

Notice of Public Meeting

Notice of City Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Thursday March 10, 2016 6:00 p.m.

Posted on March 4, 2016

- 1) **Call to Order**
A) Roll Call: Julee Bishop ____ Dennis Sickles ____ Lori Jean Sickles ____ Jennifer Drill ____
Tony Meier ____ Gerald Melin ____ Terry Ungricht, Mayor ____
- 2) **Pledge of Allegiance**
- 3) **Motion to Adopt the Entire Agenda**
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A) Approval of the Billspages 1-4
B) Approval of February 11, 2016 Council Meeting Minutes.....pages 5-14
C) Approval of February 2, 2016 Council Work Session Minutes.....pages 15-32
- 5) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **New Business:**
A) Appointment of Elections Officer..... pages 33
B) MOU on Fire grant..... pages 34-38
C) Request from Parks Committee..... pages 39-40
D) Town Hall Meeting Report..... pages 41-42
E) Agreement with Falls City Fire Association..... pages 43-46
F) TMDL Pet Waste Stations carried over per Council motion..... pages 47-
G) Resolution 05.2015 changing bulk water fees and sewer hookup fees. Pages 48-54
Public Hearing per ORS 294.160 raising fees
- 7) **Correspondence, Comments, and Ex-Officio Reports**
A) Mayor Report
B) Council Reports pages 55-56
Polk County Sheriff Garton's report.....pages 57
Fire Department Monthly Report.....pages n/a
Public Works Department Monthly Reportpages computer broke
Library Monthly Reportpages 58
- 8) **Council Announcements**
A) Next regular City Council meeting April 14, 2016 at 6:00 p.m.
- 9) **Adjourn**

City of Falls City
Paid Bills Report
 As of February 8, 2016

| | Date | Memo | Account | Class | Amount |
|---|------------|--------------------------------------|-------------------------------|-----------------------------------|-------------|
| Buhler & Meyer CPA's LLP | | | | | |
| | 02/08/2016 | January | Accounts Payable | | -682.40 |
| | 02/08/2016 | 35% Admin, January | Professional Services | 01 GENERAL FUND:01.01 Administrat | 238.84 |
| | 02/08/2016 | 5% Court | Professional Services | 01 GENERAL FUND:01.04 Municipal | 34.12 |
| | 02/08/2016 | 10% Street | Professional Services | 11 STREET FUND | 68.24 |
| | 02/08/2016 | 15% Sewer | Professional Services | 13 SEWER FUND | 102.36 |
| | 02/08/2016 | 35% Water | Professional Services | 20 WATER OPERATING FUND | 238.84 |
| | | | | | <u>0.00</u> |
| Total Buhler & Meyer CPA's LLP | | | | | |
| Dallas Auto Parts | | | | | |
| | 02/08/2016 | Statement 01/31 | Accounts Payable | | -170.49 |
| | 02/08/2016 | Statement 01/31 | Vehicle Maintenance/Repair | 11 STREET FUND | 2.65 |
| | 02/08/2016 | Statement 01/31 | Vehicle Maintenance/Repair | 20 WATER OPERATING FUND | 21.19 |
| | 02/08/2016 | Statement 01/31 | Vehicle Maintenance/Repair | 13 SEWER FUND | 2.65 |
| | 02/08/2016 | Statement 01/31 | Maintenance Supplies | 01 GENERAL FUND:01.07 Fire Depart | 144.00 |
| | | | | | <u>0.00</u> |
| Total Dallas Auto Parts | | | | | |
| Edge Analytical | | | | | |
| | 02/08/2016 | 16-01501 | Accounts Payable | | -205.00 |
| | 02/08/2016 | 16-01501 | Lab Analysis Services | 20 WATER OPERATING FUND | 205.00 |
| | | | | | <u>0.00</u> |
| Total Edge Analytical | | | | | |
| H.D Fowler Company | | | | | |
| | 02/08/2016 | Inv: 14128672 | Accounts Payable | | -252.28 |
| | 02/08/2016 | Inv: 14128672 | Maintenance Supplies | 13 SEWER FUND | 252.28 |
| | | | | | <u>0.00</u> |
| Total H.D Fowler Company | | | | | |
| Net Assets Corporation | | | | | |
| | 02/08/2016 | 66-201601 | Accounts Payable | | -21.00 |
| | 02/08/2016 | 50% Lien service -66-201601 | Professional Services | 13 SEWER FUND | 10.50 |
| | 02/08/2016 | 50% Lien service -66-201601 | Professional Services | 20 WATER OPERATING FUND | 10.50 |
| | | | | | <u>0.00</u> |
| Total Net Assets Corporation | | | | | |
| Sensus | | | | | |
| | 02/08/2016 | ZA 16012884 | Accounts Payable | | -1,617.45 |
| | 02/08/2016 | Annual Software Support, inv# ZA1601 | Computer Software Maintenance | 20 WATER OPERATING FUND | 1,617.45 |
| | | | | | <u>0.00</u> |
| Total Sensus | | | | | |
| Verizon Wireless | | | | | |
| | 02/08/2016 | 9759407681 | Accounts Payable | | -37.96 |
| | 02/08/2016 | Jan | Telephone | 01 GENERAL FUND:01.01 Administrat | 18.98 |
| | 02/08/2016 | Jan | Telephone | 20 WATER OPERATING FUND | 18.98 |
| | | | | | <u>0.00</u> |
| Total Verizon Wireless | | | | | |
| West Valley Hospital | | | | | |
| | 02/08/2016 | INV. 889 | Accounts Payable | | -53.85 |
| | 02/08/2016 | EMS Medication Billing, inv 889 | Medical Supplies | 01 GENERAL FUND:01.07 Fire Depart | 53.85 |
| | | | | | <u>0.00</u> |
| Total West Valley Hospital | | | | | |
| Xerox Corporation | | | | | |
| | 02/08/2016 | 083271066 | Accounts Payable | | -196.71 |
| | 02/08/2016 | 65% Use, inv 083271066 | Operational Supplies | 01 GENERAL FUND:01.01 Administrat | 127.86 |
| | 02/08/2016 | 10% Use | Operational Supplies | 11 STREET FUND | 19.67 |
| | 02/08/2016 | 10% Use | Operational Supplies | 13 SEWER FUND | 19.67 |
| | 02/08/2016 | 15% Use | Operational Supplies | 20 WATER OPERATING FUND | 29.51 |
| | | | | | <u>0.00</u> |
| Total Xerox Corporation | | | | | |
| CenturyLink | | | | | |
| | 02/14/2016 | multiple phone bills february | Accounts Payable | | -420.62 |
| | 02/14/2016 | February | Telephone | 01 GENERAL FUND:01.01 Administrat | 183.37 |
| | 02/14/2016 | February | Telephone | 20 WATER OPERATING FUND | 64.66 |

City of Falls City
Paid Bills Report
 As of February 8, 2016

| | Date | Memo | Telephone | Account | Class | Amount |
|---|------------|--------------------------------------|----------------------------|---------|-----------------------------------|-----------|
| Total CenturyLink Edge Analytical | 02/14/2016 | February | | | 01 GENERAL FUND:01.07 Fire Depart | 172.59 |
| | | | | | | 0.00 |
| Total Edge Analytical HBH Consulting Engineering | 02/14/2016 | 16-02509 | Accounts Payable | | 20 WATER OPERATING FUND | -20.00 |
| | 02/14/2016 | 16-02509 | Lab Analysis Services | | | 20.00 |
| | | | | | | 0.00 |
| Total HBH Consulting Engineering Pacific Power | 02/14/2016 | January #2016-001 | Accounts Payable | | 20 WATER OPERATING FUND | -3,424.76 |
| | 02/14/2016 | January #2016-001, Master Water Plan | Professional Services | | | 3,424.76 |
| | | | | | | 0.00 |
| Total Pacific Power Petro Card | 02/14/2016 | multiple accounts, 21091561-006 2 | Accounts Payable | | 01 GENERAL FUND:01.07 Fire Depart | -2,420.59 |
| | 02/14/2016 | February | Power/Heat | | 01 GENERAL FUND:01.01 Administrat | 982.34 |
| | 02/14/2016 | February | Power/Heat | | 01 GENERAL FUND:01.03 Parks | 133.16 |
| | 02/14/2016 | February | Power/Heat | | 01 GENERAL FUND:01.03 Parks | 4.34 |
| | 02/14/2016 | February | Power/Heat | | 13 SEWER FUND | 606.12 |
| | 02/14/2016 | February | Street Lights | | 11 STREET FUND | 621.41 |
| | 02/14/2016 | February | Power/Heat | | 20 WATER OPERATING FUND | 73.22 |
| | | | | | | 0.00 |
| Total Petro Card Speer Hoyt LLC | 02/14/2016 | C025923 | Accounts Payable | | 11 STREET FUND | -72.49 |
| | 02/14/2016 | 20% C025923 | Vehicle Operation | | 13 SEWER FUND | 14.50 |
| | 02/14/2016 | 20% C025923 | Vehicle Operation | | 20 WATER OPERATING FUND | 14.50 |
| | 02/14/2016 | 60% C025923 | Vehicle Operation | | | 43.49 |
| | | | | | | 0.00 |
| Total Speer Hoyt LLC CIS Trust | 02/14/2016 | 33987 | Accounts Payable | | 01 GENERAL FUND:01.01 Administrat | -38.00 |
| | 02/14/2016 | INV: 33987 | Attorney/Special Council | | | 38.00 |
| | | | | | | 0.00 |
| Total CIS Trust City of Dallas | 02/20/2016 | 4th quarter Workers comp | Accounts Payable | | 01 GENERAL FUND:01.01 Administrat | -4,250.28 |
| | 02/20/2016 | 4th quarter workers comp | Worker's Comp Insurance | | 01 GENERAL FUND:01.03 Parks | 170.01 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 01 GENERAL FUND:01.03 Parks | 127.51 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 01 GENERAL FUND:01.07 Fire Depart | 2,635.17 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 01 GENERAL FUND:01.04 Municipal | 42.50 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 11 STREET FUND | 467.53 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 13 SEWER FUND | 297.52 |
| | 02/20/2016 | 4th quarter Workers comp | Worker's Comp Insurance | | 20 WATER OPERATING FUND | 510.04 |
| | | | | | | 0.00 |
| Total City of Dallas Consumers Power Inc | 02/20/2016 | INV# 201602121570 | Accounts Payable | | 11 STREET FUND | -300.00 |
| | 02/20/2016 | INV# 201602121570 | Streets Maintenance/Repair | | | 300.00 |
| | | | | | | 0.00 |
| Total Consumers Power Inc Edge Analytical | 02/20/2016 | Account # 1155301 | Accounts Payable | | 20 WATER OPERATING FUND | -311.14 |
| | 02/20/2016 | February Power | Power/Heat | | | 311.14 |
| | | | | | | 0.00 |
| Total Edge Analytical Hach Company | 02/20/2016 | 16-02553 | Accounts Payable | | 13 SEWER FUND | -227.00 |
| | 02/20/2016 | 16-02553 | Lab Analysis Services | | | 227.00 |
| | | | | | | 0.00 |

