

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 January 8, 2015 7:00 p.m.

Posted on January 2, 2014

- 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) **Swearing In of Mayor and Council and Newly elected Council Members**
- 4) **Election of Council President**
- 5) **Motion to adopt the entire agenda**
- 6) **Proclamations**
- 7) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A) Approval of the Billspage 1
B) Approval of Minutes December 18, 2014page 11
C) Leak Adjustment Request - Lynnpage 19
- 8) **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.
- 9) **New Business:**
A) Committee Appointments & Vacanciespage 21
 Budget Review Committee - Amy Houghtaling
 Historic Landmark Commission - Amy Houghtaling
B) Falls City Fire Association Agreementpage 26
C) Luckiamute Water Agreement Updatepage 29
D) Business License approvalpage 35
 Chill Out! – Home Occupation
E) City Attorney Resignation and RFP Processpage 41
F) Council Vacancy Updatepage 52
G) Council Goal Setting Sessionpage 57
H) City Manager Discussionpage 63
I) Safety Levy Discussion



10) Correspondence, Comments, and Ex-Officio Reports:

A) Council Reports

B) Mayor Reports

C) City Manager Reports

Public Works Monthly Report.....page 64

11) Council Announcements

A) City Hall will be closed on Monday, January 19, 2015 for the Martin Luther King Jr. Holiday

B) OSU Flood Community Meeting is scheduled for Thursday, January 14th from 6:00 to 8:00 p.m.

12) 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 December 4, 2014

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Amy Houghtaling				
12/4/2014		Accounts Payable		-23.05
12/4/2014	Reimbursement	Equipment Maintenanc...	01 GENERAL FUND:01.0...	23.05
Total Amy Houghtaling				0.00
Bill Irving				
12/4/2014		Accounts Payable		-85.50
12/4/2014	Ford pickup thermostat	Vehicle Maintenance/...	13 SEWER FUND	28.50
12/4/2014	Ford pickup thermostat	Vehicle Maintenance/...	20 WATER OPERATING ...	28.50
12/4/2014	Ford pickup thermostat	Vehicle Maintenance/...	11 STREET FUND	28.50
Total Bill Irving				0.00
Branom Instrument Co.				
12/4/2014		Accounts Payable		-684.00
12/4/2014	Inv # 540907.2 recalibr...	Equipment Maintenanc...	20 WATER OPERATING ...	684.00
Total Branom Instrument Co.				0.00
Buhler & Meyer CPA's LLP				
12/4/2014		Accounts Payable		-462.40
12/4/2014	35% Admin Inv 08/31/2...	Professional Services	01 GENERAL FUND:01.0...	161.84
12/4/2014	5% Court Inv 08/31/2014	Professional Services	01 GENERAL FUND:01.0...	23.12
12/4/2014	10% Street Inv 08/31/2...	Professional Services	11 STREET FUND	46.24
12/4/2014	15% Sewer Inv 08/31/2...	Professional Services	13 SEWER FUND	69.36
12/4/2014	35% Water Inv 08/31/2...	Professional Services	20 WATER OPERATING ...	161.84
Total Buhler & Meyer CPA's LLP				0.00
CenturyLink Business Services				
12/4/2014		Accounts Payable		-7.51
12/4/2014	October	Telephone	01 GENERAL FUND:01.0...	6.86
12/4/2014	October	Telephone	20 WATER OPERATING ...	0.65
Total CenturyLink Business Services				0.00
City of Salem				
12/4/2014		Accounts Payable		-1,486.39
12/4/2014	Inv #2303416	911 Fee - Fire Depart...	01 GENERAL FUND:01.0...	967.95
12/4/2014	Inv #2303416	911 Fee - Law Enforc...	01 GENERAL FUND:01.0...	518.44
Total City of Salem				0.00
Dallas Auto Parts				
12/4/2014	Account #3020	Accounts Payable		-132.02
12/4/2014	Parts	Vehicle Maintenance/...	11 STREET FUND	58.29
12/4/2014	Battery	Vehicle Maintenance/...	13 SEWER FUND	73.73
Total Dallas Auto Parts				0.00
Edge Analytical				
12/4/2014	14-21992	Accounts Payable		-714.00
12/4/2014	Lab Service 14-21992	Lab Analysis Services	20 WATER OPERATING ...	20.00
12/4/2014	Lab Service 14-03882	Lab Analysis Services	13 SEWER FUND	227.00
12/4/2014	Lab Service 14-04818	Lab Analysis Services	13 SEWER FUND	149.00
12/4/2014	Lab Service 14-22898	Lab Analysis Services	13 SEWER FUND	120.00
12/4/2014	Lab Service 14-21993	Lab Analysis Services	13 SEWER FUND	198.00
Total Edge Analytical				0.00

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City of Falls City
Paid Bills Report
As of December 4, 2014

Date	Memo	Account	Class	Amount
Guardian Fire Protection				
12/4/2014		Accounts Payable		-256.75
12/4/2014	Inv # 11/21/2014	Equipment Maintenanc...	01 GENERAL FUND:01.0...	83.25
12/4/2014	Inv # 11/21/2014	Equipment Maintenanc...	20 WATER OPERATING ...	92.50
12/4/2014	Inv # 11/21/2014	Equipment Maintenanc...	01 GENERAL FUND:01.0...	81.00
Total Guardian Fire Protection				0.00
Hach Company				
12/4/2014		Accounts Payable		-337.79
12/4/2014	lv#9129838	Professional Services	20 WATER OPERATING ...	337.79
Total Hach Company				0.00
Itemizer Observer				
12/4/2014		Accounts Payable		-27.00
12/4/2014	Supp Budg 2015-01	Advertising & Election...	01 GENERAL FUND:01.0...	27.00
Total Itemizer Observer				0.00
John W. Gilbert				
12/4/2014		Accounts Payable		-200.00
12/4/2014	Statement # 102 Com...	Community Center M...	01 GENERAL FUND:01.0...	200.00
Total John W. Gilbert				0.00
Luckiamute Auto Body				
12/4/2014		Accounts Payable		-320.00
12/4/2014	3rd st. Bridge Rail Repair	Equipment O&M	11 STREET FUND	320.00
Total Luckiamute Auto Body				0.00
One Call Concepts, Inc				
12/4/2014	Acct #09-0001409	Accounts Payable		-2.10
12/4/2014	Inv #4110361	Contractual Services	11 STREET FUND	0.70
12/4/2014	Inv #4110361	Contractual Services	13 SEWER FUND	0.70
12/4/2014	Inv #4110361	Contractual Services	20 WATER OPERATING ...	0.70
Total One Call Concepts, Inc				0.00
Oregon Association of Municipal Recorders				
12/4/2014		Accounts Payable		-50.00
12/4/2014	Dues 2015 Domenica ...	Education/Training/D...	01 GENERAL FUND:01.0...	50.00
Total Oregon Association of Municipal Recorders				0.00
Oregon Health Authority				
12/4/2014		Accounts Payable		-120.00
12/4/2014	Karl Wagner water/ Se...	Education/Training/D...	13 SEWER FUND	60.00
12/4/2014	Don Water/Sewer certs	Education/Training/D...	20 WATER OPERATING ...	60.00
Total Oregon Health Authority				0.00
Petro Card				
12/4/2014		Accounts Payable		-116.73
12/4/2014	33%c875616	Vehicle Operation	11 STREET FUND	38.91
12/4/2014	33%C875616	Vehicle Operation	13 SEWER FUND	38.91
12/4/2014	33%C875616	Vehicle Operation	20 WATER OPERATING ...	38.91
Total Petro Card				0.00

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City of Falls City
Paid Bills Report
As of December 4, 2014

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Shetterly, Irick & Ozias				
12/4/2014		Accounts Payable		-804.00
12/4/2014	Inv #25844	Attorney/Special Cou...	01 GENERAL FUND:01.0...	804.00
Total Shetterly, Irick & Ozias				0.00
Van Well Building Supply				
12/4/2014		Accounts Payable		-19.10
12/4/2014	inv 935589	Operational Supplies	11 STREET FUND	19.10
Total Van Well Building Supply				0.00
Verizon Wireless				
12/4/2014	Acct 671562184	Accounts Payable		-66.68
12/4/2014	November	Telephone	01 GENERAL FUND:01.0...	59.98
12/4/2014	Novermber	Telephone	01 GENERAL FUND:01.0...	6.70
Total Verizon Wireless				0.00
Walter E. Nelson Co.				
12/4/2014		Accounts Payable		-99.99
12/4/2014	Invoice # 16031	Maintenance Supplies	01 GENERAL FUND:01.0...	99.99
Total Walter E. Nelson Co.				0.00
Xerox Corporation				
12/4/2014	076736562	Accounts Payable		-190.49
12/4/2014	65% Use	Copier Lease/Mainten...	01 GENERAL FUND:01.0...	123.82
12/4/2014	10% Use	Copier Lease/Mainten...	11 STREET FUND	19.05
12/4/2014	10% Use	Copier Lease/Mainten...	13 SEWER FUND	19.05
12/4/2014	15% Use	Copier Lease/Mainten...	20 WATER OPERATING ...	28.57
Total Xerox Corporation				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of December 11, 2014

Date	Memo	Account	Class	Amount
CenturyLink				
12/11/2014	multiple phone bills	Accounts Payable		-418.06
12/11/2014	November	Telephone	01 GENERAL FUND:01.0...	182.20
12/11/2014	November	Telephone	20 WATER OPERATING ...	64.44
12/11/2014	November	Telephone	01 GENERAL FUND:01.0...	171.42
Total CenturyLink				0.00
Complete Wireless Solutions				
12/11/2014		Accounts Payable		-272.50
12/11/2014	Fire Radios	Equipment O&M	01 GENERAL FUND:01.0...	157.50
12/11/2014	Fire Radios	Equipment O&M	01 GENERAL FUND:01.0...	115.00
Total Complete Wireless Solutions				0.00
Dallas Area Chamber of Commerce				
12/11/2014		Accounts Payable		-195.00
12/11/2014	2015 Dues	Education/Training/Du...	01 GENERAL FUND:01.0...	195.00
Total Dallas Area Chamber of Commerce				0.00
Dallas Auto Parts				
12/11/2014	Account #3020	Accounts Payable		-6.43
12/11/2014	Parts	Vehicle Maintenance/...	01 GENERAL FUND:01.0...	6.43
Total Dallas Auto Parts				0.00
Edge Analytical				
12/11/2014		Accounts Payable		-20.00
12/11/2014	Lab Service 14-23715	Lab Analysis Services	13 SEWER FUND	20.00
Total Edge Analytical				0.00
King's Pumping Service				
12/11/2014		Accounts Payable		-1,156.50
12/11/2014	Inv 11408	Professional Services	13 SEWER FUND	389.25
12/11/2014	Inv 11407	Professional Services	13 SEWER FUND	389.25
12/11/2014	Inv 11406	Professional Services	13 SEWER FUND	378.00
Total King's Pumping Service				0.00
Mid Willamette Valley COG				
12/11/2014		Accounts Payable		-211.75
12/11/2014	November	Professional Services	01 GENERAL FUND:01.0...	211.75
Total Mid Willamette Valley COG				0.00
Pacific Power				
12/11/2014	multiple accounts	Accounts Payable		-2,146.61
12/11/2014	November	Power/Heat	01 GENERAL FUND:01.0...	882.90
12/11/2014	November	Power/Heat	01 GENERAL FUND:01.0...	131.45
12/11/2014	November	Power/Heat	01 GENERAL FUND:01.0...	51.99
12/11/2014	November	Power/Heat	13 SEWER FUND	391.80
12/11/2014	November	Street Lights	11 STREET FUND	620.03
12/11/2014	November	Power/Heat	20 WATER OPERATING ...	68.44
Total Pacific Power				0.00

