

Notice of Public Meeting Notice of Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Thursday November 12, 2015 7:00 p.m.

Posted on November 6, 2015

- 1) **Call to Order**
A) Roll Call: Julee Bishop ____ Dennis Sickles ____ Lori Jean Sickles ____ Jennifer Drill ____
Tony Meier ____ Gerald Melin ____ Terry Ungricht, Mayor ____
- 2) **Pledge of Allegiance**
- 3) **Motion to Adopt the Entire Agenda**
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A) Approval of the Bills pages 1-5
B) Approval of October 8, 2015 Council Meeting Minutes.....pages 6-9
- 4) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 5) **New Business:**
A) Workers Compensation Audit.....pages 10-11
B) Council Absences.....pages 12
C) Committee Absences.....pages 13-29
D) Council Goals update.....pages 30-35
E) Planning Assistance Grant.....pages 36-48
F) Waste Water Funding.....pages 49-59
G) USDA SEARCH Grant.....pages 60
H) Library Advisory Board Appointment.....pages 61-62
- 6) **Correspondence, Comments, and Ex-Officio Reports**
A) Council Reports
B) Mayor Reports pages 63-67
 Fire Department Monthly Report,
 Public Works Department Monthly Reportpages 68-69
 Library Monthly Reportpage 70
- 7) **Council Announcements**
A)
B)
- 8) **Adjourn**

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

City of Falls City
Paid Bills Report
 As of October 10, 2015

Date	Memo	Account	Class	Amount
10/05/2015	October	Accounts Payable		3.10
10/05/2015		Utilities	01 General Fund, 01.01 Admin	2.63
10/05/2015		Utilities	20 Water operating	.47
				0.00
10/05/2015	Repair WTP computer 121008-01769	Accounts Payable Equipment O&M	20 Water operating fund	-60.00
10/05/2015				60.00
10/05/2015				0.00
10/05/2015	Annual membership	Accounts Payable office supplies	01 General 01.01 Admin	55.00
10/05/2015				55.00
10/05/2015				0.00
10/05/2015	Sept. Donation	Accounts Payable donation	01 General: 01.07 FD	916.66
10/05/2015				916.66
10/05/2015				0.00
10/05/2015	refund	Accounts Payable Utility refund	20 Water operating fund	97.21
10/05/2015				97.21
10/05/2015				0.00
10/05/2015	Inv. A-14643 & 14650	Accounts Payable Professional services	01 General: 01.03 Parks	239.19
10/05/2015				239.19
10/05/2015				0.00
10/05/2015	September Expenses	Accounts Payable Travel/meeting expenses	01 General: 01.01 Admin	271.40
10/05/2015				271.40
10/05/2015				0.00
10/10/2015	September	Accounts Payable		-585.60
10/10/2015	35% Admin	Professional Services	01 GENERAL FUND:01.01 Administr	204.96
10/10/2015	5% Court	Professional Services	01 GENERAL FUND:01.04 Municipal	29.28
10/10/2015	10% Street	Professional Services	11 STREET FUND	58.56
10/10/2015	15% Sewer	Professional Services	13 SEWER FUND	87.84
10/10/2015	35% Water	Professional Services	20 WATER OPERATING FUND	204.96
				0.00
10/05/2015	587916	Accounts Payable		-40.00
10/05/2015	Fire Radios	Equipment O&M	01 GENERAL FUND:01.07 Fire Depa	40.00
				0.00
10/10/2015	Statement 9/30	Accounts Payable		-422.63
10/10/2015	Statement 9/30	Equipment Maintenance/Repair	20 WATER OPERATING FUND	39.44
10/10/2015	Statement 9/30	Equipment Maintenance/Repair	11 STREET FUND	383.19
				0.00
10/10/2015	15-21205	Accounts Payable		-20.00

Buhler & Meyer CPA's LLP

**Total Buhler & Meyer CPA's LLP
 Complete Wireless Solutions**

**Total Complete Wireless Solutions
 Dallas Auto Parts**

**Total Dallas Auto Parts
 Edge Analytical**

City of Falls City
Paid Bills Report
 As of October 10, 2015

Date	Memo	Account	Class	Amount
10/10/2015	Lab Service 15-21205	Lab Analysis Services	20 WATER OPERATING FUND	20.00
				0.00
10/10/2015		Accounts Payable		-9,614.00
10/10/2015	Librarian 7/1/2015 - 9/30/2015	Personnel	01 GENERAL FUND:01.05 Library	9,614.00
				0.00
10/10/2015	01114963	Accounts Payable		-57.60
10/10/2015	INV 0114963	Vehicle Maintenance/Repair	01 GENERAL FUND:01.03 Parks	57.60
				0.00
10/10/2015		Accounts Payable		-53.03
10/10/2015	Reimbursement for Totes	Office Supplies	01 GENERAL FUND:01.07 Fire Depa	53.03
				0.00
10/10/2015		Accounts Payable		-508.17
10/10/2015	A253554-IN	Power/Heat	01 GENERAL FUND:01.01 Administr	508.17
				0.00
10/10/2015	C984881	Accounts Payable		-74.86
10/10/2015	20% C984881	Vehicle Operation	11 STREET FUND	14.97
10/10/2015	20% C984881	Vehicle Operation	13 SEWER FUND	14.97
10/10/2015	60% C984881	Vehicle Operation	20 WATER OPERATING FUND	44.92
				0.00
10/10/2015	32574	Accounts Payable		-741.00
10/10/2015	INV: 32574	Attorney/Special Council	01 GENERAL FUND:01.01 Administr	741.00
				0.00
10/10/2015	10177361 10188021 10243091 1024310C	Accounts Payable		-460.92
10/10/2015	repair on Dayton Street Bridge	Building Maintenance & Repair	20 WATER OPERATING FUND	244.08
10/10/2015	10177361 10188021 10243091 1024310C	Building Maintenance & Repair	13 SEWER FUND	130.10
10/10/2015	10177361 10188021 10243091 1024310C	Building Maintenance & Repair	11 STREET FUND	43.37
10/10/2015	10177361 10188021 10243091 1024310C	Building Maintenance & Repair	01 GENERAL FUND:01.03 Parks	43.37
				0.00
10/10/2015	9752850880	Accounts Payable		-98.83
10/10/2015	September	Telephone	01 GENERAL FUND:01.01 Administr	49.42
10/10/2015	September	Telephone	20 WATER OPERATING FUND	49.41
				0.00
10/10/2015	081584286	Accounts Payable		-208.45
10/10/2015	65% Use	Operational Supplies	01 GENERAL FUND:01.01 Administr	135.49
10/10/2015	10% Use	Operational Supplies	11 STREET FUND	20.85
10/10/2015	10% Use	Operational Supplies	13 SEWER FUND	20.85
10/10/2015	15% Use	Operational Supplies	20 WATER OPERATING FUND	31.26
				0.00
10/19/2015	October	Telephone	20 WATER OPERATING FUND	64.43
10/19/2015	October	Telephone	01 GENERAL FUND:01.07 Fire Depa	172.24

Total Edge Analytical
 Falls City School District #57

Total Falls City School District #57
 L & L Equipment

Total L & L Equipment
 Mary Sykes

Total Mary Sykes
 MNOP

Total MNOP
 Petro Card

Total Petro Card
 Speer Hoyt LLC

Total Speer Hoyt LLC
 Van Well Building Supply

Total Van Well Building Supply
 Verizon Wireless

Total Verizon Wireless
 Xerox Corporation

Total Xerox Corporation

City of Falls City
Paid Bills Report
 As of October 10, 2015

Date	Memo	Account	Class	Amount
Total CenturyLink				
10/19/2015	Account # 1155301	Accounts Payable		288.78
10/19/2015	October Power	Power/Heat	20 WATER OPERATING FUND	-168.94
				168.94
				0.00
Total Consumers Power Inc				
10/19/2015	659427	Accounts Payable	20 WATER OPERATING FUND	-1,275.00
10/19/2015	INV#659427, Mill St Water Line	Streets Maintenance/Repair		1,275.00
				0.00
Total Delsman Trucking & Excavation				
10/19/2015	15-21176	Accounts Payable	13 SEWER FUND	-198.00
10/19/2015	Lab Service 15-21176	Lab Analysis Services		198.00
				0.00
Total Edge Analytical				
10/19/2015	Account: 50936 Invoice: 0484918	Accounts Payable	20 WATER OPERATING FUND	-788.66
10/19/2015	INV:0484918, Mill St	Maintenance Supplies		788.66
				0.00
Total Ferguson Waterworks				
10/19/2015	Inv 0031758- In	Accounts Payable	20 WATER OPERATING FUND	-417.41
10/19/2015	Inv 0031758- in Chlorine Pump	Maintenance Supplies		417.41
				0.00
Total Furrow Pump				
10/19/2015	12148	Accounts Payable	13 SEWER FUND	-333.00
10/19/2015	Inv 12148	Professional Services		333.00
				0.00
Total King's Pumping Service				
10/19/2015	Inv#27413	Accounts Payable	13 SEWER FUND	-641.42
10/19/2015	Inv#27413, meter repair	Equipment Maintenance/Repair		641.42
				0.00
Total McCalls				
10/19/2015	1516115	Accounts Payable	01 GENERAL FUND:01.01 Administr	-327.25
10/19/2015	inv. 1516115 COG Land Use	Professional Services		327.25
				0.00
Total Mid Willamette Valley COG				
10/19/2015	multiple accounts	Accounts Payable		-2,081.49
10/19/2015	October	Power/Heat	01 GENERAL FUND:01.07 Fire Depa	362.59
10/19/2015	October	Power/Heat	01 GENERAL FUND:01.01 Administr	81.00
10/19/2015	October	Power/Heat	01 GENERAL FUND:01.03 Parks	723.74
10/19/2015	October	Power/Heat	13 SEWER FUND	239.92
10/19/2015	October	Street Lights	11 STREET FUND	619.30
10/19/2015	October	Power/Heat	20 WATER OPERATING FUND	54.94
				0.00
Total Pacific Power				
Pitney Bowes Global Financial Services LL				
10/19/2015	Acc# 8158702	Accounts Payable	13 SEWER FUND	-196.80
10/19/2015	October 35%	Postage & Freight		68.88
10/19/2015	October 50%	Postage & Freight	20 WATER OPERATING FUND	98.40
10/19/2015	October 15%	Postage & Freight	01 GENERAL FUND:01.01 Administr	29.52
				0.00
Total Pitney Bowes Global Financial Services LL				
US Bank Visa				

City of Falls City
Paid Bills Report
 As of October 10, 2015

Date	Memo	Account	Class	Amount
10/19/2015	Account Number: 4798 5312 1498 1146	Accounts Payable		-3.99
10/19/2015	October credit card	Office Supplies	01 GENERAL FUND:01.01 Administr	3.99
				0.00
Total US Bank Visa				
10/25/2015	742421466	Accounts Payable		-43.70
10/25/2015	Master Water Plan RFO Add Inv#742421461	Legal/Public Notices	20 WATER OPERATING FUND	43.70
				0.00
Daily Journal of Commerce, Inc.				
10/25/2015	15-22387 15-22566	Accounts Payable		-140.00
10/25/2015	Lab Service 15-22387	Lab Analysis Services	13 SEWER FUND	120.00
10/25/2015	Lab Service 15-22566	Professional Services	20 WATER OPERATING FUND	20.00
				0.00
Total Edge Analytical				
10/25/2015	invoice #s0486208, 0486165,0484918-1	Accounts Payable		-537.88
10/25/2015	Inv #0486208	Maintenance Supplies	20 WATER OPERATING FUND	38.89
10/25/2015	inv # 0486165	Maintenance Supplies	20 WATER OPERATING FUND	266.96
10/25/2015	inv # 0484918-1	Maintenance Supplies	20 WATER OPERATING FUND	232.03
				0.00
Total Ferguson Enterprises, Inc				
10/25/2015	C990090	Accounts Payable		-85.83
10/25/2015	20%C990090	Vehicle Operation	11 STREET FUND	17.16
10/25/2015	20%C990090	Vehicle Operation	13 SEWER FUND	17.17
10/25/2015	60%C990090	Vehicle Operation	20 WATER OPERATING FUND	51.50
				0.00
Total Petro Card				
10/25/2015	Acct# 19659466866	Accounts Payable		-301.50
10/25/2015	Oct 35%	Postage & Freight	13 SEWER FUND	105.52
10/25/2015	Oct 50%	Postage & Freight	20 WATER OPERATING FUND	150.75
10/25/2015	Oct 15%	Postage & Freight	01 GENERAL FUND:01.01 Administr	45.23
				0.00
Total Pitney Bowes				
10/31/2015	Invoice #11618	Accounts Payable		-523.00
10/31/2015	Invoice #11618,	City Hall Maint/Repairs	20 WATER OPERATING FUND	261.50
10/31/2015	Invoice #11618	City Hall Maint/Repairs	13 SEWER FUND	130.75
10/31/2015	Invoice #11618	City Hall Maint/Repairs	01 GENERAL FUND:01.01 Administr	130.75
10/31/2015	gift certificates 242049, 242050	Accounts Payable		-100.00
10/31/2015	gift certificates 242049, 242050, gift certifica	Water Projects	20 WATER OPERATING FUND	100.00
10/31/2015	Invoice 28108100	Accounts Payable		-74.36
10/31/2015	Invoice 28108100	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Depa	74.36
10/31/2015	1355555601	Accounts Payable		-2.39
10/31/2015	October, 1355555601-85%	Telephone	01 GENERAL FUND:01.01 Administr	2.03
10/31/2015	October, 1355555601-15%	Telephone	20 WATER OPERATING FUND	0.36
10/31/2015	15-22421	Accounts Payable		-205.00
10/31/2015	15-22421			

