

Notice of Public Meeting City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

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

Thursday April 11, 2019 6:00 p.m.

Posted April 5, 2019

1. Call to Order

2. Roll Call

- a. Jeremy Gordon, Mayor____ Dennis Sickles ____ Lori Jean Sickles____
Jennifer Drill ____ Tony Meier____ Charlie Flynn ____ Clifford Lauder ____

3. Pledge of Allegiance

4. Motion to Adopt the Entire Agenda

5. Announcements & Appointments

Announcements

- a. Budget Committee Meeting April 18, 2019, 6pm at the Community Center.
- b. Easter Egg Hunt- Saturday April 20, 2019, Setup begins at 9am in the upper park
 - i. Basket Setup Friday April 19, 2019 at the Boondocks.
 - ii. Raffle Tickets for fancy baskets are on sale at Boondocks, proceeds support future Easter Egg Hunts!
- c. Next Public Works Meeting April 25, 2019, 6pm at the Community Center
- d. Next Regular Council Meeting May 9, 2019, 6pm at the Community Center
- e. Next Falls City Visioning May 11, 2019, 1-3pm at the Community Center
- f. Next Parks Meeting May 15, 2019, 11am at the Community Center

Appointments

- a. None.

6. Community & Government Organizations

- a. Falls City Public Works Report.....pg. 1
- b. Sheriff's Report.....pg. 2
- c. Falls City Fire Report.....pg. 3

7. Communications

- a. None.

8. Consent Agenda

- a. Approval of the Billspg. 4-7
- b. Approval of March 14, 2019 Council Meeting Minutes.....pg. 8-11

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

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.

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

10. Citizen Committees

- a. Parks & Recreation
 - i. Approval of March 20, 2019 Parks and Recreation Committee Minutes pg. 12-13
- b. Public Works
 - i. Approval of March 21, 2019 Public Works Committee Minutes pg. 14-15
- c. Historic Landmarks

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

- a. Resolution 10-2019 Noise Permit Policy & Procedure
 - i. Staff Report..... pg. 16
 - ii. Resolution 10-2019 pg. 17-20
 - iii. Application & Permit Form pg. 21-22
 - iv. Class B Permit Notice Form..... pg. 23
- b. Resolution 11-2019 Leak Check Project
 - i. Staff Report..... pg. 24
 - ii. Resolution 11-2019 pg. 25
 - iii. Quote from Dan’s Leak Detection LLC pg. 26
- c. Resolution 12-2019 Budget Adjustment 2
 - i. Staff Report..... pg. 27
 - ii. Resolution 12-2019 & Budget Adjustment pg. 28-29
 - iii. RDI Scope of Work pg. 30-32
- d. Resolution 13-2019 RARE Application
 - i. Staff Report..... pg. 33-34
 - ii. Resolution 13-2019 & RARE Program Description..... pg. 35-38
- e. Resolution 14-2019 Ford Family Foundation RARE Funding Grant
 - i. Staff Report..... pg. 39
 - ii. Resolution 14-2019 pg. 40
- f. Resolution 15-2019 Historic Cemeteries Grant
 - i. Staff Report..... pg. 41
 - ii. Resolution 15-2019 & Historic Cemeteries Grant Info Sheet..... pg. 42

12. Old Business

- a. None.

13. City Manager’s Report

- a. Council tasking PWC with research shared tanks?
- b. CDBG Update.
- c. SEPP Update.
- d. RDI Update.
- e. RARE Update.
- f. SCAG Update.

14. Mayor and Council Reports

15. Adjourn

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Public Works Staff Report for March 2019

Friday, 1 Office shorthanded help with stuffing utility bills, went into Dallas pick up parts for fence repair City's reservoir.

Saturday, 2 & Sunday, 3 Routine water and sewer.

Monday, 4 Working on City's entrance sign, sewer complaint on Alder, problem was home owner.

Tuesday, 5 Panting entrance sign, paper work WTP.

Wednesday, 6 State reports DEQ.

Thursday, 7 Took water and sewer samples down to Corvallis.

Friday, 8 Fence repair reservoir.

Saturday, 9 & Sunday, 10 Routine water and sewer.

Monday, 11 Put new hydraulic pump in grader, meter box repair Lombard, clean UV.

Tuesday, 12 Jay is in class for waste water in Salem, leaf clean up lower park, fill pot holes around town.

Wednesday, 13 Road work on 7th.

Thursday, 14 Work in lower cemetery, took sewer samples to Corvallis.

Friday, 15 Finish lower cemetery.

Saturday, 16 & Sunday, 17 Routine water and sewer.

Monday, 18 Road work, Sheldon Ave. mowed City's grounds.

Tuesday, 19 Finish Sheldon Ave. mowed lower cemetery.

Wednesday, 20 Shoulder work on Mitchell Street.

Thursday, 21 Repairing inlet at 217 North Main.

Friday, 22 Paper work, mowing.

Saturday, 23 & Sunday, 24 Routine water and sewer.

Monday, 25 Finish shoulder work on Mitchell Street.

Tuesday, 26 Meter reading.

Wednesday, 27 Rereads, sewer samples down to Corvallis.

Thursday, 28 Working on inlet at 217 North Main.

Friday, 29 Finish work at 217 North Main.

Saturday, 30 & Sunday, 31 Routine water and sewer.

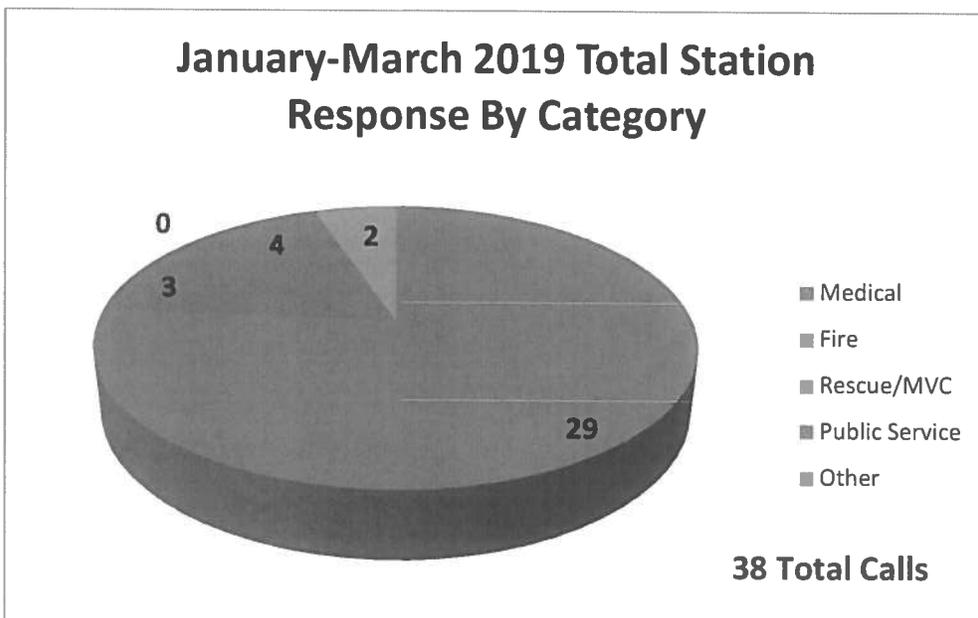
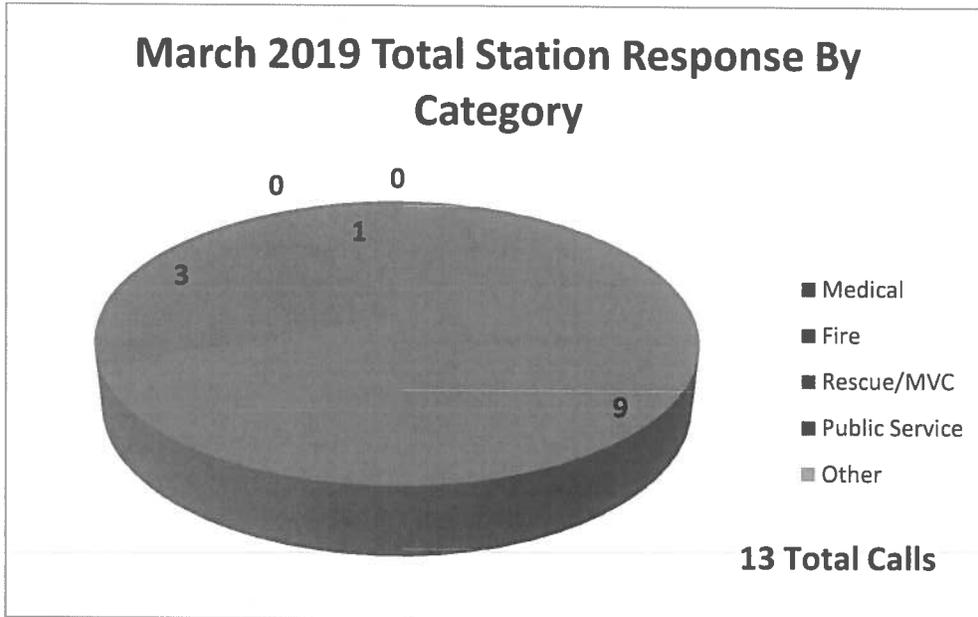
March 2019 Falls City Stats