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City of Falls City
Paid Bills Report
As of December 11, 2014

Date	Memo	Account	Class	Amount
Petro Card				
12/11/2014		Accounts Payable		-117.30
12/11/2014	33%c879583	Vehicle Operation	11 STREET FUND	39.10
12/11/2014	33%C879583	Vehicle Operation	13 SEWER FUND	39.10
12/11/2014	33%C879583	Vehicle Operation	20 WATER OPERATING ...	39.10
Total Petro Card				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of December 18, 2014

Date	Memo	Account	Class	Amount
Cascade Columbia Distribution Company				
12/18/2014		Accounts Payable		-1,516.86
12/18/2014	Inv #630328	Chlorine Supplies	20 WATER OPERATING ...	1,516.86
Total Cascade Columbia Distribution Company				0.00
CIS Trust				
12/18/2014		Accounts Payable		-4,166.16
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	01 GENERAL FUND:01.0...	166.93
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	01 GENERAL FUND:01.0...	124.98
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	01 GENERAL FUND:01.0...	2,582.83
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	11 STREET FUND	458.25
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	13 SEWER FUND	291.61
12/18/2014	Workers Comp 2nd Qtr	Worker's Comp Insur...	20 WATER OPERATING ...	499.90
12/18/2014	Workers Comp 2nd Qtr	Liability Insurance	01 GENERAL FUND:01.0...	41.66
Total CIS Trust				0.00
Consumers Power Inc				
12/18/2014	Account # 1155301	Accounts Payable		-245.73
12/18/2014	Dec Power	Power/Heat	20 WATER OPERATING ...	245.73
Total Consumers Power Inc				0.00
Edge Analytical				
12/18/2014		Accounts Payable		-29.00
12/18/2014	Lab Service 14-23715	Lab Analysis Services	13 SEWER FUND	29.00
Total Edge Analytical				0.00
King's Pumping Service				
12/18/2014		Accounts Payable		-831.00
12/18/2014	Inv 11413	Professional Services	13 SEWER FUND	423.00
12/18/2014	Inv 11409	Professional Services	13 SEWER FUND	408.00
Total King's Pumping Service				0.00
Pitney Bowes				
12/18/2014	Acct# 19659466866	Accounts Payable		-300.00
12/18/2014	November 35%	Postage & Freight	13 SEWER FUND	105.00
12/18/2014	November 50%	Postage & Freight	20 WATER OPERATING ...	150.00
12/18/2014	November 15%	Postage & Freight	01 GENERAL FUND:01.0...	45.00
Total Pitney Bowes				0.00
Valley Electric Company, LLC				
12/18/2014		Accounts Payable		-178.49
12/18/2014	InV# I-140478	Equipment Maintenanc...	13 SEWER FUND	178.49
Total Valley Electric Company, LLC				0.00
TOTAL				0.00

City of Falls City
Paid Bills Report
As of December 26, 2014

Date	Memo	Account	Class	Amount
Edge Analytical				
12/26/2014		Accounts Payable		-487.00
12/26/2014	Lab Service 14-04818	Lab Analysis Services	13 SEWER FUND	149.00
12/26/2014	Lab Service 14-21993	Lab Analysis Services	13 SEWER FUND	198.00
12/26/2014	Lab Service 14-22898	Lab Analysis Services	13 SEWER FUND	120.00
12/26/2014	Lab Service 14-23715	Lab Analysis Services	13 SEWER FUND	20.00
Total Edge Analytical				0.00
Industrial Welding Supply, Inc				
12/26/2014		Accounts Payable		-212.65
12/26/2014	INV# 719887	HEAL Cities Grant	01 GENERAL FUND	212.65
Total Industrial Welding Supply, Inc				0.00
Jon G. Hanken				
12/26/2014		Accounts Payable		-114.58
12/26/2014	Office Depot Office Sup...	Office Supplies	01 GENERAL FUND:01.0...	114.58
Total Jon G. Hanken				0.00
Mid Willamette Valley COG				
12/26/2014		Accounts Payable		-1,500.00
12/26/2014	INV# 1314291	Wastewater Projects	55 SEWER MASTER PLAN	1,500.00
Total Mid Willamette Valley COG				0.00
Petro Card				
12/26/2014		Accounts Payable		-98.35
12/26/2014	33%c884765	Vehicle Operation	11 STREET FUND	32.78
12/26/2014	33%C884765	Vehicle Operation	13 SEWER FUND	32.78
12/26/2014	33%C884765	Vehicle Operation	20 WATER OPERATING ...	32.79
Total Petro Card				0.00
Richard P Evans				
12/26/2014		Accounts Payable		-800.00
12/26/2014	inv#3670	Backflow Tests	20 WATER OPERATING ...	800.00
Total Richard P Evans				0.00
Robert Young				
12/26/2014	3650	Accounts Payable		-141.61
12/26/2014	reimburse - Pape Mach...	Administrative costs	01 GENERAL FUND:01.0...	141.61
Total Robert Young				0.00
The Automation Group				
12/26/2014		Accounts Payable		-833.60
12/26/2014	INV# 13797	Professional Services	20 WATER OPERATING ...	833.60
Total The Automation Group				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
 As of December 30, 2014

Date	Memo	Account	Class	Amount
CenturyLink Business Services				
12/30/2014		Accounts Payable		-5.29
12/30/2014	December	Telephone	01 GENERAL FUND:01.0...	4.83
12/30/2014	December	Telephone	20 WATER OPERATING ...	0.46
Total CenturyLink Business Services				0.00
City of Dallas				
12/30/2014		Accounts Payable		-300.00
12/30/2014	inv# 201412221091 Str...	Professional Services	11 STREET FUND	300.00
Total City of Dallas				0.00
TOTAL				0.00

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City of Falls City
City Council Regular Meeting
Thursday December 18, 2014
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Lori Jean Sickles, John Volkmann, Terry Ungricht, Barbara Spencer, Dennis Sickles, Mayor Amy Houghtaling, Julee Bishop

Staff Present

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

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

- 1) Roll Call
City Clerk Protheroe took roll call. Councilor Bishop arrived at 7:43 pm.
- 2) Pledge of Allegiance
Mayor Houghtaling led the pledge.
- 3) Motion to adopt the entire agenda
Item 5(G) the leak adjustment for Lynn was removed from the agenda because the leak had not been repaired. Item 7(b) was changed to Luckiamute Water Discussion because the Luckiamute Domestic Water Cooperative Board had not approved the Water Agreement.

A motion was made by Mayor Elect Ungricht and seconded by Councilor Sickles to adopt the amended agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, John Volkmann, Terry Ungricht, Dennis Sickles, Barbara Spencer.

- 4) Proclamation
Mayor Houghtaling read aloud a proclamation awarded to Mary Hake for her service to the community and to the Wagner Community Library. She presented the proclamation to Marry Hake (Exhibit A).
- 5) Consent Agenda: Motion Action Approving Consent Agenda Items
 - A) Approval of the Minutes November 13, 2014
 - B) Approval of the Bills
 - C) Leak Adjustment Request – Caudillo
 - D) Leak Adjustment Request – Dasso
 - E) Leak Adjustment Request – Ungricht
 - F) Leak Adjustment Request - Zunck

A motion was made by Councilor Volkmann and seconded by Councilor L. Sickles to approve the consent agenda items (A) though (F) as presented and as recommended. Motion carried 4-0-1. Ayes: Lori Jean Sickles, John Volkmann, Dennis Sickles, Barbara Spencer. Abstain: Terry Ungricht

- 6) Public Comments
Tracy Young of Falls City. Ms. Young reported that she has asked high school students to calculate the gallonage going through her ditches and those of her next-door neighbor. The students calculated 80,300 gallons using the parabolic model and 112,000 gallons using the geometric model, both models calculated nonmoving water. The parabolic model is angled like her south

facing ditch along Sheldon Avenue and the geometric is rounded like most of her ditches. This amount represented two years and four months at her rate of use. She estimated her ditches processed about a million and a half gallons of water. She was concerned about a 100-year flood because the ditches were already at their capacity. She calculated her ditches process 256,000 gallons on a stormy night. She asked Council to look at the ditches and to replace the culver. The culvert is not at grade. Ms. Young clarified that the Oregon State University study was limited at ground water.

John Coe of Falls City agreed with Ms. Young. He lives in the same area and reported water gushes across the road where the pavement ends and pounds against the front of his house. He had built a berm to help keep the water away from his house. He thanked Don Poe and Karl Wagner for keeping the ditches clean.

Councilor D. Sickles wanted to know what it would take to fix this problem. Public Works Lead Don Poe stated the area was the lowest part of town and flat with no fall. Property owners that have ditches on private property need to keep their ditches clean. The prior City Engineer suggested costly lagoons and a storm drain study. The Atherton property is at the end of the ditches. Flooding was possible the coming weekend with the amount of rain in the forecast. Don Poe disagreed with Ms. Young stating that the culvert was at grade.