City of Falls City
Paid Bills Report
 As of October 10, 2015

Date	Memo	Account	Class	Amount
10/31/2015	Lab Service 15-22421, Lead and coppers	Lab Analysis Services	20 WATER OPERATING FUND	205.00
10/31/2015	Inv # 105221, pump repair	Accounts Payable		-662.51
10/31/2015	Inv # 105221, pump repair	Equipment Maintenance/Repair	20 WATER OPERATING FUND	662.51
10/31/2015	Inv #0487288	Accounts Payable		-131.92
10/31/2015	Inv #0487288	Maintenance Supplies	20 WATER OPERATING FUND	131.92
10/31/2015	Inv # 9871	Accounts Payable		-482.50
10/31/2015	20% Fire Inv # 9871	Community Center Maint/Repairs	01 GENERAL FUND:01.07 Fire Depa	96.50
10/31/2015	50% Water 9871	Community Center Maint/Repairs	20 WATER OPERATING FUND	241.25
10/31/2015	10% Sewer 9871	Community Center Maint/Repairs	13 SEWER FUND	48.25
10/31/2015	Inv # 9871	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administr	96.50
10/31/2015	20% Admin 9871	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administr	96.50
10/31/2015	Inv#1026150802	Accounts Payable		-556.68
10/31/2015	Inv#1026150802, stop signs	Materials & Services	11 STREET FUND	556.68
10/31/2015	inv #'s, 1032167, 1035458	Accounts Payable		-110.45
10/31/2015	inv #'s, 1032167, 1035458	Building Maintenance & Repair	20 WATER OPERATING FUND	57.47
10/31/2015	nv #'s, 1032167, 1035458	Building Maintenance & Repair	01 GENERAL FUND:01.01 Administr	31,779
10/31/2015	nv #'s, 1032167, 1035458	Building Maintenance & Repair	01 GENERAL FUND:01.03 Parks	21.19

**City of Falls City
City Council Regular Meeting
Thursday October 08, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344**

Council Present: Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

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

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

1) Roll Call

Clerk Hewitt took roll call. Julee Bishop was absent. Lori Jean Sickles left the room at 7:22pm retuning at 7:24pm and again at 8pm returning at 8:01pm.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire Agenda

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

4) Consent Agenda: Motion Action Approving Consent Agenda Items

Council had brief discussion on three topics of last meeting minutes and suggested corrections. A vote was called by Mayor Ungricht to approve the Consent Agenda as amended pages 4 & 5 of Bills; page 4 copied twice, Mayor's Report- page 9, Item c- Jill Anzalone will clean weeds, not Councilor J. Drill and Item d- Mayor Ungricht estimated an amount of \$2600 for repairs on the Dayton Street Bridge. Thus far funding has come from Street, Water & Sewer. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

5) Public Comments:

None

6) New Business:

A) Request for Qualifications (RFQ) for Master Water Plan-

Mayor Ungricht distributed a copies the RFQ for the Master Water Plan after the City Council Meeting Packet was finalized (Exhibit A.) He informed Counsel that Council of Governments (COG), Infrastructure Finance Association (IFA) & the City's Master Water Plan Review Panel had input in the RFQ. The RFQ will be published with the League of Oregon Cities, the Daily Journal of Commerce at minimal cost and our City's website. Copies will also be given to the three engineers the Mayor spoke with while forming the RFQ.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to approve the RFQ Master Water Plan and direct staff to publish the RFQ for bids. Motion carried 5-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

B) Marijuana Update-

Several options were discussed at great length including a direct ban, taxation and zoning restrictions on dispensaries. Conversation led to strict zoning restrictions; 1000 feet from schools

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and parks with revenue from grow sites. By consensus, Counsel directed Mayor Ungricht to pursue strict zoning restrictions; 1000 feet from schools and parks with revenue from grow sites.

7) Correspondence, Comments and Ex-Officio Reports-

8) Mayors Report

Mayor Ungricht noted that Frink's Store helped with workers and equipment. He suggested that two \$50 gift certificates be purchased from the Boondock's for Scott Barry and Heath Courtney- employees of Oregon Association of Water Utilities, who helped with replacement at no cost to the City.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to allow one \$50 gift certificate to be given to the each of the two employees of the Association for helping us out. Motion carried 5-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

Mayor Ungricht distributed a copy Public Works Staff Report 9/1/2015 – 10/1/2015 at the Beginning of the meeting. (Exhibit B) Discussion followed regarding the waterline service bands, one of which was displayed for Council to view its extensively deteriorated condition. Don Poe, Public Works Lead Worker informed Council he estimates 1/3 of these service bands throughout the City's system are in the same condition. He added these were put in ground approximately 1949 to 1955, which explains the corroded brittle condition and need for replacement.

Mayor Ungricht spoke about the paint flaking and allowing metal to rust on the water tank. He added the fact, Tri-met has agreed to replace the paint as it lasted only 15 years not the 20 years as stated upon warranty when purchased.

Mayor Ungricht mentioned Aubrey Rodewall is attending Western Oregon University for Law Enforcement training. She is willing to volunteer as Code Enforcement for experience and credit in classes. Councilor J. Drill expressed concern sending a person out alone to some residences and not in the best interest of the City to issue citations. She would like to hold a special meeting with a longer discussion and time to think about it. Mayor Ungricht suggested meeting with Mayor Daulton of Dallas as they did a class and could provide our court needs. He will see him at the upcoming League of Oregon Cities Meeting. Councilor J. Drill agreed a meeting with Mayor Dalton, Dallas City Manager and Falls City City Council may be beneficial.

Councilor J. Drill requested an automatic, flashing crosswalk sign place at the school crosswalk. After brief discussion, it was deemed too costly for the City's budget at this time.

9) Council Announcements

Councilor J. Drill inquired as to the status of power at Lower City Park. The Park's Committee is looking into getting different timers to prevent future tampering.

Councilor T. Meier brought up an issue of city Council members missing meetings. Mayor Ungricht will look into the specifics and take appropriate action.

Councilor D. Sickles stated he received a phone call from the school and asked the other councilors if they had received one as well. All confirmed they had. Mayor Ungricht will publicly post the meeting due to the probability of a quorum.

Councilor J. Drill would like to have an ordinance to eliminate the strong smell of maturing recreational marijuana plants in backyards throughout the city. However, it is now legal for individuals to grow four recreational plants per household and medical growers to grow six medicinal plants per card as long as they are out of view of passersby. Councilor D. Sickles added that we have no way to enforce the ordinances the City has in place now.

Councilor J. Drill addressed two vacant houses on Sheldon. One is a burned home with the front porch collapsed and the other is a mobile home property, both posing hazards. She has spoken to Chief Young of the Falls City Fire Department. He inquired of Councilor J. Drill to ask what the City would like to do with those two pieces of property. Chief Young has offered to lend the assistance of Fire Department in a Learn to Burn opportunity if the City wishes. Mayor Ungricht stated these are private properties. A Learn to Burn had been initiated but will have to check with Domenica to see where this property is in process. It was suggested Councilor J. Drill contact the owners and get further information.

Councilor J. Drill informed Council that there are families with small children living in some of these homes on Ellis, Bryant, Sheldon, Lombard and South Main especially, without running water making for unsanitary conditions. The Mayor agreed squatters are a real problem. Unless it is a code violation, the City has no recourse. Even so, we would send a letter but could not evict them. Perhaps if a landowner would call the sheriff it could possibly be deemed breaking and entering. Mayor Ungricht has spoken with the County about the issue. They offer no help. He suggested Councilor J. Drill use the Polk County Quick Search website and the City a letter to the owners of record regarding the situation. Where children are present, Department of Human Services (DHS), Department of Environmental Quality (DEQ) and the Oregon Health Authority (OHA) would be the best resources to inform. If there is a Code violation, the City will send a letter. Mayor Ungricht included that if the County takes a home for back taxes, the City will not be paid for existing liens, if any. Mayor Ungricht will speak to City of Governments (COG) and our City Attorney on the matter if needed.

Councilor J. Drill announced the upcoming Town Hall meeting October 27th 2015. A sewer rate increase was discussed at the last Town Hall meeting and the few citizens that attended were not in favor.

The sewer rate increase and its potential revenue were discussed at the recent Public Works meeting. They are in favor of a bond issue. Mayor Ungricht pointed out Falls City has a badly designed system with 177 hookups. He said our previous project had been funded with 50% grant money. Now this project type runs at only 10 % grant funded. Mayor Ungricht suggested the City could conduct a survey on the 177 users. He is certain the City would then qualify as low income in order to increase grant monies. This could come from a Community Block Development Grant (CBDG); however, as of right now, we do not qualify for a CBDG. Even so, it would not enough to cover total costs. Mayor Ungricht does not want to see rates increase for those on the system, however should the system be improved; he would like to see established commerce and new business hook-ups. He would like the community to come together and donate to this growth.

10) Adjourn

The meeting adjourned at 8:12 pm.

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_____ Mayor Terry Ungricht

Attested: _____ City Clerk JoHanna Hewitt

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This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department



Exhibit A

CITY OF FALLS CITY

REQUEST FOR QUALIFICATIONS

CITY OF FALLS CITY WATER MASTER PLAN

CONTRACT ADMINISTRATOR AND SUBMITTAL LOCATION:

Terry Ungricht
Mayor/Manager
City of Falls City
299 Mill Street

Falls City, OR 97344

mayorungricht@fallscityoregon.gov

ISSUE DATE: October 15, 2015
RFQ CLOSING (DUE) DATE: November 23, 2015 at 3:00pm

NO LATE RESPONSES WILL BE ACCEPTED

7 aa

This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department

Scope of service requested:

The City of Falls City, is soliciting qualifications from qualified engineering consultants to complete an updated Oregon Health Authority (OHA) Drinking Water program-approved Water Master Plan in accordance with the "guidelines for Preparation of Planning documents for development of Community Water Systems Projects and OAR 333-061-0060(5), as well as a Capital Improvement Plan, Water Rate Study, Water Management and Conservation Plan in accordance with the Oregon Water Resources Department (OWRD) requirements. The Water Master Plan shall be approved by the Oregon Health Authority (OHA) and be acceptable for making application for funding through Business Oregon, Infrastructure Finance Authority (IFA) and USDA Rural Utilities Service. The successful firm will review the City of Falls City existing Water Master Plan, construction documents and other relevant information, to develop a plan allowing for managed growth and responsible infrastructure replenishment.

Background:

The City of Falls City 1993 Master Plan needs to be updated. There have been significant changes since 1993 including the construction on the Water Treatment Plant in 1999. In 2000, the DEQ completed a source water assessment of Teal Creek and Glaze Creek. In 2001, the city conducted a buildable lands inventory. In 2001, the Water System section of the Comprehensive Plan was updated.

Water Sources.

The Falls City water system obtains its water from two sources, Teal Creek and Glaze Creek.

Teal Creek is a tributary of the Little Luckiamute River. The river intake is located approximately three (3) miles southwest of Falls City. The intake consists of an L-shaped concrete diversion box formed against the rock on the north river bank. The city has water rights on Teal Creek at the intake for 1.0 cubic feet per second (cfs) or 0.65 million gallons per day (mgd). Teal Creek has high levels of turbidity throughout the year. The intake collects an adequate amount of water and at times, the city diverts the majority of creek flow into the intake.

Falls City has used Glaze Creek, a tributary of Teal Creek, as a water supply for Falls City since 1982. Glaze Creek, located on the southern slopes of the Teal Creek drainage basin, combines with Teal Creek approximately 1,000 feet downstream of the Teal Creek intake. The intake on Glaze Creek is located approximately 1,500 feet upstream from the junction of the two creeks. The Glaze Creek source has a history of good water quality with turbidity levels consistently low throughout the year. The city uses Glaze Creek as a water source year round. The city has a permit on Glaze Creek to withdraw 2.0 cfs (1.3 mgd).

State Permits.

Falls City holds the following water permits with the State of Oregon as shown in Table 1.

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This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department

**Table 1
Falls City Municipal Water Rights Permits**

<u>SOURCE</u>	<u>Permit Number</u>	<u>Quantity</u>	<u>File Date</u>	<u>Status</u>
Teal Creek (Tributary of Little Luckiamute River)	2700	1.00 cfs / 0.65 mgd	1915	Developed / Water Source
Bouhey Creek (Trib. Of Teal Creek)	4592	0.50 cfs / 0.32 mgd	1920	Undeveloped
Little Luckiamute River (Trib. Of Big Luckiamute River)	13970	0.50 cfs / 0.32 mgd	1939	Not Used Presently
Albert Teal Spring (Trib. Of Teal Creek)	35215	0.26 cfs / 0.17 mgd	1970	Developed (used as water source – abandoned in 2000)
Rattling Spring (Trib. Of Teal Creek)	42509	0.80 cfs / 0.52 mgd	1920	Permit Cancelled
Berry Creek (Trib. Of Little Luckiamute River)	35222	1.00 cfs / 0.65 mgd	1970	Undeveloped Permit reinstated 2012
Glaze Creek (Trib. Of Teal Creek)	46807	2.00 cfs / 1.29 mgd	1982	Developed / Water Source

Source: Falls City Water System Master Plan, 1993.

