 Mower Parts | Equipment Maintenance/Repair | 01 GENERAL FUND:01.03 Parks | 23.79 |
| | 4/29/2019 Mower Parts | Equipment Maintenance/Repair | 20 WATER OPERATING FUND | 57.17 |
| | 4/29/2019 Mower Parts | Equipment Maintenance/Repair | 11 STREET FUND | 23.06 |
| Total L & L Equipment | | | | 0 |
| Petro Card | | | | |
| | 4/29/2019 CA34993 | Accounts Payable | | -184.89 |
| | 4/29/2019 Pub Wks Gas | Vehicle Operation | 20 WATER OPERATING FUND | 73.95 |
| | 4/29/2019 Pub Wks Gas | Vehicle Operation | 13 SEWER FUND | 36.98 |
| | 4/29/2019 Pub Wks Gas | Vehicle Operation | 11 STREET FUND | 36.98 |
| | 4/29/2019 Pub Wks Gas | Vehicle Operation | 01 GENERAL FUND:01.03 Parks | 36.98 |
| Total Petro Card | | | | 0 |
| Polk Community Development Corporation | | | | |
| | 4/29/2019 M/H Park Loan 00079011 | Accounts Payable | | -2518.63 |
| | 4/29/2019 M/H Park Loan 00092211 | M/H Land Payment | 01 GENERAL FUND:01.09 Other/Debt | 2518.63 |
| Total Polk Community Development Corporation | | | | 0 |
| Polk County Public Works | | | | |
| | 4/29/2019 inv # 0419191157 | Accounts Payable | | -621.06 |
| | 4/29/2019 Rock for SEPP | DEQ SEPP 2018-2019 | 13 SEWER FUND | 621.06 |
| Total Polk County Public Works | | | | 0 |
| Walker E. Nelson Co. | | | | |
| | 4/29/2019 Inv 71027 | Accounts Payable | | -86.88 |
| | 4/29/2019 CC paper towel | Fire Station Maint/Repairs | 01 GENERAL FUND:01.07 Fire Department | 50 |
| | 4/29/2019 CC paper towel | Community Center Maint/Repairs | 01 GENERAL FUND:01.01 Administrative | 36.88 |
| Total Walker E. Nelson Co. | | | | 0 |
| West Valley Hospital | | | | |

71

| | | | | |
|--------------------------------|--|------------------------------|---------------------------------------|---------|
| Total West Valley Hospital | 4/29/2019 Inv 1533 | Accounts Payable | 01 GENERAL FUND:01.07 Fire Department | -122.32 |
| Xerox Financial Services | 4/29/2019 EMS Medication Billing, inv 1533 | Medical Supplies | | 122.32 |
| | | | | 0 |
| | 4/29/2019 inv 1590846 | Accounts Payable | | -180.75 |
| | 4/29/2019 35% Apr '19 Copier Lease | Copier Lease/Maintenance | 20 WATER OPERATING FUND | 63.26 |
| | 4/29/2019 | 35% Copier Lease/Maintenance | 13 SEWER FUND | 63.26 |
| | 4/29/2019 | 25% Copier Lease/Maintenance | 01 GENERAL FUND:01.01 Administrative | 45.2 |
| | 4/29/2019 | 5% Copier Lease/Maintenance | 01 GENERAL FUND:01.07 Fire Department | 9.03 |
| Total Xerox Financial Services | | | | 0 |
| TOTAL | | | | 0 |

| Date | Memo | Account | Class | Amount |
|---------------------------------|----------------------------------|---------------------------|--------------------------------------|--------|
| CenturyLink | | | | |
| | 4/30/2019 Inv 1466793899 | Accounts Payable | | -8.12 |
| | 4/30/2019 Long Distance | Telephone | 01 GENERAL FUND:01.01 Administrative | 8.12 |
| Total CenturyLink | | | | 0 |
| Mid Willamette Valley COG | | | | |
| | 4/30/2019 Inv 1819356 | Accounts Payable | | -10000 |
| | 4/30/2019 CDBG Item II.B | Grant Project | 13 SEWER FUND | 10000 |
| Total Mid Willamette Valley COG | | | | 0 |
| Van Well Building Supply | | | | |
| | 4/30/2019 Statement Date 4-25-19 | Accounts Payable | | -13.98 |
| | 4/30/2019 Mortar for Tank Repair | System Maintenance/Repair | 13 SEWER FUND | 13.98 |
| Total Van Well Building Supply | | | | 0 |
| TOTAL | | | | 0 |