Falls City Calls for Service					
Assault	1	Harassment	4	Misc Crime	3
Area Chk	1	Driving		Miss Person	3
Animal	4	Domestic Dist	3	Noise	Susp Vehicle
911 Hangup		fraud	1	EDP	Theft
Burglary	2	FIR		Ordin Vio	Trauma
Assist Other Agency	16	Fire/EMS	1	Overdose	traffic assist
ATL (attempt to locate)	1	Follow up	9	preimeter check	Traffic Stops
DUI		disord conduct	1	runaway	Trespass
Citizen Contact	10	Hit and Run		sex offense	Warrant
Civil Paper Service	9	Gen Disturb		Shots Fired	Welfare Check
Criminal Misch	2	alarm	2	Stolen Veh	RO Violations

Falls City Calls for Service	108	Of the FC Calls for Service,	21	involved crimes
Total Calls for Service (county wide)	1979	FC Cases Cleared by Arrest	15	71.4% clearance
Falls City % of Total Calls	5.5%	Total Arrests in Falls City	7	5.9% of total arrests

Total Service Calls (Polk County)	1979	Crimes Occ	202	59.4%	5 (county wide)
Cases Cleared by arrest	120		120		2 (Falls City)
Total Arrests (county wide)	118		118		(only true crimes reported here)

Month	Medical	Fire	Rescue/MVC	Public Service	Other	Total	YTD Totals
January	11	0	0	2	2	15	15
February	9	0	0	1	0	10	25
March	9	3	0	1	0	13	38
Totals	29	3	0	4	2	38	38



All raw response data is from our Active911 dispatch system software.

Total March Membership: 24 volunteers

	Date	Memo	Account	Class	Amount
Edge Analytical					
	03/11/2019	Feb 19 Statement	Accounts Payable		-701.00
	03/11/2019	Water Labs	Lab Analysis Services	20 WATER OPERATING FUND	252.00
	03/11/2019	Sewer Labs	Lab Analysis Services	13 SEWER FUND	449.00
					0.00
Total Edge Analytical					
Falls City Fire Association					
	03/11/2019	Reimburse Fingerprinting	Accounts Payable		-60.40
	03/11/2019	Fingerprinting Gil Markel	Professional Services	01 GENERAL FUND:01.07 Fire Departm	60.40
					0.00
Total Falls City Fire Association					
Guardian Fire Protection					
	03/11/2019	inv 139035	Accounts Payable		-228.00
	03/11/2019	10 Fire Bottle Refills	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	228.00
					0.00
Total Guardian Fire Protection					
Mid Willamette Valley COG					
	03/11/2019	Inv 1819284	Accounts Payable		-364.50
	03/11/2019	BP 18-22, Land Use Consulting	Council of Governments Planning	01 GENERAL FUND:01.02 City Council	364.50
					0.00
Total Mid Willamette Valley COG					
Overhead Door Company of Salem					
	03/11/2019	Inv 128248	Accounts Payable		-695.00
	03/11/2019	Bay Door Maintenance/Testing	Building Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	695.00
					0.00
Total Overhead Door Company of Salem					
Petro Card					
	03/11/2019	Inv: C418563	Accounts Payable		-127.24
	03/11/2019	40% Pub Wks Gas	Vehicle Operation	20 WATER OPERATING FUND	50.90
	03/11/2019	40%	Vehicle Operation	13 SEWER FUND	50.90
	03/11/2019	15%	Vehicle Operation	11 STREET FUND	19.09
	03/11/2019	5%	Vehicle Operation	01 GENERAL FUND:01.03 Parks	6.35
					0.00
Total Petro Card					
Speer Hoyt LLC					
	03/11/2019	INV: 50845	Accounts Payable		-570.00
	03/11/2019	Correspondence & Preparation Re: Condemnat Grant Project		13 SEWER FUND	570.00
					0.00
Total Speer Hoyt LLC					
Technical Genius Solutions LLC					
	03/11/2019	Inv 1933	Accounts Payable		-405.00
	03/11/2019	Managed Service Agreement Mar 1- Jun 1, 201 IT/Web Services		01 GENERAL FUND:01.01 Administrativ	405.00
	03/11/2019	Inv 1899	Accounts Payable		-1,677.48
	03/11/2019	IT Overhaul	Contingency	01 GENERAL FUND:01.09 Other/Debt	1,677.48
					0.00
Total Technical Genius Solutions LLC					
Williamson & Aebi, LLP					
	03/11/2019	February 19 Accountant	Accounts Payable		-534.40
	03/11/2019	42% Gen-Ad Dec Accountant	Professional Services	01 GENERAL FUND:01.01 Administrativ	224.45
	03/11/2019	4% Gen- Muni Ct	Professional Services	01 GENERAL FUND:01.04 Municipal Cc	21.38
	03/11/2019	2% Gen- Fire	Professional Services	01 GENERAL FUND:01.07 Fire Departm	10.69
	03/11/2019	26% Se	Professional Services	13 SEWER FUND	138.94