Cfs: cubic feet per second; mgd: million gallons per day

Distribution System.

The pipes in the distribution system are mainly asbestos cement (AC) and polyvinyl chloride (PVC). Newer segments of pipe are PVC, and all of the 1998-2000 upgrades to the system used PVC pipe. There are some AC pipes remaining in the system.

Supply System.

Portions of the intakes and transmission lines are vulnerable to damage that may cause disruptions of the water supply.

Treatment Plan.

In 1999, the City constructed a 600,000-gallon reservoir with slow sand filtration that replaced the earth impoundment. Starting in 1998, the city also upgraded the treatment system. Water storage includes a 600,000 gallon reservoir, a 225,000 gallon clearwell, and approximately 1,000,000 gallons of water in

P 9c

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the pipes.

Improvements made to the Water Distribution System.

In 2014, new programmable logic controllers (PLC) was installed at the Water Treatment Plant.

Current Demand.

The population of Falls City is 950 people. There are 445 metered water services inside and outside city limits, including two bulk water meters. The City sells bulk water to Luckiamute Domestic Water Cooperative.

Work Products to Be Produced Within Scope of Work:

A final Water Master Plan meeting the above general requirements and also addressing:

- 1) Development of a current water system map.
- 2) Development of a hydraulic model of the transmission/distribution system.
- 3) Evaluation/replacement of the intakes and transmission lines.
- 4) Evaluation and estimate of how much water the sources can reliably provide during the low flow period and status of all City water rights.
- 5) Evaluate the need of a backup ground source of water to supplement the surface water rights.
- 6) Development of a Water Management and Conservation Plan.
- 7) Provide a rate study including a financial analysis.
- 8) A summary of the overall plan that includes the water quality and service goals, fire flows, identify present and future water system deficiencies, the engineer's recommended alternative for achieving the goals and correcting deficiencies, and the recommended implementation schedule for constructing improvements.
- 9) Evaluate Industry Standards and Agency requirements to create a standard infrastructure specification for new construction within the City.
- 10) Prepare cost estimate for anticipated improvements to the water system. Index costs for future implementation. Include a priority list for implementation of improvements.
- 11) Submit the Water Master Plan to the City and the Oregon Public Health Department for review and approval.

In addition, the Consultant shall provide the following deliverables:

- 1) Bi-weekly progress reports submitted to the City's Manager
- 2) Itemized monthly invoices and charges
- 3) Six (6) copies of the draft Plan for City Review
- 4) Up to 20 copies of the draft plan distributed to stakeholders and regulators
- 5) Twelve (12) Hard Copies of the finalized Plan
- 6) Three (3) digital copies of the finalized Plan in Adobe Acrobat format (pdf) on read-only CDs or DVDs

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Meetings.

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The Consultant shall be required to attend, as a minimum, a study kickoff meeting, a draft plan submission meeting, a draft plan review meeting, and a City Council Meeting. Additional meetings may be required, as needed, for collaboration and information sharing between Consultants and City and/or to resolve unforeseen issues or to discuss problematic study obstacles that arise.

Communications.

The Consultants selected will be required to communicate with the City, as needed, concerning project-related issues via telephone, electronic mail, and post mail.

Project Milestones.

Dates indicated are dates the City desires to meet or exceed. However, the Consultant is strongly encouraged to realistically consider its ability to meet each of these milestones and to submit a schedule that it is confident it can meet.

A.	Issue RFP	October 15, 2015
B.	Site Visit, mandatory	November 2, 2015
C.	Questions and protests due	November 9, 2015 at 10:00 AM
D.	Written response to questions	November 16, 2015
E.	Submittal of Proposal	November 23, 2015 3:00 PM
F.	Bid Opening	November 23, 2015 3:00 PM
G.	Notice of Intent to Award	November 30, 2015
H.	Execute contract/Notice to Proceed	December 31, 2015
I.	Approval of draft plan by OHA & IFA	July 1, 2017
J.	Project closeout	September 1, 2017

Contracting, Fees:

The selected Consultant will enter into an agreement with the City for these services with the fee stipulated as a "Not-To-Exceed" fee.

Selection Process:

The Request for Qualifications (RFQ) and the selection process will be conducted pursuant to the terms of the RFQ and the Oregon Attorney General's Model Rules for Consultant Selection, OAR 137-048-0200. This is a direct appointment procedure and the City will select the Consultant that will best serve the City's needs based upon the qualifications provided in response to the RFQ and any other information gathered by the City. A selection panel will review responses. The panel reserves the option to interview one or more finalists. The City will investigate a proposer's responsibility and will consider information obtained from any source as part of its evaluation, at any time prior to execution of the contract. After considering the qualifications of each proposal, the City will use the direct appointment process under OAR 137-048-0200 to select the Consultant that best meets the needs of the City for this particular project.

Page

This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department

Proposal Requirements:

The Proposer and all firms, subsidiaries and individuals providing professional services shall be currently licensed to practice in each of their respective areas of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure requirements.

The submittal must include the following, in addition to what is required to comply with the Evaluation Criteria below:

- The firm's name, address, phone number, and facsimile number;
- The name of the contact person within the firm and his/her email address;
- A resume of the firm's key personnel who would be assigned to this Project, by discipline;
- The name and Oregon registration number of the Project engineer; and
- Date of completion of each referenced stage;

Evaluation Criteria:

Please indicate in writing the following information about your firm's ability and desire to perform this work. There is no page limitation on submissions, but succinct responses are requested.

- **Introduction.** Provide general back ground information about your firm. Include: firm's name, address, phone, fax, email, and name of firm's contact person for this project, with contact information.
- **Familiarity with Falls City.** Describe your firm's familiarity with Falls City, especially as it relates to the water system.
- **Project Understanding.** Describe your understanding of the project and the City's water system.
- **Project Approach and Scope.** Describe your approach to the project. Include discussion of: approach to relevant issues, coordination with City, regulatory agencies, and firm's staff. Describe proposed deliverables and timeline.
- **Project Team.** Provide a summarized resumes of key project team members. Identify role in project and Oregon registration numbers.
- **Planning Experience.** Describe planning and related engineering experience of the project team and firm. Emphasis should be on Water System Master Plans and relevant planning and engineering experience of the key project team members.
- **Small Community Experience.** Describe experience working with small cities and communities, especially as it relates to water planning and engineering. Emphasis on the experience of the key project team members.
- **Funding and Regulatory Experience.** Describe experience working with funding and regulatory agencies in Oregon. Emphasis on projects in small cities and communities, especially as relates to water projects and on the experience of the key project team members.

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- **Costs and Billing.** Describe your cost estimate for this project, including any costs or expenses that are specifically excluded from the estimate. Describe how you propose to bill for the work and your billing practices.
- **References.** Provide four (4) references and contact information. Describe relationship and past work with each reference. Provide contacts for the last three Master Water Plan clients.

Selection Timetable:

The selection timetable described below will be used for this Project.

October 15, 2015	Issue RFQ
November 2, 2015	Mandatory Site Visit
November 23, 2015	Proposals Due
November 23-30, 2015	City Evaluation Process
December 15, 2015	Consultant Selection and Contract Execution

Submission:

Submit seven (7) copies of your written proposal to be received by the closing date and time listed in this document to:

Terry Ungricht
Mayor
City of Falls City
299 Mill Street
Falls City, Oregon 97344

Information shall be presented in the same order as the above evaluation criteria. Your response must be signed by an officer of your firm with the authority to commit the firm.

The City may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon finding by the City that it is in the public interest to do so.

Please note that throughout this Project, the City will not accept responses or queries that require the City to pay the cost of production or delivery.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.

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Questions:

All questions and contacts with the City regarding any information in this RFQ must be addressed in written form to Terry Ungricht at the address, email or fax listed in this document.

This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department

Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ. Prospective proposers should contact the City for any such changes prior to submitting a proposal.

The City reserves the right to seek clarifications of the proposed project approach, projected costs, or the assignment of resources, the right to negotiate a final contract which is in the best interest of the City, and the right to reject any or all proposals if it would be in the public interest to do so.

pan

Exhibit B

PUBLIC WORKS STAFF REPORT 9/1/15 10/1/15

TUE 1, Paper work WTP.

Wed 2, Went into Van Wells pick up lumber for Dayton St. bridge project, repair water service 848 Parry RD.

Thurs 3, Water and Sewer samples, finish 848 Parry RD. W/O Leak check 494 Fair Oaks.

Fri 4, Upper park maintenance, W/O 474 leak check, locate 18 North Main, Dayton ST. Project.

Sat and Sun 5, 6, Routine water and sewer.

Mon 7, Routine water and sewer, holiday.

Tue 8, Bridge project.

Wed 9, Bridge project, deliver bottles for Lead and Copper samples.

Thurs 10, Bridge project, pick up Lead and Copper samples.

Fri 11, Upper park maintenance, Dallas gas.

Sat 12 and Sun 13, Routine water and sewer.

Mon 14, Work on road grader.

Tue 15, Liquivision came out to clean Reservoir, had to call it off paint coming off, called engineer for recommendation, called paint company.

Wed 16, Broken water main Mill ST, Cummins, service generator WTP.

Thurs 17, King Pumping, pump tank on 130 Montgomery, took down tent upper park, pick up brush for High School, pick up garbage cans from falls park, delivered shut off notices.

Fri 18, Bridge project.

Sat 19 and Sun 20, Routine water and sewer.

Mon 21 Bridge project.

Tue 22, Bridge project.

Wed 23, Repair service line, Fair view.

Thurs 24, Meter reading.

Fri 25, Park maintenance, rereads.

P 9/1

Sat 26 and Sun 27, Routine water and sewer. .

Mon 28, repair leaking water service 180 Lombard ST.

Tue 29, Cleaned upper shop.

Wed 30, Water line prep on Mill ST.

Thurs 1, Water line Mill, took log for new entry sign over to Waren Gookin shop, he is going to put letters on it for the city.

The city water loss for September was 23%, but we had one main brake, one very large water service leak, also had to dump most of the water in the clear well at water treatment plant.

9/10
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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: WORKER COMP AUDIT
DATE: 10/15/2015

SUMMARY

Each year the City is required to estimate the years expected employees and wages for Workers Comp and each year the City needs to break down the actual hours that was paid to Employees and with Public Works, which Department the pay was out of.

BACKGROUND

Staff performed the actual numbers for the 2014-15 workers comp.

PREVIOUS COUNCIL/COMMITTEE ACTION

None

ALTERNATIVES/FINANCIAL IMPLICATIONS

None

STAFF RECCOMENDATION

FYI

EXHIBITS

1. Workers Compensation 2014-15 Audit invoice

PROPOSED MOTIONS

Exhibit 1

**Workers' Compensation
2014-2015 Audit Invoice**



citycounty insurance services

CIS Guaranteed Cost Plan

Named Member		Agent	
City of Falls City 299 Mill St. Falls City, OR 97344		Craven-Woods Insurance PO Box 1130 Dallas, OR 97338	
Member Number	Invoice Date	Invoice Number	
10067	10/12/2015	FLC-W2014-A01	

Class Code - Description	Payroll	Member Rate*	Contribution
5506 - STREET/ROAD MAINTENANCE	\$9,680.07	9.4300	\$913.30
7520 - WATER	\$30,940.12	4.9100	\$1,520.12
7580 - SEWER	\$15,263.71	4.2500	\$649.30
8411 - PUBLIC SAFETY VOLUNTEERS	\$18,000.00	1.9300	\$346.70
8411F - VOLUNTEER FIRE FIGHTERS	\$477,000.00	1.9300	\$9,187.50
8411FC - VOLUNTEER FIRE CHIEF OR ASST FIRE CHIEF	\$18,000.00	1.9300	\$346.70
8742V - VOLUNTEER BOARDS/COMMISSIONS/PUBLIC OFFICIALS	\$12,500.00	0.3500	\$43.78
8810 - CLERICAL	\$80,513.02	0.3500	\$281.96
9102 - PARKS MAINTENANCE	\$5,683.87	4.9500	\$281.60
9220 - CEMETERY	\$2,310.37	6.3900	\$147.54
9402 - STREET/SEWER CLEANING & SNOW REMOVAL	\$277.05	6.9300	\$19.20
9410 - MUNICIPAL/COUNTY EMPLOYEES NOC	\$0.00	2.0500	\$0.00
Totals:	\$670,168.21		\$13,737.68

*Member Rate: Per \$100 of Payroll. This is provided to assist members with their budgeting process. Rate includes applicable rating factors except calculations in the detail below. Due to rounding of decimal points on Member Rate, multiplying Payroll by Member Rate may not equal Contribution exactly.