Janelle Anzalone of Storybook reported the Falls City Alliance did not raise enough money from the raffle to make the next land payment. It would not benefit anyone if the Alliance defaulted on the loan. Defaulting on the loan could endanger the grant recently awarded to the Alliance. Part of the grant would pay for trail building tools with they planned to share with the City. She asked Council to give \$1,000 dollars to the Falls City Alliance to help them with the land payment. Falls City Alliance made \$7,000 in 2014 for land payments. Fundraising efforts have put stain on the group. The Alliance still owes the attorney money. She asked Council if she could work with Interim City Manager John Hanken on the Recreation Department Grant, which opens on January 9, 2015. This grant would allow the City to acquire the land from the Falls City Alliance. City Council gave their approval for City Interim Manager John Hanken to work with Ms. Anzalone on the grant. They did not give approval to give The Alliance \$1,000.

7) New Business:

A) Canvas Elections Results

A motion was made by Councilor Volkmann and seconded by Mayor Elect Ungricht that Council accept the November 4, 2014 election results as presented. Motion carried 5-0-0. Ayes: Lori Jean Sickles, John Volkmann, Terry Ungricht, Dennis Sickles, Barbara Spencer.

B) Luckiamute Discussion

Mayor Elect Ungricht reported that the Luckiamute Domestic Water Cooperative Board had problems with the agreement. Their primary disagreement was they wanted to bank unused water for future use. Mayor Elect Ungricht asked Council grant him authority to talk with Danny Jaffer about an agreement and to grant him authority to change Luckiamute water rate to that of a regular customer in order to up their water bill if an agreement was not possible. If they could not reach an agreement beneficial to Falls City, then the City should treat Luckiamute like any other customer. He asked for authority to write a letter and give them notice that the City would raise their rates to the out of town rate.

Mayor Elect Ungricht reported that Don Poe met with the Water Association on the meter size. He wanted to sell water to Luckiamute under a bulk rate providing it was beneficial to the City. He reminded Council that the City had a lot of water but nowhere to go because Luckiamute Water

District customer base surrounded the City. Councilor Spencer questioned why he did not want to keep the negotiation team together. Mayor Elect Ungricht stated he wanted to keep negotiations informal. Mayor Elect Ungricht confirmed for Councilor D. Sickles that the Luckiamute board voted down the agreement. There currently was no agreement in place between the City and Luckiamute. Mayor Elect Ungricht wanted to try to keep the negotiation alive and confirmed if an agreement was not possible the City would charge them the out of town rate. Out of town rates was higher than the bulk rate. He said that Falls City serves as an insurance policy to Luckiamute. Falls City water helped keep their backpressure. Mayor Elect Ungricht stated if Luckiamute did not want to use much water, then we would treat them like any other customer; if they want to use 250,000 gallons or so, then we will treat them like a bulk rate customer.

Mayor Houghtaling recommended that Council ask Mayor Elect Ungricht to copy (cc) Interim City Manager Hanken on all communications and forward email to the Interim City Manager for best practice. She recommended that the Interim City Manager send any letter that indicated a change of rate rather than the Mayor. Mayor Elect Ungricht said he had kept the City Manager up-to-date. Councilor D. Sickles agreed with the Mayor Houghtaling stating that the last agreement with Luckiamute was thrown out by the courts because the mayor, on her own, changed the agreement. Mayor Elect Ungricht stated that all he wanted to do was keep communications open with Luckiamute. He would come back to Council with any agreements. Councilor D. Sickles wondered what would happen if Luckiamute was changed from a bulk rate to that of an outside customer rate. Mayor Elect Ungricht reported Luckiamute had the right to discontinue their service.

Councilor D. Sickles said he did not have a problem with the request.

Councilor Volkmann recalled that Falls City had not qualified for Community Development Block Grants (CDBG) because they sold bulk water to Luckiamute. Mayor Houghtaling reported that was true in the past, but the City no longer qualified for CDBG due to too many wealthy people living in Falls City. Councilor Volkmann asked if it was possible to write an agreement that would allow the City to terminate the agreement when the City would again qualify for CDBG funds. Mayor Elect Ungricht reported that the agreement rejected by the Luckiamute Board was a rolling two-year agreement. Either party could walk away from the agreement with a two-year notice. Mayor Elect Ungricht stated that Luckiamute needed to protect their system. Luckiamute had upgraded their system to keep the backpressure.

Councilor Volkmann asked Mayor Elect Ungricht to restate what he was asking. Mayor Elect Ungricht stated he was requesting authority to keep communications open with Luckiamute. Should they find enough agreements then both Luckiamute and the City of Falls City would reactivate each negotiation team and sit back down. Tentative agreements would first go before the negotiation committee. In the meantime, Mayor Elect Ungricht wanted to give the power to the Interim City Manager to treat Luckiamute like any other customer because their current rate is unacceptable. Mayor Houghtaling asked that all communications with Luckiamute stop if another issue came up.

City Attorney Shetterly said a motion was not needed if Council was not giving Mayor Elect Ungricht added authority from that given originally to the negotiating committee, which was to negotiate an agreement and bring to Council for approval. Councilor L. Sickles questioned the authority to raise the water rate without approval from Council. Mayor Elect Ungricht stated that an agreement was not currently in place and the City should treat them like any other customer.

Council approved by consensus.

C) Polk County Safety Levy Letter

Mayor Houghtaling provided an overview of the letter sent to Polk County Commissioners from the Polk County Mayors. She announced Polk County Commissioners would hold a Public Hearing on the Polk County Safety Levy at the Falls City Community Center on January 6, 2015 at 6:00 PM. Mayor Houghtaling had voiced concerns at recent the Mayors Meeting and County Commissioner Mike Ainsworth said the County would answer questions at the public hearing.

Mayor Elect Ungricht hoped to organize an informal round table with citizens and a few Councilors to gather concerns and questions from the community before the Public Safety Levy Public Hearing on January 6, 2015. Mayor Elect Ungricht would inquire about Polk County Sheriff enforcement of our park curfew. Mayor Houghtaling stated Polk County could not enforce a Falls City law. Mayor Elect Ungricht disagreed because the sheriff office enforced county park curfews and suggested an intergovernmental agreement. Mayor Houghtaling had a list of questions for the District Attorney and for Probation. She encouraged the City Council and members of the audience to spread the word about the public hearing. City Attorney Shetterly reported that the public safety public hearing in Independence was a productive meeting.

D) Upcoming Council Vacancy and Process for Refilling the Position

Interim City Manager Hanken provided the staff report. Councilor Ungricht position would become vacant after he begins his new term as Mayor. Interim City Manager Hanken advised Council they could declare the seat vacant as of January 1, 2015. On January 2, 2015 the new Mayor and Councilors could be sworn in at City Hall. There would be a ceremonial swearing in at the January 2015 City Council Meeting. City Attorney Shetterly stated under the old City Charter, the outgoing Mayor and Councilors were required at the first meeting in January; this was no longer the case. Under the new City Charter, the new council would begin their term as of January 1. Council considered both the City Council Interest Form and the process to fill a vacancy. Interim City Manager Hanken described the process used by his former Council where they treated the vacancy similar to a job interview. City Attorney Shetterly explained that the process to fill a vacancy did not come under employment law. He recommended the process defined in the staff report because it complied with Public Meeting Law.

Councilor Bishop arrived at the 7:43 PM.

Mayor Elect Ungricht asked if the defined process would allow the interviews and the vote to take place at the February meeting. Interim City Manager Hanken stated that Council could choose any timeframe. Council discussed the process they used to fill the prior council vacancy. Council agreed by consensus to open the position on January 2, 2015 and hold the forum at the February meeting. City Attorney Shetterly confirmed a motion was not needed because Council was recognizing a process rather than declaring a process.

E) Council Discussion on Administrator Position (30 Minutes)

Council agreed at a prior meeting to discuss this subject for 30-minute at the December and January meetings. Mayor Houghtaling invited comments. Mayor Elect Ungricht stated Council would codify the duties through an ordinance. He was still reviewing the Personnel Manual. He stated the prior amendments to the Personnel Manual were not done in the proper way and were not put in the book. Interim City Manager Hanken hoped to bring the Personnel Manual up-to-date within the timeframe of his service at Falls City. A resolution with amendments to the Personnel Manual would go before City Council, and he ensured all employees have a copy of the updated handbook. He reported that there were different versions of the handbook.

8) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

Mayor Elect Ungricht provided an update on the Stairs Project. If weather allowed, volunteers would cut out the old handrails the following Monday. They did not plan to close the stairway but advised caution due to open pipes. Mayor Houghtaling recognized Johnathan Ungricht. He asked citizens to lend outdoor canopies if it rained.

Councilor D. Sickles expressed his appreciation to Councilor Volkmann, Councilor Spencer, and Mayor Houghtaling for their service. He recognized how much time and effort it took to serve as a City Councilor. He thought they had made the City a better place.

Councilor Spencer stated it was a privilege to serve the citizens of Falls City both as a volunteer and as a City Councilor. Her only disappointment was limiting temporary dwellings in RV's to three months. Overall, she thought Council had worked well together. She was sad to report that she would move to Portland.

Councilor Bishop asked for volunteers and city workers to clear roadside brush that obstructed traffic once the weather improved. She was willing to help. She clarified that she was not talking about grass, but brush that could cause damage. She hoped people would get their tags and go on a good turkey hunt. Mayor Houghtaling told Councilor Bishop that her humor about the turkeys had been missed.

B) Mayors Reports

Mayor Houghtaling gave a report on the Public Works Committee. She stated that due to the new Committee Ordinance she would continue to serve as a member of the Public Works Committee. The committee would select a chair at the next meeting. Mike McConnell serves as Vice Chair of the Public Works Committee and Guy Mac serves as secretary. Michael Padilla recently joined the committee. Guy Mack, Mike McConnell and Mayor Amy Houghtaling had four-year term and Julee Bishop had a two year term ending at the same time as her term as City Councilor. John Volkmann and Barbra Spencer's seats would become open in January.

Budget Committee had two openings. One opening resulted from Anthony Meier moving to a City Councilor position and the other was an unfilled position from last year.

Mayor Houghtaling thanked Councilor John Volkmann for serving on Council since 2006. He had run for office twice. Mayor Houghtaling thanked Councilor Barbara Spencer for her service. Councilor Spencer was appointed to Council on March 12, 2012.

Mayor Houghtaling thanked the Falls City Fire Department for their help with Christmas Cheer and Toys for Tots. The Fire Department collected toys at Walmart and helped with wrapping. Santa rode on the fire truck and delivered toys to kids all over town. Because of generous donations, Falls City Fire Department was able to help six families in Dallas because their application had not been received in time to prepare Christmas Cheer boxes for the families.