16

| Date | Memo | Account | Class | Amount |
|---|---|---------------------------|--------------------------------------|---------|
| Edge Analytical | | | | |
| 5/6/2019 | Apr '19 Statement; Cust ID: FAL02 | Accounts Payable | | -718 |
| 5/6/2019 | 19-10146, 12015 | Lab Analysis Services | 13 SEWER FUND | 334 |
| 5/6/2019 | 19-11432,12009,11433,12624 | Lab Analysis Services | 20 WATER OPERATING FUND | 384 |
| | | | | 0 |
| Total Edge Analytical | | | | |
| Hach Company | | | | |
| 5/6/2019 | | 11442098 Accounts Payable | | -377.79 |
| 5/6/2019 | CL17 Reagent | Operational Supplies | 20 WATER OPERATING FUND | 377.79 |
| | | | | 0 |
| Total Hach Company | | | | |
| Net Assets Corporation | | | | |
| 5/6/2019 | 66-201904 | Accounts Payable | | -25 |
| 5/6/2019 | Lien Search | Professional Services | 01 GENERAL FUND:01.01 Administrative | 25 |
| | | | | 0 |
| Total Net Assets Corporation | | | | |
| Office Craft | | | | |
| 5/6/2019 | Inv: AR11400 | Accounts Payable | | -92.96 |
| 5/6/2019 | Prints BW: 230,249-237,750; C:12,851-13,960 | Copier Lease/Maintenance | 01 GENERAL FUND:01.01 Administrative | 92.96 |
| | | | | 0 |
| Total Office Craft | | | | |
| Oregon Department of Enviro Quality | | | | |
| 5/6/2019 | WQ20WSC-0320 | Accounts Payable | | -80 |
| 5/6/2019 | 7/1/19-6/30/20 Wastewater Operator System Support Fee | Education/Training/Dues | 13 SEWER FUND | 80 |
| | | | | 0 |
| Total Oregon Department of Enviro Quality | | | | |
| Petty Cash' | | | | |
| 5/6/2019 | Petty Cash Refill | Accounts Payable | | -116.32 |
| 5/6/2019 | Jeremy Pizza For Arbor Day | Council Approved Projects | 01 GENERAL FUND:01.02 City Council | 68.89 |
| 5/6/2019 | Mac MWVCOG Dinner | Education/Training/Dues | 01 GENERAL FUND:01.01 Administrative | 35 |
| 5/6/2019 | Don Batteries | Small Tools & Supplies | 01 GENERAL FUND:01.03 Parks | 11.96 |
| 5/6/2019 | Correct Shortage | Office Supplies | 01 GENERAL FUND:01.01 Administrative | 0.47 |
| | | | | 0 |
| Total Petty Cash' | | | | |
| Verizon Wireless | | | | |
| 5/6/2019 | Inv 9828809618 | Accounts Payable | | -59.05 |
| 5/6/2019 | April '19 Utility Duty Phone | Telephone | 13 SEWER FUND | 29.55 |
| 5/6/2019 | Inv 9828809618 | Telephone | 20 WATER OPERATING FUND | 29.5 |
| | | | | 0 |
| Total Verizon Wireless | | | | |
| TOTAL | | | | 0 |

21

City of Falls City
City Council Regular Meeting Minutes
April 11, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Mac Corthell, City Manager; Jamie Ward, Assistant City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:02 pm.