	Estimated	Audited	Difference
Manual Contribution:	\$17,593.26	\$13,737.68	(\$3,855.58)
Experience Rating Modification Factor: x	0.95	0.95	
Adjusted Contribution: =	\$16,713.60	\$13,050.80	(\$3,662.80)
State Assessment (7.2% of Adj. Contribution): +	\$1,203.38	\$939.66	(\$263.72)
Annual Contribution: =	\$17,916.98	\$13,990.46	(\$3,926.52)
Multi-Line Credit: -	\$1,253.52	\$978.81	\$274.71
Bonus Program Credit: -	\$0.00	\$0.00	\$0.00
**Total: =	\$16,663.46	\$13,011.65	(\$3,651.81)

**Total includes Agent compensation of: \$835.68 \$652.54 (\$183.14)

THIS IS A CREDIT INVOICE. DO NOT PAY.

This invoice summarizes changes in amounts due for 2014-2015 Workers' Compensation coverage.

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: CHARTER, COUNCIL ABSENCES
DATE: 09/30/2015

SUMMARY

The Citizens of Falls City adopted a Charter that went into effect on January 1, 2015.

BACKGROUND

At the October 8, 2015 Council meeting a question was brought forward on the number of absences that Councilor Bishop has had for 2015. Under the new Charter, Section 31. Vacancies: The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.
- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent
 - (3) Absence from all council meetings within a 90-day period,
 - (4) Absence from 5 council meetings in a calendar year
 - (5) Ceasing to reside in the city,
 - (6) Ceasing to be a qualified elector under state law,
 - (7) Conviction of a public offense punishable by loss of liberty,
 - (8) Resignation from the office, or
 - (9) Removal under Section 33(i).

Councilor Bishop has missed 3 regular meetings, 3-19, 4-9, and 10-8 and a work session that was on 3-2 & 3-4. There was one agenda packet for the work session and we kept minutes for each day.

PREVIOUS COUNCIL/COMMITTEE ACTION

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECCOMENDATION

PROPOSED MOTIONS

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: COMMITTEE ABSENCES
DATE: 10/15/2015

SUMMARY

The Council adopted Committee rules and procedures in July of 2014, Ordinance 538-2014, creating section 32 of the Falls City Municipal Code.

BACKGROUND

Staff wanted to update Council on vacancies, absences, and Municipal Code requirements. There is a vacancy on the Parks and Historical Committees, and a term expiring on the Budget Committee. The Parks Committee has not had a quorum for the October or September meetings and there have been member absences exceeding the absences allowed under Ordinance 538-2014.

PREVIOUS COUNCIL/COMMITTEE ACTION

Created Ordinance 538-2014.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None

STAFF RECCOMENDATION

Staff would like Councilors to try and recommend possible citizens to fill the current vacancies, to educate Committee members on requirements of chapter 32, and to take roll call each month (even if not enough members to make a quorum).

EXHIBITS

1. Ordinance 538-2014 creating Chapter 32,
2. Chapter 32 of Falls City Municipal Code,
3. List of Committee members and members that have missed two consecutive meetings.

PROPOSED MOTIONS

Exhibit 1

ORDINANCE 538-2014

AN ORDINANCE OF THE CITY OF FALLS CITY REPEALING SECTION 32 OF THE FALLS CITY MUNICIPAL CODE IN ITS ENTIRETY AND ADOPTING IN LIEU A NEW SECTION 32 ENTITLED COMMITTEES, BOARDS AND COMMISSIONS AS A SECTION OF THE FALLS CITY MUNICIPAL CODE.

SECTION 1. FINDINGS.

WHEREAS, the City of Falls City determined the existing committees, boards and commissions section of the municipal code is out of date.

WHEREAS, the city council desires to increase citizen involvement by increasing the number of members in most Falls City committees.

WHEREAS, developing consistent rules for committees, boards and commissions are in the best interest of the citizens of Falls City.

SECTION 2. REPEAL OF SECTION 32 COMMITTEES, BOARDS AND COMMISSIONS OF THE FALLS CITY MUNICIPAL CODE.

NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS: The City Council of the City of Falls City hereby repeals Section 32, Committees, Boards and Commissions of the Falls City Municipal Code.

SECTION 3. ADOPTION OF SECTION 32 ENTITLED COMMITTEES, BOARDS, AND COMMISSIONS, A SECTION OF THE FALLS CITY MUNICIPAL CODE.

NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS: The provisions of Section 32, entitled "Committees, Boards and Commissions," as outlined in Exhibit A, are hereby adopted and made a part of the Falls City Municipal Code. and;

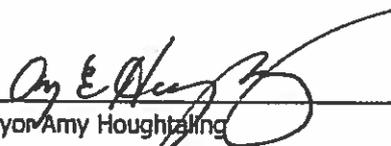
The City Council for the City of Falls City completed its first reading of Ordinance on June 12, 2014; with a second reading July 10, 2014, the City of Falls City notes that this Ordinance becomes effective within thirty (30) days, and therefore, this Ordinance shall be in full force and effect August 09, 2014.

First Reading: June 12, 2014

Second Reading: July 10, 2014

First reading PASSED by the City Council of the City of Falls City on this 12th day of June 2014, by the following votes. AYES: 6 NAYS: 0

Second reading PASSED by the City Council of the City of Falls City on this 10th day of July 2014, by the following votes. AYES: 6 NAYS: 0


Mayor Amy Houghtaling

Attest:

Amber Mathiesen, City Recorder/Administrator

Chapter 32 COMMITTEES, BOARDS, AND COMISSIONS

- 31.01 Planning Commission
- 32.02 Parks and Recreation Committee
- 32.03 Public Works Committee
- 32.04 Budget Committee
- 32.05 Historic Landmarks Commission
- 32.06 Building and Safety Committee

32.01 PLANNING COMMISSION

- 32.01.010 Planning Commission established.
- 32.01.020 Membership qualifications.
- 32.01.030 Terms of office
- 32.01.040 Meetings.
- 32.01.050 Purpose.
- 32.01.060 Compensation of members.
- 32.01.070 Rules and regulations.

32.01.010 Planning Commission Established.

The Planning Commission is hereby established. The commission shall be composed of seven members appointed by the mayor, with the consent of the council. The Planning Commission members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the commission shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.01.020 Membership Qualifications

At least six members of the planning commission must reside in the city at the time of their appointment and continue to be a resident of the city at all times during their term in office. One nonresident member may be appointed to the planning commission if that person has resided within the city urban growth boundary one year immediately preceding that person's appointment and continues to reside within the city urban growth boundary at all times during the term of that person's term in office. No more than two voting members of the commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or

officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

32.01.030 Terms of Office; Vacancies and Removal

Planning commission members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the commission shall be filled by appointment by the Mayor, with the consent of the council. A member of the commission who is absent from two consecutive meetings without the approval of the commission is presumed to be in nonperformance of duty and the council may remove the member from the commission and declare the position vacant.

32.01.040 Meetings

Four members of the commission shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the commission by conference call in accordance with state law.

32.01.050 Purpose

The Planning Commission serves in an advisory capacity to the City Council on land use policy planning matters, which guide the future development of the City. The Planning Commission has final approval authority on certain cases and recommends action to the City Council on others. Areas of focus include:

Conducting a detailed review of all types of development projects and individual land use requests, such as subdivision maps, specific plans, conditional use permits, planned developments, and appeals of administrative approvals, as well as others

Assisting the Council in the formulation of policies and ordinances that implement the General Plan, such as amendments to the Zoning Code, the adoption of new code sections, changes to the existing zoning text and maps, etc.

The City Planning Commission shall also have all the powers which are now, or may hereafter be given to it under the general laws of the State.

All recommendations and suggestions made to the council by the commission shall be in writing.

32.01.060 Compensation of Members

The planning commission members shall receive no compensation for their services. The planning commission members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

32.01.070 Rules and Regulations

The board may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

32.02.010 Parks and Recreation Committee

- 32.02.010 Parks and Recreation Committee established.
- 32.02.020 Membership qualifications.
- 32.02.030 Terms of Office; Vacancies and Removal
- 32.02.040 Meetings.
- 32.02.050 Purpose.
- 32.02.060 Compensation of members.
- 32.02.070 Rules and regulations.

32.02.010 Parks and Recreation Committee Established

The parks and recreation committee is hereby established. The committee shall be composed of seven members appointed by the mayor, with the consent of the council. The parks and recreation committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.02.020 Membership Qualifications

At least six of the members of the parks and recreation committee, must reside in the city at the time of their appointment and at all times during their term in office. One nonresident member may be appointed if that person has resided within the city Falls City School District one year immediately preceding that person's appointment and continues to reside within the city Falls City School District at all times during the term of that person's term in office.

32.02.030 Terms of Office; Vacancies and Removal

Parks and recreation committee members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the committee shall be filled by appointment by the Mayor, with the consent of the council. A member of the committee who is absent from two consecutive meetings without the approval of the committee is presumed to be in nonperformance of duty and the council may remove the member from the committee and declare the position vacant.

32.02.040 Meetings

Four members of the committee shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

32.02.050 Purpose

The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

- A. Review and make recommendations on parks and recreation projects.
- B. Advise on parks systems development charge rate analysis and recommendations.
- C. Advise on city parks rental rates and use procedures.
- D. Advise on city budget for operation and capital improvements.
- E. Troubleshoot capital and maintenance projects.
- F. Park rules and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.

32.02.060 Compensation of Members

The parks and recreation committee members shall receive no compensation for their services. The parks and recreation members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

32.02.070 Rules and Regulations

The committee may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

32.03 Public Works Committee

- 32.03.010 Public Works Committee established.
- 32.03.020 Membership qualifications.
- 32.03.030 Terms of Office; Vacancies and Removal
- 32.03.040 Meetings.
- 32.03.050 Purpose.
- 32.03.060 Compensation of members.
- 32.03.070 Rules and regulations.

32.03.010 Public Works Committee Established

The public works committee is hereby established. The committee shall be composed of seven members appointed by the mayor, with the consent of the council. The public works committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.03.020 Membership Qualifications

Members of the public works committee must reside in the city at the time of their appointment and at all times during their term in office.

32.03.030 Terms of Office; Vacancies and Removal

Public works committee members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the committee shall be filled by appointment by the Mayor, with the consent of the council. A member of the committee who is absent from two consecutive meetings without the approval of the committee is presumed to be in nonperformance of duty and the council may remove the member from the committee and declare the position vacant.

32.03.040 Meetings

Four members of the committee shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

32.03.050 Purpose

The purpose of the public works committee shall be to advise the city council regarding matters in the water, sewer, streets, transportation, bridges, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

- A. Review and make recommendations on public works projects.
- B. Advise on utility or street systems development charge rate analysis and recommendations.
- C. Advise on city utility use procedures.
- D. Advise on city budget for operation and capital improvements.
- E. Troubleshoot capital and maintenance projects.
- F. Utility rules and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.

32.03.060 Compensation of Members

The public works committee members shall receive no compensation for their services. The public works committee members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

32.03.070 Rules and Regulations

The committee may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

2.04 Budget Committee

- 32.04.010 Budget Committee established.
- 32.04.020 Membership qualifications.
- 32.04.030 Terms of Office; Vacancies and Removal
- 32.04.040 Meetings.
- 32.05.050 Purpose.
- 32.06.060 Compensation of members.
- 32.07.070 Rules and regulations.
- 32.08.080 Members – Prohibited acts.

32.04.010 Budget Committee Established.

The budget committee is hereby established. The committee shall be composed of the city council and seven members appointed by the mayor, with the consent of the council. The budget committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.04.020 Membership Qualifications

In order to qualify for an appointment or reappointment to the budget committee, a person must reside in the city continue to be a resident of the city at all times during the term of that person's office.

32.04.030 Terms of Office; Vacancy and Removal

Budget committee members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the committee shall be filled by appointment by the Mayor, with the consent of the council. A member of the committee who is absent from two consecutive meetings without the approval of the committee is presumed to be in nonperformance of duty and the council may remove the member from the committee and declare the position vacant.

32.04.040 Meetings

Eight members of the committee shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

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32.04.050 Purpose

The purpose of the budget committee shall be to advise the city council regarding the city budget and perform the following tasks:

- A. Review and make recommendations the city budget.
- B. Advise on utility budget analysis and recommendations.
- C. Advise on city budget for operation and capital improvements.
- D. Fulfill the responsibilities of a municipal budget committee under state law.

In addition, the committee may advise the council on any matter upon which the council requests guidance.

32.04.060 Compensation of Members

The budget committee members shall receive no compensation for their services. The public works committee members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

32.04.070 Rules and Regulations

The committee may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

32.05 Historic Landmarks Commission

- 32.05.010 Historic Landmarks Commission established.
- 32.05.020 Membership qualifications.
- 32.05.030 Terms of office
- 32.05.040 Meetings.
- 32.05.050 Purpose.
- 32.05.060 Compensation of members.
- 32.05.070 Rules and regulations.

32.05.010 Historic Landmark Commission Established

The historic landmarks commission is hereby established. The commission shall be composed of seven members appointed by the mayor, with the consent of the council. The historic landmarks commission members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the commission shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.05.020 Membership Qualifications

At least six of the members of the historic landmarks commission, must reside in the city at the time of their appointment and at all times during their term in office. One nonresident member may be appointed if that person has resided within the city Falls City School District one year immediately preceding that person's appointment and continues to reside within the city Falls City School District at all times during the term of that person's term in office.

32.05.030 Terms of Office; Vacancies and Removal

Historic landmark commission members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the commission shall be filled by appointment by the Mayor, with the consent of the council. A member of the commission who is absent from two consecutive meetings without the approval of the commission is presumed to be in nonperformance of duty and the council may remove the member from the commission and declare the position vacant.