Mayor Houghtaling thanked the community for allowing her to serve as Mayor. She stated she learned a lot and both loved it and hated it at the same time. She thought the best part was seeing the spirit of volunteerism in the community; we have some darn good volunteers. There were many committed volunteers of all ages and she was proud to take part.

Mayor Houghtaling answered a question from Councilor Bishop stating that the water leaks were a result of the cold front. October water meter reads had been estimated due to an equipment failure. The leaks could have occurred in October or November.

C) City Administrator Reports

Interim City Manager Hanken would update Bank records the following week. He encouraged Councilors to serve as check signers.

New city councilor and general councilor training would take place in Independence, Oregon on January 28, 2014. The training was free and the city would pay for mileage. Advance registration was required. Anyone interested could call the city manager and he would complete the registration. Interim City Manager Hanken strongly encouraged councilors to attend the training. Mayor Houghtaling thought there would a discount on liability insurance tied to the attendance of councilors.

The City received the final tax-exempt status for the Falls City Fire Association. They are officially a 501c4 organization. Interim City Manager Hanken and City Attorney Shetterly were working together to draw up an agreement for a community contribution from the City to the Falls City Volunteer Fire Association in place of point money. The Fire Association would send the City a monthly invoice and describe what they are doing with the money and the City would write a check to cover that cost. Interim City Manager Hanken was glad to resolve this longstanding issue. Councilor Spencer had volunteered to file the 501c4 application for the Fire Association.

Interim City Manager Hanken asked Councilors how they would like to recognize outgoing City Councilors at the January Council meeting. He asked outgoing Councilors to attend the January 2015 meeting.

He wished everyone a Merry Christmas and a Happy New Year.

Mayor Houghtaling reported she had talked to City Hall staff about the reduced public hours. Staff reported that the reduced hours allowed them to complete work and they appreciated Council for adjusting the hours. The public had been very understanding and there had been very few complaints.

Councilor D. Sickles asked for clarification of needed council actions, if any, to address Janelle Anzalone request that the City give The Alliance \$1,000 to help them with the next land payment. Mayor Elect Ungricht stated that he had worried about loan default when City Council approved the loan. He stated that a member of The Alliance had stood before Council and guaranteed that they would make the payments when they requested the loan for the land. City Attorney Shetterly informed Council that they were the party that would declare the loan default and Council was in control of the timing. They did not have to take action at this meeting. Councilor D. Sickles hoped that time would allow Falls City Alliance to work with the Interim City Manager on the grant application. Mayor Houghtaling said the Falls City Alliance would lose the trail grant if they lost the property due to default on the loan. The issue of possible default on the loan by the Falls City Alliance was new information for both the Interim City Manager and the City Attorney. City Attorney Shetterly confirmed that the City Council would make the decision on the loan default, not Polk County Community Development Corporation who served as the loan agent. Interim City Manager Jon Hanken was familiar with the grant. Council agreed by consensus that the Interim City Manager would work with Janelle Anzalone on the grant.

The Interim City Manager reported that he had worked with Karl Wagner on the Public Works report in Don Poe's absents. Councilor D. Sickles appreciated the report and Don Poe's attendance at the meeting.

9) Council Announcements

- A) City Hall would close on Christmas Eve at 1:00 p.m. and be closed Christmas Day.
- B) City Hall would close on New Year's Eve at 1:00 p.m. and be closed New Year's Day.
- C) City Council Meeting January 8, 2015 7:00 p.m.

Clerk Protheroe thanked Mayor Houghtaling, and City Councilors John Volkmann and Barbara Spencer for their service. She thanked the full Council and Council Elect for their volunteer service to the City.

City Attorney Shetterly thanked the outgoing City Councilors and the Mayor for their service. He told them it had been a pleasure working with them.

10) Executive Session

Mayor Houghtaling announced the Executive Session-In accordance with ORS 192.660(2) (h) to consult with attorney regarding current litigation or litigation that is more than likely than not to be filed. Public Works Lead Worker Don Poe, Councilor Elect Drill, Councilor Elect Meier, and a representative from the media stayed in the room.

Mayor Houghtaling closed the public meeting at 8:09 PM.

Mayor Houghtaling opened the executive session at 8:09 PM.

Mayor Houghtaling closed the executive session and opened the regular meeting at 8:24

Council discussed the possibility of assigning the job of writing citations to a city employee. City Attorney Shetterly stated that the position required training and citations had specific requirements. Mayor Houghtaling reported that the two job applications received for the position of Code Officer had been rejected because the applicants had not completed correctly, which indicated a lack of detail. Mayor Elect hoped to explore an intergovernmental agreement with Dallas if the City could come up with 20 hours. Code Enforcement would be discussed at the January goal-setting session.

Councilor Elect Drill relayed a message to the City Council from her father Fire Chief Bob Young. He wanted Council to know that Interim City Manager Hanken was doing a great job. Interim City Manager Hanken had given approval to Public Works to help set-up the town holiday tree and was working with the Fire Department on an agreement for a community contribution.

11) Adjourn

The meeting was adjourned at 8:28 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Exhibit A

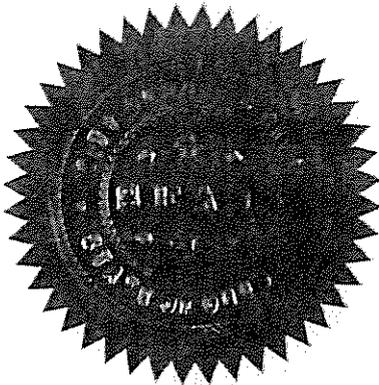
City of Falls City

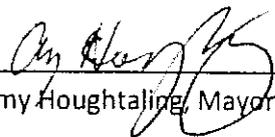
Proclamation

- Whereas:** Libraries are an important informational resource for communities; and
- Whereas:** Mary Hake has given back to her community as a member of the Wagner Community Library Advisory Board and served as the Chairwoman for the organization during tough economic times; and,
- Whereas:** Mary Hake accepted the position as Wagner Library Director in September of 2013 and dedicated her efforts to improve the Wagner Community Library as an educational resource for the people of all ages; and,
- Whereas:** Mary Hake went beyond the call of duty to spearhead community meetings, organize fundraisers, and solicit donations to keep the Wagner Community Library open for the betterment of the citizens of Falls City; and
- Whereas:** Mary Hake completed her term as Wagner Community Library Director position in November of 2014 and turned the leadership over to the new library director.

Now, Therefore, Be It Proclaimed that I, Amy Houghtaling, 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 eternally grateful to Mary Hake for her service to the community and to the Wagner Community Library.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 18th day of December 2014.





Amy Houghtaling, Mayor

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AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST
DATE: 12/30/2014

SUMMARY

Dawn & Steven Lynn requested a leak adjustment at the beginning of December. The leak adjustment was removed from the December City Council Agenda because the leak was still active. On December 30, 2014, Dawn Lynn reported that a second leak was found and repaired. Public Works read the meter and it was no longer spinning, indicating the leak was repaired. The leak caused the water use to jump to 23,000 gallons in November amounting in a \$98.18 water charge. In December, the water usage was 16, 000 gallons in amounting in a \$78.30 water charge.

Please note that water meters were not read 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, both November and December 2014.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the November 2014 charge of \$98.18.

Average water bill amount over 12 months	\$ 61.49	
Multiply the average bill amount by 1.5 times	\$ 92.24	= Calculated base for adjustment
Actual water service charge for month of leak	\$ 98.18	
Subtracted by the calculated base for adjustment	\$ 92.24	
Credit Amount		\$ 5.94

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.

(19)

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the city would be a charge waiver of \$ 5.94.

STAFF RECOMMENDATION

Staff recommends the Council allow staff to issue refund in the form of a credit to the utility account for \$ 5.94.

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.

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 Lynn account in the amount of \$ 5.94.

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AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: BUDGET REVIEW COMMITTEE AND
HISTORIC LANDMARK COMMISSION APPOINTMENT
DATE: 12/30/2014

SUMMARY

Amy Houghtaling has applied for the Budget Review committee and the Historic Landmark Committee.

BACKGROUND

Amy currently serves on the Public Works Committee and the Historical Landmarks Committee and she will be leaving the Budget Committee which she served on as Mayor. She would like to reapply for the Historical Landmark Committee, her term expires on 12/31/2014, and she would like to apply for a open position on the Budget Review Committee. There are 2 vacant seats on the Budget Review Committee and 1 vacant seat on the Historical Landmarks Committee.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

There are no fiscal impacts.

STAFF RECOMMENDATION

N/A

EXHIBIT

Committee application.

PROPOSED MOTION

I move the City Council of the City of Falls City appoint Amy Houghtaling to the Historical Landmarks Committee.

I move the City Council of the City of Falls City appoint Amy Houghtaling to the Budget Review Committee.

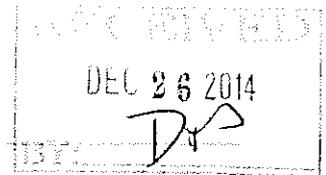
(21)



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:	aaahfamily25@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

22

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.

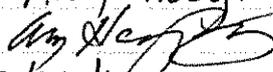
Agreement and Signature

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.