Total Williamson & Aebi, LLP CenturyLink	03/11/2019	26% W	Professional Services	20 WATER OPERATING FUND	138.94 0.00
Total CenturyLink Consumers Power Inc	03/20/2019	Inv: 1462558879	Accounts Payable		-450.06
	03/20/2019	Phone Bills	Telephone	01 GENERAL FUND:01.01 Administrativ	194.79
	03/20/2019	Inv: 1462558879	Telephone	01 GENERAL FUND:01.07 Fire Departm	180.72
	03/20/2019	Inv: 1462558879	Telephone	20 WATER OPERATING FUND	74.55
					0.00
Total Consumers Power Inc Ferguson Waterworks	03/20/2019	Account # 1155301; Feb '19 Statement	Accounts Payable	20 WATER OPERATING FUND	-262.64
	03/20/2019	Feb Power WTP	Power/Heat		262.64
					0.00
Total Ferguson Waterworks OAMR	03/20/2019	Account: 50936 Invoice: 0746723	Accounts Payable		-2,575.00
	03/20/2019	Annual Tech Support Sensus Handheld (3/8/19: IT/Web Services	IT/Web Services	20 WATER OPERATING FUND	1,545.00
	03/20/2019	Account: 50936 Invoice: 0746723	IT/Web Services	13 SEWER FUND	1,030.00
					0.00
Total OAMR Pacific Power	03/20/2019	Jamie Ward 2019	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-60.00
	03/20/2019	OAMR 2019 Dues- Jamie	Education/Training/Dues		60.00
					0.00
Total Pacific Power State of Oregon DEQ	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Accounts Payable		-3,166.16
	03/20/2019	Jan '19 Power	Power/Heat	01 GENERAL FUND:01.01 Administrativ	286.74
	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Power/Heat	01 GENERAL FUND:01.03 Parks	224.80
	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Power/Heat	13 SEWER FUND	473.04
	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Power/Heat	01 GENERAL FUND:01.07 Fire Departm	1,484.10
	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Street Lights	11 STREET FUND	617.91
	03/20/2019	multiple accounts, 21091561-006 2; Jan '19	Power/Heat	20 WATER OPERATING FUND	79.57
					0.00
Total State of Oregon DEQ US Bank Visa	03/20/2019	WQ19DOM-1001	Accounts Payable	13 SEWER FUND	-2,415.00
	03/20/2019	Sewage Disposal Permit File 28830	Permits		2,415.00
					0.00
Total US Bank Visa Westech Engineering	03/20/2019	Acct: 4798531219682442 & 479853121498114	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-1,567.36
	03/20/2019	Wal-Mart, Fred-Meyer, Office Supply.com	Office Supplies	13 SEWER FUND	92.68
	03/20/2019	Safeway, Plastic Bags	Office Supplies		9.49
	03/20/2019	Wal-Mart, Photo Contest	Council Approved Projects	01 GENERAL FUND:01.02 City Council	80.00
	03/20/2019	40% Postage & Postage Supplies	Postage & Freight	20 WATER OPERATING FUND	167.57
	03/20/2019	40% Postage & Postage Supplies	Postage & Freight	13 SEWER FUND	167.57
	03/20/2019	20% Postage & Postage Supplies	Postage & Freight	01 GENERAL FUND:01.01 Administrativ	83.79
	03/20/2019	Grader Hyd Pump #3	Equipment Maintenance/Repair	11 STREET FUND	966.26
					0.00

Total Westech Engineering Carson Oil Co	03/20/2019	244885, 244886	Accounts Payable			-2,363.00
	03/20/2019	CDBG Wastewater Project	Grant Project	13 SEWER FUND		1,560.00
	03/20/2019	School Gymnasium Engineering	Professional Services	01 GENERAL FUND:01.01 Administrative		803.00
						0.00
Total Carson Oil Co Sharon Volk Greve	3/25/2019	IN-328944AA	Accounts Payable			-350
	3/25/2019	Fire Dept Fuel Tank Service	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Departme		350
						0
Total Sharon Volk Greve Technical Genius Solutions LLC	3/25/2019	Fire Office Paint Supplies	Accounts Payable			-103.74
	3/25/2019	Fire Office Paint Supplies	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Departme		103.74
						0
Total Technical Genius Solutions LLC CenturyLink	3/25/2019	Inv 1975	Accounts Payable			-210
	3/25/2019	IT Overhaul	IT/Web Services	01 GENERAL FUND:01.01 Administrative		210
						0
Total CenturyLink Daily Journal of Commerce, Inc.	4/1/2019	Inv: 1464700020 Long Dist, Mar 2019	Accounts Payable			-5.6
			Telephone	01 GENERAL FUND:01.01 Administrative		5.6
						0
Total Daily Journal of Commerce, Inc. Falls City Fire Association	4/1/2019	7444195625 City Engineer RFP for SCA 2018 & 2019	Accounts Payable			-339.3
			SCA Grant	11 STREET FUND		339.3
						0
Total Falls City Fire Association MNOP	4/1/2019	April Point Money	Accounts Payable			-480.53
			Point System	01 GENERAL FUND:01.07 Fire Departme		480.53
						0
Total Mountain Valley Monitoring OAWU	4/1/2019	Ticket 10989, 10990 C/H Heater Fuel Pub Wks Veh Fuel	Accounts Payable			-329.72
			City Hall Maint/Repairs	01 GENERAL FUND:01.01 Administrative		164.33
			Vehicle Operation	13 SEWER FUND		165.39
						0
Total Mountain Valley Monitoring OAWU	4/1/2019	INV#2517 Security Monitoring Apr-June 2019 Security Monitoring	Accounts Payable			-90
			Professional Services	01 GENERAL FUND:01.01 Administrative		45
			Professional Services	01 GENERAL FUND:01.07 Fire Departme		45
						0
Total OAWU Petro Card	4/1/2019	Invoice 26505 Fairview Water Leak Vec Trailer	Accounts Payable			-250
			Professional Services	20 WATER OPERATING FUND		250
						0
Total OAWU Petro Card	4/1/2019	Inv: C423749 40% Pub Wks Gas	Accounts Payable			-210.07
			Vehicle Operation	20 WATER OPERATING FUND		84.03

Vehicle Operation	13 SEWER FUND	84.03
Vehicle Operation	11 STREET FUND	31.51
Vehicle Operation	01 GENERAL FUND:01.03 Parks	10.5
		0
Accounts Payable		-85.06
System Maintenance/Repair	11 STREET FUND	69.66
System Maintenance/Repair	11 STREET FUND	15.4
		0
Accounts Payable		-180.75
Copier Lease/Maintenance	20 WATER OPERATING FUND	63.26
Copier Lease/Maintenance	13 SEWER FUND	63.26
Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrative	45.2
Copier Lease/Maintenance	01 GENERAL FUND:01.07 Fire Departme	9.03
		0

40%	Statement Date 3/25/19	
15%	Streets Repair Tools & Equipment	
5%	Hose Nozzles	
	inv 1554377	
	35% Feb '19 Copier Lease	
35%		
25%		
5%		

Total Petro Card
Van Well Building Supply

4/1/2019

Total Van Well Building Supply
Xerox Financial Services

4/1/2019

Total Xerox Financial Services

City of Falls City
City Council Regular Meeting Minutes
March 14, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: Mac Corthell, City Manager; JoHanna Birr, City Clerk; Jamie Ward; Assist. City Clerk

1. Call to Order

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

2. Roll Call

Clerk Birr took roll call.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

5. Announcements

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City affirm the appointments of Dana Showalter and Lynn Sampson- Bailey to the Falls City Budget Committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City consent to the appointment of Gordon Hanson the Falls City Public Works Committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

6. Community & Government Organizations

Eric Berry, Polk County Surveyor presented on the topic of the illegal state of Mitchell St. While working on the Dutch Creek Crossing project, Mr. Berry discovered discrepancies in the recording of Black Rock Road and Mitchell St. He stated most roads created prior to the 19th century were of low standards and full of inaccuracies making location somewhat suspect compared to the legal descriptions. The survey history in Falls City is ridiculously insane.

Black Rock Rd. began @ Lampbrecht's at 10th St. Plats of Falls City end at 10th St. Mr. Berry has met with Todd Whitaker, Director of Polk County Public Works during this design phase of Dutch Creek. He is hopeful it will go to construction phase this year. Council thanked Mr. Berry for his helpful presentation.

Mayor Gordon thanked Don Poe for working with the Public Works Committee and his extra time on the Master water Plan.

7. Communications

None.

8. Consent Agenda

A motion was made by Councilor Flynn and Seconded by Councilor Meier to adopt the consent agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

9. Public Comments

Mark Jacques of Falls City requested permission for amplified music during his wedding in June. Manager Corthell said this was not the forum for this and there will be a form to fill out at City Hall. Clerk Birr apologized to Mr. Jacques as she was unaware of this change in policy until this conversation.

10. New Business

a. Resolution 06-2019 CDBG wastewater Lagoon Site Property Acquisition

This resolution would allow the City Manager to bid up to \$136,000.00 in the purchase agreement for the identified property and only if all elements are approved- only then is the city required to purchase the land subject to these conditions. The owners declined the first offer of \$90,000.00 and when approached a second time, their asking price was stated as \$136,000.00. City Manager Corthell feels a counter offer would be an insult to the property owners and feels the best course of action is to offer asking price. Grant monies would pay for bulk of the purchase. The City would be on the hook for \$42,000.00 but could pursue a 50/50 grant lowering the City's liability.