32.05.040 Meetings

Four members of the commission shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by

the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

32.05.050 Purpose

The purpose of historic landmark commission shall be to advise the city council regarding matters in the historic buildings, landmarks, historic preservation planning, historic site acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

- A. Review and make recommendations on historic landmark commission projects.
- B. Advise on historic preservation efforts and recommendations.
- C. Advise on city historic preservation and promotion activities.
- D. Advise on capital improvements to facilitate historic preservation.
- E. Troubleshoot historic preservation issues for city improvement projects.
- F. Advise on historic preservation rule and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.

32.05.060 Compensation of Members

The historic preservation commission members shall receive no compensation for their services. The historic preservation commission members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

32.05.070 Rules and Regulations

The commission may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

32.06 Building and Safety Committee

- 32.03.010 Building and Safety Committee established.
- 32.03.020 Membership qualifications.
- 32.03.030 Terms of office
- 32.03.040 Meetings.
- 32.03.050 Purpose.
- 32.03.060 Compensation of members.
- 32.03.070 Rules and regulations.

32.03.010 Building and Safety Committee Established

The building and safety committee is composed of all available employees, include at least one employer representative authorized to ensure correction of safety and health issues, and be held on company time and attendees paid at their regular rate of pay. If Falls City has 10 or fewer employees it may hold Safety Meetings with available staff in lieu of having a Safety Committee.

32.03.020 Membership Qualifications

In order to qualify for an appointment or reappointment to the safety committee the person must be a member of management, or a staff representative that has an interest in the general promotion of safety and health.

32.03.030 Terms of Office

Building and safety members shall hold office for two years, except when filling the unexpired portion of a vacancy in office.

32.03.040 Meetings

Meetings must be held at least monthly, and/ or at such times and places as may be fixed by the committee.

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32.03.050 Purpose

The purpose of the building and safety committee shall be to advise the city council regarding matters responsible for preventing accidents and injuries. Our management provides direction and full support of all safety procedures, job training and hazard elimination practices and the following tasks:

- A. Review and make recommendations on safety issues.
- B. Advise repairs, safety hazards, and injury prevention practices.

C. Advise on city utility safety procedures.

D. Provide advice on safety and risk management policy recommendations.

In addition, the committee may advise the council on any matter upon which the council requests guidance.

32.03.060 Compensation of Members

The public works committee members shall receive no additional compensation for their services outside of the terms of their employment agreement.

32.03.070 Rules and Regulations

The committee may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.



City Council, Commission, and Committee Members

Exhibit 3

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

1.) City Council

- | | |
|-------------------------------------|-----------------------|
| 1. Mayor Terry Ungricht | Term ends: 12/31/2016 |
| 2. Council President Dennis Sickles | Term ends: 12/31/2016 |
| 3. Lori Jean Sickles | Term ends: 12/31/2018 |
| 4. Julee Bishop | Term ends: 12/31/2016 |
| 5. Jennifer Drill | Term ends: 12/31/2018 |
| 6. Anthony (Tony) Meier | Term ends: 12/31/2018 |
| 7. Gerald (Gerry) Melin | Term ends: 12/31/2016 |

2.) Parks and Recreation Committee

(Meetings in 2015, 1-13, 2-17, 3-17, 4-14, 5-19, 6-15, 7-15, 8-19, no quorum 9-16, 10-14)

Two Meetings missed consecutive

- | | |
|---------------------------------|----------------------------------|
| 1. Lori Jean Sickles (Chair) | Term ends: 12/31/2018 |
| 2. Dennis Sickles (Vice Chair) | Term ends: 12/31/2018 |
| 3. Janelle Anazlone (Secretary) | Term ends: 12/31/2018 |
| 4. Jennifer Drill | Term ends: 12/31/2018 |
| 5. Tony Drill | Term ends: 12/31/2018 |
| 6. Vacant----- | Term ends: 12/31/2018 |
| 7. John Hawkins | Term ends: 12/31/2018 4-14, 5-19 |

3.) Public Works Committee

(Meetings in 2015, 2-10, 5-12, 10-01)

Two meetings missed consecutive

- | | |
|--------------------------------|---------------------------------|
| 1. Amy Houghtaling (Chair) | Term ends: 12/31/2018 |
| 2. Mike McConnell (Vice Chair) | Term ends: 12/31/2018 |
| 3. Guy Mack (Secretary) | Term ends: 12/31/2018 |
| 4. Julee Bishop | Term ends: 12/31/2016 9-8, 10-1 |
| 5. Mitchell Padilla | Term ends: 12/31/2018 |
| 6. Mayor Terry Ungricht | Term ends: 12/31/2018 |
| 7. Johnathan Ungricht | Term ends: 12/31/2018 |

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4.) Budget Review Committee

1-7. City Council and Mayor (All seven members)

In addition, seven residents:

- | | | |
|----|--------------------|-----------------------------------|
| 1. | Debra Ellis | Appointed 2014 (Serves 2014-2017) |
| 2. | Guy Mack | Appointed 2014 (Serves 2014-2017) |
| 3. | Steve Dixon | Appointed 2014 (Serves 2014-2017) |
| 4. | Dawn Taylor | Appointed 2014 (Serves 2014-2017) |
| 5. | Patty Sample | Appointed 2013 (Serves 2013-2015) |
| 6. | Johnathan Ungricht | Appointed 2015 (Serves 2015-2018) |
| 7. | Amy Houghtaling | Appointed 2015 (Serves 2015-2018) |

4.) Historic Landmark Commission

(Meetings 2015, 2-3, 4-7, 5-6, 10-06) Two meetings missed consecutive

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

6.) Planning Commission

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

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: COUNCIL GOALS UPDATE
DATE: 10/15/2015

SUMMARY

The Falls City Council adopted goals at the March 2 and 4th work session.

BACKGROUND

Staff has been asked to update Council on status of goals periodically.

PREVIOUS COUNCIL/COMMITTEE ACTION

Last up-date to Council at July meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECCOMENDATION

N/A

EXHIBITS

Council 2015 Adopted Goals.

PROPOSED MOTIONS

N/A

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)

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

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.

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

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Next Page

- 1) With passage of the County Safety Levy there has been more patrols assigned.
- 2) Parks committee is exploring cost. 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.

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

AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: 2015-2017 PLANNING ASSISTANCE GRANT
DATE: 10/22/2015

SUMMARY

Consider authorizing staff to submit an application for the \$1000.00 2015-2017 Planning Assistance Grant.

BACKGROUND

The Department of Land Conservation and Development offers this grant to cities with populations under 2,500 every two years. Approved uses of the grant are listed in *Section 3. Acceptable use of Grant Funds*, on page 2 of the Grant Agreement. The most common use of the funds is to pay for land use planning services.

The City was awarded the \$1,000.00 2013-2015 Planning Assistance Grant. The money was used to pay Mid-Willamette Valley Council of Governments for Land Use Planning.

The City was awarded the \$1000.00 2011-2013 Planning Assistance Grant. The money was used to pay Mid-Willamette Valley Council of Governments for Land Use Planning.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

If the City does not apply for the grant by the deadline of November 30, 2015 the City will not be awarded the grant amount of \$1,000.00.

STAFF RECOMMENDATION

Authorize staff to apply for the grant.

PROPOSED MOTIONS

I move that the City Council of the City of Falls City allow staff to apply for the Department of Land Conservation and Development \$1000.00 2015-2017 Planning Assistance Grant.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2015-2017 PLANNING ASSISTANCE GRANT

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: 10/22/2015	Grant No. PA-17-040
Grantee City of Falls City 299 Mill St. Falls City, Oregon 97344	DLCD Grant Manager Larry French, Grants Administrative Specialist 503-934-0054 DLCD.GFGrant@state.or.us
GRANT AMOUNT: \$1,000	CLOSING DATE: April 28, 2017

INSTRUCTIONS – READ CAREFULLY

In order to receive this grant, Grantee must sign this Agreement and scan it and e-mail it to DLCD at DLCD.GFGrant@state.or.us by November 30, 2015. Alternatively, the signed Agreement may be mailed to:

Larry French, Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol St. NE, Suite 150
Salem, OR 97301

If the Agreement is not signed and returned without modification by Grantee by the due date, DLCD may withdraw the grant offer. Upon receipt of the signed Agreement, the DLCD Grant Program Manager will countersign the Agreement and return an electronic file containing the executed Agreement to Grantee with a payment voucher for the grant amount as listed in the Grant Amount box above, to the address provided above.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

2015-2017 PLANNING ASSISTANCE GRANT
AGREEMENT

DLCD Grant Number: PA-17-040

City of Falls City

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon**, acting by and through its Department of Land Conservation and Development, hereinafter referred to as “DLCD,” and **City of Falls City**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement (“Effective Date”). Unless earlier terminated or extended, this Agreement expires **April 28, 2017** (“Closing Date”). Grant Funds under this Agreement are available for eligible costs incurred beginning on the Effective Date and ending on the Project End Date provided in Exhibit A.
2. **Agreement Documents.** The Agreement consists of this document and the following pages, all of which are attached hereto and incorporated by reference:
3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$1,000**. Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement.

Components of the agreement are listed below:

- Planning Assistance Grant Award Conditions
- Attachment: Closeout Report and Instructions

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**DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT PLANNING
ASSISTANCE GRANT AGREEMENT**

AWARD CONDITIONS

Subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and contingent upon funds being appropriated therefore, Grantee agrees to the provisions below.

1. **Acknowledgment.** All reports, studies, and other documents produced in whole or in part under this grant must indicate on the cover or title page an acknowledgment of the financial assistance provided by DLCD.
2. **Final Products.** Grantee shall provide copies of all final products produced under this grant to DLCD upon request. Grantee shall describe final products in the Grant Closeout Report. DLCD may display products on its website.
3. **Acceptable use of grant funds.** Grant funds may be used by Grantee to accomplish and carry out one or more of the following:
 - a. Paying the salary of an employee or the fee of a contractor for day-to-day administration of the Grantee's planning program, including but not limited to: answering planning and zoning questions; providing planning and zoning information; carrying out administrative actions such as zone changes, permits, land divisions, and similar ministerial and quasi-judicial actions; updating application forms; and enforcing local zoning regulations.
 - b. Preparing for meetings such as planning commission, city council, and board of commissioners for planning and zoning related matters. Examples include postage, copying, paper, notices, and other documents.
 - c. Creating, updating, amending, or codifying all or a part of a comprehensive plan, land use regulations, or other planning studies or reports.
 - d. Collecting data and conducting inventories and studies related to comprehensive plan elements, land use regulations, development codes, zoning ordinances.
 - e. Updating and reprinting maps, inventory data, and plan documents.
 - f. Developing and implementing a public facility financing plan.
 - g. Supporting citizen involvement programs and activities.
 - h. Developing and conducting public workshops on planning and zoning.
 - i. Developing, amending, or implementing intergovernmental coordination programs or agreements.
 - j. Developing and implementing a dispute resolution program.
 - k. Training in land use planning for local elected and appointed officials, staff, and citizens on land use planning.
 - l. Purchasing maps, aerial photos, GIS products, or mapping software.
 - m. Other planning activities or products pre-approved by DLCD.
4. **Excluded uses of grant funds:** The grant funds may not be used for office equipment or other types of hardware such as desks, tables, chairs, cabinets, appliances, computers,

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printers, photo copiers, digital equipment, vehicles, outdoor supplies, beautification projects, and other business supplies. Grant funds may not be used by the grantee for legal or administrative costs associated with defending the grantee or other grantees from decisions made by the Land Conservation Development Commission or DLCDC. Grant funds may not be used for legal or administrative costs associated with Measure 37 or Measure 49 costs incurred by Grantee.

5. **Closeout report.** Grantee shall submit a Closeout Report to DLCDC within **thirty (30) days** of the Closing Date. The closeout report for Planning Assistance grants is attached to the Agreement.
6. **Subsequent funding.** Eligibility for subsequent funding is contingent upon timely receipt of the Closeout Report by DLCDC.
7. **Unexpended Funds.** Grantee will return all unexpended grant funds to DLCDC with submission of the Closeout Report.
8. **Payment.** All grant funds will be disbursed upon execution of the Agreement.
9. **DLCDC Funds.** DLCDC certifies that at the time this grant is written sufficient funds are available and authorized.
10. **Reporting.** At any time during the grant period, when requested by the DLCDC grant manager, Grantee shall provide a written report on the status and progress of work performed under this grant.
11. **Penalty.** Payments to Grantee may be withheld, reduced, or reverted if DLCDC determines that work performed under the grant is unsatisfactory, based on the best professional judgment of the DLCDC Grant Manager, or if one or more terms or conditions of this agreement have not been met.
12. **Indemnity.**
 - a. **General Indemnity. Subject to Limitation of State of Oregon Constitution and State of Oregon Tort Claims Act.** Grantee shall indemnify and defend the State of Oregon and DLCDC and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, arising out of, or relating to the acts or omissions of Grantee or its officers, employees, subcontractors, or agents under this Agreement.
 - b. **Indemnity for Infringement Claims. Subject to Limitation of State of Oregon Constitution and State of Oregon Tort Claims Act. Without limiting the generality of section 12.a,** Grantee expressly agrees to defend, indemnify, and hold DLCDC, the State of Oregon and their agencies, subdivisions, officers, directors, agents, and employees harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorney's fees, and damages arising out of or related to any claims that the Product(s) or any other tangible or intangible items delivered to DLCDC by Grantee that

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may be the subject of protection under any state or federal intellectual property law or doctrine, or DLCD's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that State shall provide Grantee with prompt written notice of any infringement claim.