2. Roll Call

Clerk Birr took roll call. Councilor Drill was absent. Councilor Flynn resigned.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

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

5. Announcements

6. Community & Government Organizations

a. Polk County Sheriff's Office Report

No comments

b. Falls City Public Works Report

Mayor Gordon thanked Public Works Supervisor Don Poe for his work with the Public Works Committee and the water projects on track.

c. Falls City Fire Report

No comments.

7. Communications

A letter of appreciation was sent to Mayor Gordon regarding the outstanding service Public works employees provided for the school. Due to their quick response, the school was able to host the basketball game as scheduled.

8. Consent Agenda

A motion made by Councilor D. Sickles and Seconded by Councilor Meier to adopt the consent agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles,

9. Public Comments

Dani Haviland and Jill Anzalone were present and would discuss the Memorial Day event with City Manager Corthell after the meeting. Mayor Gordon received word on the Military Flyover but cannot decipher the content. He will get back to them.

Jill Anzalone requested Council permission to perform an Agency Review as required by the grant she's applying for to build restrooms in the Michael Harding Memorial Park. Mr. Corthell said he hasn't seen the grant to review if the budget can withstand it, that it's written correctly and legally etc. He cannot give an informed recommendation without being informed and actually knowing what is in the grants final draft. Ms. Anzalone will meet with Mr. Corthell. The grant is due May 1st. Mayor Gordon thanked her for her work on the project.

10. Citizen Committees

a. Parks & Recreation Committee minutes. Arbor Day celebration will be April 27th in the Fay Wilson Memorial Park. Removal of invasive species. Committee member Brownell submitted the grant for Little Libraries. Councilor D. Sickles wants to start the program slowly and make sure it benefits the community. Councilor D. Sickles will recommend to Committee to continue meeting the Wednesday after regular Council Meetings.

b. Public Works Committee

Meeting have been changed to the 4th Thursday of each month at 6:00 pm. They will offer their Leak Detection recommendation to Council at the next regular Council meeting.

c. Historic Landmark Committee minutes

None

Councilor Drill arrived about this time frame. The time was not recorded.

A motion made by Councilor D. Sickles and Seconded by Councilor Drill that the City Council of the City of Falls City move regular meetings to 6:00 pm the 2nd Monday of each month going forward beginning in May. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles,

11. New Business

a. Resolution 10-2019 Noise Permit & Policy

Mayor Gordon and Councilor Drill felt elimination the fees for commercial businesses would be fair. Councilor Lauder disagreed that for-profit businesses should be exempt. It is a problem with the parameters set in Ordinance when music is an ordinary part of a business and can be heard several houses away. But to have a restaurant/bar with live music come to pay a permit fee each time is unfair as well. Another issue is the topography of the City. It projects sound as a natural amphitheater.

Councilor L. Sickles added that the commercial area already knows the community response to outdoor or amplified music and it isn't a problem.

A motion made by Councilor D. Sickles and Seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt Resolution 10-2010, A RESOLUTION CREATING A POLICY & PROCEDURE FOR OBTAINING A NOISE PERMIT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

A motion made by Councilor Drill and Seconded by Councilor Tony Meier that the City Council of the City of Falls City redirect City staff to review the business section of the resolution. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

A motion made by Councilor Lauder and Seconded by Councilor Meier that the City Council of the City of Falls City move Item D to Item B. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

d. Resolution 13-2019 RARE application

Michael Held was present to give a presentation on the RARE program. Approximately 60 communities apply and 30 are awarded. Typically 100- 120 applicants apply for those 30 positions.

A motion made by Councilor L. Sickles and Seconded by Councilor Tony Meier that the City Council of the City of Falls City adopt Resolution 13-2019, A RESOLUTION TO APPLY FOR A RARE CANDIDATE. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

b. Resolution 11-2019 Leak Detection Survey project

This is a sonic process to listen for leaks in the water main system. This would help the City to learn why there is a flow discrepancy between the plant and billed usage.