City of Falls City
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 As of February 8, 2016

| | Date | Memo | Account | Class | Amount |
|---|------------|------------------------------------|------------------------------|-----------------------------------|---------|
| Total Hach Company Home Comfort, Inc | 02/20/2016 | 9766210 | Accounts Payable | | -337.79 |
| | 02/20/2016 | 9766210 | Professional Services | 20 WATER OPERATING FUND | 337.79 |
| | | | | | 0.00 |
| Total Home Comfort, Inc King's Pumping Service | 02/20/2016 | Inv # 049980 | Accounts Payable | | -110.50 |
| | 02/20/2016 | 20% Fire Inv # 49980 | Equipment Maintenance/Repair | 01 GENERAL FUND:01.07 Fire Depart | 22.10 |
| | 02/20/2016 | 50% Water 49980 | Equipment Maintenance/Repair | 20 WATER OPERATING FUND | 55.25 |
| | 02/20/2016 | 10% Sewer 49980 | Equipment Maintenance/Repair | 13 SEWER FUND | 11.05 |
| | 02/20/2016 | 20% Admin 49980 | Equipment Maintenance/Repair | 01 GENERAL FUND:01.01 Administrat | 22.10 |
| | | | | | 0.00 |
| Total King's Pumping Service Knife River | 02/20/2016 | 12443 | Accounts Payable | | -200.00 |
| | 02/20/2016 | 12443, service call 234 Prospect | Professional Services | 13 SEWER FUND | 200.00 |
| | | | | | 0.00 |
| Total Knife River Pitney Bowes | 02/20/2016 | 1545109 | Accounts Payable | | -353.05 |
| | 02/20/2016 | Invoice # 11545109 | Streets Maintenance/Repair | 11 STREET FUND | 353.05 |
| | | | | | 0.00 |
| Total Pitney Bowes Polk County Sheriff's Office | 02/20/2016 | Acct# 19659466866 | Accounts Payable | | -301.50 |
| | 02/20/2016 | February 35% | Postage & Freight | 13 SEWER FUND | 105.52 |
| | 02/20/2016 | February 50% | Postage & Freight | 20 WATER OPERATING FUND | 150.75 |
| | 02/20/2016 | February 15% | Postage & Freight | 01 GENERAL FUND:01.01 Administrat | 45.23 |
| | | | | | 0.00 |
| Total Polk County Sheriff's Office Sharon Volk Grene | 02/20/2016 | 58757 | Accounts Payable | | -220.00 |
| | 02/20/2016 | 3rd Qtr 2015-2016 INV#58757 | Intergovernmental Services | 01 GENERAL FUND:01.07 Fire Depart | 220.00 |
| | | | | | 0.00 |
| Total Sharon Volk Grene US Bank Visa | 02/20/2016 | Bound Tree reimbursement | Accounts Payable | | -52.00 |
| | 02/20/2016 | Reimburse expense, Bound Tree | Medical Supplies | 01 GENERAL FUND:01.07 Fire Depart | 52.00 |
| | | | | | 0.00 |
| Total US Bank Visa City of Dallas | 02/20/2016 | Account Number: 4798 5312 1498 114 | Accounts Payable | | -178.19 |
| | 02/20/2016 | January, office supplies | Office Supplies | 01 GENERAL FUND:01.01 Administrat | 46.58 |
| | 02/20/2016 | Jan. printer | Office Supplies | 01 GENERAL FUND:01.07 Fire Depart | 72.89 |
| | 02/20/2016 | Jan. printer | Office Supplies | 20 WATER OPERATING FUND | 33.98 |
| | 02/20/2016 | Jan. grant class | Travel/Meeting Expense | 01 GENERAL FUND:01.07 Fire Depart | 18.00 |
| | 02/20/2016 | Jan. code notice | Legal/Collection Fees | 01 GENERAL FUND:01.04 Municipal | 6.74 |
| | | | | | 0.00 |
| Total City of Dallas Edge Analytical | 02/27/2016 | INV# 201602191582 & 201602191581 | Accounts Payable | | -600.00 |
| | 02/27/2016 | INV# 201602191582 & 201602191581 | Streets Maintenance/Repair | 11 STREET FUND | 600.00 |
| | | | | | 0.00 |
| Total Edge Analytical Mid Willamette Valley COG | 02/27/2016 | 16-03683 | Accounts Payable | | -149.00 |
| | 02/27/2016 | 16-03683 | Lab Analysis Services | 13 SEWER FUND | 149.00 |
| | | | | | 0.00 |
| Total Mid Willamette Valley COG | 02/27/2016 | 1516265 | Accounts Payable | | -38.50 |
| | 02/27/2016 | inv. 1516265 COG Land Use | Professional Services | 01 GENERAL FUND:01.01 Administrat | 38.50 |
| | | | | | 0.00 |

City of Falls City
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 As of February 8, 2016

| Date | Memo | Account | Class | Amount |
|------------|-------------|---------------------------|------------------------------------|---------|
| 02/27/2016 | A263786-IN | Accounts Payable | 01 GENERAL FUND:01.01 Administrat | -380.84 |
| 02/27/2016 | A263786-IN | Power/Heat | | 380.84 |
| | | | | 0.00 |
| 02/27/2016 | C030805 | Accounts Payable | 11 STREET FUND | -50.79 |
| 02/27/2016 | 20% C030805 | Vehicle Operation | 13 SEWER FUND | 10.15 |
| 02/27/2016 | 20% C030805 | Vehicle Operation | 20 WATER OPERATING FUND | 10.15 |
| 02/27/2016 | 60% C030805 | Vehicle Operation | | 30.49 |
| | | | | 0.00 |
| 02/27/2016 | ARK41937 | Accounts Payable | 01 GENERAL FUND:01.02 City Council | -249.60 |
| 02/27/2016 | ARK41937 | Council Approved Projects | | 249.60 |
| | | | | 0.00 |

MINOP

Total MNOP
 Petro Card

Total Petro Card
 Surplus Cashier

Total Surplus Cashier

City of Falls City
City Council Regular Meeting
Thursday February 11, 2016
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Mayor Terry Ungricht, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Staff Present: JoHanna Hewitt, City Clerk; Don Poe, Public Works Lead Worker

Mayor Ungricht called the meeting to order at 7:05 pm.

1) Roll Call

Clerk Hewitt took roll call. Councilor L. Sickles absent. Councilor Bishop arrived at 7:30pm.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor Melin and seconded by Councilor Meier to adopt the entire agenda, moving item 7b, line three; Sheriff's Report ahead of item 5, Public Comments; and to add Councilor Meier's application for the Economic development Committee to item 6, line b of Committee appointments. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

4) Consent Agenda

A motion was made by Councilor Meier and seconded by Councilor D. Sickles to adopt the Consent Agenda. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Polk County Sheriff Garton's Report

Mayor Ungricht introduced Mark Garton, Polk County Sheriff and thanked him for his attendance and introduction of Senator Jeff Merkley at a previous meeting held in Falls City. He referred to this as a reality check for Falls City of law enforcement services we may not see but is actually occurring here. Sheriff Garton went on to explain the service reports he compiled for law enforcement calls within Falls City limits. Falls City is on par for total calls countywide, although our arrest percentage is higher than the rest of Polk County at 62 arrests out of 119 countywide. Out of 526 events in Falls City, 119 were crimes. He was encouraged that Falls City has comparatively the same clearance rate as the rest of the county overall.

Sheriff Garton went over a January 2016 report and a 2015 yearly report. He added that service calls may appear to increase and that this is the intent of the levy that passed, to increase law enforcement personnel responding to calls. Sheriff Garton will continue to monitor the situation. He will give suggestions and guidance for things the City can do. He then invited questions, comments and input. Council thanked Sheriff Garton for his compilation and effort put into his reports. Sheriff Garton said he would keep the same format on future reports. He reported that Deputy Todd Fink was recently been promoted to Sargent and will be the primary contact person for Neighborhood Watch. Sgt. Fink will attend the February 23, 2016 Falls City Town Hall meeting.

Page 5

Mayor Ungricht suggested meeting with Sheriff Garton after both have their budgets in place and discuss pursuing an IGA for enforcement.