- c. **Control of Defense and Settlement.** Grantee shall have control of the Defense and Settlement of any claim that is subject to sections 12.a or 12.b; however, neither Grantee nor any Attorney engaged by Grantee shall defend the claim in the name of the State of Oregon or any Agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its Agencies, without first receiving from the Oregon Attorney General, in a form and manner determined appropriate by the Attorney General, Authority to Act as Legal Counsel for the State of Oregon, nor shall Grantee settle any claim on behalf of the State of Oregon without the Approval of the Attorney General. the State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

13. **Recovery of Grant Moneys.** Any Grant moneys disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than 15 days after DLCD's written demand. Grantee shall return all Unexpended Funds to DLCD within 14 days after the earlier of expiration or termination of this Agreement."

14. **Termination:**

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, pay for the Product(s) or Task(s) hereunder; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the DLCD's financial assistance under this Grant Agreement is prohibited or DLCD is prohibited from paying for the Product(s) or Task(s) hereunder from the planned funding source.

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- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, or upon expiration of the time period and with such notice as provided below, upon the occurrence of any of the following events:
- i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or Agreement under this grant Agreement, fails to perform any of its obligations under this grant Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this grant Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement with written notice to DLCD upon the occurrence of the following events:
- i. **DLCD is in default** because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
 - ii. **DLCD is in default** because DLCD commits any material breach or default of any covenant, warranty, or obligation under this Agreement, fails to perform its commitments hereunder within the time specified or any extension thereof, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice.
- d. **Return of Property.** Upon termination of this Agreement for any reason whatsoever, Grantee shall immediately deliver to DLCD all of DLCD's property (including without limitation any Product(s) or Task(s) for which DLCD has made payment in whole or in part) that is in the possession or under the control of Grantee in whatever stage of development and form of recordation such property is expressed or embodied at that time. Upon receiving a notice of termination of this Agreement, Grantee shall immediately cease all activities hereunder, unless DLCD expressly directs otherwise in such notice of termination. Upon DLCD's request, Grantee shall surrender to anyone DLCD designates, all documents, research or objects or other tangible things needed to complete the Product(s) or Task(s).
- e. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

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15. **Failure to Comply:** If a party fails to comply with any of the requirements or conditions of this Agreement, the other may, without incurring liability, refuse to perform further pursuant to this Agreement. DLCD shall make no further reimbursement to Grantee and Grantee shall upon demand by DLCD promptly repay DLCD all unexpended grant funds and grant funds expended in breach of this Agreement.
16. **Accounting and Fiscal Records:** Using standard accepted accounting and fiscal records, the Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Closing Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.
17. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
18. **Closeout report:** The Grantee shall submit a closeout report to DLCD within thirty (30) days after termination of the grant or the Closing Date of this Agreement whichever is earlier.
19. **Closeout Payment:** Reimbursement up to the total amount of remaining grant funds will be made upon submittal of all required Product(s), up to and including those required for the final reimbursement, and a signed DLCD closeout form acceptable to DLCD. DLCD shall authorize payment to the Grantee within ninety (90) days of such submittal for all required Product(s) or Task(s) that are accepted by the DLCD Grant Manager after review for compliance with the Agreement.
20. **Closeout Penalty:** DLCD reserves the right to reduce or withhold final payment if a closeout report is submitted to DLCD after the thirty (30) days, as referenced in Section 10.
21. **Subsequent funding:** Eligibility for subsequent funding to the Grantee is contingent upon receipt of the closeout report as referenced in Section 17.
22. **Audit:** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to

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and the right to examine any records of transactions related to this Agreement for six (6) years after the final reimbursement under this Agreement is authorized by DLCD.

23. **Appropriate use of funds:** Grant funds shall not be used for any purpose other than for completing the Project in accordance with the Project Description and Budget in Attachment A.

24. **Amendments:** Amendments must be facilitated by the DLCD Grant Manager. An amendment to this Agreement may be initiated at any time during the grant period, but must be received at the DLCD Salem Office at least ninety (90) days prior to the Closing Date and be signed by all parties on or before sixty (60) days prior to the Closing Date.

25. The persons signing this Agreement represent and warrant that they have the power and authority to enter into this Agreement. By signing the document, Grantee agrees to comply with the terms of this Agreement.

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DLCD Planning Assistance Grant Information and Signature Page

This grant, approved by the Director of DLCD, acting on behalf of the Land Conservation and Development Commission, constitutes an obligation of funds in return for the work described herein. By signing the document, Grantee agrees to comply with the provisions contained in and attached to this Agreement. Upon acceptance by Grantee, the signed Agreement shall be returned to DLCD.

The persons signing this Agreement represent and warrant that they have the power and authority to enter into this Agreement. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee Jurisdiction Name City of Falls City	E-mail Address	
Mailing Address, City, State, Zip code		
Telephone Number	Fax Number	
Print Name of Authorized Official For the Grantee	Title	Date
Signature of Authorized Official For the Grantee		
Print Name of Authorized Official for DLCD Rob Hallyburton	Title Grant Program Manager	Date
Signature of Authorized Official for DLCD		

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Closeout Form Attachment - Instructions

Instructions for Department of Land Conservation and Development 2015-17 Planning Assistance Grant Closeout Report

If you have questions about the Closeout Report or what the grant can be used for, please contact Larry French, Grants Administrative Specialist at 503-934-0054 or DLCD.GFGrant@state.or.us.

The closeout report documents the allowable expenditures of previously distributed funds. Unexpended funds must be returned to DLCD.

- In the second row of the closeout report, please fill in the Starting Date (“Funding / Grant Period From”) for which the reimbursable expenditures were incurred. This will be the date the city or county signed the grant agreement.
- Under “Transactions,” complete items 1–5 for how the grant funds were used (required) and items 6–10 for local contributions (optional). Please do not include expenditures for projects or activities that the grant did not contribute to.
 1. **Salaries and Benefits** include the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.
 2. **Supplies and Services** include the grantee’s supplies used for the planning program and services not covered by an agreement or contract. Receipts are not required with this report submission.
 3. **Agreements** include consultants, attorneys, and any company or individual retained by the grantee to conduct work under the grant. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report is: Name, address, and phone number of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each individually. If space in the Summary of Activities and Products box is insufficient to identify contractors, please attach an additional sheet.
 4. Please provide a brief explanation and dollar breakdown for amounts listed as “**Other.**” Receipts are not required.
 5. The **Total** listed in the “DLCD Grant Expenditures” section cannot exceed the total amount of the previously dispersed funds. If the total is less than the dispersed amount, the difference between the amount previously dispersed and the amount listed on the **Total** of the DLCD Grant Expenditures section is due and payable to DLCD upon submission of the closeout report. Please send a check with the report to: DLCD, Attn: Fiscal Department, 635 Capitol Street NE, Suite 150; Salem, OR 97301.
- Reporting of Local Contributions (boxes 6–10) is not required. DLCD asks for the information to receive accurate information regarding the cost of activities and/or products worked on in compliance with this grant. This category includes both in-kind and cash contributions.

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- **Certification (box 11): Please read and understand the certification statement.** If you have questions please contact Larry French, Grants Administrative Specialist at 503-934-0054 or DLCD.GFGrant@state.or.us.
- **Returning funds (box 12):** When returning general grant funds that were awarded to the jurisdiction because expenditures were less than the grant funds award to the jurisdiction, please indicate the number of dollars being returned.

Boxes 13–16 are for documenting responsibility for the information being submitted and requesting payment. Please use dark blue or black ink so the information shows when copied or scanned.

13. Print Name and Title legibly.
 14. Print the mailing address where payment should be sent.
 15. Signature of Authorized Certifying Official: by signing this box this person takes responsibility of the information and accuracy of the information.
 16. “Date” is the date the closeout form was signed. It must be sent by the closeout date.
- The “Summary of Activities and Products” box, located on the top right side of form, must be completed. Please provide a brief description of activities performed and/or products worked on in compliance of this grant. Use additional sheets as needed. The Planning Assistance Grant Awards Conditions describes in detail the projects and activities allowed. (If you have questions, please contact Larry French, Grants Administrative Specialist at 503-934-0054 or DLCD.GFGrant@state.or.us).

The grant funds dispersed to you must be used after the date on which all parties have signed the agreement and not after the closing date of this agreement.

It is important that you retain documentation of expenditures in a grant file maintained in your jurisdiction for three (3) years from the closeout date.

Two ways to submit the Closeout Report:

1. E-mail a PDF file of the *signed* closeout form attachment and cover memo to DLCD.GFGrant@state.or.us.
2. Send the hard copy of the signed closeout form and cover memo via US Mail to:

Grants Administrative Specialist
 Department of Land Conservation and Development
 635 Capitol Street NE, Suite 150
 Salem, Oregon 97301-2540

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**Department of Land Conservation and Development
2015-17 Planning Assistance Grant Closeout Report**

Attachment

Grantee City of Falls City	Grant No. Assigned by DLCD PA-17-040	Grant Funds – Already Dispersed \$1,000.00*	Final Report
Funding / Grant Period From:	Funding / Grant Period To: 4/28/2017	Summary of Activities and Products Provide a brief description of activities performed and/or products worked on using funds from this grant in the space provided below. Expenditure detail not needed for this section. In many cases a sentence or two is all that is required but we welcome as much information as you can provide.	
Transactions	Do not write in this space		
DLCD Grant Funding Expenditures	Provide amounts in spaces below		
1.Salaries and Benefits			
2.Supplies and Services			
3.Agreements (including consultants – provide name and contact information)			
4.Other (provide detailed list and explanation)			
5. DLCD Total (add lines 1, 2, 3, 4)			
Local Contributions – not required	Provide amounts in spaces below		
6 Salaries and Benefits			
7.Supplies and Services			
8.Agreements			
9.Other			
10. Local Total (if any)			
11. Certification: I certify to the best of my knowledge and belief that this report is correct, complete, and that all expenditure are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for SIX (6) YEARS after the Final Products and Payment are received.			
12. * If the total grant expenditures are less than the grant funds already dispersed, enter the difference here and send a reimbursement check for that amount to: DLCD, ATTN: Fiscal. \$ _____			
13. Typed or Printed Name and Title (required)		14. Mailing Address: Include City, State and Zip Code (required)	
15. Authorized Certifying Official Signature (required)		16. Date (required)	
PLEASE DO NOT WRITE BELOW THIS LINE			
DLCD CERTIFICATION (for DLCD use only)			
I certify, as a representative of the Department of Land Conservation and Development, that the grantee:			
<input type="checkbox"/> has met the terms and conditions of the grant and that all funds have been expended.			
<input type="checkbox"/> has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and reimbursement from the grantee in the amount of \$ _____ is due.			
Signature of DLCD Grant Manager		Date Signed	
Signature of DLCD Program Manager		Date Signed	
BATCH #/DATE _____	VOUCHER#/DATE _____	PCA _____	
OBJ. CODE _____	VENDOR NO. _____	AMOUNT _____	

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: WASTE WATER FACILITY FUNDING
DATE: 10/25/2015

SUMMARY

On June 10, 2014 City Manager and Public Works Karl Wagner met with the funding agencies concerning Falls City's Waste-water facility plan.

BACKGROUND

On April 10, 2014 Council adopted Ordinance 535-2014 accepting the Waste Water Facility Plan. The one stop funding meeting was held on June 10, 2014. I have been searching for the results of the meeting and was able to talk with a representative from USDA that attended the meeting; he was kind enough to forward me the results of the meeting. These documents are no longer valid, too much time has passed, but I wanted Council to see the results of that meeting.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECCOMENDATION

FYI

EXHIBITS

1. June 10, 2014 one stop project summary.

PROPOSED MOTIONS

ONE-STOP PROJECT SUMMARY

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Date June 10, 2014

Client Name City of Falls City

Name of Project Falls City Wastewater Improvements

Project Description

Replace recirculating UV gravel filter and drain field treatment with lagoon storage/treatment facility. Whereas, currently there is no compliance issue, there is potential for future compliance issues.

Project Solution

Construct lagoon storage/treatment facility.