23



City Council, Commission, and Committee Members

- 1.) City Council
- 2.) Parks and Recreation Committee
- 3.) Public Works Committee
- 4.) Planning Commission
- 5.) Budget Review Committee
- 6.) Historic Landmark Commission

1.) City Council

- | | | |
|----|----------------------|---|
| 1. | Mayor Terry Ungricht | Term ends: 12/31/2016 |
| 2. | Lori Jean Sickles | Term ends: 12/31/2018 |
| 3. | Dennis Sickles | Term ends: 12/31/2016 |
| 4. | Julee Bishop | Term ends: 12/31/2016 |
| 5. | Jennifer Drill | Term ends: 12/31/2018 |
| 6. | Anthony (Tony) Meier | Term ends: 12/31/2018 |
| 7. | Open | Term ends: 12/31/2016 (Filled Terry's seat) |

2.) Parks and Recreation Committee

- | | | |
|----|------------------------------|-----------------------|
| 1. | Lori Jean Sickles (Chair) | Term ends: 12/31/2018 |
| 2. | Dennis Sickles (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Terry Ungricht | Term ends: 12/31/2016 |
| 4. | Janelle Anazlone (Secretary) | Term ends: 12/31/2018 |
| 5. | ----- | |
| 6. | ----- | |
| 7. | ----- | |

3.) Public Works Committee

- | | | |
|----|-----------------------------|-----------------------|
| 1. | Amy Houghtaling (Chair) | Term ends: 12/31/2018 |
| 2. | Mike McConnell (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Guy Mack (Secretary) | Term ends: 12/31/2018 |
| 4. | Julee Bishop | Term ends: 12/31/2016 |
| 5. | Mitchell Padilla | Term ends: 12/31 TBA |
| 6. | ----- | |
| 7. | ----- | |

3.) Budget Review Committee

1-7. City Council and Mayor

(All seven members)

In addition, seven residents:

- | | | |
|----|--------------|-----------------------------------|
| 1. | Debra Ellis | Appointed 2014 (Serves 2014-2017) |
| 2. | Guy Mack | Appointed 2014 (Serves 2014-2017) |
| 3. | Steve Dixon | Appointed 2014 (Serves 2014-2017) |
| 4. | Dawn Taylor | Appointed 2014 (Serves 2014-2017) |
| 5. | Patty Sample | Appointed 2013 (Serves 2013-2015) |
| 6. | ----- | Appointed ----- (Serves -----) |
| 7. | ----- | Appointed ----- (Serves -----) |

4.) Historic Landmark Commission

- | | | |
|----|-----------------------------|-----------------------|
| 1. | Amy Houghtaling (Chair) | Term ends: 12/31/2014 |
| 2. | Mike McConnell (Vice Chair) | Term ends: 12/31/2016 |
| 3. | Guy Mack (Secretary) | Term ends: 12/31/2015 |
| 4. | Randolph Osman | Term ends: 12/31/2018 |
| 5. | Bruce Garrett | Term ends: 12/31/2018 |
| 6. | Rose Bajorins | Term ends: 12/31/2018 |
| 7. | ----- | |

5.) Planning Commission

1. Tracy Young
2. Debera Ellis
3. -----
4. -----
5. -----
6. -----
7. -----

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: AGREEMENT FOR COMMUNITY CONTRIBUTION TO FALLS CITY FIRE ASSOCIATION.
DATE: 12/29/2014

SUMMARY

Council need to approve an agreement with the Falls City Fire Association in order to resolve the "points" issue and make contributions to the association.

BACKGROUND

In the past, volunteer firefighters used to receive "points" money for going on fire and emergency calls. This practice was done in many communities across the country and the practice ran into some IRS difficulties. To resolve the issue, the volunteer firefighters created a private nonprofit organization under Section 501(c)(4).

The association recently completed the process and staff worked with the City Attorney to draft an agreement between the City and the Falls City Fire Association that would allow the City to make contributions to the association as provided for in the City's 2014/2015 budget.

The agreement has been reviewed by the Falls City Fire Association President, John Gilbert, and he has signed it.

PREVIOUS COUNCIL ACTION

Council has had a brief report on this at the December 18th Council meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Council can do one of three things. It approve the agreement, it can modify the agreement and then approve it, or it can decide not to approve the agreement.

The City budgeted \$11,000 in the Fire Department fund and is listed as Employer Costs. In future budgets, any donations to the Falls City Fire Association will be listed as a Community Contribution under Materials and Services.

STAFF RECCOMENDATION

Staff recommends that Council approve the agreement as presented.

EXHIBIT

A copy of the agreement signed by the President of the Fire Association is included with this staff report.

PROPOSED MOTIONS

I move that Council approve the Agreement for Community Contributions to the Falls City Fire Association as presented.

(26)

AGREEMENT FOR COMMUNITY CONTRIBUTION TO FALLS CITY FIRE
ASSOCIATION

This agreement is entered into by and between the City of Falls City, Oregon, an Oregon municipal corporation (City) and Falls City Fire Association, an Oregon nonprofit corporation (Association).

RECITALS

- A. City operates the Falls City Fire Department as a department of the City.
- B. Association is a private nonprofit organization of the volunteer firefighters of the Falls City Fire Department, exempt from income tax under Section 501(c)(4) of the Internal Revenue Code.
- C. City has authorized the contribution of \$11,000 (Community Contributions) to Association during City's fiscal year 2014-15, for the support of Association's nonprofit purposes, and intends to make further Community Contributions to Association in the future, and Association has agreed to accept such contributions subject to the terms of this Agreement.

AGREEMENT

Now, therefore, in consideration of the foregoing and the mutual covenants and obligations set forth herein, it is agreed as follows:

- 1. City agrees to contribute to Association the sum of \$11,000 during City's fiscal year from July 1, 2014 to June 30, 2015, in monthly installments of \$916.67. Unpaid monthly Community Contributions that have accrued for the current fiscal year prior to the execution of this agreement will be paid within 10 days after the date of this agreement. Further monthly contributions will be paid by the 10th day of each calendar month during the term of this agreement.
- 2. Association agrees to spend all funds received from City only for purposes consistent with Association's bylaws and nonprofit, tax-exempt status and purposes, and will not make any use or expenditure of funds received from the City that is not consistent with its articles of incorporation or bylaws, or not permitted by an organization that is exempt from income taxes under Section 501(c)(4) of the Internal Revenue Code.
- 3. The term of this agreement shall commence on the date of execution of this agreement and end on June 30, 2015. Nevertheless, it is the

intent of the parties that this agreement will be renewed annually, from each July 1 to each June 30, upon approval of funding by City through City's annual budget process. To that end, Association will, by not later than March 31, 2015, and each March 31 thereafter, as long as this agreement is in effect, submit a written request for Community Contributions under this agreement for the next succeeding fiscal year. Association acknowledges that the renewal of this agreement by City, and the amount of Community Contributions actually approved for each year, will be subject to City's budget process and the availability each year of funds for such contributions, as determined by and under the appropriation authority of the City Council of City.

4. City may terminate this agreement during any annual term in the following events:

(a) If Association makes any use or expenditure of City's Community Contributions in violation of this agreement;

(b) If Association is dissolved as a nonprofit corporation under Oregon law or if its status as an organization exempt from income tax under IRC Section 501(c)(4) is revoked; or

(c) In the event of a fiscal emergency declared by the City Council of City.

5. Any amendment to this agreement, to be effective, must be in writing and signed by both parties.

Dated: Dec. 19th, 2015.

CITY OF FALLS CITY, OREGON

By: _____
Title: _____

FALLS CITY FIRE ASSOCIATION

By: John V. Hilbert
Title: Association President

Robert Young
Chair

(28)

AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT, MAYOR ELECT
SUBJECT: LUCKIAMUTE WATER UP DATE
DATE: 12-30-2014

SUMMARY

Contract talks are still on going with Luckiamute Water District, but in the absence of an agreement Council needs to set water rates to be charged until an agreement is reached.

BACKGROUND

We currently do not have an agreement to sell water to Luckiamute Water District and in the absence of an agreement the Council needs to decide what rate structure they would like to sell the water at. This could be a temporary rate fee until there is a new agreement reached.

PREVIOUS COUNCIL ACTION

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

ALTERNATIVES/FINANCIAL IMPLICATIONS

This would bring Luckiamute Water District from a current rate of \$1.04 a unit with no meter charge to a rate that is current with other customers on the Falls City Water system.

STAFF RECOMMENDATION

Staff recommends that Council approve raising the water rates to the out of town residential rate and corresponding meter charge.

EXHIBIT

A copy of the current water rates and categories is included.

PROPOSED MOTIONS

I move that Council approve raising Luckiamute Water District's rate to the out of town residential rate and add the meter fee.

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RESOLUTION NO. 07-2014

A RESOLUTION DETAILING FEES FOR WATER SERVICE AND RELATED CHARGES; AND SEWER CONNECTION FEES; AND REPEALING PRIOR RESOLUTIONS.

Findings:

1. The Falls City Budget Committee has undertaken a review of water user rates and recommended a five percent rate increase.
2. The Falls City Council adopted the 2014-2015 Fiscal Year Budget, which included a five percent increase for water user rates.
3. To move towards the consolidation of all utility fee schedules into one fee resolution.
4. Charge Capital Improvement fee on any service with a water meter or sewer connection, active or inactive, as was the original intention of Resolution 00-25, the resolution that created the Capital Improvement Fund, and as recommended by the Public Works Committee.
5. Municipal Code Section 50.06.A, authorizes the City Council to establish a sewer utility connection fee schedule, which it may change from time to time.
6. Municipal Code Section 51.09, authorizes the Falls City Council to establish by resolution, and from time to time amend, water rates to be charged for each class of service, including minimum charges, charges for water consumption, service connection charges and all other related fees and charges.
7. Falls City has entered into grant and loan agreements with Oregon Rural Development and the Oregon Economic and Community Development Department (Business Oregon) that require the City to maintain a utility rate structure that will maintain the City's ability to meet its current and future loan obligations, provide for operations and maintenance of the City's water treatment plant and distribution system, and create reserves for future capital improvements, capital projects and major maintenance and repair.
8. The Falls City Council has determined that the rates and charges set forth in this resolution are appropriate and in the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FALLS CITY:

Section 1. The rates for water use set forth in Exhibit 1 detail the five percent increase in water user rates adopted by the 2014-2015 Fiscal Year budget and thereby made effective on July 1, 2014.

Section 2. Water furnished to water districts, cooperatives or corporations, organized and existing under the laws of the State of Oregon and receiving water through a master meter, shall pay therefor such amount as may be established by agreement between the City and the water districts, cooperatives or corporations, fire districts or departments, or other persons or entities prior to receiving such water.



- (a) Where an agreement is not in place, and where bulk water is needed, the established Bulk Water Rate will be charged according to the size of the tanker truck or vessel; and
- (b) Payment in advance is required for the sale of bulk water where a written agreement is not in place; and
- (c) Sale of bulk water without a written agreement is a privilege and can be denied or revoked at any time.

Section 3. In addition to the monthly fees established herein, the following service fees are hereby established:

- (a) Reconnection fee during regular business hours.....\$35.00
- (b) Reconnection fee during other than regular business hours\$65.00
- (c) Setup connection fee for sale of bulk water where a written agreement is not in place\$50.00
- (d) Returned check fee\$25.00
- (e) Payment Late fee\$10.00

Section 5. In addition to monthly fees established herein, the following utility connection fees are hereby established:

- (a) Sewer Connection Fee Simple:
Facility rate of \$2,500.00 plus customer will be responsible for over twenty (20) feet at \$40.00 per foot and/or cost plus.
- (b) Sewer Connection Fee Complex:
Facility rate of \$4,000.00 plus customer will be responsible for over twenty (20) feet at \$40.00 per foot and/or cost plus.
- (c) Water Connection Fee Simple:
Facility rate of \$1,250.00 plus customer will be responsible for over twenty (20) feet at \$40.00 per foot and/or cost plus.
- (d) Water Connection Fee Complex:
Facility rate of \$1,500.00 plus customer will be responsible for over twenty (20) feet at \$40.00 per foot and/or cost plus.
- (e) Additional Water Connection fees where the length of service exceeds 100 feet:
The applicant shall pay the extra cost of the line on the basis of actual cost to the Water department for labor, materials and equipment plus 15% (Municipal Code 51.07.F)

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Section 6. In addition to the monthly fees established herein, a Capital Improvement Fee shall be assessed any service with a water meter or sewer connection, active or inactive, in the amount of \$7.00. When both a residence and a commercial operation or development exist on a property zoned Commercial Residential, the Capital Improvement Fee will be assessed separately for both the residence and the commercial operation or development.