A motion made by Councilor Drill and Seconded by Councilor Lauder that the City Council of the City of Falls City adopt Resolution 11-2019, A RESOLUTION AUTHORIZING FOR SERVICES WITH DAN'S LEAK DETECTION LLC. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

c. Resolution 12-2019 Budget Adjustment

This is an adjustment to the 2018-2019 adopted budget to allow for the addition of the LEOF grant in the amount of \$45,000.00.

A motion made by Councilor Drill and Seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 12-2019, A RESOLUTION AUTHORIZING ADOPTING APPROPRIATIONS FOR EXPENDITURE OF LOCAL ECONOMIC OPPORTUNITY FUND GRANT PROCEEDS. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

e. Resolution 14-2019 Ford Family Grant

A motion made by Councilor Drill and Seconded by Councilor Lauder that the City Council of the City of Falls City adopt Resolution 12-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A FORD FAMILY FOUNDATION GRANT TO REDUCE THE COSTS OF A RARE WORKER. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

F. Resolution 15-2019 Historic Cemeteries Grant

A motion made by Councilor D. Sickles and Seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt Resolution 12-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT A HISTORIC CEMETERIES GRANT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

12. Late Additions

- a. City Council/ Staff Report- 304/306 N. Main St. Advisory Board (Exhibit A)

A motion was made by Councilor Drill and seconded by Councilor Meier the City Council of Falls City approve the business license application for Jay's Property Cleaning and Maintenance. Motion carried. 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

13. Manager's Report

None

14. Mayor and Council Reports

None

15. Adjourn

The meeting adjourned at 7:57 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, JoHanna Birr

City of Falls City
Budget Committee Meeting
Thursday April 18, 2019
Meeting Location: 320 N Main Street, Falls City, Oregon 97344
Meeting Minutes

Budget Committee Members Present

Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

Staff Present

Mac Corthell, Budget Officer and City Manager; JoHanna Birr, City Clerk; Jamie Ward, Assistant City Clerk

1) Roll Call

Mayor Gordon called the meeting to order at 6:04 pm. City Clerk Birr took roll call. Councilor Meier, Councilor D. Sickles, Councilor L. Sickles, Councilor Drill, Karla Kind were absent.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Nominations and Appointments

Mayor Gordon asked for nominations for Chair of the Budget Committee.

A nomination was made by Committee Member Backus and seconded by Committee Member Mack to appoint Mayor Gordon as Chair of the Budget Committee. Motion carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

A motion was made by Mayor Gordon and seconded by Committee Member Mack to appoint Councilor Lauder as Vice Chair of the Budget Committee. Motion Carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

A motion was made by Committee Member Houghtaling and seconded by Committee Member Backus to appoint Clerk Birr as Secretary of the Budget Committee. Motion carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

4) Public Hearing State Revenue Sharing

Chair Gordon announced that the public hearing was an opportunity for any member of the public to comment on or make requests regarding how State Revenue Sharing Funds would be spent in the 2019-2020 Fiscal Year Beginning July 1, 2019. State Revenue Sharing Funds are a share of certain revenues of the State of Oregon that shall be apportioned among and distributed to the cities of this state for general purposes.

Chair Gordon opened the State Revenue Sharing Public Hearing at 6:10 pm.

No public comments.

Chair Gordon closed the State Revenue Sharing Public Hearing at 6:11 pm.

Chair Gordon turned the meeting over to Budget Officer, City Manager Corthell.

A motion was made by Councilor Meier and seconded by Councilor Lauder to recommend Council adopt State Revenue Sharing. Motion Carried. Ayes: Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

5) Budget Committee Discussions

General Fund revenues: Expected revenues are approximately \$30,000.00 while expenses have increased \$14,000.00. The General Fund overall is expected to increase \$9,000.00.

Code: The City will need to be creative to retain an employee or alternative source. It is anticipated the fund will be underspent.

Fire: This department takes approximately 17% of the General Fund. If the levy were to be taken away, Fire would use all of our property tax revenue before any other area would. Funding will need to be addressed in the future.

Parks and Cemetery: This fund has an \$11,000.00 increase.

Streets: Street improvements and repairs are funded solely with the State Gas Tax. State Gas Taxes (an estimated \$63,000.00) are required by State law to be applied in the Street fund and remains consistent. Street signs will be looked into in order to comply with ordinances.