Project Background	
Type of Project	Sewer
Compliance Issue	No
Business Commitment	Yes
# Jobs Created/Retained	1

Project Financing	
Estimated Project Cost	\$1,750,000
Local Contribution	\$0
Assistance Requested	\$1,750,000
Source of Loan Repayment	User Fees

Water and Sewer Only	
Projected OM&R	\$120,000
Current OM&R	\$111,000
Existing DS	\$0
Current Avg Monthly OM&R + DS per EDU	\$51.68
Current Avg Monthly User Rate per EDU	\$46.00
Property Tax applied to Utility	\$0.00

Demographics	
EDU's	179
Connections (water)	371
Population	950
Unemployment Rate	9.57%
Community MHI	\$36,083
Statewide MHI	\$50,036
Percentage of Statewide MHI	72.11%
LMI %	52.60%
Distressed Index	Distressed
County	Polk County
Affordability Rate	\$37.59

Term Key	
EDU	Equivalent Dwelling Unit
MHI	Median Household Income
LMI	Low/Moderate Income
OM&R	Operations, Maintenance, Repair
DS	Debt Service

ONE-STOP SCENARIO #1

Estimated Project Cost	\$1,750,000
Local Contribution	\$0
Assistance Requested	\$1,750,000

Projected Monthly OM&R + Existing DS per EDU	\$55.87
Monthly New DS per EDU	\$48.87
Projected New Avg Monthly Rate per EDU	\$104.73

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Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
DEQ	CWSRF	\$1,750,000		\$1,750,000	20	1.800%	\$104,970

Total Financed **\$1,750,000** Financing Gap **\$0** Annual Debt Service **\$104,970**

Impact per EDU

Affordability Rate	\$37.59
Current Avg Monthly Us Rate per EDU	\$46.00
Projected Monthly OM&R + Existing DS per EDU	\$55.87
Projected New Avg Monthly Rate per EDU	\$104.73

Notes	
CWSRF	DEQ Rate is "Effective rate" which includes .5% fee. DEQ will require a Debt Service Reserve be established.
	Annual fee of .5 effective rate 2.23

ONE-STOP SCENARIO #2

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Estimated Project Cost	\$1,750,000
Local Contribution	\$0
Assistance Requested	\$1,750,000

Projected Monthly OM&R + Existing DS per EDU	\$55.87
Monthly New DS per EDU	\$35.38
Projected New Avg Monthly Rate per EDU	\$91.25

Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
DEQ	CWSRF	\$1,750,000		\$1,750,000	30	1.800%	\$76,005

Total Financed	\$1,750,000	Financing Gap	\$0	Annual Debt Service	\$76,005
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Impact per EDU

Affordability Rate	\$37.59
Current Avg Monthly User Rate per EDU	\$46.00
Projected Monthly OM&R + Existing DS per EDU	\$55.87
Projected New Avg Monthly Rate per EDU	\$91.25

Notes	
CWSRF	DEQ Rate is "Effective rate" which includes .5% fee. DEQ will require a Debt Service Reserve be established.

ONE-STOP SCENARIO #3

Estimated Project Cost	\$1,750,000
Local Contribution	\$0
Assistance Requested	\$1,750,000

Projected Monthly OM&R + Existing DS per EDU	\$55.87
Monthly New DS per EDU	\$20.96
Projected New Avg Monthly Rate per EDU	\$76.83

Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
USDA	RUS	\$1,750,000	\$750,000	\$1,000,000	40	3.250%	\$45,028

Total Financed	\$1,750,000	Financing Gap	\$0	Annual Debt Service	\$45,028
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Impact per EDU

Affordability Rate	\$37.59
Current Avg Monthly User Rate per EDU	\$46.00
Projected Monthly OM&R + Existing DS per EDU	\$55.87
Projected New Avg Monthly Rate per EDU	\$76.83

Notes	
RUS	G.O. or Revenue Bond. USDA/RUS will require 10% Annual Debt Service Reserve be established. Interim financing will be required.

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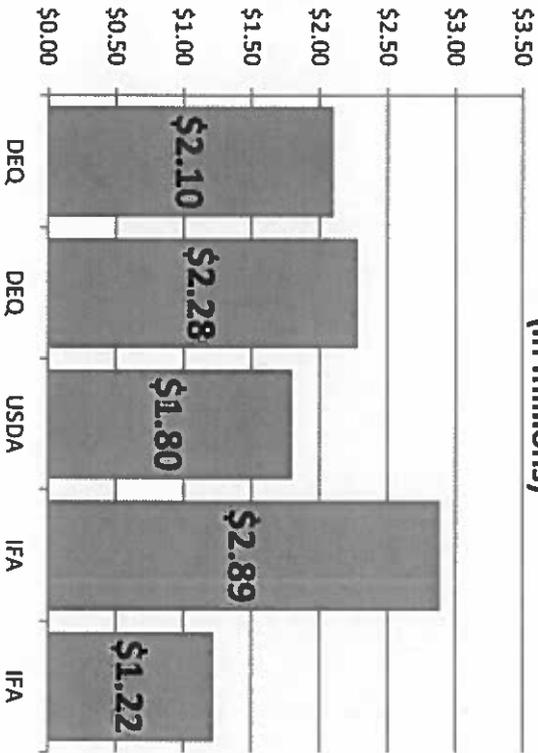
ONE-STOP SCENARIO COMPARISONS

Estimated Project Cost	\$1,750,000
Local Contribution	\$0
Assistance Requested	\$1,750,000

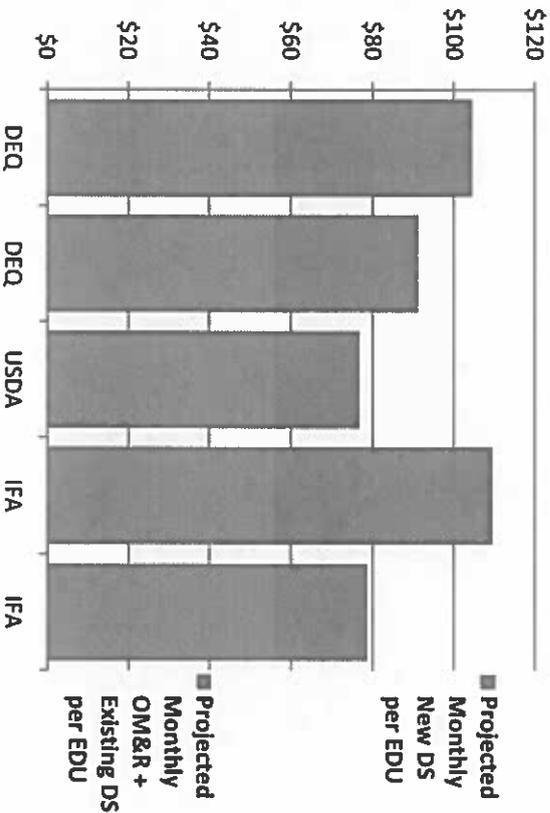
Current Avg Monthly User Rate per EDU	\$46.00
Projected Monthly OM&R + Existing DS per EDU	\$55.87

Scenario	Total Financing	Grant Amount	Loan Amount	Annual Debt Payment	Total Payments over Life of Loan	Projected Monthly New DS per EDU	Projected New Avg Monthly Rate per EDU	# of Funding Partners
DEQ	\$1,750,000	\$0	\$1,750,000	\$104,970	\$2,099,395	\$48.87	\$104.73	1
DEQ	\$1,750,000	\$0	\$1,750,000	\$76,005	\$2,280,150	\$35.38	\$91.25	1
USDA	\$1,750,000	\$750,000	\$1,000,000	\$45,028	\$1,801,118	\$20.96	\$76.83	1
IFA	\$1,750,000	\$0	\$1,750,000	\$115,481	\$2,887,018	\$53.76	\$109.63	1
IFA	\$1,750,000	\$700,000	\$1,050,000	\$48,984	\$1,224,595	\$22.80	\$78.67	1

Total Payments over Life of Loan (in millions)



Projected New Avg Monthly Rate per EDU



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ONE-STOP MEETING SUMMARY

Date

June 10, 2014

Client Name

City of Falls City

Name of Project

Falls City Wastewater Improvements

Thank you for participating in the One-Stop financing meeting. This packet includes the following results for your use:

- 1 Meeting Summary
- 2 Project Summary
- 3 Financing Scenario(s)
- 4 Scenario Comparisons
- 5 Funding Partner Information
- 6 Contact List

This information is intended to assist you in identifying funding sources, evaluating alternatives, and moving forward with your project. The Financing Scenarios are ESTIMATES ONLY and should not be considered actual rates, costs, or funding commitments. Please consult with the appropriate funding agency contact for more details as your project progresses.

Discussion Notes

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Next Steps

This Week	Within 1 Month	Within 3 Months	Within 1 Year

ONE-STOP FUNDING PARTNER INFORMATION

Partner	Program	Assistance Available	Key Considerations	How to Apply
<u>IFA</u>	<u>SPWF</u> <u>W/W</u> <u>SDWRLE</u> <u>DWSPF</u> <u>CDBG</u>	Loans, Grants, TA Loans, Grants, TA Loans, Principal Forgiveness Loans, Grants	*Estimated rates; Direct rates are set quarterly. Oregon Bond Bank rates are set at time of the Bond Sale Debt Service Coverage Requirement	
<u>DEQ</u>	<u>CWSRF</u>	Loans, Principal Forgiveness Interim Financing (for USDA) Planning Loans	***DEQ Rate is "Effective rate" which includes .5% fee Debt Service Reserve Requirement	
<u>USDA</u>	<u>RUS</u>	Loans, Grants	** USDA/RUS will require 10% Annual Debt Service G.O. or Revenue Bond Debt Service Reserve Requirement	
<u>LOC</u> <u>AOC</u>	<u>Pooled Bond</u>	Bond, Loans, TA Interim Financing (for USDA)	administered by Wedbush Securities	
<u>SDAO</u>	<u>Flex.lease</u>	Loans, TA	special districts association funding program	
<u>EDA</u> <u>OHA</u> <u>RCAC</u> <u>OAWU</u>	<u>Public Works</u> <u>DWP</u>	Loans, Grants TA Loans, TA TA	federal financing for public works projects circuit rider for drinking water projects technical assistance water utility assistance	

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: USDA SEARCH GRANT
DATE: 10/26/2015

SUMMARY

The United States Department of Agriculture (USDA) administers grants for rural water and waste water programs. They offer a "Special Evaluation Assistance for Rural Communities and Households Program (SEARCH) grant for \$30,000.00. I have talked with the area USDA representative and we believe that the City qualifies for this grant for the City Water Master Plan up-date we have put out for bid.

BACKGROUND

The Falls City Budget Committee and Council adopted the 2015/2016 Budget funding a Master Water Plan up-date project. The Falls City Council adopted by motion at the October 8, 2015 meeting to publish the RFQ for the Water project. Staff has identified and Council approved Resolution 12-2015 entering into an agreement for funding of \$20,000.00 for the Master Water Plan from IFA. Staff has identified another possible source of funding through the USDA, \$30,000.00 from a SEARCH grant, under Part 1774 of the Federal Register.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

Would provide the City of Falls City \$30,000.00 towards the Master Water Plan up-date project.

STAFF RECCOMENDATION

Pass motion to have staff proceed on funding request.

EXHIBITS

N/A

PROPOSED MOTIONS

I move that the City Council of the City of Falls City allow staff to apply for \$30,000.00 from the USDA Search grant program, as provided under Part 1774 of the Federal Register.

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: APPOINTMENT REQUEST TO LIBRARY ADVISORY BOARD
DATE: 10/29/2015

SUMMARY

There is a vacancy on the Library Advisory Board. The School Board has approved Sandra Parks and has requested that Council approve the appointment.

BACKGROUND

Resolution 17-2014 set up an IGA between Falls City and Falls City School District for the operation of the Wagner Community Library. Item number 4 of the IGA set up an advisory board;

4. The parties will establish a community library committee of up to eight (8) community members to serve as an advisory committee to City, FCSD and the community. The committee will have two (2) members appointed by FCSD and two (2) members appointed by City. Up to four (4) community members will be selected through the following process: applications will be submitted for the advisory board, FCSD and City will review the applications and jointly appoint the members.

The School Board has approved Sandra Parks and is requesting Councils approval of the appointment.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECCOMENDATION

N/A

EXHIBITS

Letter from Sandra Parks requesting appointment to the Library Advisory Board.

PROPOSED MOTIONS

I move that the Council of the City of Falls City appoint Sandra Parks to serve on the Wagner Community Library Advisory Board.

Sandra Parks
18495 Oakdale Road
Dallas, OR

September 1, 2015

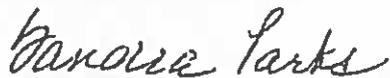
Falls City School Board
111 North Main Street
Falls City, OR
RE: Library Advisory Board

Dear Honorable Members of the Board:

Please consider my request for consideration for the above committee. I have been an active community member in keeping the Wagner Community Library's doors open for the last few years. My area of particular interest is children's programming. Last year, I adopted the Wagner as my special interest, seeking out comfortable seating and lighting and insuring that the children's reading area was brought up to date. I have assisted the Director regularly as she has attempted to launch monthly children's programming. Also I have been the volunteer courier for the last several months.

In the community I am currently active with the SMART Program and hold a teaching degree with a special education endorsement, intervention specialist for pre-school. Thank you for your consideration.

Very truly yours,



Sandra Parks

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NOVEMBER MAYOR'S REPORT

I corresponded with the Attorney on changing our Zoning and Development Code to allow Marijuana dispensaries under State Law and include the 1000 feet from City Parks. He advises that there is a difference between making it difficult to locate and making it impossible. He believes it is risky to implement regulations that are basically a ban. HB 3400 has a process for banning dispensaries by putting the issue on the ballot. So his recommendation is if Council wants to ban we should put it to the voters, per HB 3400, at the 2016 election. Ross also advised that we would not need to change our land use zoning code to take out the Federal law stipulation, although he feels it shouldn't be in there because a land use employee should not have to rule on Federal law, because the Feds are letting States that are legal regulate themselves.

The Federal Land Access Grant (FLAP) was denied, so we are back to square one on the Dutch Creek crossing. I will contact Todd Whitaker with the County and Mark Baumgartner with Weyerhaeuser for ideas on moving forward with the \$95,000.00 BLM grant we were awarded.