Section 7. In addition to the monthly fees established herein, a Backflow Testing Fee shall be assessed each month on each water meter service account in the amount of \$2.25 from July 1, 2014 through June 30, 2018.

Section 8. Resolution 2013-22 and Resolution 05-05 are repealed on the effective date of this resolution. All other resolutions and parts of resolutions relating to water use rates and related charges not repealed or amended expressly or by implication by resolution shall continue in full force and effect.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 12TH DAY OF JUNE 2014.

VOTE: AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Amy Houghtaling, Mayor

Date

ATTEST:

Amber Mathiesen, City Administrator/Recorder

Date

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**City of Falls City
"Exhibit 1"
Water Service Rate Table**

Definition: 1 Water Unit = 1000 gallons

Residential - Inside City Limits (RI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	41.96
1" METER	5 Units	64.64
1 1/2" METER	5 Units	72.58
2" METER	5 Units	86.18
3" METER	5 Units	106.60
4" METER	5 Units	151.96
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

Residential - Outside City Limits (RO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	47.06
1" METER	5 Units	69.74
1 1/2" METER	5 Units	77.68
2" METER	5 Units	92.42
3" METER	5 Units	111.70
4" METER	5 Units	157.06
Overage: Consumption shall be charged at \$2.84 per Unit over 5 Units		

Residential/Commercial – Inside City Limits (RCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Residential/Commercial – Outside City Limits (RCO)

Size of Meter	Consumption	New Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

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**City of Falls City
"Exhibit 1"
Water Service Rate Table**

Non-Residential Commercial – Inside City Limits (NCI)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	64.64
1" METER	5 Units	87.32
1 1/2" METER	5 Units	96.39
2" METER	5 Units	108.86
3" METER	5 Units	129.28
4" METER	5 Units	174.64
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

Non-Residential Commercial – Outside City Limits (NCO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	69.74
1" METER	5 Units	92.42
1 1/2" METER	5 Units	101.49
2" METER	5 Units	113.97
3" METER	5 Units	134.38
4" METER	5 Units	179.74
Overage: Consumption shall be charged at \$3.12 per Unit over 5 Units		

2 Meters-Outside (2MO)

Size of Meter	Consumption	Base Rate
5/8" METER	5 Units	79.38
Overage: Consumption shall be charged at \$2.55 per Unit over 5 Units		

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AGENDA REPORT

TO: MAYOR AND CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: NEW BUSINESS LICENSE – CHILL OUT!
DATE: 12/31/2014

SUMMARY

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

BACKGROUND

Dani Haviland, dba Chill Out!, submitted a business license for a home based book business. The subject property associated with this business license request is located at 248 Sheldon Ave. The property is zoned Residential. Home Occupation is listed as an Accessory Use under Falls City Zoning and Development Code Section 2.101.04(F).

Home Occupations requirements are outlined in Falls City Zoning and Development Code Section 2.209.04. The code allows for two types of Home Occupations Type A and Type B. The applicant is requesting a Type A Home Occupation. Under that provision

“the home occupation is one where the residents use their home as a place of work; however, no employees or customers come to the site. Examples include artists, craftspeople, writers, and consultants. Type A home occupations also provide an opportunity for a home to be used as a business address without requiring a commercial workplace.”

Council may allow a home occupation as an accessory use on any property on which there is a residence, subject to the following standards and restrictions:

1. Participation: No more than one person shall be employed who is not a resident of the home in which the home occupation is to be established.
2. Character: No Structural alterations shall be made which affect the residential character of the building. The character and primary use function of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping.
3. Location: The business or activity shall be conducted wholly within the home or within a small accessory building which is residential in character and not larger than ½ the floor area of the house.
4. Noise: A home occupation shall not create noise of a type, duration or intensity which exceeds 60 decibels, measured at the property line, between the hours of 7:00 a.m. and 6:00 p.m. No noises shall be created by the home occupation between the hours of 6:00 p.m. and 7:00 a.m. that is detectable to normal sensory perception off the premises of the home occupation.

5. Equipment and Process Restrictions: No home occupation shall create vibration, glare, fumes, odors, or electrical interference detectable to normal sensory perception outside the dwelling unit. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises.
 6. Traffic: A home occupation located on a local street, or privately maintained road serving three or more residences, shall not generate more than 20 vehicle trips in one day. A "trip" is a vehicle traveling in one direction to or from a source. 20 trips is equivalent to 10 round trips.
 7. Hazards: No equipment or process shall be used which will change the fire rating or structure separation, fire wall, or ventilation requirements for the structure in which the home occupation is located. No hazardous materials shall be used or stored on the property in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the Zoning District.
 8. Signs: Signing shall be as provided in Section 2.204.
 9. On-Premise Client Contact: Customer and client contact shall be primarily by telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic.
 10. Deliveries and Large Vehicle Storage: Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or private parcel delivery trucks. Vehicles over one 1 ton capacity and used in conjunction with a home occupation shall be stored within an enclosed structure on the property. Regardless of capacity, storage of vehicles within the public right-of-way shall be prohibited.
 11. Parking: Parking spaces needed for the conduct of a home occupation shall be provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the district. No more than 2 home occupation-related vehicles shall be located on the property at one time.
 12. Storage and Use of Yard Areas: Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a baby sitter may use rear yard areas for playground equipment.
 13. Day care facilities with 12 or fewer children or group care homes shall not be subject to the provisions of this Section.
- D. Process. Home occupations are allowed as an accessory use to any residential use in the City of Falls City. Type B home occupations are subject to the Type I approval process listed in Section 3.102. The standards of this Section shall govern all home occupations.

E. Non-Compliance. Any home occupation which does not comply with the requirement of this Section and the provisions of the underlying district shall be a violation of this Ordinance and shall be subject to the penalties and remedies of Chapter One – General Ordinance Provisions.

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

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

No financial impact to the City.

STAFF RECCOMENDATION

Staff recommends approval of the business license.

EXHIBIT

Exhibit A – Business License Application

PROPOSED MOTIONS

I move the City Council of the City of Falls City approve the business license application for Chill Out!

CITY OF FALLS CITY
299 Mill Street
Falls City, Oregon 97344
Phone: 503.787.3631
Fax: 503.787.3023

OFFICIAL USE:
BUSINESS LICENSE NUMBER:
2014 - _ _ _ _

APPLICATION FOR CITY BUSINESS LICENSE
TERM OF LICENSE
JULY 1, 2014 – June 30, 2015

Check one: First Time License: or Renewal:

Business Name: Chill Out! Zoning: _____

Owner(s): Dani Haviland

Location of Business: 248 Sheldon Ave

Mailing address (if different): _____

Business Phone: 503-787-7003 Business Fax: _____

Email Address: dani.haviland@gmail.com

Website: www.chillout-books.com and www.danihaviland.com

Number of Employees: Self-only Part-Time _____ Full-Time _____

Home-Based Business: (Circle one) **YES** NO

Please review the list of business types below and circle the most appropriate classification.

- | | |
|--|---|
| 110000 Ag, Forestry, Fishing & Hunting | 540000 Professional, Scientific, Technical Services |
| 210000 Mining | 550000 Management of Company & Enterprises |
| 220000 Utilities | 560000 Admin Support/Waste Management & Remediation |
| 230000 Construction | 610000 Education Services |
| 310000 Manufacturing | 620000 Health Care & Social Assistance |
| 420000 Wholesale Trade | 710000 Arts, Entertainment & Recreation |
| 440000 Retail | 720000 Accommodation & Food Services |
| 480000 Transportation Warehousing | 810000 Other Services (excluding Public Admin) |
| 510000 Information | 920000 Public Administration |
| 520000 Finance & Insurance | |
| 530000 Real Estate/Rental & leasing | |

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PRODUCTS SOLD OR SERVICES RENDERED

books. I write books and also resell books
via US Mail/FedEx and UPS on occasion

DESCRIBE AVAILABLE PARKING.

not a public facility- No retail accommodations.

IMPACT ON LOCAL TRAFFIC

None

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

None

OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):

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

If YES, provide OLCC PREMISE # _____ OLCC LICENSE # _____

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #: _____

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

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

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

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME: Dani Haviland

BUSINESS NAME: Chill Out! (also Chill Out! Parts & Eq Supp. Chillout-BOOKS)

SIGNATURE OF APPLICANT: Dani Haviland

Office Use Only:

RECEIVED BY: DP DATE: 12/26/2014

TYPE OF LICENSE: Self Home Occupation NO Employees AMOUNT PAID: 50⁰⁰

RECEIPT #: 350279 APPROVED BY: _____

DATE COUNCIL APPROVED: _____

CONDITIONS OF APPROVAL:
go before City Council

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AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: CITY ATTORNEY'S RESIGNATION
DATE: 12/29/2014

SUMMARY

On December 19th, Lane Shetterly, City Attorney, submitted his resignation and termination of services to be effective December 31, 2014.

BACKGROUND

The City of Falls City had been using the firm of Shetterly, Irick, and Ozias since 2011. As outlined in the Falls City Charter, Section 34, "the office of city attorney is established as the chief legal officer of the city government.

Staff has attached a copy of a Request for Proposal for Attorney Services that was put out by the City of Coburg in 2012. If Council is agreeable, staff will develop an RFP document similar to this and begin advertising on January 23rd.

FYI: Staff can find no reference to the duties of the City Attorney in the municipal code. The Council will need to adopt an ordinance related to the duties of the City Attorney at a later date. This section would be added to Chapter 31: City Officials.

PREVIOUS COUNCIL ACTION

This is a new Council agenda item.

ALTERNATIVES/FINANCIAL IMPLICATIONS

By Charter, the City is required to have a City Attorney. The financial impact to the budget is not known at this time. The City will incur advertising expenses and the hourly attorney's fee will be one of the criteria for evaluating proposals.