Sheriff Garton introduced Tony Unger, the Polk County Corrections Deputy. Sheriff Garton explained he is seeking more community involvement from employees. Deputy Unger will act as liaison with a group of city councils and city governments and the Sheriff's office. Sheriff Garton feels a group effort is needed to provide support across the county and is the intent of the new program he has formed. Deputy Unger will fill in for Sheriff Garton from time to time to answer questions or attend meetings.

Mayor Ungricht welcomed Deputy Unger. Sheriff Garton and Deputy Unger were thanked for their presence and participation.

5) Public Comments

Kirby Frink of Falls City and Frink's General Store requested Council to allow him to recommission the fuel storage tanks located at the old gas station on North Main across from the Breadboard.

Mr. Frink said when last checked an upgrade on the overflow or an alarm system were needed to put the tanks back in service. Pumps would need to be upgraded or new ones installed. Mr. Frink estimated this would cost approximately \$25,000. Additionally, this project has been on a temporary closure for 10 years with an additional extension. Mr. Frink states he is almost at the close of opportunity. He must recommission the tanks or put them back into a 10-year hold. DEQ will not sign off on the project until everything is in place and up to standards.

Mr. Frink asked the Council to help in any way they can to reduce the necessary fees required by the City. The fee is \$800.00.

Mayor Ungricht reminded Mr. Frink the City does not have a planning department. COG is used for this purpose and charge \$77.00 per hour. The City passes these fees to the applicant in order for reimbursement of COG planning expenses. He went on to convey any problems will be with the state, and DEQ not with the City. Mayor Ungricht assured Mr. Frink that the City wants to see him succeed. Mayor Ungricht suggested Mr. Frink draw up a site plan, as the prior site plan done by Mayor Ungricht is now outdated. Mayor Ungricht will speak with COG and see how much it would cost for their services.

Mr. Frink asked Council if the City wanted gasoline. To which the reply was yes. Mr. Frink also feels if he does not pursue this project now, fuel will be gone forever from Falls City. He said the newest tanks are the newest in the area, testing was done and they a virtually clean bill of health. Mr. Frink also said that the tanks, if not for fuel, could be used as water storage for fire control.

Council asked Mr. Frink if he could share what business was going in on the fuel station property. Mr. Frink replied it was a drive through espresso shop owned and operated by a local Falls City family. They currently have their shop set up in Independence, but would to move it closer to home. The owners have already contacted City Hall staff. A discussion regarding the number of employees ensued regarding the coffee shop as well as the station. Council felt it was wise and beneficial to have a fuel reserve here in the event of the subduction zone quake, as most reserves are predicted to be destroyed if it occurs.

6) New Business
A. TMDL Pet Waste Stations

6

Mayor Ungricht informed Council that Pet Waste Stations were the least expensive item identified on the TMDL to bring the City into further compliance with DEQ. Councilor Drill opted to table the item. She would like to look through the matrix for herself and is concerned the waste bags would be taken rendering the waste stations ineffective. Councilor Drill will reexamine the matrix included in the meeting packet. Exhibit B, pages 22 through 40.

B. Committee Appointments

A motion was made by Councilor D. Sickles and seconded by Councilor Drill that the City Council of the City of Falls City grant its consent to appoint Councilor Melin, Patti Sample and Rose Bajorins to the Economic Development Committee and to appoint Patti Sample to the Budget Committee. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

C. Council Goals

A motion was made by Councilor D. Sickles and seconded by Councilor Drill that the City Council of the City of Falls City approve the City Council Goals as amended. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

7) Correspondence, Comments and Ex-Officio Reports

A. Council Reports

None

B. Mayors Report

Mayor Ungricht reported an update on Public Works employee Corky Wagner's wife Dani Jo. She is scheduled for a bi-pass and to please keep her in prayer for a speedy recovery.

In addition to the information being gathered for HBH, staff has identified one customer not being billed for sewer service on the utility system. All tanks have been identified as well as service tracking.

An article in the I.O. paper regarding the vacant homes and squatters in the City resulted in a service offering access to property owner's identity greater than Polk County Quick Search provides. In addition, the trailer at 513 Cameron was removed by the occupant.

Mayor Ungricht has reached out for assistance on the budget. The person who helped former City Administrator Amber Mathiesen is happy to help. This person has family in Monmouth and is not opposed to spending several days in the area to assist. The Mayor, with aide from Steve Sickles is feeling more confident having a rough draft of the budget done.

Council was asked to inform Mayor Ungricht by Tuesday February 16, 2016 if they have a conflict with the proposed Budget Calendar dates. The dates will be published publicly in several formats.

8) Council Announcements

Councilor Drill reported the last Emergency Preparedness meeting went well. She has a resource contact list and virtually all items needed to present to the City. She will meet with Mayor Ungricht to go over the plan draft before submitting for Council approval. Councilor Drill would also like to send out a survey to the community members ranking themselves on preparedness level. Mayor Ungricht added that Park and Recreation would like to do a survey as well but that it may take Councilors going door to door for feedback. Councilor Drill announced she will begin a Tip of the Month suggesting preparedness items to purchase. Mayor Ungricht suggested she meet with him

before Council and Budget meetings to discuss the purchase list of emergency items for the City. Councilor Drill agreed.

Councilor Drill noted that John Gilbert had purchased blankets from the state surplus in the past for \$5.00 per piece. They are 6x6 National Guard blankets. She would like to start with 50 pieces plus 3 tubs ranging from \$8.00 to \$15.00 per unit. Councilor Sickles inquired as to where she would suggest taking it out of the budget. Councilor Drill was unsure. Mayor Ungricht said it could possibly be identified in Council monies and added that fireworks will also need to be budgeted if the Fire Association decides to proceed with the July 3rd event.

The Fire Department offered their storage shed to store disaster items. Councilor Meier noted that even if the shed collapses in a disaster event, the items could easily be recovered. Councilor Meier will look into possible storage at the Post Office for south side storage.

By consensus, Council agreed to buy blankets.

Councilor Meier asked if the entire amount would be approximately \$300.00. Councilor Drill did not have a definite figure. Councilor Bishop's suggested approaching stores for tub donations. Councilor Bishop will look into it in her spare time.

The Town Hall meeting will be February 23, 2016 and everyone is invited to attend.

Councilor Meier asked if more information was available on the state park possibility. Mayor Ungricht added that this will take time, Senator Gromberg will put pressure on the director in moving forward but it is not a fast process. Mayor Ungricht has met with a person regarding conservation items. He will write a report on his findings and give to the City.

The Falls Alliance is still behind in quarterly payments as of January 2016. Council asked if they have to act immediately regarding the Falls Alliance situation. Mayor Ungricht replied no. He will gather information to present to Parks and Recreation for their review. Another route to take could be to make the area a conservation district.

Councilor Melin expressed his delight in an EDC quorum so the committee may move forward with meeting dates and planning.

Councilor Sickles announced he would not be present at the upcoming Parks and Recreation Committee meeting on February 17, 2016. The Girls Basketball Team will be participating in the District Playoffs at Werner Pacific in Portland. Everyone wishes them luck.

Councilor Bishop suggested moving the Council meeting up to 6pm from 7pm the second Thursdays of each month.

A motion was made by Councilor Sickles and seconded by Councilor Drill to move council meetings to 6 pm. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Mayor Ungricht attended a Polk County Breakfast at Pressed coffee shop. He said it was very informational and invited Council members to accompany him anytime.

9) **Adjourn**

The meeting adjourned at 8:05 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk JoHanna Hewitt

9

FEB 09 RECD
DJS



Application for Committees

City of Falls City

299 Mill Street, Falls City, Oregon 97344

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

Contact Information

| | |
|----------------------|----------------------|
| Name: | TONY MEZER |
| Street Address: | [REDACTED] |
| Mailing Address: | [REDACTED] |
| City/State/Zip Code: | FALLS CITY OR. 97344 |
| Home Phone: | [REDACTED] |
| Work Phone: | [REDACTED] |
| E-Mail Address: | [REDACTED] |

Background

| | |
|-----------------------------------|---------------------|
| Years of Residence in Falls City: | 13 |
| Place of Employment: | |
| Occupation: | |
| Educational Background: | |
| Prior Civic Activities: | GED CITY COUNCIL |

Committees of Interest

Please check all of the following Committees that interest you:

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

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

10

Special Skills or Qualifications

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

[Empty dashed box for Special Skills or Qualifications]

Motivation

Discuss your motivation for serving on this Committee.

[Empty dashed box for Motivation]

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) | TONY MEZER |
| Signature | <i>Tony Mezer</i> |
| Date | 2/9/16 |

11

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

handed out at meeting.