Water: Revenues are stable with programs costs of less than \$50,000.00. A leak assessment survey and meter replacement program will be put in place. The City expects a decrease in late fees with the credit card payment option coming to fruition. This is in the final stages of implementation. This remains the healthiest of funds.

Sewer: The system has 177 users and a deficit of \$50,000.00. This is monitored and not in jeopardy of bankruptcy. Options for revenue include rate structure changes. The Wastewater Master Plan will be updates in the coming year.

Committee recessed at 7:20 pm. Committee reconvened at 7:27 pm.

Utility Reserve Fund: \$72,000.00 is allocated to meter replacements as the majority have reached their lifespan.

Library: \$41,000.00 is held in trust.

CDC Revolving Fund: This is informational. The funds are held by a third party entity.

Shared Services Fund: These are items used over multiple departments such as the mower or duty rigs.

A 3-5% buffer has been applied to each fund as well as a contingency fund. The goal is that it is less likely to spend these if they require a resolution and vote. This allows more transparency to the public.

Closing questions and comments: Committee Member Houghtaling commended Mr. Corthell on providing a great budget that was easy to read and was very happy with the contingency monies so high.

Committee Member Schowalter had concerns with the Personnel funding. She asked how the City's compare to other cities of a similar size and advocated for increased wages to ensure retaining long-term employees. Mr. Corthell responded that she was very correct in her concerns. While wages are low, the benefits are greater as is the desirable work environment. Mr. Corthell also reallocated Personnel by departments worked in. This is an effort to be more transparent and assist in making good faith estimates.

A motion was made by Committee Chair Mayor Gordon and seconded by Councilor Lauder that the Budget Committee of the City of Falls City approve property taxes for the 2019-2020 fiscal year at the rate of \$2.9202 per \$1,000 of assessed value for operating purposes in the General Fund. Motion Carried. Ayes: All in favor.

A motion was made by Committee Member Houghtaling and seconded by Committee Member Mack that the Budget Committee of the city of Falls City approve the local option levy taxes for the 2019- 2020 Fiscal year at the rate of 1.0000 per \$1,000.00 of assessed value for the Fire Equipment & Operations in the Fire Levy Fund. Motion carried. Ayes: All in favor.

A motion was made by Committee Chair Gordon and seconded by Councilor Lauder that the Budget Committee of the City of Falls City approve the proposed budget for the 2019-2020 fiscal year for \$2,727,680.00.

A motion was made by Committee Chair Gordon and seconded by Committee Member Backus to include Motion modification: that Committee recommends to Council to reexamine employee wages and increase if possible. Motion carried. Ayes: All in Favor.

Adjourn

The meeting adjourned at 7:50 pm.

_____ Chair, Mayor Gordon

Attested: _____ Budget Secretary, City Clerk, JoHanna Birr

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: NOISE PERMIT
DATE: MAY 13, 2019

SUMMARY

Mark Jacques of Falls City requests a permit to play music in the upper park from 3pm-10pm on Saturday, 6/8/19, for his wedding.

BACKGROUND

The City of Falls City recently amended its noise ordinance in order to make it enforceable by City Staff. The new ordinance provides for a permit process to issue noise permits for special events, but no process has yet been agreed upon by the Council.

In light of the noise permit process being “in-work,” and the need for a permit to be issued for this event before the process will be complete, this noise permit request is being placed on the agenda for Council to approve or deny at its discretion.

REQUEST

Noise Permit

Location: Upper Park, Date: June 8, 2019; Time: 3pm-10pm; Guests: between 20-60.

PREVIOUS COUNCIL ACTION

Discussed potential permit process, and directed City Staff to further develop such a process.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Grant the Noise Permit.

EXHIBIT

A-Noise Permit

PROPOSED MOTION

I Move that the City Council of Falls City grant the noise permit as described in Exhibit A, and subject to all conditions therein.