STAFF RECCOMENDATION

Proposed timeline for retaining City Attorney Services
Process approval from Council January 8, 2015
RFQ advertised on January 23, 2015
Mayor appoints a Committee to review proposals on February 12, 2015
Application closes on February 20, 2015
Review proposals by March 6, 2015
Recommendation by March 20, 2015
Begin negotiations and contract discussions on March 23, 2015
Present contract to City Council on April 9, 2015

EXHIBIT PROPOSED MOTIONS

I move 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.

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**SHETTERLY
IRICK
OZIAS**



LANE P. SHETTERLY
MARK IRICK (1952-2007)
TERESA OZIAS

ATTORNEYS AT LAW

189 SW ACADEMY STREET • PO BOX 105 • DALLAS, OREGON 97338
TELEPHONE 503-623-6695 • FAX: 503-623-6698

December 19, 2014

Hon. Amy Houghtaling, Mayor
City of Falls City
299 Mill Street
Falls City, OR 97344

Dear Mayor Houghtaling:

This letter will serve as notice of my resignation and termination of services as City Attorney for the City of Falls City, effective December 31, 2014. For the convenience of the city, I will remain available on an on-call basis until February 12, to assist in matters that may require my attention while the city transitions to a new City Attorney (but not including attendance at city council meetings), but otherwise my services as City Attorney will end as of December 31. My time for any such services beyond December 31 will continue to be billed at the hourly rate of \$185.

It has been my pleasure to work with you and the council and staff at Falls City, but circumstances in my practice necessitate the termination of my services as City Attorney at this time.

I do not have any original files, records or documents of the city in my possession. If the city requires copies of any documents in my files, please let me know and I will be glad to make them available. Otherwise, I will retain my files here at my office and they will be available at such time as they are needed.

I would urge the city to continue to retain attorney Moe Brown as its prosecuting attorney, and I do not intend my resignation as City Attorney to affect his ongoing relationship with you. Nevertheless, I understand that is ultimately a decision for the city and its new City Attorney.

Again, it has been my pleasure to work with you. I wish you and the city all the best in the future.

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SHETTERLY
IRICK
OZIAS



ATTORNEYS AT LAW

Hon. Amy Houghtaling, Mayor
December 19, 2014
Page 2

Yours very truly,

A handwritten signature in black ink, appearing to read "Lane P. Shetterly". The signature is fluid and cursive.

LANE P. SHETTERLY
lane@siso-law.com

cc: Mr. Jon Hanken (via email)

H:\Falls City\ResignationLtr121914.wpd

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SAMPLE DOCUMENT ONLY

REQUEST FOR PROPOSALS
FOR
City Attorney
City of Coburg, Oregon

CLOSING DATE: 5:00 p.m. on September 14, 2012

The City of Coburg (City) is soliciting proposals from qualified individuals or firms to serve as City Attorney.

Request for Proposal (RFP) documents describing the project and proposal requirements may be obtained during business hours on or after August 17, 2012 at the City of Coburg at 91069 N Willamette St., P.O. Box 8316, Coburg, OR 97408. RFP documents will also be mailed upon request by contacting Sammy Egbert at 541-682-7852, sammy.egbert@ci.coburg.or.us.

Proposals must be received at the City of Coburg by 5:00 p.m. Pacific Time on September 14, 2012.

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CITY OF COBURG, OREGON

**REQUEST FOR PROPOSALS
FOR
OREGON CITY ATTORNEY**

CLOSING DATE: 5:00 p.m. on September 14, 2012

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City of Coburg
Request for Proposals
City Attorney

*Issue Date: August 17, 2012
Due Date: September 14, 2012 at 5:00PM*

Notice is Hereby Given That Proposals Will Be Received By the City of Coburg, Lane County, Oregon
For:

City Attorney

The City of Coburg (the City), located at 91069 North Willamette Street, Coburg, Oregon 97408, is seeking qualified individuals or firms to submit proposals to serve the City of Coburg as City Attorney. Proposals must be received no later than 5:00 PM on September 14, 2012 and sent to the attention of the City Administrator. This Request for Proposals (RFP) outlines specific instructions. Each proposal must be delivered in a sealed envelope clearly marked with "Proposal for City Attorney, City of Coburg" and addressed to:

City Administrator
City of Coburg
P.O. Box 8316
Coburg, OR 97408

Proposals later than 5:00 PM on September 14, 2012 will not be considered. A copy of the RFP will be located at www.coburgoregon.org. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, and to waive the irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. All inquiries regarding this RFP and current legal services of the City including legal activities and past and current litigation should be directed to the City Administrator at the above address or to petra.schuetz@ci.coburg.or.us.

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Required Information

City of Coburg Request for Proposals City Attorney

Please Note: *All RFPs MUST Provide Specific and Succinct Answers to ALL Questions and Requests for Information.*

1. GENERAL BACKGROUND

- 1.1 Description of Staff. The City of Coburg is located in the center north of Lane County, Oregon and contains a population of approximately 1,045. The City Council consists of a Mayor and six (6) council members elected from the City at large. The City Administrator is appointed by the City Council. The City of Coburg operates under the Council - Administrator form of government. City staff of 13 employees includes the City Administrator/Planning Director; City Recorder/Utility Billing; Finance Director; Accountant; Public Works Director; Utility Worker I; Utility Worker II; Court Administrator; Police Chief, two Police Officers; Administrative Assistant. Further, there are six Reserve Police Officers. It is anticipated that two Wastewater Operators will be hired in 2013. Major ongoing service contracts include a Municipal Judge, Building Inspector, City Engineer, City Prosecutor, and Wastewater Engineer (through 2013).

2. QUALIFICATIONS

- 2.1 Describe your or your firm's qualifications to providing City legal services; this should include the names of attorneys in your firm, specific litigation experience by individual attorney, and with a focus on the following areas:
- 2.1.1 Legal training and years of practice (including date of admittance to the Oregon Bar); highlight specifics on partners and associates;
 - 2.1.2 Years of experience in municipal and other local public sector law practice as a local government attorney or in a private practice law office specializing in local government and Oregon Municipal Law;
 - 2.1.3 Range of experience and years of experience with Oregon land use law and contracts and franchise law;
 - 2.1.4 Experience with laws and litigation involving franchise fees;
 - 2.1.5 Bond counsel experience;

- 2.1.6 Other types of clientele represented by your firm in addition to local governments;
- 2.1.7 Affiliations with any boards, organizations, committees, clients, etc., that would be a potential conflict of interest with your firm representing the City in any land use or other local government matter;
- 2.1.8 Experience with laws and litigation involving Police matters;
- 2.1.9 Experience being audited by an outside agency on behalf of a client and if so, by whom; willingness to agree to an audit prior to awarding the contract or at some designated future date;
- 2.1.10 Scholastic honors and professional affiliations of your firm and your attorneys to be assigned to this contract;
- 2.1.11 Five professional and personal references;
- 2.1.12 Accessibility to the City, including your office location, hours of operation, methods of contact, availability to attend regular City Council and other meetings, amount your firm will charge to provide support in Coburg for travel, if any;

3. FEE STRUCTURE

- 3.1 Describe how you/your firm intend to provide the full range of services for the City of Coburg on an hourly rate and/or on a flat rate monthly retainer (include the said amount of that monthly retainer). Calculate and list your rate(s), as they would apply to the City of Coburg.

4. SCOPE OF SERVICES

- 4.1 **RETAINER.** The Attorney/Law Firm selected is responsible for City representation as authorized by the City Administrator. Such services included in the retainer are at least the following:
 - 4.1.1 Attend City Council meetings. This is usually one (1) per month;
 - 4.1.2 Attend Planning Commission meetings as requested. Generally, one (1) Planning Commission meeting every year;
 - 4.1.3 Attendance at selected City Council work sessions, committee meetings, and other community meetings as directed by the City Administrator, at least one (1) meeting total of this mixture of meeting types every three months;
 - 4.1.4 Provide general written and oral legal advice to the City Administrator, or through the City Administrator, to other City staff and the Mayor and City Council Members as it relates to City business;
 - 4.1.5 Provide general legal advice on municipal matters when presenting to the Mayor and City Council Members at regular City Council meetings and at City Council work sessions and other community meetings;

- 4.1.6 Preparation and/or review of ordinances, resolutions, contracts, and other documents as requested; assist the City to refine a contract and form template file that meets the standard work of the City;
 - 4.1.7 Preparation of legal opinions at the request of the City Administrator or his/her designee;
 - 4.1.8 Training of non-legal City personnel in legal matters and risk management in order to reduce legal expenses and to avoid litigation;
 - 4.1.9 Provision of legal advice for personnel-related matters, (the City is not unionized)
 - 4.1.10 Advise City department personnel on purchasing procedures and public contracting (e.g. Davis-Bacon, prevailing wage rates and BOLI);
 - 4.1.11 Review newly enacted laws, administrative rules, and case law as requested and provide advice to City department personnel for appropriate compliance measures;
 - 4.1.12 Provision of staff assistance and legal counsel relating to foreclosure of real property by the City and/or acquisition of real property including property acquire under State and Federal disaster declaration buyout programs;
- 4.2 **OUTSIDE RETAINER.** The City Administrator or designee may authorize work to be performed outside of the retainer. Failure to obtain approval prior to performing work outside of the retainer may result in the waiver of compensation for services performed. [Please discuss a format to secure approval for work outside the retainer in this section.] Examples of services that are generally considered outside the retainer for which the City may use outside counsel and/or the City Attorney include:
- 4.2.1 Preparation for anticipated and actual civil litigation and appeals beyond City hearing bodies (e.g. arbitration of personnel grievance, management of personnel investigation, Land Use Board of Appeals);
 - 4.2.2 Preparation for the issuance and sale of City bonds;
 - 4.2.3 Preparation of business development loan/guarantee documentation;
 - 4.2.4 Work performed on individual asset forfeiture cases;
 - 4.2.5 Assignments mutually agreed as outside the retainer by the City Attorney and the City Administrator, and not specifically listed as included in the retainer;
 - 4.2.6 Work in addition to or outside of that work historically performed by the City Attorney's office within the general retainer;
 - 4.2.7 "Code Enforcement" activities beyond customary prosecution of criminal violations charged by the Coburg Police Department;

- 4.3 In your review of the above please provide an alternative to the Scope of Services (4.1) - Retainer list and an alternative to your proposed retainer monthly fee, if appropriate.
- 4.4 Describe how you/your firm will structure a working relationship between the City Attorney, the Mayor and City Council Members, the City Administrator, and key leaders of City committees/commissions and the general public. Please describe one or more community and/or City Council training programs that you may offer periodically during your contract with the City.
- 4.5 Describe the standard and maximum timeframe for responses to direction and/or inquiry from the City.
- 4.6 Identify whom you would designate as a competent substitute or back-up legal service for the City in the event that you/your firm were unavailable; describe any situation where this may occur based on your experience.
- 4.7 Describe your preference for method of payment and your procedure for billing of extra hours and expenses outside the retainer; describe your billing detail for tracking of work performed; and in the event that it is needed by some of the Federal and State funders, your ability to modify billing detail to align with program descriptions of these funders.
- 4.8 Indicate your coverage for professional liability and other insurances;
- 4.9 Provide a general form of contract with clearly laid out language for indemnity, renewal, amendment, extension, and termination of the City Attorney contract with the City. The initial term of the contract as proposed in the RFP is three years subject to termination clause of your design;
- 4.10 Provide a list of current and past clients over the past five years; highlight those clients that are small cities (less than 5000 population) and/or rural districts and/or counties in Oregon. Provide a written statement giving the City of Coburg permission to contact listed clients and references.