Falls City Fire Department

November/December 2015

January 2016

November Calls, 2015

- ❖ Medic - 2 (SW) / 8 (FC) = 10 total
- ❖ Fire - 2 (SW) / 1 (FC) = 3 total
- ❖ Rescue/MVA - 0
- ❖ Public Service - 1 (SW) / 2 (FC) = 3 total
- ❖ Drills - Fire - 4, Medic - 1
- Total number of SWF calls were (5) / FC - (10) = 15

F.C. Volunteer Association Points of Interest :

- 11/21 - FCFD had its Thanksgiving dinner on Saturday. Great food and company!
- Number of Volunteers on the roster as of 11/31/15 - (34)

December Calls, 2015

- ❖ Medic - 4 (SW) / 2 (FC) = 6 total
- ❖ Fire - 2 (SW) / 0 (FC) = 2 total
- ❖ Rescue/MVA - 4 (SW)
- ❖ Public Service - 2 (SW)
- ❖ Drills - Fire - 4, Medic - 1
- Total number of SWF calls were (12) / FC - (2) = 14

F.C. Volunteer Association Points of Interest :

- 12/2 - Lori and Sharon attended the FBI Active Shooter Presentation in Corvallis.
- 12/5 - Toys for Tots @ Walmart Saturday, 0900 to 1600 - E122 crew brought in over \$7000 worth of gifts and \$865.00 in donations

12

- 12/9 - FC's Honor Guard member assisted in the dedication ceremony at St. 100 for the new entrance.
- 12/16 - Pub Ed and safety tip at the grades + H.S.; all school children in FC received a gift!
- 12/19 - FCFD had its Christmas dinner Saturday.
- 12/23 - Santa and his FCFD elves delivered presents to families in town Wednesday evening!
- 12/24 - Food boxes were delivered to families in town from 0730 to 1400

➤ Number of Volunteers on the roster as of 10/31/15 - (31)

January Calls, 2016

- ❖ Medic - 3 (Sw) /13 (FC) = 16 total
- ❖ Fire - 2 (Sw) /1 (FC) = 3 total
- ❖ Rescue/MVA - 0
- ❖ Public Service - 1 (SW)
- ❖ Drills - Fire - 4, Medic - 1
- Total number of SWF calls were (6)/ FC (14) =20
- Number of Volunteers on the roster as of 10/31/15 - (31)

F.C. Volunteer Association Points of Interest :

- 1/6 - Lori and Terry attended the AFG Grant Workshop @ DPSST
- 1/24 - Honor Guard attendance at the funeral for SDAO /OFDDA member Bob Reeves in Welches, OR

Motion if Sheriff attends meeting.

Motion to adopt the entire agenda, moving item 7b, line three, the Sheriff's report to before item 5 public comments and to add Councilor's Meier application for the Economic Development Committee to Item 6, line b Committee appointments.

Motion if Sheriff is not is attendance,

Motion to adopt entire agenda with addition of Councilor Meier's application to the Economic Development Committee to item 6, line b, Committee appointments.

City of Falls City
City Council Work Session
Wednesday February 3, 2016
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

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

Staff Present

Clerk Hewitt

Facilitator

Mayor Ungricht

Mayor Ungricht called the meeting to order at 7:05 pm.

- 1) **Roll Call**
Clerk Hewitt took roll call.
- 2) **Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) **Motion to adopt the entire agenda: None**
- 4) **Consent Agenda: None**
- 5) **Public Comments: None**
- 6) **New Business**
Mayor Ungricht/City Manager Ungricht distributed his staff report on the status of 2015 Goals. He also distributed 2015 Goal-Setting Workshop Results and a League of Oregon Cities (LOC) Goal Setting preparation packet to all present.

Dennis Sickles arrived late due to a school conflict.

Mission statement remains as is.

Goals identified:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements
2. Broaden community understanding of City government and operations by enhancing community communications.
3. Develop a strategy to encourage economic development in Falls City.
4. Explore options to enhance Public Safety and implement a Code Enforcement Program with available resources.

Council identified the following issues facing Falls City as #1 priorities:

1. Develop funding for sewer project
2. Create a Parks Master Plan
3. Determine desired Code Enforcement program model
4. Develop and implement program and train appropriate people
5. Educate the public on emergency procedures.

Council identified the following issues facing Falls City as #2 priorities:

1. Develop funding sources for Street improvements.
2. Create Economic Development/Community Beautification Committee to develop and implement a list of projects

Council identified the following issues facing Falls City as #3 priorities:

None

Council identified the following issues facing Falls City as #4 priorities:

1. Schedule Town Hall meetings to share information with and solicit information from citizens.
2. Continue to enhance the City's website
3. Review City ordinances to ensure compatibility with business development.
4. Replace missing traffic signs in the City.

7) Correspondence, Comments and Ex-Officio Reports:
February 4 Work Session Meeting cancelled due to efficiency on February 3 Work Session meeting.
Clerk Hewitt posted public notices.

8) Council Announcements: None

9) Adjourn
The meeting was adjourned at 8:45 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk JoHanna Hewitt

16

Falls City Goals Meeting 2016

From: Mayor/Manager Ungricht

With the changes we experienced with the election of 2014, changes in staff, new councilors, new mayor, and changes in the Manager I believe that we can look at the last year and feel proud of the direction we are taking our City. I came into office on January 1st, unfortunately I was not allowed time from the election results until January 1st to receive training and a hand off of where the last Administrator was at with the City. Thank God that the Council had hired a very competent interim manager that was here until April to help train me and to help set up the 2015-16 budget.

My goals from the election were to rebuild a team spirit with staff and Council. I believe that we have succeeded in building a work place that every employee feels that they are part of the discussion to find solutions that will move our City forward.

Another main goal was to address infrastructure problems that we have in the City; our Water system was out of compliance due to an expired Master Water Plan, we have moved forward on that at a fraction of the cost that was estimated by the last administration. We expect to have an approved plan by October of 2016. We were also able to renegotiate a new contract with Luckiamute Water district which has brought in needed revenues and has them paying close to what our City customers are paying. We were awarded the Small City allotment Grant, a year earlier than expected, and we will be laying pavement on a non-timber corridor for the first time in over a decade. So while we have moved forward on repairing an infrastructure that has not seen a lot of projects in the last decade, and there is lot of problem areas, we are starting to make steps forward.

I would like to advise the Council that this is your goal session, but I hope that you concentrate on Infrastructure Issues. We have major problems in the degradation of our paved roads, out dated equipment; the Public Works truck is over a decade old, the street grader is over 5 decades old. We have made a few equipment upgrades for the Fire Department but there is needed equipment there, a quick response rig would be great, right now they have to use the fire engine to answer a medical call, this adds to wear on the engine and a slower response time.

I know there will be projects identified in the Water Plan that we are going to have perform to keep our water system safe and dependable. We will need to sell a rate base that will accomplish these goals. This means getting educated on why, how much, and the need for upgrading projects. We were elected to keep these systems in good operation for our citizens, so we need to educate ourselves so we can explain to the citizens if and when rates need to go up.

Which leads me to what I feel is our major problems facing the future of Falls City are; Number one is the sewer, we are currently not up to date in compliance with the DEQ permit and the current system is wore out. We need to address the system, I do not believe we can keep kicking the can, DEQ will come in and force the City to build a new sewer system or we will have properties condemned. Our option is to accept the lagoon option in the Facility plan and move forward. I am asking for resolution on the sewer system to be listed as a number two goal. I think we need to contract to Portland State to survey

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

March 2 and March 4, 2015

GOAL-SETTING WORKSHOP RESULTS

MISSION STATEMENT

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

GOALS

The City of Falls City will:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.
2. Explore the development of an electric generation facility to power City operations.
3. Broaden community understanding of City government and operations by enhancing community communications.
4. Develop a strategy to encourage economic development in Falls City.
5. Explore options for and implement a code enforcement program that fits within available resources.
6. Enhance public safety in Falls City.
7. Develop and implement a staffing plan to carry out City operations.

GOALS UPDATE- June 2, 2015

| |
|------------|
| OBJECTIVES |
|------------|

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

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

1) RFQ has been published. 10-15-2015 2) Parks Committee is looking into, could partner with OSU. (06/02/2015). 3) Staff has been up dating comp plan with resolutions/ordinances since 2010 that were not up dated in plan. Some of this work will be done with Master Water Plan. 10-15-2015. 4) Not worked on 10-15-2015

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

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

Council President Sickles is going to do the leg work on identifying the agencies we will need to go through for approval. (10/15/2015) Told Council it needs more research. (12/2015)*

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

| | OBJECTIVE | PRIORITY |
|---|---|----------|
| 1 | Schedule town hall meetings to share information with and solicit information from citizens | 1 |

20

| | | |
|---|---|---|
| 2 | Publish a newsletter article on the City budget | 1 |
| 3 | Create a list of community volunteers and resources | 1 |
| 4 | Respond publicly and in a timely fashion to public comment issues received at City Council meetings | 1 |
| 5 | Continue to enhance the City's website | 4 |
| 6 | Post any ordinance changes once decided to make sure the public is informed | 4 |

- 1) Councilor Drill is holding Monthly town hall meetings. 10/15/2015. 2) Published in March newsletter. 3) Not done. 4) New form accepted by Council. 5) Johanna has updated the website, this will always be ongoing. 10/15/2016 6) Ordinances are posted in the Council Packets, in the minutes, and it is updated in the municipal code, which is on the web. This will be ongoing set by office policy.

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

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

- 1) The City has finished the stairway project and the electrification on the river side park. Need Council direction on Committee ideas.
 2) This is ongoing, Staff this year has had a crash course in land development, we are experiencing a high land use applications. City needs to address lack of waste-water system to help bring in business development.

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

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

Staff has met with County Code Enforcement and Albany code Enforcement. Still in initial stages of developing an affordable program. Staff is aware of the need and is searching all avenues. Ongoing. Staff identified a search tool to locate property owners otherwise MIA.*

Goal #6 – Enhance public safety in Falls City.

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

Next Page

21

- 1) With passage of the County Safety Levy there has been more patrols assigned.
- 2) Parks committee is exploring cost. Surveillance cameras not feasible due to cost and limited retention space.* Councilor Drill contacted Mr. Bender with Polk County and they do have an event camera we could borrow.
- 3) Is being worked on by Councilor Drill and Fire Department.
- 4) Public Works committee has developed a priority list. Public Works has ordered 20 new Stop signs. Placed*

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

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

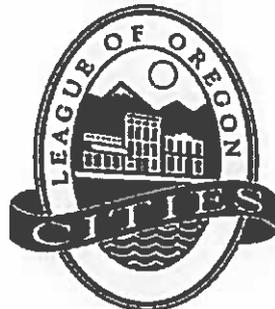
- 1) We have hired another Clerk. Still need to hire another Public Works worker.
- 2) City Management is defiantly a full time job, budgeting for a professional manager will be difficult.
- 3) 30 On going, per item 1.