A motion was made by Councilor Flynn and Seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 06-2019, A RESOLUTION TO COMMIT TO PURCHASE LAGOON SITE. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

b. Resolution 07-2019 Falls City Events Policy and Procedure

This resolution would set policy for holding three (3) types of events; City sponsored, Community and social service events.

A motion was made by Councilor D. Sickles and Seconded by Councilor Flynn that the City Council of the City of Falls City adopt Resolution 07-2019, A RESOLUTION adopt resolution 07-2019, A RESOLUTION SANCTIONING CURRENT EVENTS, DIRECTIONING THE PARKS COMMITTEE TO REVIEW NEW EVENT PROPOSALS, AND SETTING A POLICY & PROCEDURE FOR SANCTIONING OF NEW EVENTS. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

c. Resolution 08-2019 Surplus Property

Amara Houghtaling presented a staff report on the City of Falls City's surplus properties. These items are not servicing the citizens and could be sold on the internet, the City-Wide Garage Sale or donation.

A motion was made by Councilor Drill and Seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 008-2019, A RESOLUTION DECLARING CERTAIN CITY ITEMS SURPLUS PROPERTY AND AUTHORIZING THE SALE OR DISPOSITION THEREOF. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

d. Resolution 09-2019 Weyerhaeuser Grant Policy & Procedure

A motion was made by Councilor Flynn and seconded by Councilor L. Sickles the City Council of Falls City to adopt resolution 09-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE 2019 WEYERHAEUSER GRANT POLICY & PROCEDURE. Motion carried. 6-0-0-. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

11. Old Business

None

12. Manager's Report

City Manager Corthell introduced Jamie Ward, the new Assistant City Clerk. Ms. Ward is working part time and will be learning utility billing and gradually work into all aspects of City Clerk. Ms. Ward has been a longtime resident of Falls City.

Councilors on committees will begin giving a report on committee activity during Council meetings. The advisory groups are not fulfilling their potential.

Property addressing corrections were brought up. Clerks Birr and Ward recently completed and address audit of the Urban Growth Boundary. A call from the County Clerk requesting confirmation for an address and the sheriff's office needing confirmation on an address and location spurred Clerk Birr to perform the audit. Staff identified nine (9) properties that do not match County records. Staff is rectifying the situation for emergency response purposes.

13. Mayor and Council Reports

Please see Exhibit A.

14. Adjourn

The meeting adjourned at 7:59 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, JoHanna Birr

Exhibit A

Mayor's Report
Regular Council Meeting
March 14, 2019

Community Visioning Project

The Community Visioning launch event on March 2nd exceeded expectations in terms of attendance (67 participants), optimism, diversity of community representation, and number of volunteers signed up to help see the project forward. It is clear that Falls City is poised for a period of positive change and renewed energy and participation. Participants explored Falls City's past and key milestone events, took inventory of our many assets, and looked into the future imagining our collective potential.

RDI is currently in the process of forming a steering committee, organizing focus groups, including business, youth, fire, faith based, and other groups, and preparing to present on the myriad of information collected at the launch meeting and from surveys. RDI will share their presentation on Saturday, April 9 from 1-3:30pm at the Community Center. They hope to then work with attendees to connect assets and desires to resources and action. As always, all are welcome to attend and participate.

I could not be more thrilled to occupy this office during such an exciting time in Falls City's history. Endless gratitude goes out to all of the community members who are sharing their valuable time and ideas for the greater good of this project and our future.

Falls City Direct Connect (FCDC)

In partnership with Polk County, I helped submit two grant proposals to Cherriots for the Falls City Direct Connect transportation program. We applied for two grants administered through Cherriots: a Special Transportation Funding grant to fund operations, and a federal 5810 grant to fund the purchase of a new vehicle. Before we wrote and submitted our proposal, Polk County representatives Commissioner Craig Pope, Brent Demoe, and Jessica Madronal and I met with Ted Stonecliffe and another Cherriots staff member to see if the FCDC project was in line with Cherriots' Coordinated Plan the intent of STF funds to help bolster transportation options for people with disabilities and seniors. Mr. Stonecliffe agreed the project was appropriate, encouraged us to apply and was impressed that the County ran the service for only \$28k/year.

During the grant writing process, led by Jessica Madronal, I learned from census estimates that roughly 30% of the Falls City population identifies as having a disability, compared with 14% of the County and State population. In addition, senior citizens represent a higher than average proportion of our population. The way these demographics intersect with geographic isolation and rates of low income prove devastating for riders of the FCDC who rely on the service for basic groceries (50% of riders cite this as the #1 use), medical appointments, and job services. In other words, Falls City is the ideal location for the intent of these dollars.

Parks and Recreation Committee Meeting

March 20, 2019

Meeting was called to order by Lori Jean Sickles at 11:03 AM. In attendance were Jill Anzalone, Lori Jean Sickles, Dennis Sickles, Dani Haviland, Janet Propp, Rosie Brownell and Mayor Jeremy Gordon.

Dani Haviland moved and Dennis Sickles seconded the motion to adopt the entire agenda. Motion passed.

- New Business early discussion: Jeremy Gordon explained Resolution 07-2019, 'A Resolution sanctioning current events, directing the Parks Committee to review new event proposals, and setting a policy and procedure for sanctioning of new events.' After further discussion, it was noted these current/ongoing events needed to be added to the Community Events list: James II Kitchen (held Tuesdays at the Falls City United Methodist Church), the Harvest Festival (held around Halloween time at Mountain Gospel Fellowship Church) and The Old Timer's Event that's held in the Upper Park. Also missing from the list is the Tree City Event, held on Arbor Day Weekend (the last weekend in April).

To provide continuity, the Parks and Recreation Committee meeting minutes will be included in the City Council Agenda.

There were no public comments.

- Old Business: Restroom Grant update was provided by Jill Anzalone. Jill shared a rough draft for the unit that includes a men's and women's toilet and a storage unit. She also shared a partial bill of materials quote from Van Wells. Price did not include septic system or labor. The labor for constructing this public restroom is part of the 'in kind' donation needed for the grant. Because this grant needs to be submitted by May 1, it will come before the City Council in their April meeting after being reviewed and written as a resolution by Mac.
- Old Business: Street tree update was given by Jill Anzalone. Motion made by Dani Haviland and seconded by Dennis Sickles to delay planting Crepe Myrtle trees on North Main Street until Arbor Day Weekend/Tree City Event in 2020. Motion passed. For our Tree City Event this year, we will be holding an invasive species clean up on April 27th at the Lower Park.

New Business: City Entrance Beautification Entrance Sign. All agreed that the new sign, painted white for high visibility, was great. Because of the terrain, flowering trees can't be planted there. Jill Anzalone volunteered to plant crimson snapdragons for further beauty.

Memorial Day Event planning committee will be meeting on March 31.

A second Falls City Vision meeting will be held April 6 at the Falls City Community Center. It will be a potluck.

Lori Jean Sickles shared that the Easter Egg Hunt will be April 20 this year. Basket set up is Friday, April 19 at The Boondocks. At 9 AM on Saturday, April 20, the set up will start at the Upper Park. Tickets are for sale to raffle fancy Easter baskets, funding future events.

Jill asked about enforcing the littering fine. Black Rock area is a mess. Options to help reduce the mess and call the community's attention to the littering problem is to have a spring SOLVE clean-up and/or a 'create a clean-up poster' contest for the schools.

Rosie Brownell shared information on Little Free Libraries, an alternative to book sharing since the library is going away. Rosie is sending the email link to apply for a grant for a unit or units for the community. www.littlfreeibrary.org is the website with more information.