5. Evaluation of Requests for Qualifications and Proposals:

- 5.1 The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may invite one or more applicants to make an oral presentation to the City Council at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process:

- 5.1.1 Meets qualifications identified in the Request for Qualifications and Proposals.
- 5.1.2 Included complete and clear responses to items in the Content of Response section.
- 5.1.3 Familiarity with laws and regulations governing Oregon local governments and operating procedures relative to conduct of City business.
- 5.1.4 Demonstrated expertise in land use and zoning law as it relates to municipalities.
- 5.1.5 Adequate local facilities, available support staff, and range of services offered.
- 5.1.6 Demonstration of workload capacity and a level of experience to commensurate with the level of service required by the City.
- 5.1.7 The professional reputation for providing high-quality services, ability to work cooperatively with City Council, City Administrator, department directors and media, and demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- 5.1.8 Cost of providing basic and hourly services as per the submitted hourly rate schedule and response time/accessibility.
- 5.1.9 Results of interview process.

6. Selection Process:

- 6.1 The City Council and City Administrator will review the submitted proposals. After review, they will select finalists for interviewing and choose a finalist. After completing negotiations and contract process, the City Manager will make recommendation to City Council to appoint a City Attorney and award a contract. The City Attorney serves at the pleasure of the City Council and may be removed at any time by a majority vote of the Council.

7. Time Line (Tentative):

- | | |
|---|--------------------|
| • Issue Request for Qualifications and Proposals | August 17, 2012 |
| • Receive Qualifications and Proposals | September 14, 2012 |
| • Review Proposals and Select Finalists | September 21, 2012 |
| • Finalists Interviews with Selection Committee | September 28, 2012 |
| • Evaluate and Rank Proposals | October 5, 2012 |
| • Complete Negotiations and Contract Process | October 19, 2012 |
| • Present Contract to City Council for Final Approval | November 13, 2012 |

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AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: COUNCIL VACANCY
DATE: 12/30/2014

SUMMARY

On January 2, 2015, Mr. Ungricht was officially sworn in as the Mayor of Falls City. This action left his Council seat open and the vacancy needs to be filled.

BACKGROUND

Applications materials were made available to interested individuals starting on January 2nd and can be picked up at City Hall until Friday, January 31st. Staff asks that completed applications be turned into City Hall by 5:30 p.m. Monday, February 3, 2015 so they can be included in the Council packet.

The interviews for the vacant position will be conducted at the Council's February 12th meeting.

PREVIOUS COUNCIL ACTION

Council discussions this topic and proposed time frame at the last City Council meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None Provided

STAFF RECCOMENDATION

None Provided

EXHIBIT

A copy of the application and the current selection process is included with this report.

PROPOSED MOTIONS

None Provided

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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, 2012. 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

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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?

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AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: COUNCIL GOAL SETTING SESSION
DATE: 12/30/2014

SUMMARY

Council needs to set a date to have goal setting session.

BACKGROUND

Last year, Council met in January to establish goals for the coming fiscal year. Council needs to do that again this year, but because there is a vacant position, staff is recommending doing this activity in February after the vacancy is filled. Still, organizing a successful goal setting session takes planning and getting a date or dates established will go a long ways to moving this project forward. Establishing Council goals and priorities will be necessary when it comes time to develop the next City budget.

Last year Council did their session on a Wednesday-Thursday. Monday, February 16th is President's Day and City Hall will be closed.

PREVIOUS COUNCIL ACTION

Council has had no previous discussions on this topic.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None Provided

STAFF RECCOMENDATION

None Provided

EXHIBIT

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

PROPOSED MOTIONS

None Provided

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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	Plan Done
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	Done
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	Council Discussion
2	Increase staffing level for code enforcement and update City Code to support enforcement efforts.	1	Done
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	Started
2	Place the revised City Charter on ballot for voter approval.	1	Done

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	Working with Rita at Polk CDC
7	Explore interest in a Junior Council.	2	Approached School
8	Explore alternative ways to fund infrastructure improvements.	2	Applied for SCA Grant (Streets), Applied for HEAL cities Grant(Stairs)
9	Establish a City Engineer.	1	Done
10	Reorganize standing City Committees into logical organization that facilitates productivity	2	Done

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	Done
2	Maintain and continue to enhance the City website.	4	Ongoing
3	Respond publicly and timely to issues brought up under "Public Comment."	4	Ongoing
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	Ongoing
5	Provide informational opportunities for the public on topics of current interest and/or City operations.	1	Ongoing

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	Ongoing
3	Identify opportunities and develop multi-modal	3	

	recreational facilities.		
4	Develop walking/hiking map for City with points of interest.	2	Assigned to Parks Committee
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	Ongoing
8	Explore funding opportunities for Parks, including the creation of a Park District.	3	Working with COG for Master Plan to allow for more funding options

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

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: CITY MANAGER DISCUSSION
DATE: 12/31/2014

SUMMARY

Council needs to start discussing what it wants to do related to a permanent City Manager position

BACKGROUND

On November 4, 2014, the citizen adopted a new city charter which included the requirement for a City Manager (Chapter VIII, Section 33). Council, preferably as part of the upcoming goal setting session, needs to discuss the parameters of the required position so that it can be incorporated in to the upcoming budget. Questions that should be address would include whether the position is full-time or part-time, what qualifications

Staff has put together a general timeframe for recruitment. All dates are hypothetical and are subject to change.

Advertise the position February 25, 2015
Position closes March 27, 2015
Review applications by April 3, 2015
Interviews conducted April 13 and 14, 2015
Background checks completed by April 17, 2015
Person starts in June, 2015

PREVIOUS COUNCIL ACTION

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

ALTERNATIVES/FINANCIAL IMPLICATIONS

To Be Determined

STAFF RECCOMENDATION

None Provided

EXHIBIT

None

PROPOSED MOTIONS

None Provided

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Public Works Staff Report, 12-9-2014 through 1-01-2015

- 12/9, Check and adjust sewer and water plants.
Dug out septic tanks for pumping at, 234 Prospect, 161 3rd St, and 318 N Main.
Work order to check for leak at 49 East Ave., inspected no leak found.
Inspected septic tanks at 161 3rd St. and 404 N Main, will need to be pumped twice a year.
- 12/10, Check and adjust sewer and water plants.
Had to pump water out of altitude vault at reservoir, water leaks in whenever it rains hard, cause's reservoir to show inaccurate levels.
Had to run on Backup power (generator) at water plant for 4 hours.
- 12/11, Check and adjust sewer and water plants.
Pump water out of altitude vault.
Perform 3 right away encroachments permit inspections for Pacific Power for new poles on 1st Ave., Clark St., and Mitchell St.
Work order for leak adjustment at 19245 Falls City Hwy.
- 12/12, Check and adjust sewer and water plants.
Pump sewer tank.
- 12/13, (Saturday) Check and adjust sewer and water plants.
- 12/14, Check and adjust sewer and water plants. Ford Ranger broke down, pulled to Bill Irvings.
- 12/15, Check and adjust sewer and water plants. Cleaned U/V filter at treatment plant and called National Weather Service because rain gage is broke down. Cleaned influent filter at Water Treatment Plant (WTP) and replaced control room bulbs.
Cleaned Gravel filter and influent pump at waste water plant.
- 12/16, Check and adjust sewer and water plants. Work order for 319 No Main, checked for leak.
Weather service showed up to fix rain gage.
Delivered 48 shut off notices.
Called out at 9:00pm for low pressure, appears problem was on customer side of meter.
- 12/17, Check and adjust sewer and water plants. Worked with Rick Evans on back flows.
Filled pot holes.
- 12/18, Check and adjust sewer and water plants. Took waste water samples. Cleaned rain gutters at City Hall.
- 12/19, Check and adjust sewer and water plants. Ran road grader on Montgomery, Terrace, Hopkins, West Blvd. 1st Ave., and Estelle.
- 12/20, (Saturday) Very heavy rains, had to go into Grave creek intake and clean out, ended up having to shut WTP down latter in day and run off reservoir. Sewer Plant had high levels of water.

- 12/21, Check and adjust sewer and water plants. Had to go into grave creek and clean intake. Brought WTP back on line, City received over 6 inches of rain in 48 hours.
- 12/22, Check and adjust sewer and water plants. Clean Grave Creek intake. Clean U/V filters at WWP.
- 12/23, Check and adjust sewer and water plants. Meter reading.
- 12/24, Check and adjust sewer and water plants. Meter re-reads, high consumptions.
- 12/25, Check and adjust sewer and water plants.
- 12/26, Check and adjust sewer and water plants. Clean GC intake. Drive to Corvallis to pick up repaired pump for Fair Oaks lift station.
- 12/27, (Saturday) Check and adjust sewer and water plants.
- 12/28, Check and adjust sewer and water plants.
- 12/29, Check and adjust sewer and water plants. Prep for cold weather. Grade East Ave.
- 12/30, Check and adjust sewer and water plants. Found Leaking Water service on Perry Rd, very cold, able to repair and restore water to customer. Work order to reconnect water at 383 So Main, work order for 130 So Main, sewer complaints.
- 12/31, Check and adjust sewer and water plants. End of Month reports, DHS, DEQ. 130 So Main Septic tank pump not working, had tank pump, electrician is scheduled for Friday. Installed permanent water service on Parry Rd. Pacific Power installed pole on 1st Ave.
- 01/01, Check and adjust sewer and water plants.

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