KEY TO PRIORITY RATINGS

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

GOAL SETTING

A Preparation Packet



League of Oregon Cities
P.O. Box 928
Salem, OR 97308
588-6466

23

"Any fool can lay out a five-year plan, but it takes a person of rare ability to hop from crisis to crisis."

Anonymous

Notes to Readers

INTRODUCTION

This packet has been developed to help you prepare for the upcoming goal-setting session your council has scheduled. In the firm belief that the more time you spend "ahead of time, the less you will spend at the time," this packet encourages you to complete several quick exercises in the way of "homework." Much of the material in the packet is to stimulate your best thinking about the condition of the city and its future. Read through each of the pages and complete the suggested exercises. Return them to the city manager or designated collection point as soon as they are finished and well ahead of the scheduled session. The facilitator will use the information to prepare him or herself for the session and to prepare various posters and displays to be used during the session.

WHAT CAN YOU EXPECT IN A GOAL-SETTING SESSION?

The technique and processes used in this goal-setting approach are simple, straightforward, and to the point. Provided the homework packets are completed and returned to the collection point on time, when you enter the goal-setting session, you will find already posted and ready for processing, the summarized results of the collective homework packets of each of the council members. There are several steps involved in the goal-setting process.

STEP 1: DISCUSS LONG-RANGE ISSUES

Participants will review and discuss the long-range issues the city will be facing (see page 5).

STEP 2: DISCUSS POSSIBLE GOALS

Participation will consist of a review of the posted goals to insure that each participant understands clearly what is meant by the statement.

STEP 3 GROUP GOALS BY TOPIC

The group begins the process of clustering various goal statements into logical groupings under appropriate headings (e.g., Economic Development, Downtown Redevelopment, Tourism, etc.). This step is the most lengthy portion of the goal-setting process, because as the clustering process is taking place, the individual goals are edited, analyzed, and often rewritten to meet the needs of the group.

STEP 4: PRIORITIZE GOALS

During this step, resource points are distributed among the various goals and objectives to represent the collective sense of priority of the council as a whole. Without this step, the goal-setting process is useless to those who are responsible for carrying out the policies of the council.

24

WHAT CAN YOU EXPECT OF THE FACILITATOR?

The facilitator of a goal-setting session has two primary responsibilities. First, the facilitator must keep the discussion on track and directed toward the process of setting goals. Second, the facilitator must keep the communication process open, accurate, and positive. To do so, he or she may ask you to clarify certain statements, or show how your comments are related to the goals and activities at hand. The most frequent question you will hear asked by the facilitator during the session will most likely be, "How will you know when you have accomplished that goal?" or, "What will it look like when you have accomplished the objective?" By doing this, the facilitator assures that the goals you end up with are goals that are practical and can actually be attained. Remember, the facilitator is not an expert on your city. You must supply the relevant information. The facilitator is an expert on helping councils pull the various views and needs of the individual members into a workable set of goals that represent the direction for the city for the next year(s).

HOW CAN YOU HELP MAKE THE GOAL-SETTING SESSION MOST EFFECTIVE?

There are several things you can do to help make the session a productive one. First, complete the homework packet and turn it in well ahead of time. Second, come to the session prepared to listen, discuss, and make commitments and decisions for the city. And third, come to the session with the understanding that probably not all of your goals will be the same or of the same priority as those of others on the council, and that to be effective, the final goals must represent the needs of the city and of the whole council. Therefore, be prepared to negotiate, compromise, and work for solutions and goals that are the best for all parties involved. Finally, be prepared for some hard work, some fun, and, when it is all over, the satisfaction of knowing you've done something productive and really important for your city.

25

Looking Back

1. Review the goals you set last year. Using a scale from 1 - 10, assign a rating of how successful you believe you as a council were in accomplishing each of the goals.

1-----10
Totally Unsuccessful Totally Successful

2. When you have finished rating each of last year's goals, analyze the reason for the varying degrees of success and failure that your ratings represent.

For those goals receiving a high rating, try to determine what events, circumstances and conditions helped in the achievement of these good results.

For those with low ratings, identify the events, circumstances and conditions that prevented the council and city from successfully accomplishing the goal.

Are any patterns apparent in your analysis?

Were your goals too unrealistic?

Did you set goals that were high enough?

Are you able to accurately assess how well you really did with respect to goal accomplishment?

Did you have too many goals for the resources and time? Too Few?

3. Based upon this analysis and upon your experience with goal-setting, both as a specific activity and as a management tool for the city over the last year, what suggestions and recommendations do you have that will help make the goal-setting process more effective for this next year? Include your suggestions with those on page 9.

26

Gathering Information

Before going any further in preparing for the goal-setting session, gather some information. Talk to people. Talk to...

| | | |
|--|---------------|-------------------------|
| Business People | Homemakers | Students |
| Lawyers | Doctors | Plumbers |
| Teachers | Retirees | Kids |
| People on the Street | Waiters | Cooks |
| Mechanics | Laborers | City Employees |
| Department Heads | Truck Drivers | Special Interest Groups |
| Church Officials | Grocers | Newcomers |
| People Who Haven't Voted In Five Years | | |

Ask about their concerns, their ideas, their solutions and goals. Talk to people you don't normally talk to. Talk to people about their city and what they think you, as an individual councilor, and you as a city council together should be doing.

Review the events of last year, the goals established and the achievements actually attained. Develop a feel for the relative expenditures necessary for goal achievement. Consider:

The time involved.

The personnel resources required.

The money required.

The projects that didn't get done because of higher priority projects.

The time, resources, and money necessary to maintain the advances of last year.

The unforeseen events that transpired which caused you to be less effective than you would have liked.

Look to the future. What events or circumstances are likely to come along during this next goal cycle to upset the best of intentions? What must you be prepared for?

27

Down the Road

Using your knowledge of the city and your feelings for its long-range future, speculate as to the major issues the city will have to address during the next 5, 10, 20 years. Identify several of them. List them below, and tell how you think the city should begin preparing to deal with them.

1.

2.

3.

4.

5.

6.

28
"ONE SHOULD NOT PLAN VAST PROJECTS WITH HALF-VAST IDEAS."

Anonymous

Criteria for Effective Goals

"THE BEST CRITERIA OF A GOAL IS THIS: IS IT USEFUL?"

- SPECIFICITY:** General goals are less useful than specific ones because specific ones imply next steps.
- PERFORMANCE:** Performance or action-oriented goals are more effective in guiding staff in what to do than are non-performance goals. Do not confuse statements of belief or council views and positions as goal-statements. Goal-statements lead to action, whereas statements of positions or beliefs may only describe a condition.
- INVOLVEMENT:** Goal statements should identify who is to be involved in goal accomplishment and to what extent.
- REALISM:** Each goal must be realistically attainable.
- OBSERVABILITY:** Goal statements must be written so that an observer will be able to tell when and whether or not the goal is being accomplished. The more observable the goal, the easier it is to judge effectiveness.

29

The 10 Most Important Goals

I Think We Should Pursue This Next Year

Based upon your experiences last year, your beliefs and perceptions about the future of the city, and the ideas and concerns you have generated in working through this booklet, list the ten top goals you would like to see addressed this next year. You do not need to prioritize them. Write your goal statements with the "criteria for effective goals in mind."

30

The Effective City Council

- maintains a clear and cooperatively established set of goals;
- encourages open, two-way communication between one another;
- respects the knowledges, skills, and special interests of each other;
- handles dissent, conflict, and controversy in a positive, constructive, and professional manner;
- recognizes and acts upon the importance of presenting a solid unity after decisions have been made, even though individuals might have voted and lobbied for a different decision prior to a vote;
- understands that the council is only effective as a single unit;
- recognizes that councilors have different constituencies and beliefs, and that each represents a legitimate part of the community - no more and no less than any other councilor;
- recognizes the differences between arguing and problem-solving;
- does not personalize issues and decisions; and
- understands that one is seldom going to have all decisions go the way one wants, and accepts and works positively within that framework.

**"OFTEN, WHEN DEMOCRACY IS WORKING AT ITS BEST,
EVERYONE IS JUST A LITTLE DISSATISFIED."**

31

Working Together

What ideas do you have about becoming a more effective council? What are some goals you think the council as a group should set for itself in order to become a more effective body? Use your past experience, your perceptions of council functioning, and the information generated by working through this booklet to develop your ideas. List them on this sheet.

32

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: APPOINT ELECTIONS OFFICER
DATE: 2/22/2016

SUMMARY

The 2016 elections cycle is approaching and Falls city needs to appoint an Elections Officer.

BACKGROUND

City Administrator Amber Mathieson served as the elections officer and with her absence we need to appoint a new elections officer. Normally this would be the City Manager, but since the Mayor is serving as Manager and is also in an elected position he will not be able to act as election officer.

In 2012 when the City Administrator position was not filled, the Council appointed the City Clerk. At that time the Charter required the City Recorder to fill the position; the new Charter does not specify which office would act in this position. Mayor Ungricht recommends following the same procedure that the Council adopted in 2012 and appoint Domenica Protheroe to act as the Falls City Elections Officer.

PREVIOUS COUNCIL ACTION

2012 Council appointed the City Clerk as Election Officer.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Vote in favor of the appointment.

EXHIBIT

N/A

PROPOSED MOTION

I move the City Council of the City of Falls City appoint City Clerk Domenica Protheroe as Falls City Election Officer.