Dani Haviland moved and Lori Jean Sickles seconded the motion that we move April's meeting to April 3. Motion carried. Next meeting is April 3 at 11 AM.

Janet Propp moved and Lori Jean Sickles seconded the motion to adjourn. Passed. Meeting adjourned at 12:07PM.

Dani Haviland, Secretary

City of Falls City
Public Works Committee Meeting
Thursday March 21, 2019, 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Tony Meier, Mayor Gordon, Gordon Hanson, Guy Mack.

Temporary Chair Mayor Gordon called the meeting to order at 6:03 PM

1) Call to Order

Temporary Chair Mayor Gordon took roll call. Committee Members Drill, McConnell, Lauder absent. New Committee Member Gordon Hanson was introduced and welcomed by PWC.

2) Pledge of Allegiance

No Pledge of Allegiance.

3) Motion to Adopt the entire agenda

A motion was made by Committee Member Meier and seconded by Committee Member Mack to adopt the entire agenda. Motion carried 4-0-0 Ayes. Tony Meier, Mayor Gordon, Gordon Hanson, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

A. Public Works Committee Minutes February 21, 2019

A motion was made by Committee Member Meier and seconded by Committee Member Hanson approving Consent Agenda item A. Motion carried 4-0-0 Ayes. Tony Meier, Mayor Gordon, Gordon Hanson, Guy Mack.

5) Public Comments

None

6) Old Business

A. Master Water Plan Round Table Discussion with Don Poe, Public Works Supervisor.

7) New Business

A. Leak Detection Survey Estimates. After general discussion:

A motion was made by Committee Mayor Gordon moved and Committee Member Meier seconded that: PWC recommend to City Council that they accept estimate from Dan's Leak Detection LLC of Salem, OR for an entire sonic survey of the complete water system to determine any and all unaccounted for water loss upon further reference checks and other due diligence. Motion carried 4-0-0 Ayes. Tony Meier, Mayor Gordon, Gordon Hanson, Guy Mack.

B. Public Works Committee Meeting Date Change - Verbal Chair Drill. Committee Member Meier informed Committee that Chair Drill requested that the PWC meeting be changed to the fourth (4th) Thursday of each month at 6:00PM.

A motion was made by Committee Member Meier moved and Mayor Gordon seconded that the PWC Meeting be moved to the fourth (4th) Thursday of each month at 6:00 PM. Motion carried 4-0-0. Tony Meier, Mayor Gordon, Gordon Hanson, Guy Mack.

8) Correspondence, Comments and Ex-Officio Reports

A. Next Public Works Committee Meeting will be held April 25, 2019, 6:00 pm, if needed.

B. Member Committee Member Mack mentioned parking on right of way in the 700 block of Parry Road. Mayor Gordon informed Committee that the Compliance Officer has taken action and the situation is being addressed.

9) Adjourn

A motion was made by Mayor Gordon and seconded by Committee Member Mack to adjourn the meeting. Motion carried 4-0-0. Ayes: Mayor Gordon, Tony Meier, Gordon Hanson, Guy Mack.

The meeting was adjourned at 6:37 PM.

_____ Public Works Committee Chair Drill

Attested: _____ Public Works Committee Member

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 10-2019 NOISE PERMITS
DATE: APRIL 14, 2019

SUMMARY

A policy and procedure to obtain noise permits for special events or special activities.

BACKGROUND

In 2006 the City Council passed Ordinance 512-06 which effectively reinstated the text of ordinance 323 (originally passed in 1969) with some amendments, as the nuisance code for Falls City. Section 25 of those ordinances dealt with unnecessary noise.

Unfortunately, the noise ordinance from 512-06 was not a workable code for our City. In light of that the City Council passed Ordinance 556-2019 amending the noise ordinance to make it practical and enforceable. With this new found enforceability comes a need to allow permits for special occasions which create more noise than is allowed in the City Code.

This resolution lays out a policy and procedure to consider noise permits for special occasions and a fee rate structure to ensure the City does not absorb any costs associated with such permits.

PREVIOUS COUNCIL ACTION

2/14/19 Council Approved ORD 556-2019 amending the City's Noise Ordinance.

FINANCIAL IMPLICATIONS

The City will charge a \$\$\$\$ administrative fee to recoup costs associated with processing noise permits.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

A-Resolution 10-2019
B- Noise Permit Application/Permit
C-Class B permit notice form

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 10-2019, A RESOLUTION CREATING A POLICY & PROCEDURE FOR OBTAINING A NOISE PERMIT.

RESOLUTION 10-2019

A RESOLUTION CREATING A POLICY & PROCEDURE
FOR OBTAINING A NOISE PERMIT

Whereas, loud noise exposure to humans carries with it the potential for harmful physiological and psychological effects; and

Whereas, loud noise exposure to property carries with it the potential for decreased property value, and interference with the quiet enjoyment of dwelling and business units; and

Whereas, the City Council has the responsibility and authority to protect the health and welfare of the Citizens of Falls City; and

Whereas, the reasonable regulation of noise is a necessity to ensuring health, safety, and the quiet enjoyment of property; and

Whereas, the Falls City noise ordinance was amended due to unenforceability; and

Whereas, the adoption of an amended noise ordinance has caused a need for a noise permit policy and procedure; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. Declaration of purpose.

It is the intent of the Council to minimize potential negative effects of excessive noise, and to promote, protect, and preserve the public health. It is the intent of the Council to control the level of noise in a manner that promotes the use, value, and enjoyment of property.

Section 2. Noise Permits; types.

Any person who owns, operates, or controls a sound source that will produce sound in excess of that allowed in Falls City Ordinance 556-2019 shall first obtain the applicable event sound permit:

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

Class B Permit- For any activity exceeding 24 hours in duration; or an event taking place, in any part, between the hours of 10pm and 7am.

Section 3. Application for a permit.

An application for a noise permit shall be filed with Falls City Hall on a form provided by the City. An application for a Class A permit must be submitted at least 10 days prior to the event for which a permit is sought. An application for a Class B permit must be submitted not less than 45 calendar days prior to the event for which a permit is sought. The application shall contain the

following information and be accompanied by the application fee, as set by resolution of the Council:

1. The type of event or activity for which the permit is sought;
2. The anticipated duration of the event or activity;
3. The physical characteristics of the sound involved;
4. The times when the sound will be emitted;
5. The reason or reasons why the permit is necessary;
6. Any other relevant supporting information.

Section 4. Notice.

1. Class A permits- No notice is required.
2. Class B permits- The applicant shall, not more than 10 days after submitting a permit application to City Hall, provide written notice that an application for a noise permit has been submitted for consideration.
 - a. The notice shall be given on a form provided by City Hall and fully filled out by the applicant.
 - b. Notice must be provided to the following:
 - i. Any person residing, or any owner of a business within 400 feet of the property line of the location where the sound will be emitted.
 - c. Proof of Notice:
 - i. The applicant must provide a list of addresses to which notice was provided, the means by which it was provided, and the date it was mailed or hand delivered (e.g. US Mail, hand delivered).
 - ii. The applicant must include the following statement at the end of the list, "I [full name of applicant] have provided notice to the properties on this list in the manner indicated."
 - iii. The applicant must sign and date the bottom of the list in the presence of City Hall Staff, or have it notarized.

Section 5. Permit Criteria & Conditions

1. Criteria. The City Manager shall grant a noise permit if, after considering the application and any written comments received on the application, it appears that:
 - a. The public health and safety provisions of other chapters of the Falls City Code will not be violated if a permit is granted; and
 - b. Granting the permit will not be unreasonably detrimental to the public welfare. In determining whether the permit would be "unreasonably detrimental to the public welfare," the City Manager shall consider such factors as the potential impacts on businesses and noise sensitive properties within 150 feet of the planned source, the day of the week, time of day, proposed type and amount of amplification to be used, and any secondary noise consequences.
2. Conditions. The City Manager shall place conditions, including maximum decibel levels, on a noise permit necessary to protect the public health, safety, and welfare.
 - a. Permittees shall keep a copy of the permit at the event or activity for which the permit was sought.