NOISE Application & Permit

Staff Use Only

Application/Permit Number
(#) 19-01

Complete Application Received
(Date) _____

Mark Jacques

Applicant Full Name

Phone Number

Applicant Mailing Address

eMail

Is applicant at least 18 years old (circle)? Yes No

City, State, Zip

Application Type (Check One):

Class A- For a single day activity 24 hours or less in duration and taking place within the hours of 7am and 10pm.

- Complete application must be provided to City Hall at least 10 days prior to the date of the proposed noise permit including the application fee of \$50.
- Actual cost will be taken from application fee until depleted, additional charges are applicant's responsibility prior to issuance of permit.

Class B- For an activity lasting more than 24 hours in duration; OR an event taking place, in any part, between the hours of 10pm and 7am.

- Complete application must be provided to City Hall at least 45 days prior to the date of the proposed noise permit including the application fee of \$75.
- Actual cost will be taken from application fee until depleted, additional charges are applicant's responsibility prior to issuance of permit.
- Applicant must provide notice and proof of notice in accordance with Resolution 11-2019.

1. Type of event for which permit is sought?

wedding

2. Anticipated duration of event or activity?

7 hours

3. The physical characteristics of the sound involved?

Music

4. The time(s) when sound will be emitted?

3pm - 10pm

5. The reason(s) why the permit is necessary?

Hosting wedding in park, will play music.

6. Any other supporting information?

Number of guests 20-60.

The undersigned applicant or authorized agent has read and understands resolution 11-2019 regarding noise permits, certifies that all information herein is correct and accurate to the best of their knowledge, and agrees to comply with all permit conditions and Falls City Ordinances.

N/A

N/A

Signature of Applicant or Authorized Agent

Date

Staff Use Only

Received:

Complete Application

Class A permit- ~~\$50 application fee.~~ \$ 20 fee

Class B Permit- ~~\$75 application fee.~~

Class B Permit- Signed list of noticed properties (not more than 10 days after complete application received).

Form of Payment (e.g. cash or check) _____

Receipt Number _____

Initials of Staff Completing this section: _____

This Permit is: Approved Denied, see attached written explanation for denial.

Mac Corthell,
Falls City, City Manager

Date

Conditions: 1) All noise in excess of ordinance must cease at 9:59pm.
2) Maximum Decibels - 90 DB
3) No EXPLICIT Lyrics - A) NO Foul language, cursing.
B) NO references to violence or abuse.

The City of Falls City
Phone: (503) 787-3631
www.fallscityoregon.gov
C) NO Sexual references or innuendo
D) NO Discriminatory language.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: COUNCIL VACANCY
DATE: MAY 13, 2019

SUMMARY

Councilor Flynn is resigning due to a new job, the Council must declare his seat vacant, announce the vacancy, and fill the position using a fair, transparent, and public process.

BACKGROUND

City Councilor Charles Flynn was elected to office in January of 2018 for a four-year term ending January of 2022. On April 10, 2019 Councilor Flynn provided a letter to Mayor Gordon and City Hall stating that he'd been hired in a new job, and if one of three accommodations (see attached letter) could not be made he'd have to resign.

At the May 1, 2019 Special Council Meeting, Councilor Flynn's listed options were discussed and the Council deemed they could not be accommodated, but that they'd give Councilor Flynn until the Regular Council Meeting on 5/11/19 before they accepted his resignation, in order to ensure he was a good fit in his new position.

Councilor Flynn indicates he does not anticipate leaving his new position, and so the Council must now act to declare his seat vacant and replace him with an appointed Councilor until next election.

PROCESS

1. Declare the Vacancy- City Council by Motion

Falls City Charter, Chapter 7, Section 31(b)(8), in relevant part states that a Council office becomes vacant upon declaration by the Council after the incumbent's resignation from the office.

Suggested Motion: *I move that the City Council of Falls City accept the resignation from the City Council of Charlie Flynn, and declare his seat vacant.*

2. Announce the Vacancy- Public Information Officer

Post on: City Website, Facebook Page, Reader Board, Physical Bulletin Boards, and word of mouth.