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: MOU ON FIRE GRANT
DATE: 2/19/2016

SUMMARY

Staff met with Chief Young and it was decided that we would talk with Southwestern Polk Chief Hertel about combining our districts to apply for an AFG regional grant for SCBA's and Radio's for the Fire Department.

BACKGROUND

The Falls City Fire Department is operating with outdated self-contained breathing apparatus, (SCBA) units and outdated portable radios and pagers. In discussions with Southwest Fire District it was decided that all of our chances would be greater if we combined the Southwest, Dallas, Dallas EMS, and Falls City into a regional Assistance to Firefighters Grant, AFG. Falls City portion of the grant would supply our Department with 5 SCBA's, 12 Masks, and 1 pack for a total cost of \$36,850, which we would have to do a 5% match for a total of \$1,843. The Radio grant would supply the Department with 10 new portable radios, 1 base, 1 mobile radio, 24 pagers, and 1 headset for a total cost of \$99,316.00, we would have a 10% match on this for a total of \$9,931.60.

We will have to budget for a total of \$11,775 in case we our successful in the grant applications.

PREVIOUS COUNCIL ACTION

Council moved to pursue applying for grants in the 2016 AFG cycle at the December 10, 2015 Council meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

If successful the cost of the equipment will be \$136,166 with Falls City match totaling \$11,775.00.

STAFF RECOMMENDATION

Vote in favor of the Resolution adopting the MOU.

EXHIBIT

Memorandum of Understanding between Falls City, Southwestern Polk Fire District, Dallas Fire, and Dallas EMS.

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 03-2016 A Resolution adopting the Memorandum of Understanding between Falls City, Dallas Fire Department, Southwestern Polk Fire District, and Dallas EMS for the 2016 Assistance to Firefighters grant cycle.

RESOLUTION 03-2016

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN FALLS CITY FIRE DEPARTMENT, DALLAS FIRE DEPARTMENT, DALLAS EMERGENCY MEDICAL SERVICES, AND SOUTHWESTERN POLK RURAL FIRE DISTRICT FOR THE REGIONAL APPLICATION OF THE 2016 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM ADMINISTERED BY FEMA.

Findings:

1. The City of Falls City Fire Department is using outdated SCBA's, Radios and Pagers and desires to upgrade these items for the safety of their volunteers.
2. The City of Falls City finds that it is in the best interest of the City to submit a regional grant which will increase the population served and incident calls to enhance our chances of a successful grant award.
3. The City of Falls City recognizes that it is in the City's best interest and the interest of our neighboring Fire organizations to enhance our ongoing partnership to better serve all of our population.

NOW THEREFORE,

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

Section 1. That making efficient use of resources is important to Falls City.

Section 2. That Falls City Council approves the Memorandum of Understanding between The City of Falls City, The City of Dallas, and Southwestern Polk Fire District setting responsibilities in implementing the approved AFG and authorizes the Mayor to execute the MOU.

Section 3. This Resolution was duly PASSED and ADOPTED by the Falls City Council this _____ day of _____ 2016, and takes effect upon signing.

AYES _____ NAYS _____ ABSTAINED _____ ABSENT _____

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

35

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the following entities: Dallas Fire Department, Dallas Emergency Medical Services, Falls City Fire Department, and Southwestern Polk Rural Fire District. These entities are applying to the Federal Emergency Management Agency (FEMA) as regional applicants for grant awards under the fiscal year (FY) 2015 Assistance to Firefighter Grant (AFG) Program. The purpose of this joint undertaking is to enhance the ongoing partnership of these organizations, which is well documented by their joint service agreement contracts, mutual aid, and auto aid agreements, which have been established to provide fire and emergency medical services to local residents.

The document will establish the framework through which, if FEMA approves their application, the group applicants will collaborate and to articulate the specific roles and responsibilities of each applicant in implementing the approved AFG.

I. Scope of Work

Each group applicant agrees to participate in the proposed grant project that is set forth in each application for the FY 2015 AFG and conduct activities and carry out responsibilities as may be identified in that application.

2015 AFG Regional Grant Proposals will include the following (see Attachment A):

- 1) Dallas Fire Department and Falls City Fire Department will apply for a Mobile Training Facility grant at a 5% match rate;
- 2) Falls City Fire Department and Southwestern Polk Fire District will apply for a SCBA grant at a 5% match rate;
- 3) Southwestern Polk Fire District, Dallas Fire Department, Dallas Emergency Medical Services and Falls City Fire Department will apply for a Radio grant at 10% match rate.

II. If Funded, Each Applicant Understands That It Will Be a Grantee of the AFG Program

Each group applicant understands that, if the group application is funded, it will be, and assume the legal responsibilities of, a grantee.

III. Lead Applicant and Fiscal Agent

Each grant will have a representative agency that will serve as the lead applicant. As the lead applicant, that agency will serve as the fiscal agent for the other agencies in the event of that grant being awarded. As fiscal agent, that agency is responsible for the receipt and distribution of all grant funds; for ensuring that the project is carried out by the group in accordance with the grant requirements.

36

IV. Use of Funds

Each applicant that is not the lead applicant agrees to use the funds or track equipment, it will receive from the lead applicant, under this MOU agreement in accordance with all applicable grant requirements, including any restrictions on the use of AFG funds set forth by FEMA.

V. Joint Responsibilities for Communications and Development of Timelines

Each represented applicant agrees to the following joint responsibilities--

- 1) Each agency will appoint a key contact person for the AFG.
- 2) These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
- 3) These key contacts will work together to determine appropriate timelines for project updates and status reports throughout the granted project and in accordance with the grant reporting and performance period.

VI. Assurances

Each agency hereby assures and represents that it:

- 1) Agrees to work with the grant writing agency as a cooperator;
- 2) Has all requisite power and authority to execute this MOU;
- 3) Is familiar with the agencies AFG application and is committed to working collaboratively to meet the responsibilities specified in this MOU in order to ensure the AFG project's success;
- 4) Will comply with all the terms of the Grant and all applicable Federal and State laws and regulations, including laws and regulations applicable to the grant program, and the applicable provisions of FEMA.

VII. Modifications

- 1) Consistent with the agency representative's responsibility to implement the approved AFG application, this MOU may be amended only by written agreement signed by each of the agreement members. Modifications of this MOU do not relieve members of this agreement from implementing the content of the approved AFG application; therefore any modification that would require a change in the approved application must be approved by FEMA.
- 2) Moreover, in no case will a modification of this MOU relieve any member of this agreement of its responsibility to ensure that the MOU details the activities that each member of this agreement is to perform, or release any member of this agreement from every statement and assurance made by the grant writing agency in the application.

VIII. Effective Date/Duration/Termination

This MOU shall take effect upon the lead applicant's receipt of a notice of grant award of AFG funds from FEMA.

This MOU shall be effective beginning with the date of the last signature hereon, and, if an AFG

grant is awarded, ending upon the expiration of the grant performance period. Any award of AFG funds by FEMA to support the grant applications is contingent upon the execution of this MOU by each party to the grant applications; the members of this agreement also agree that they will not terminate this MOU prior to the end of the grant project period without FEMA approval.

IX. Signatures

1) *Dallas Fire Department* EIN: _____

Fred Hertel, Chief, Dallas Fire Department Date

2) *Southwestern Polk Fire District* EIN: _____

Fred Hertel, Chief, Southwestern Polk Fire District Date

3) *Dallas Emergency Management Service* EIN: _____

Todd Brumfield, Deputy Chief, Dallas EMS Date

4) *Falls City Fire Department* EIN: _____

Terry Ungricht, Mayor, City of Falls City Date

38

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: SURVEY REQUEST FROM PARKS COMMITTEE
DATE: 2/23/2016

SUMMARY

The Falls City Parks Committee is working on a Parks Master Plan and is seeking input from the citizens of Falls City.

BACKGROUND

Falls City does not have a current Master Parks Plan and the Parks Master Plan was adopted as a Council goal. The task was assigned to the Parks Committee and the Committee has been working on updating the Plan.

The Committee would like to survey the Community for input on the future development of walking trails and parks. The Committee is requesting a survey to be developed with input from Council, the Parks Committee, and staff. The Committee is also requesting permission to include the survey with the water bill mailing.

PREVIOUS COUNCIL ACTION

Adopted goal #1, objective 2, to complete a Master Parks Plan in 2016 in the 2016 Council Goals.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The cost would be minimal; staff time to print, fold, stuff envelopes, 445 pieces of copied paper.

STAFF RECOMMENDATION

N/A.

EXHIBIT

Sample survey questions .

PROPOSED MOTION

I move the City Council of the City of Falls City instruct staff to work with the Parks Committee to draft survey questions and mail questions in the water bills.

QUESTIONS FOR PARKS MASTER PLAN SURVEY

(ROUGH DRAFT)

The Falls City Parks and Recreation Committee is currently drafting a Master Parks Plan, this plan will help guide development of our City parks for the next 20 years. The Committee would appreciate everyone take the time to answer the questions and to return to City Hall; you can return with your water bill or drop in mail slot to right of City Hall entrance.

1. AGE: under 20, 20 to 30, 30 to 40 40 to 50, 50 +,
2. What recreation opportunities would you like to see in our City?
(Examples are developed walking trails, Frisbee golf, Dog Park, etc.)

-
3. Do you feel you would use a developed walking/biking trail along the Little Luckiamute River? yes no

4. What additions would you like to see added to Falls City Parks?

-
5. Would you be in favor of developing a Camp Ground with restricted stays in the Upper Park? yes no

6. With the limited resources the City has for Park development, which Park would prioritize for development? Wilson Faye Park (lower park) Michael Harding Park (Falls Park) or Upper Park.