Section 6. Permit Decision.

An application for a Class A permit shall be granted or denied within 10 calendar days of receipt of the completed application. An application for a Class B permit will be granted or denied within 30 calendar days of receipt of the completed application.

1. If a permit is denied, the City Manager will state in writing the reasons for the denial.
2. If a permit is granted, a copy of the permit will be provided to the applicant and any person who submitted written comments.

Section 7. Appeal.

Any person who has been denied an event sound permit may appeal the decision to the City Council by making a written request for an appeal to City Hall, 7 days or less after the date of denial. The appeal will be taken up at the next regular City Council Meeting following the written request.

Section 8. Violations.

1. Failure to comply:
 - a. Failure to comply with the terms of this chapter may result in denial of a noise permit, and/or void an existing noise permit; and
 - b. Failure to comply with any term or condition set forth in a noise permit renders said permit revoked.
2. When a permit is voided, or revoked, the permittee must immediately cease the permitted noise production. Additionally, the permittee's actions from the time of voidance or revocation are subject to Falls City Ordinance 556-2019, including the violation provisions therein.
3. When a permit is modified the permittee must immediately bring the noise production into compliance with the modification. Failure to do so results in a revoked permit and subjects the permittee to Falls City Ordinance 556-2019, including the violation provisions therein.
4. The City Manager or his designee may modify or revoke a permit issued pursuant to this resolution when the original terms or conditions cause an undue hardship on surrounding businesses or noise sensitive properties.

Section 9. Initial Fee Structure.

The Fees for Noise Permit Applications are as follows:

1. Class A Permit- \$50 or actual cost if greater;
2. Class B Permit- \$75 or actual cost if greater.

Section 10. Effective Date.

This resolution is effective upon adoption.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th day of March, 2019.

Vote: AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Date

Attest:

Date

Jeremy Gordon, Mayor

JoHanna Birr, City Clerk



NOISE Application & Permit

Staff Use Only
Application/Permit Number (#) _____
Complete Application Received (Date) _____

Applicant Full Name _____

Phone Number _____

Applicant Mailing Address _____

eMail _____

City, State, Zip _____

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

Application Type (Check One):

- Class A- For a single day activity 24 hours or less in duration and taking place within the hours of 7am and 10pm.
 - Complete application must be provided to City Hall at least 10 days prior to the date of the proposed noise permit including the application fee of \$50.
 - Actual cost will be taken from application fee until depleted, additional charges are applicant's responsibility prior to issuance of permit.
- Class B- For an activity lasting more than 24 hours in duration; OR an event taking place, in any part, between the hours of 10pm and 7am.
 - Complete application must be provided to City Hall at least 45 days prior to the date of the proposed noise permit including the application fee of \$75.
 - Actual cost will be taken from application fee until depleted, additional charges are applicant's responsibility prior to issuance of permit.
 - Applicant must provide notice and proof of notice in accordance with Resolution 11-2019.

1. Type of of event for which permit is sought?

2. Anticipated duration of event or activity?

3. The physical characteristics of the sound involved?

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

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

6. Any other supporting information?



Class B Noise Permit Notice Form

Permit Application # _____

Dear Citizen,

You are receiving this letter because your property or business is located within 400 feet of the location for a proposed noise permit. The particulars of the event are laid out below. Please note that as an interested property or business owner you have the right to submit written comments to City Hall regarding issuance or non-issuance of this permit. Your comments must be received at City Hall by the 20th day after (date of application) _____ to be considered in assessing this application. If you submit written comments you will receive notice of the outcome.

1. The nature of the event or activity for which the permit is sought:

2. The date and times of the event or activity for which the permit is sought:

- Citizen Comments may be mailed, dropped off, or emailed to Falls City Hall at:
 - 299 Mill St, Falls City, OR 97344; or
 - manager@fallscityoregon.gov.

Thank You,

City of Falls City
299 Mill St
Falls City, OR 97344
(503) 787-3631

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 11-2019 CONTRACT FOR LEAK DETECTION SERVICES
DATE: APRIL 14, 2019

SUMMARY

Contract with Dan's Leak Detection to determine non-revenue water loss.

BACKGROUND

Water loss from a public water system can lead to several issues: potential biological intrusion (unclean water), damage to existing infrastructure like roads and other portions of the water system due to untreated leaks, and increased cost to treat water that never makes it to the consumer. Additionally, the location and size of leaks can highlight more serious issues within the water system that, left unchecked, will be more costly than if addressed sooner.

The US EPA has identified water loss as a major issue facing US water infrastructure, and accounting for approximately half the \$200 billion needed to keep US water systems operational over the next 20 years. Both the EPA and the International Water Association suggests leak detection as the first step in combatting water loss issues.

The average water loss in the US is 16%, our water loss is roughly 33% over the last 7 years according to the 2017 water master plan. This triggers a leak detection survey requirement for the State of Oregon. Our water master plan recommends a leak test every 5 years until our water losses are at 15% or less.

The leak test will inform us of where leaks are occurring, and how extensive they might be in order to streamline our water system repair/maintenance efforts.

PREVIOUS COUNCIL ACTION

The Public Works Committee recommends conducting a leak assessment as step one to addressing our water loss issues. See Public Works Committee Meeting Minutes.

FINANCIAL IMPLICATIONS

\$3000.00 to conduct a system-wide leak assessment. Dan's Leak Detection was the most affordable.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

A-Resolution 11-2019
B- Estimate from Dan's Leak Detection

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 11-2019, A RESOLUTION AUTHORIZING A CONTRACT FOR SERVICES WITH DAN'S LEAK DETECTION LLC.

RESOLUTION 11-2019

A RESOLUTION AUTHORIZING A CONTRACT FOR SERVICES
WITH DAN'S LEAK DETECTION LLC.

Whereas, Leakage in the Public Water system can lead to harmful monetary, health, and environmental effects; and

Whereas, the City Council has the responsibility and authority to protect the health and resources of the Citizens of Falls City; and

Whereas, The City of Falls City owns and operates a public water utility; and

Whereas, The estimated leak rate of that system was approximately 33% over the past 7 years in the City's most recent water master plan; and

Whereas, the target leak rate for the State of Oregon is 10% or less; and

Whereas, Public Water Systems with greater than 10% leak rate are required to conduct a comprehensive leak assessment every 5 years; and

Whereas, The City of Falls City has not conducted such an assessment in over 5 years; and

Whereas, The Public Works Citizen Committee identified leak detection as the desired starting point for determining and prioritizing water system needs.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Council authorizes the City Manager to contract for leak assessment services with Dan's Leak Detection, the low bidder.

Section 2. This resolution is effective immediately upon adoption.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th day of March, 2019.

Vote: AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Date

Jeremy Gordon, Mayor

Attest:

Date

JoHanna Birr, City Clerk



Dan's Leak Detection LLC
4111 Hayesville DR NE
Salem, OR 97305 US
503 569-5560
brittany@dansleakdetection.com
www.dansleakdetection.com

Estimate

ADDRESS

City of Falls City
299 Mill St
Falls City, OR

ESTIMATE #	DATE	EXPIRATION DATE
1006	03/13/2019	03/13/2019

ACTIVITY	QTY	RATE	AMOUNT
municipal survey full day survey of municipal system daily rate	2.50	1,200.00	3,000.00

The above estimate is for an entire sonic survey of complete water system to determine any and all unaccounted for water loss. During survey all meters, hydrants, valves and any other contact will be sonically listened to. All leaks heard will be pinpointed and mapped as close as possible to exact spot of leak. This estimate is for 2 and 1/2 days or 20 hours of survey/ leak pinpointing. The estimate will not exceed this amount even if more time is required, however for every hour under 20 hours \$100 per hour will be removed from final bill.