3. Fill the Vacancy- City Council by Motion

Falls City Charter, Chapter 7, Section 32 deals with filling vacancies on the Council.

Must be filled by appointment by a majority of the remaining council members within 60 days of the established vacancy.

The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.

4. Accept Applications from Interested Electors

Applications to be located online and at City Hall;

Must be turned into City Hall no later than June 5, 2019.

5. Screen Applicants for Qualification

Falls City Charter, Chapter 7, Section 27(a)-(d)

must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment;

may not be employed by the City;

Council is final judge of the election and qualifications of members.

6. Interview Applicants- City Council

Interviews at June 10, 2019 City Council Meeting.

7. Appoint Applicant to the Seat- City Council

Appointment at June 10, 2019 City Council Meeting

Council ranks each candidate 1-x with x being total number of interviewees. 1 is the highest ranking and x is the lowest.

Candidate with lowest total score wins the seat.

Suggested Motion: *I move that the City Council of Falls City appoint (highest ranked candidate) to the City Council seat vacated by Councilor Flynn.*

PREVIOUS COUNCIL ACTION

Discussed potential application process

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

N/A.

EXHIBIT

A-Resignation Letter from Councilor Flynn

B- Questions for candidates

C- Sample Ballot

Charles Flynn
592 Wood St.
Falls City OR 97344

City of Falls City
299 Mill St.
Falls City, OR 97344

To the City Council, the Mayor and those who work, play and live in Falls City,

First of all I ask you to celebrate with me my having found what I believe will be a great job. As of April second I began working for Spirit Mountain Casino as a Shuttle Driver.

But here's the hard part: On April third I found out my shift would be from 3 to 11 on Monday, Tuesday, Wednesday, and Thursday every week. While I am overjoyed that this schedule allows me to continue to serve Falls City through the Produce Giveaway, it does not allow me to attend the City Council meetings.

Of course, I asked about having this day off every month. After careful consideration from my supervisors and then the department heads, my request was denied. That one day off for myself would require four other persons to have a change of schedule due to the way the scheduling is done.

I am left with only a small number of options:

1. I must resign from the City Council, or
2. I must quit this new job, or
3. The City Council must adjust its schedule to meet on Friday evening.

Answer to #3: Asking the City Council to change for my sake alone is selfish.

Answer to #2: I am not in a position to lose this income.

Answer to #1: I must resign.

Therefore, and with much consideration, I tender my resignation as City Councilor of the City of Falls City effective immediately.



4-10-2019

Charles Flynn
Honor Praemium Virtutis est

City Council Interview Questions:

1. Why do you want to be the City of Falls City Mayor?
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 Mayor Position?
4. What do you believe are the major issues/priorities/needs and concerns of particular importance to the city and how would you address them?
5. What is your vision for Falls City and how do you plan to implement that vision as the Mayor?
6. 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?)*
7. What are your ideas for improving the livability for the citizens of Falls City?
8. What do you see as the major issue facing the City and how will you propose to address it?
9. What do you feel is the biggest strength of the community?
10. What do you feel is the biggest challenge facing the community?
11. Do you have the available time to perform the duties of Mayor? Attend multiple meetings per month?
12. Each Councilor can ask a specific question of all candidates.

Sample Ballot for 2019 Councilor Vacancy

| | | | |
|---|-------------|---|-------------|
| City of Falls City City Councilor June 10, 2019 Ballot | | City of Falls City City Councilor June 10, 2019 Ballot | |
| Voter's Name: | | Voter's Name: | |
| Councilor L. Sickles | | Councilor Drill | |
| | Candidate 1 | | Candidate 1 |
| | Candidate 2 | | Candidate 2 |
| | Candidate 3 | | Candidate 3 |
| | ----- | | ----- |
| Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | | Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | |

| | | | |
|---|-------------|---|-------------|
| City of Falls City City Councilor June 10, 2019 Ballot | | City of Falls City City Councilor June 10, 2019 Ballot | |
| Voter's Name: | | Voter's Name: | |
| Councilor Meyer | | Councilor Lauder | |
| | Candidate 1 | | Candidate 1 |
| | Candidate 2 | | Candidate 2 |
| | Candidate 3 | | Candidate 3 |
| | ----- | | ----- |
| Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | | Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | |

| | | | |
|---|-------------|---|-------------|
| City of Falls City City Councilor June 10, 2019 Ballot | | City of Falls City City Councilor June 10, 2019 Ballot | |
| Voter's Name: Councilor D. Sickles | | Voter's Name: Mayor Gordon (as needed for tie break) | |
| | Candidate 1 | | Candidate 1 |
| | Candidate 2 | | Candidate 2 |
| | Candidate 3 | | Candidate 3 |
| | ----- | | ----- |
| Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | | Place a 1, 2, 3 next to each candidate; 1 is your highest ranked and 3 is lowest. Candidate with lowest total wins. Mayor's rankings are inputted to total for tie break as needed. | |

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: ROW DEDICATION
DATE: MAY 13, 2019

SUMMARY

Acceptance of Right of Way Dedication from Falls City School District.

BACKGROUND

The Falls City School District was required to dedicate certain portions of Right of Way as part of its Site Design Review (18-16), prior to issuance of a building permit. This dedication meets that condition, and must be accepted by the City Council.

The attached dedication contains two corrections required by our City Engineer. The School District is having those corrections made on the map, they do not affect the substance of the dedication in any way. Those corrections have been implemented on the official map.

PREVIOUS COUNCIL ACTION

SDR 18-16.

FINANCIAL IMPLICATIONS

N/A.

STAFF RECOMMENDATION

Accept the Dedication.

EXHIBIT

A- ROW Dedication

PROPOSED MOTION

I Move that the City Council of Falls City accept the ROW Dedication associated with SDR 18-16.

EXHIBIT "A"

Legal Description for Dedication of Public Right-of-Way
for
Dedication of 5 feet along Fair Oaks Avenue
and
ROW Radius at the Intersection of Fair Oaks Avenue and Wood Street, Falls City

A portion of a parcel of land within Township 8 South, Range 6 West, Section 21 of the Willamette Meridian, also being within the City of Falls City, Polk County, Oregon and having been platted as Parcels 1, 2, 3, 4 and 5, Block Q, of "Falls City", as duly recorded subdivision of Polk County, in 1891, and more particularly described as follows:

The most northerly 5 feet of said Parcels 1, 2, 3, 4 and 5 of Block Q.

Together with:

Commencing at the northeast corner of said Parcel 1 of Block Q, and also being the intersection of the southerly right-of-way of Fair Oaks Avenue and the westerly right-of-way of Wood Street; thence 5.00 feet southerly along the platted westerly line of Wood Street, also being the east line of said Parcel 1 and the True Point of Beginning; thence continuing southerly along the said westerly right-of-way line of Wood Street, 20 feet to a point; thence along a 20 foot radius to the northwest, concave southwesterly, 31.42 feet, more or less to a point 5.00 feet southerly of the platted southerly line of Fair Oaks Avenue; thence easterly, parallel with and 5.00 feet off the southerly platted right-of-way line of Fair Oaks Avenue 20 feet, more or less, to the Point of Beginning.

Surveyors Stamp

EXHIBIT "B2"

FAIROAKS AVE.

NE CORNER OF
LOT 1 BLOCK Q

$L=31.42$, $R=20.00$
 $\Delta=90.00$

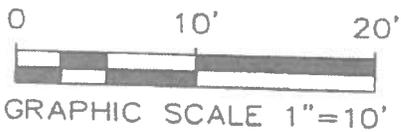
20'

5'

20'

WOOD ST.

N



EXECUTIVE SESSION SCRIPT

Executive Session:

[Open Executive Session]

The City Council of Falls City will now meet in executive session pursuant to ORS 192.660(2)(i), which allows the Council to meet in executive session to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed to disclose nothing from the session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

[Conduct City Manager review and evaluation]

[Close executive session]