7. Would you vote to approve an additional tax to pay for development and improvements to the parks? Yes No

8. Would you be willing to volunteer time to help perform maintenance in the Parks? Yes No

9. Would you be willing to donate time on improvements? Yes No

If willing to donate time to the Parks fill in your contact information below,

Thank you for submitting your comments.

40

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: TOWN HALL MEETING REPORT
DATE: 2/24/2016

SUMMARY

The Falls City Council adopted goal 2, objective 1, to hold regular Town Hall meetings. The February 23, 2016 meeting subject was procedures on starting a neighborhood watch program.

BACKGROUND

Falls City does not have a City Law Enforcement officer and has attempted to finance an officer through a levy at three different elections. We now rely on the Polk County Sheriff's Office for enforcement and will be pursuing an IGA that will give them some latitude in enforcing City code.

The meeting was attended by three officers representing the Sheriff's Office. They are willing to help train volunteers in the formation of a Neighborhood Watch program. They also encouraged citizens to report suspicious activity, for non-emergencies they can call 503-623-9251, such as people hanging around vacant houses, drug activity, etc. If we are able to report activity around vacant houses promptly they can cite them for trespassing, if we wait too long it becomes an eviction issue which needs to go through the court system.

I recommend that we appoint 2 to 3 Councilors to spear head educating and soliciting volunteers to start a Neighborhood Watch program in Falls City, working with the Polk County Sheriff's Office.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A.

EXHIBIT

brief synopsis of the Neighborhood Watch Program

PROPOSED MOTION

N/A

Neighborhood Watch is one of the oldest and most effective crime prevention programs in the country, bringing citizens together with law enforcement to deter crime and make communities safer.

Sponsored by the National Sheriffs' Association (NSA), Neighborhood Watch can trace its roots back to the days of colonial settlements, when night watchmen patrolled the streets. The modern version of Neighborhood Watch was developed in response to requests from sheriffs and police chiefs who were looking for a crime prevention program that would involve citizens and address an increasing number of burglaries.

Launched in 1972, Neighborhood Watch counts on citizens to organize themselves and work with law enforcement to keep a trained eye and ear on their communities, while demonstrating their presence at all times of day and night. (The program took off quickly: in just ten years, NSA data showed that 12 percent of the population was involved in a Neighborhood Watch.) Neighborhood Watch works because it reduces opportunities for crime to occur; it doesn't rely on altering or changing the criminal's behavior or motivation.

Tips

- Work with the police or sheriff's office. These agencies are critical to a Watch group's credibility and are the source of necessary information and training.
- Link up with your victims' services office to get your members trained in helping victims of crime.
- Hold regular meetings to help residents get to know each other and to decide upon program strategies and activities.
- Consider linking with an existing organization, such as a citizens' association, community development office, tenants' association, or housing authority. They may be able to provide an existing infrastructure you can use.
- Canvass door-to-door to recruit members.
- Ask people who seldom leave their homes to be "window watchers," looking out for children and reporting any unusual activities in the neighborhood.
- Translate crime and drug prevention materials into Spanish or other languages needed by non-English speakers in your community. If necessary, have a translator at meetings.
- Sponsor a crime and drug prevention fair at a church hall, temple, shopping mall, or community center.
- Gather the facts about crime in your neighborhood. Check police reports, conduct victimization surveys, and learn residents' perceptions about crimes. Often, residents' opinions are not supported by facts, and accurate information can reduce the fear of crime.
- Physical conditions like abandoned cars or overgrown vacant lots contribute to crime. Sponsor cleanups, encourage residents to beautify the area, and ask them to turn on outdoor lights at night.
- Work with small businesses to repair rundown storefronts, clean up littered streets, and create jobs for young people.
- Start a block parent program to help children cope with emergencies while walking to and from school or playing in the area.
- Emphasize that Watch groups are not vigilantes and should not assume the role of the police. Their duty is to ask neighbors to be alert, observant, and caring—and to report suspicious activity or crimes immediately to the police.

42

Taken from neighborhood watch website, <http://www.ncpc.org/>

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: AGREEMENT FOR CONTRIBUTION TO FALLS CITY FIRE ASSOCIATION
DATE: 2/29/2016

SUMMARY

At the January 2015 Council meeting Interim City Manager Jon Hanken's had Council adopt the Agreement between Falls City and the Falls City Fire Association by a simple motion. The agreement should have been adopted by Resolution.

BACKGROUND

In the past Falls City had paid out "points" money to the volunteers of the Fire Department, this is no longer allowed due to an IRS ruling. The Fire Department formed a 501-3-c to allow us to make a donation to the Association.

Council passed, by motion, the agreement that set the monthly donation amount and allowed for the rollover of the donation with no changes from year to year. There have been no changes since the inception of the agreement, but for proper record retention the agreement should have been passed by a resolution

PREVIOUS COUNCIL ACTION

Council passed by motion the agreement.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Cost will stay the same at \$11,000.00 per year donated to the Fire Association.

STAFF RECOMMENDATION

Pass resolution 04-2016.

EXHIBIT

Copy of the Agreement. .

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 04-2016 A Resolution adopting an agreement between the City of Falls City and the Falls City Fire Association.

RESOLUTION 04-2016

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND THE FALLS CITY FIRE ASSOCIATION SETTING THE MONTHLY COMMUNITY CONTRIBUTION TO THE VOLUNTEER FIREFIGHTERS.

Findings:

1. The City of Falls City Fire Association performs a service to the citizens of Falls City.
2. The City of Falls City finds that it is in the best interest of the City to help the Association with funds to retain and enhance the volunteers of the Department.
3. The City of Falls City recognizes that it is in the City's best interest to enhance our ongoing partnership to better serve all of our population.

NOW THEREFORE,

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

Section 1. That making efficient use of resources is important to Falls City.

Section 2. That Falls City Council approves the agreement between the City of Falls City and the Falls City Fire Association and allows the Mayor to sign the agreement.

Section 3. This Resolution was duly PASSED and ADOPTED by the Falls City Council this _____ day of _____ 2016, and takes effect upon signing.

AYES _____ NAYS _____ ABSTAINED _____ ABSENT _____

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

44

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

45

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: Terry L. Unguett
Title: Mayor

FALLS CITY FIRE ASSOCIATION

By: John V. Gilbert
Title: Association President

Robert Young
Chief

46

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: TMDL PET WASTE STATIONS PURCHASE/INSTALL
DATE: 2/26/2016

SUMMARY

Updated Pet Waste Station (PSW) information was submitted and accepted by the Department of Environmental Quality (DEQ) on the City's 2015 Total Maximum Daily Load (TMDL) Report. Exhibit B

BACKGROUND

At the February 11, 2016 meeting Council requested to table a decision on adding pet waste stations to our City Parks until they had a chance to go over the TMDL spread sheet. This project was submitted to DEQ in the past and was approved as a step in Falls City being compliant in reducing our total daily load limit for storm water drainage.

I hope that the Council has taken the time to review the matrix included in the February packet and came up with suggestions on how they want to proceed.

PREVIOUS COUNCIL ACTION

Council placed Pet Waste Stations as a Total Maximum Daily Load (TMDL) item adopted in 2009 to be completed by the 2016 review.

ALTERNATIVES/FINANCIAL IMPLICATIONS

All-inclusive Waste Stations range from \$128.00 to over \$500.00. Alternative options are limited and financial output can be minimal. Exhibit A. The most economical solution is to purchase the Bow Wow Starter Kit (\$85.40), U Channel post from Lowe's (\$5.77) and signage with logo from ComplianceSigns.com (\$19.00). Total cost; \$110.17 each. This will make an attractive and functional addition to our parks. Exhibit A

STAFF RECOMMENDATION

N/A

EXHIBIT

PROPOSED MOTION

I move the City of Falls City, City Council approve the purchase of 3 (three) Pet Waste Stations to be placed at the Lower Park, Upper Park and the Falls Park to satisfy 2016 Total Maximum Daily Load (TMDL) requirements.

Or a motion with projects to improve our TMDL.

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: RESOLUTION 05-2016, RAISING NON-CONTRACTED BULK WATER SALES AND CONSOLIDATING SIMPLE AND COMPLEX SEWER HOOKUP FEES
DATE: 3/4/2016

SUMMARY

When Interim City Manager Hanken was reviewing the simple and complex sewer hookups with the Falls City Municipal Code he noted a problem with the simple/complex charges we currently have. I reviewed with staff and there is no support in the Code for a simple and complex hookup. Staff has also been approached for small bulk water sales of fewer than 10,000 gallons and we reviewed the procedures for small bulk water sales.

BACKGROUND

At the March 3, 2016 Public Works Committee meeting I brought the sewer charges and non-contracted bulk water sales in front of the committee. They recommended to Council to increase the charge per unit (1000 gallons) from \$2.55 to \$5.00 and to raise the hookup fee from \$50.00 to \$80.00 on non-contract bulk water sales. If there is a regular bulk water user we still have the procedure to enter into a contract that Council would approve.

The Public Works Committee also reviewed the simple/complex sewer hookup fees and recommended changing the hookup fee to one fee of \$3250.00, versus the cost for simple of \$2500.00 and complex of \$4000.00. The fee structure looked like it was copied from our water hookup language that specifies the definition of a simple and complex hookup. This will bring the fees into compliance with our Municipal Code, Chapter 50.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

No costs associated, revenue would depend on an increase in non-contracted bulk water sales.

STAFF RECOMMENDATION

Pass Resolution.