TOTAL **\$3,000.00**

Accepted By

Accepted Date

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STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 12-2019, FY 2018-2019 BUDGET ADJUSTMENT 2
DATE: APRIL 11, 2019

SUMMARY

An adjustment to the FY 2018-2019 Adopted Budget to make allocations for the addition of the Local Economic Opportunity Fund Grant (LEOF).

BACKGROUND

The City of Falls City recently applied for and received an LEOF grant through Business Oregon. This grant is for the specific purpose of engaging with RDI to undertake a community visioning and action plan leading to economic sustainability.

Under Oregon Local Budgeting Law expenditure of specific purpose grants transferred to the local government may be made after enactment of an appropriation resolution or ordinance authorizing the expenditure. ORS 294.338(2). No supplemental budget is necessary.

This resolution authorizes expenditure of the LEOF funds for the specific purpose of engaging in the scope of work found in the grant application (attached).

PREVIOUS COUNCIL ACTION

1/31/2019- Approved application and acceptance of the LEOF grant and associated grant project.

FINANCIAL IMPLICATIONS

This resolution allows the City of Falls City to spend \$45,000 in LEOF grant funds on the items in the attached Scope of Work.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

A-Resolution 12-2019 & Attachment A FY18-19 Budget Adjustment 2
B-RDI Contract Scope of Work

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 12-2019, A RESOLUTION ADOPTING APPROPRIATIONS FOR EXPENDITURE OF LOCAL ECONOMIC OPPORTUNITY FUND GRANT PROCEEDS.

RESOLUTION 12-2019

**A RESOLUTION ADOPTING APPROPRIATIONS FOR EXPENDITURE OF
LOCAL ECONOMIC OPPORTUNITY FUND GRANT PROCEEDS**

Whereas, the City of Falls City is a rural, economically distressed community in need of community and economic development resources; and

Whereas, Business Oregon administers a Local Economic Opportunity Fund (LEOF) that provides grants to rural, economically distressed communities; and

Whereas, Funds from the LEOF are specifically purposed to support local economic development and sustainability work; and

Whereas, The City of Falls City applied for and was awarded the LEOF grant in the amount of, \$45,000; and

Whereas, the funds received from the LEOF grant will be spent this Fiscal Year 2018-2019; and

Whereas, Oregon local budget law requires a resolution to appropriate funds for specific purpose grants that were not adopted during the budget adoption process.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. Fiscal Year 2018-2019 Budget Adjustment 2, included herein as attachment A, is hereby approved and adopted.

Section 2. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 11th day of April, 2019.

Attest:

Jeremy Gordon, Mayor

JoHanna Birr, City Clerk

Attachment A

Falls City FY 2018-2019 Budget Adjustment 2
(Specific Purpose Grant)

Fund	Account	Original Budget	Increase	Decrease	Revised Budget
General Fund					
Revenues	LEOF Grant	\$0.00	\$45,000.00	\$ - -	\$45,000.00
Administration					
Requirements	LEOF Grant	\$0.00	\$45,000.00	\$ - -	\$45,000.00

Description: The City of Falls City has secured a Local Economic Opportunity Grant from Business Oregon utilizing State Lotto funds to promote rural community development.

*Percent Change of General Fund Expenditures: $45000/481000=9.3\%$, Budget Committee Not Required



**Memorandum of Understanding
Between Rural Development Initiatives, Inc. (RDI)
And
City of Falls City**

This agreement is entered into by both parties with the understanding that RDI will perform the services described under Section A and will be compensated by the City of Falls City as described in Section B:

**Section A
Scope of Work and Time Line**

RDI will perform and deliver visioning, community organizing, and economic resiliency planning from March 5, 2019 to June 30, 2019.

The complete list of deliverables, tasks and timeline are detailed in Attachment A.

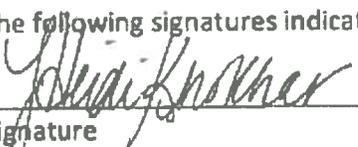
**Section B
Compensation**

RDI's fee to complete the scope of work will be \$45,000. City of Falls City will provide in-kind fiscal management services for this contract, in lieu of a community dollar match for the Falls City Roadmap services RDI is performing in a separate contract.

RDI will submit monthly invoices for work performed.

Acceptance

The following signatures indicate agreement to the terms as outlined above.



Signature
Heidi Khokhar, Executive Director
Rural Development Initiatives
150 Shelton-McMurphey Blvd, Ste 201
Eugene, OR 97401

Dated 3/19/2019



Signature
Mac Corthell, City Manager
City of Falls City, Oregon
299 Mill St.
Falls City, Oregon 97344

Dated 3/19/2019

Attachment A

Purpose

RDI will facilitate community engagement and planning process for the cities of Falls City, Yamhill and Dallas to identify a shared vision and action plan that addresses economic development opportunities and improve economic resiliency. In those communities, RDI will identify existing assets, market opportunities, and local energy to move strategic economic initiatives forward.

The activities and deliverable products include:

- ❖ Falls City Work Products:
 - Economic Resiliency Action Plan
 - Action Team Implementing Community Economic Development Projects
 - Funding Plan & Strategy to hire a RARE participant
- ❖ Falls City Outcomes:
 - Shared community vision and economic resiliency plan created with significant community input.
 - Increased knowledge and understanding of local assets, skills, and economic opportunities.
 - Shared understanding of local issues and opportunities.
 - Action teams formed around key priorities implementing strategic project initiatives.
 - An increased number of people engaged and volunteering in local projects.
 - Enhanced community capacity to develop and implement community economic development activities.
 - Secured funding for 2019-2020 RARE participant to implement work started.
- ❖ All Communities Work Products:
 - Multi-City Economic Development Workshops – Topics include Property / Building Rehabilitation, Economic Development 101, Entrepreneurship, Community Organizing and Leadership Development.
 - Multi-City Bus Tour and Retreat to share and discuss rural economy building strategies and best practices
- ❖ All Communities Outcomes:
 - Communities will be better connected with each other and to local, regional, and state resources.
 - Communities will benefit from greater connectivity to economic development practitioners and neighboring communities.
 - Communities will increase knowledge of economic issues and topics through shared learning and dynamic engagement activities.

Project Timeline

Item	Mar	Apr	May	June
• Recruit, Organize, & Train Project Steering Teams (All Cities)				
• Community Organizing: Build & Maintain Momentum through Creative Engagement Initiatives – regional bus tour with practitioners (All Cities)				
• Conduct Economic Assessment, Identify Issues, Assets, Energy (Falls City Only)				
• Identify Vision, Prioritize Issues, & Mobilize Toward Action (Falls City Only)				
• Develop Local Capacity to Secure Funds for 2020 RARE (Falls City Only)				
• Connect Resources as Needed (All Cities)				
• Connect Communities for Shared Learning, Capacity Building, & Economic Trainings (All Cities)				
• Conduct Regional Gathering & Tours with Participating Communities (All Cities)				

Budget

Activity	Approved Budget
Project and Contract Management	\$34,323
Consultant Contract	\$1,900
Travel	\$2,687
Stakeholder Meeting/Facilitation	\$5,040
Supplies	\$1,050
Total	\$45,000

Handwritten signature
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STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 13-2019 RARE APPLICATION
DATE: APRIL 11, 2019

SUMMARY

An application for placement of a Resource Assistance for Rural Environments Worker. The application deadline is April 12, 2019.

BACKGROUND

The City of Falls City is engaged in a community visioning, capacity building, and action planning process with RDI to identify and define a course of action leading to increased community development and economic sustainability. Similar action has been undertaken in the past, but never successfully and sustainably moved beyond the planning phase.

While the City lacks the resources to permanently hire a Community and/or Economic Development Director, our work with RDI has put us in a position of significant advantage for the possibility of winning the assistance of a RARE worker to continue the momentum.