A little over a month ago the Fire Department appointed a small group to work with a group from the City to come up with a plan for the next third of July event. I was going to bring this up to the Parks Committee but they have not had a quorum. Does the Council want to appoint a sub group to work with the Fire Department to formulate a plan? We need to make a decision on how we want to operate this event; Staff would prefer a Community group taking the organizing over to limit City liability. We need to consider the cost this event incurs, ways to raise funds staying within the limits of recreational immunity, and the staffing hours needed to make the event successful and safe.

Public Works replaced a section of the Mill Street water line, repaired a leaking service on Fairview, repaired a supply line off Perry Street that had been leaking for a while (this line will need to be replaced in the near future), repaired a Main break on Clark Street. Whenever the pressure in our Water system drops below 20lbs, we are required to put out boil notices. So the Mill Street (8 customers) and Clark Street (20 customers) required boil notices until the Lab analysis came back. When a boil notice goes out Staff makes every effort to promptly lift the notice. I usually run the water sample into Salem or Corvallis and so far by the next day we have been able to lift the boil notice. I have met with Public Works about some of our leakage problems and problem areas within

distribution. Public works has repaired a majority of the identified leakage problems; pump station on Perry St, supply line off Perry Street, a few services leaking on the City side, and the Master Plan should help identify more. We will be working with the Engineer that is awarded the contract on the Master Water Plan to formulate solutions to some of the older sections of distribution; we are considering a way to add more valve clusters that will reduce the amount of customers who lose service when there is a break.

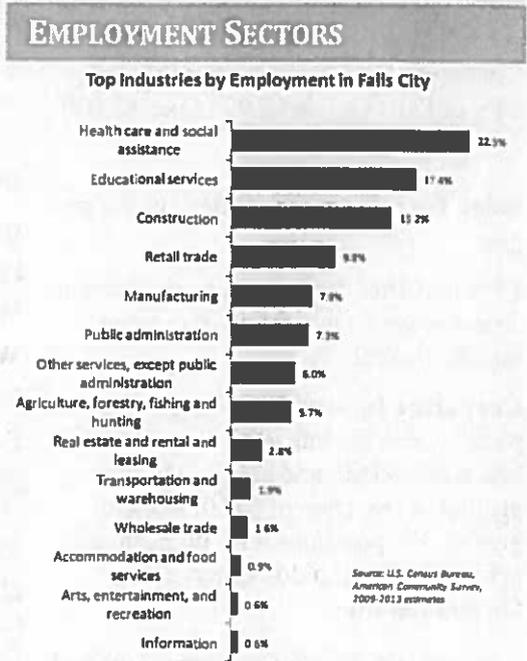
We were successful in receiving the Small City Allotment grant that Council had passed under Resolution 10-2015 on June 11, 2015. We are waiting for the SCA agreement to come in and will present it with a resolution to accept the agreement. I will meet with the County to see if they will add the South Main project to their work schedule in an IGA agreement, basically like Amber did on the Bridge Street agreement that council passed.

The auditors were in an audited the City for 2014-15 budget year. Hopefully everyone filled out the questionnaire or contacted Tom. I think it went well, he said that I answered all his questions and gave him everything he asked for. We will find out when we receive the report. He did find a possible bill that was paid twice, I am running it down now and the Charter franchise fee was miscoded. I will work with the book keeper to address the coding issue.

I have identified a possible grant that would finance the planning of a camp ground at the upper Park. It is an economic development grant, which means it is targeted for profit small business, but possibly through a 501c or creative writing we could submit a proposal that would help design a camp ground. I will discuss the issue with the Parks Committee.

The Council of Governments (COG) and the Strategic Economic Development Corporation (SEDCOR) received a grant to help promote economic development and tourism. They prepared fact sheets for all communities in Polk, Marion, and Yamhill Counties. We have a copy of Falls City's on the web.

FALLS CITY, OREGON



Falls City offers a rural community with charming local stores, a pub, antiques and collectibles shops, and artisan bakery. Residents enjoy the natural resources including the Luckiamute River, the Falls, our beautiful parks, and miles of farming and timberland.

QUICK FACTS

Population (2013)	950
Labor Force (2013)	377
Median Household Income	\$33,750
Median Home Price	\$130,900
High School Graduates	80%
Bachelor's Degree or Higher	12%
Total Housing Units	362

(Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey)

DISTANCE TO CITY

Monmouth	13 miles
Salem	25 miles
Corvallis	33 miles
Portland	71 miles
Eugene	72 miles
Seattle, WA	244 miles
Boise, ID	475 miles

LOCATION

Falls City is situated in the foothills of the Oregon Cascades, approximately 25 miles east of Salem. Automotive transport is the dominant form of mobility within the area. The Kings Valley Highway (Oregon Route 223) and Highway 22 provide the principal access between Falls City and Interstate-5.

Air: Portland International Airport (PDX) provides commercial air service. Salem's Airport (McNary Field) serves General Aviation and Corporate Jet Aircraft.

Rail: The Amtrak station in Salem provides passenger rail service.

Transit: Chemeketa Area Regional Transportation System (CARTS) offers daily service between Salem and multiple stops in the nearby cities of Monmouth, Independence and Dallas.



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City of Falls City 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.

TAX INFORMATION

Property Tax. Property tax rates are based upon rates approved by local voters and limits established by the Oregon Constitution. The property tax rate for City of Falls City is \$2.9202 per \$1,000 of assessed value.

Sales Tax. There is no sales tax in Oregon.

Personal Income Tax. Personal Income Taxes range from 5-9.9% of Oregon taxable income.

Corporate Income Tax. Oregon applies a 6.6% tax rate against net revenue below \$250,000, and a 7.6% tax rate against net revenue of \$250,000 and greater. Corporations with no business activity in Oregon do not have to an Oregon Return.

Sources: City of Falls City, Oregon Blue Book

EDUCATION & WORKFORCE TRAINING

Falls City is easily accessible to several colleges and universities in the region. Monmouth, located 13 miles from Falls City, is home to Western Oregon State University. Chemeketa Community College, with facilities in Salem and Dallas, provides work force training programs and resources through the Chemeketa Center for Business & Industry to help create high-performing employees, managers and organizations.

Chemeketa Community College | www.chemeketa.edu

Oregon State University | www.oregonstate.edu

Western Oregon University | www.oregonstate.edu

Willamette University | www.willamette.edu

University of Oregon | www.uoregon.edu

Portland State University | www.pdx.edu

TELECOMMUNICATIONS

Century Link provides land and mobile telephone service in Falls City. Cell phone providers are Verizon and AT&T. Charter Communications provides Cable TV and Internet service. Satellite Television is provided by Dish and Direct TV.

REGIONAL BUSINESS RESOURCES

Oregon Employment Department 503.378.3220 | www.qualityinfo.org

Oregon Business Development Department 503.378.3220 | www.oregon4biz.com

Strategic Economic Development Corporation 503.588.6225 | www.sedcor.com

Small Business Development Center 503-326-2682 | www.sba.gov

Oregon Manufacturing Extension Partnership 503.406.3770 | www.omep.org

Small Business Development Center 503.399.5088 | bizcenter.org

Urban Renewal District 503.378.3220 | www.qualityinfo.org

Northwest Wine Studies Center, Chemeketa Eola | <http://www.chemeketa.edu/locations/eola/>

Mid Willamette Valley Council of Governments 503.540.1612 | www.mwvcog.org

Small Business Finance Program 503.540.1612 | www.mwvcog.org

Enterprise Zone Standard Program | www.oregon4biz.com

Oregon Prospector | www.oregonprospector.com

LOCAL BUSINESS RESOURCES

WorkSource Oregon (Salem Office) 503.378.4846 | www.worksourceoregon.org

Incite Incorporated (Marion & Yamhill County) 503.581.1002 | www.inciteworks.org

MicroEnterprise Resources, Initiatives & Training Program (MERIT) 503.584.7314 | meritnw.org

Dallas Area Chamber of Commerce 503.623.2564 | www.dallasoregon.org

Monmouth & Independence Chamber 503.838.24268 | www.micc-or.org/

City of Falls City 503.787.3631 | www.fallscityoregon.gov



MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

 **SED COR** Strategic Economic
Development Corporation

CITY OF FALLS CITY | 299 MILLS STREET | FALLS CITY, OR 97344 | WWW.FALLSCITYOREGON.GOV

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MONTHLY EXPENSE REPORT

MAYOR UNGRICHT

10/01/2015: 25 Miles, Monmouth Bank.
10/02/2015: 53 Miles Salem, Ferguson Water works, pipe for Mill Street.
10/07/2015: 64 Miles, Corvallis, water sample to Edge, Bank.
10/09/2015: 25 miles, Monmouth Bank.
10/11/2015: \$29.78, plexi-glass and markers for sandwich board.
10/13/2015: 53 Miles: Monmouth Bank, Salem Ferguson Water Works, boxes for Mill St.
10/14/2015: 25 Miles, Monmouth Bank
10/20/2015: 25 Miles, Monmouth Bank
10/20/2015: 64 miles, Corvallis, Water Sample, Clark Street
10/21/2015: 25 Miles: Monmouth Bank, deposit-research discrepancy
10/22/2015: 25 Miles: Monmouth Bank, Dallas sign shop.
10/26/2015: 65 Miles to Salem, Electric Motor and Machine Co. and Harbor Freight.
10/27/2015: 25 Miles, Monmouth Bank

Total Miles 474.0 Miles x .57.5 cents = \$272.55

Expenses paid out at Harbor Frieght for work gloves + \$29.78

Total expenses \$302.33

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PUBLIC WORKS STAFF REPORT 10/2/15 10/27/15

Fri 2, Went into Salem, for parts Mill Street water project, set meter box Lombard Street, Upper park maintenance.

Sat 3, Sun 4, Routine water and Sewer.

Mon 5, Mill Street, water line project.

Tue 6, Mill Street, water line project, called out water main leaking, made repair.

Wed 7, Clean up Mill.

Thurs 8, Waste water report for State, install flow meter, at waste Water Treatment Plant.

Fri 9, Cleaning, lower shop, Dallas for gas.

Sat 10, Routine sewer, pump that runs CL/17, went out, this reads chlorine residuals, now we do them manual.

Sat 11, Routine water and sewer.

Mon 12, Closed Upper Park, took pump into Salem for repair.

Tue 13, Working on the gates in the Upper Park, replaced meter register at 1020 Mitchell Street.

Wed 14, Cleaning Mill Street, placed one meter box on Mill.

Thurs 15 Took waste water samples, water chlorine by-products.

Fri 16, Called out 32 South Main, sewer problem, plug screen, deliver shut off notices.

Sat 17, Routine water and sewer.

Sun 18, Routine water and sewer, vandalism upper shop, broke man door, it appears that nothing was stolen.

Mon 19, Broken water main Clark Street, called out 1:00 am shut main off, called for locate, made repair, water was restored to customers around 11:00 am.

Tue 20, Repair water service, in Alley off of Fairview.

Wed 21, Went into Salem, pick up pump for WTP, did physical shut offs.

Thurs 22, Having problems with pump, that we installed, can't make pick up water.

Fri 23, pulled pump back out, went to intakes for RSP, to show the engineers.

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Sat 24, Routine water and sewer, had party in lower park, did have some problems.

Sun 25, Routine water and sewer, first heavy rain of fall.

Mon 26, Meter reading.

Tue 27, Meter rereads, staff report, working on running road grader.

Library Director Report
October, 2015

Attendance total for the public library October 2015, 386. This is broken down into Adults: 162 and Youth: 224. Regular hours.

As last month highlighted various reports; October featured trainings. I attended the Oregon Elementary Librarians' Conference (winning 15 titles for our collection); and the quarterly Chemeketa Children's summer reading planning meeting. Because Chemeketa has funds remaining from the summer reading grant, we are able to offer enrichment, early literacy event to the FC Elementary, featuring Iris Murdock. Mr. Houghtaling and I will offer this programming to preschool students, kindergarten students, and first and second graders early in November.

At the elementary library, I am enjoying the company of pre-schoolers, kindergarten students (dinosaur unit); grades 1-2, and grades 3-4 (bats). Together, we are navigating the Dewey Decimal System. There are limited time slots remaining for middle school students as well as "open hours" on Thursdays.

The Wagner Library numbers are up. This may be a result of both the Saturday programming and a resurgence of gaming interests. I am polling the advisory committee for ideas about setting specific gaming hours. The goal is to insure that the student population after school is welcome. The community, overall, is tolerant re: an elevated noise level. In compliance with the Wagner Library Policy and Procedures Manual, all the "R" rated DVDs have been removed from the shelves. Numerous new (donation) titles are populating the new book shelf (ex. Beginners' Manuals for yoga and amateur radio operators, dog breeding, Unbroken (WWII), Nevada Barr, Coulter, Grisham, Jance, Rice and Shapero). The paperback exchange rack has also been revitalized. Many people are taking advantage of the extended hours (open until 6:30 p.m.).

The Library Advisory Committee held elections at the September meeting. Amy Houghtaling takes the chair position with Jena James, secretary. A big thank you to Mary Hake. Mary will be relocating to eastern Oregon in January.

Respectfully submitted,

Cynthia Hovind
Library Director