PUBLIC HEARING

Mayor:

This public hearing (per ORS 294.160) is an opportunity for any member of the public to comment on or make requests regarding the proposed Resolution raising non-contracted Bulk Water sales and consolidating the simple/complex sewer connection fees into one connection fee of \$3250.00.

I will open the public hearing for raising the non-contracted Bulk Water sales and consolidating the simple/complex sewer connection fees into one connection fee.

at _____pm.

48

Public Comments:

I will close the public hearing for at raising the Capitol Improvement Fee from \$7.00 to \$10.00
at _____ pm.

EXHIBIT

N/A

PROPOSED MOTION

I move the City Council of the City of Falls City approve Resolution 05-2016 A Resolution raising the costs of non-contracted bulk water sales and consolidating the simple and complex sewer hookup fees into one sewer hookup fee.

RESOLUTION NO. 05 -2016

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

Findings:

1. **The Public Works staff and the prior Interim City Manager audited sewer connection fees and recommended changes to bring the fee in line with Municipal Code Chapter 50 by eliminating the simple and complex hookup fees and charge a single connection fee.**
2. **The Falls City Public Works Committee reviewed the rate for bulk water and bulk water connection fee where a written agreement was not in place, and the sewer hookup fee.**
3. **The Falls City Public Works Committee recommended consolidating the simple and complex sewer connection fee into one fee of \$3,250.00.**
4. **The Falls City Public Works Committee recommended an increase in the rate for bulk water where a written agreement is not in place from \$2.55 per unit (1000 gallons) to \$5.00 per unit.**
5. **The Falls City Public Works Committee recommended an increase to the connection fee for sale of bulk water from \$50.00 to \$80.00 due to increased staff costs.**
6. **To move towards the consolidation of all utility fee schedules into one fee resolution.**
7. **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.**
8. **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.**
9. **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.**
10. **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.**
11. **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.**

50

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

Section 1. The rate for Bulk Water sales without a written agreement shall increase from \$2.55 per unit (1000 gallons) to \$5.00 per unit.

Section 2. The setup connection fee for the sale of bulk water where a written agreement is not in place and shall increase \$50.00 to \$80.00.

Section 3. The sewer connection fee shall be consolidated from simple connection fee of \$2,500.00 and complex sewer hookup fee of \$4,000.00 to a single connection fee of \$3,250.00.

Section 4. 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 Bulk Water Rate will be \$5.00 per unit (1000 gallons) 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 5. In addition to the monthly fees established herein, Exhibit 1, 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 \$80.00
- (d) Returned check fee \$25.00
- (e) Payment Late fee \$10.00

51

Section 6. In addition to monthly fees established herein, Exhibit 1, the following utility connection fees are hereby established:

- (a) **Sewer Connection fee:**
Facility rate of \$3,250.00 plus customer will be responsible for all costs to connect to the system (Municipal Code 50.06 (A)).
- (b) **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.
- (c) **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.
- (d) **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)

Section 7. In addition to the monthly fees established herein, Exhibit 1, a Capital Improvement Fee shall be assessed any service with a water meter or sewer connection, active or inactive, in the amount of \$10.00. 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 8. In addition to the monthly fees established herein, Exhibit 1, 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 9. Resolution 01-2016 is 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.

Section 10. Pursuant to ORS 294.160, the Council held a public hearing on March 10, 2016 to consider public comment on the proposed fee increase.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 10TH DAY OF MARCH 2016.

VOTE: AYE____ NAY____ ABSTAIN____ ABSENT____

Terry Ungricht, Mayor

Date

ATTEST:

Domenica Protheroe, City Clerk

Date

52

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 | | |

53

**"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 | | |

54

**Mayor's Report,
March 10, 2016 Council Meeting**

I attended the FEMA kick off meeting for the declaration of Emergency from the December 7' 2015 storm. It sounds like we will be able to qualify for the replacement of the culverts on Dutch Creek. I have met with Todd Whitaker from Polk County and we will work together to apply for the funding and work on the project if successful on the funding request. FEMA only covers 75%, which would make our match around \$56,000. I tried to use the BLM funding towards the match, but you cannot use Federal money to match other Federal funds. So I contacted IFA and there are emergency matching State funds through a program administered by IFA, I will apply for these funds when I receive all of the information. I contacted BLM about not being able to use the BLM funds for the match and have requested to be able to use the \$95,000 on a paving project on one of our timber corridor roads, if we are successful on replacing the Dutch Creek culverts.

The budget is coming along; I did make a mistake before the closing of the 2014/2015 budget of not making sure that the transfers had been done. This means that the money transferred from the Water to cover wages and the money from the library fund to cover the payments to the school was not done. We had more than enough savings in wages to cover all of these programs, but it does leave the General Fund carry over a lot less than I thought. I was hoping to target these savings towards the South Main Street project and to code enforcement.

I have contacted the Attorney on the Small Cities Allotment Grant and he has counseled me on how to move forward. With the project being under \$100,000 we do not need to do a formal bid process, we can get by with three bids from paving companies. I am in the process of setting up an onsite visit with paving companies and working on how much extra we will be able to budget from this year's gas tax, the next year's gas tax, and general funds. We might need to consider a loan from the utility reserve account that could be paid back over the next couple of years. This would allow us to pave the intersection of Bridge and down South Main, per the terms of the grant. Then take targets money and move down to intersection of Lombardi and South Main to do an overlay there. I hate to not take advantage of the set up cost we incur without adding some funds to the project.

We have approached the owner of the old Doctor's office property about possibly donating the property to the City for development. Negotiations are in a very early state, but I would like the Council input on how or if to move forward.

I met with DEQ on the waste water facility plan. He is willing to give a letter to get us moving forward on the project. I made it known that we would need to qualify for the CDBG money before setting up a one stop meeting on financing. So we will need to fund an income study on the 177 users of the waste water system. I hope to have an estimate of the cost by meeting time.

MONTHLY EXPENSE REPORT

MAYOR UNGRICHT

| | |
|-------------|--|
| 02/02/2016 | 25 Miles, Monmouth Bank |
| 02/05/2016 | 25 Miles, Monmouth Bank |
| 02/09/2016 | 25 Miles, Monmouth Bank |
| 02/12/2016 | 178 Miles, Creswell Small Cities Meeting |
| 02/12/2016 | 25 Miles, Monmouth Bank |
| 02/16/2016 | 20 Miles, Dallas Meet with SW Fire |
| 02/17/2016 | 25 Miles, Monmouth Bank |
| 02/19/2016 | 25 Miles, Monmouth Bank |
| 02/22/2016 | 25 Miles, Monmouth Bank |
| 02/23/2016 | 25 Miles, Monmouth Bank |
| 02/25/2016 | 70 Miles, Salem, pick up parts from John Deere off Cordon Road, pick up parts from Williamette Grey Stone for waste water. |
| 02/25/2016 | 20 Miles, Dallas to attend FEMA kickoff meeting. |
| 02/26/2016 | 20 Miles, Dallas Polk breakfast. |
| 508/292.10 | |
| Total Miles | 508 Miles x .575 cents = \$292.10 |

56

February 2016 Falls City Stats

| Falls City Calls for Service | | | | | | |
|------------------------------|------------|-----|--------|---|----------------|---|
| | 911 Hangup | FIR | Threat | | | |
| Accident | 1 | 3 | 1 | 0 | | |
| Alarm | 2 | 1 | 4 | 0 | | |
| Animal | 3 | 0 | 0 | 0 | traffic assist | 0 |
| Area Check | 5 | 3 | 0 | 7 | Traffic Stops | 7 |
| Dog Bite | 1 | 0 | 3 | 3 | Trespass | 3 |
| Assist Other Agency | 4 | 0 | 3 | 1 | Warrant | 1 |
| ATL (attempt to locate) | 0 | 0 | 0 | 3 | Welfare Check | 3 |
| Burglary | 0 | 0 | 5 | 1 | Stolen Vehicle | 1 |
| Citizen Contact | 5 | 0 | 1 | 2 | Susp Activity | 2 |
| Civil Paper Service | 5 | 1 | 0 | 1 | Susp Person | 1 |
| Criminal Mischief | 0 | 0 | 6 | 4 | Susp Vehicle | 4 |

| | | | | |
|---------------------------------------|------|-----------------------------|----|-----------------------|
| Falls City Calls for Service | 79 | Of the FC Calls for Service | 11 | involved crimes |
| Total Calls for Service (county wide) | 1761 | FC Cases Cleared by Arrest | 2 | 18.2% clearance |
| Falls City % of Total Calls | 4.5% | Total Arrests in Falls City | 2 | 4.1% of total arrests |

| | | | | |
|--|------|----------------------------------|---|---------------|
| Total Service Calls (Polk County) | 1761 | Crimes Occ | 2 | (county wide) |
| Of the calls for service (county wide) | 139 | Juvenile Arrests | 0 | (Falls City) |
| Cases Cleared by arrest | 54 | 38.8% | | |
| Total Arrests (county wide) | 49 | (only true crimes reported here) | | |

57

Mayor Ungricht

From: Cynthia Hovind <cynthia.hovind@ccls.org>
Sent: Saturday, February 27, 2016 3:50 PM
To: Terry Ungricht
Subject: Wagner Library February Numbers

Dear Mayor Ungricht,

The February numbers look good. More specifically, 315 regular hours total; 143 adult patrons, 315 children. Increasingly coming under scrutiny is the policy implemented by the school board last fall regarding the age of a young patron allowed to visit the library independently. All children are welcome at the Wagner Community Library. Those under ten must be accompanied by an adult. I will ask the business manager to send along a clean copy of the adopted Policy and Procedure and the date of the implementation.

Maybe it is growing pains.

Respectfully submitted,
Cynthia Hovind

58