The RARE program is an AmeriCorps funded program administered by the University of Oregon. Their mission is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level participants who live and work full-time in communities for 11 months.

If we are selected to host a RARE, the applicant would be matched to our proposed projects based on interest and expertise. The proposed projects for this RARE application are as follows:

1. Continuation of visioning, capacity building, and action planning in conjunction with RDI. The RARE will use existing City Plans in conjunction with the community action plans developed through the visioning process, and will liaison with Committees and Community Action Groups to identify projects to benefit economic development in the downtown area.
 - a. The RARE will take an approach that looks at downtown economic development from an integrated perspective including existing local business, potential business expansion, land use and planning, downtown area parks development and integration with the downtown business area.
 - b. The RARE will implement projects identified using existing and newly developed plans and liaison with community groups. The RARE will assist in researching funding options and manage funded projects through completion.
2. Recruitment, training, management, process building, and training of existing and new committees.

- a. The RARE will assist in recruiting and training local citizen groups in conjunction with the RDI action planning process.
 - b. The RARE will assist in training and streamlining new and existing committee processes through direct education, policy and procedure creation, and committee information booklet preparation.
3. Historic Clinic and City Communication Capacity
- a. For gap-filler type projects, the RARE will assist with disposition of the Clinic Property by:
 - i. engaging with the current clinic committee, economic development committee, and historic commission;
 - ii. engaging potential lessees and/or purchasers;
 - iii. researching potential avenues to facilitate building restoration.
 - b. The RARE will assist with building the City's communication capacity through assessment and optimization of the City's website layout, and information stores, assessment and optimization of the City's social media platforms, and create procedures and policies that enhance the City's ability to reach the community, and to be reached by community members.

PREVIOUS COUNCIL ACTION

1/31/2019- Approved application and acceptance of the LEOF grant and associated community visioning grant project.

FINANCIAL IMPLICATIONS

The cost for a RARE worker is a flat \$23,500 for 11 months of full-time work. The typical cost for a worker of RARE caliber and the support that comes with them is approximately \$80,000 per year minimum in Salary, benefits, and employer expenses.

The \$23,500 potentially needed for the RARE can be mitigated in part by a grant from the Ford Family Foundation filed in conjunction with the RARE application. This grant offers up to \$10k to help pay for a RARE (see Resolution 14-2019).

This money required, whether it is \$13,500, or the entire \$23,500 is currently available in the City's Revolving Loan Fund. This account has a cash balance over \$100k, and an accounts receivable balance of over \$400k. Every other city in Polk County has similarly utilized much larger portions of their funds for community development.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

- A-Resolution 13-2019
- B-RARE Program Description

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 13-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A RARE CANDIDATE.

RESOLUTION 13-2019

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A RARE CANDIDATE

Whereas, The City of Falls City is a rural, economically distressed community in need of community and economic development resources; and

Whereas, The City of Falls City is currently engaged in a community visioning, capacity building, and action planning process with Rural Development Initiatives (RDI) in an effort to combat economic and community distress within the City; and

Whereas, The City of Falls City lacks the Staff resources to take the broad vision and broad action plan developed by RDI and continue them to more specific visions, action plans and implementation; and

Whereas, The City of Falls City is in a unique position with enthusiasm and momentum surrounding the RDI visioning and action planning process; and

Whereas, The Resource Assistance for Rural Environments (RARE) program is specifically purposed and specially qualified to continue the community and economic development momentum and turn it into tangible outcomes.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council authorizes the City Manager to apply for and accept a RARE candidate to serve the Falls City Community from September 2019, through August 2020.

Section 2. The City Council authorizes the expenditure of up to \$23,500 from the Polk CDC revolving loan fund account to pay for the cost associated with the RARE candidate.

Section 3. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 11th day of April, 2019.

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

Jeremy Gordon, Mayor

JoHanna Birr, City Clerk

Resource Assistance for Rural Environments (<https://rare.uoregon.edu/>)

Institute for Policy Research and Engagement

Program Description

Resource Assistance for Rural Environments (RARE) is an AmeriCorps program administered through the University of Oregon's Institute for Policy Research and Engagement (formerly known as the Community Service Center). RARE AmeriCorps has been supported over the years by grants from the Corporation for National & Community Service (AmeriCorps), The Ford Family Foundation, the University of Oregon, the Oregon Food Bank, the Federal Emergency Management Agency, the Oregon Department of Transportation, and other agencies. In addition, each participating community provides \$23,500 to help place, train, and support a full-time RARE AmeriCorps member.

AmeriCorps has four components: **getting things done, strengthening communities, encouraging responsibility and expanding opportunity.** AmeriCorps provides service opportunities to address America's educational, public safety, human, and environmental needs. By achieving demonstrable results in meeting such needs, AmeriCorps members will secure a smarter, safer, and healthier future for the Americans they touch.

Every AmeriCorps program sets ambitious but attainable objectives for getting things done, and in the end should be able to demonstrate the degree to which those objectives have been met. The work of AmeriCorps programs varies as much as America's needs do, including immunizing infants, tutoring teenagers, keeping schools safe, restoring natural resources, building houses for the homeless, and securing more independent lives for the elderly. Whatever the goal, all these efforts will *get things done*.

AmeriCorps strengthens the spirit of citizenship. Through service, discussion of service, and education about service, AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to act on their responsibilities, in addition to ³⁶ their rights. While strengthening their desire to serve, AmeriCorps gives members the tools to fulfill

their responsibilities throughout their lives, including communication and conflict resolution skills and an understanding of their communities.

RARE AmeriCorps members have a variety of backgrounds and bring to their communities a wide range of experiences. In addition, members receive training in areas such as citizen involvement, outreach and communication, land-use planning, grant writing, project management, and necessary computer skills. During the term of service, RARE AmeriCorps members receive a \$1,600 monthly living stipend, health care benefits, and childcare if eligible. At the end of the term, eligible members receive an education award of \$5,815 that can be used for future educational expenses or to pay back existing eligible student loans.

Communities that complete an application for assistance and are able to provide a \$23,500 cash match will be considered as possible host communities. RARE AmeriCorps host communities receive the following:

- A full-time RARE AmeriCorps member who will provide community service for 11 months (1,700 hours);
- Support services from a team of six planning/policy analysts;
- Regular community site visits and evaluation by RARE AmeriCorps staff.

RARE AmeriCorps projects typically fall into four broad categories:

Community Planning

- Coordinating the development of a downtown master plan
- Facilitating the development of a county-wide Geographic Information System

Community and Economic Development

- Implementing the provision of community health care services
- Facilitating the coordination of a 'green business' campaign
- Assisting rural entrepreneurs in the development of business plans
- Completing economic development plans for municipalities

Natural Resource Planning

- Coordinating a watershed assessment

- Designing a citizen involvement program for a watershed council

Community Food Security/Food Systems

- Creation of community food assessments
- Enhancement of local farmers' markets and food related business activities



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STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 14-2019 FORD FAMILY FOUNDATION RARE GRANT
DATE: APRIL 11, 2019

SUMMARY

An application for a no-match, \$10,000 or less, grant from the Ford Family Foundation for placement of a RARE candidate in Falls City.

BACKGROUND

In resolution 13-2019 the City decided whether or not to apply for a RARE candidate to serve the City's economic and community development needs as defined through the RDI visioning.

If the Council passed 13-2019 this no-match grant would ease the financial burden associated with placing a RARE in Falls City. If the Council did not pass 13-2019 this resolution is moot, as the only funding offered through this grant is specifically purposed to aid in payment for the cost associated with placing a RARE.

PREVIOUS COUNCIL ACTION

1/31/19- Approved application and acceptance of the LEOF grant and associated community visioning grant project.

4/11/19- Voted on an application to place a RARE worker in Falls City.

FINANCIAL IMPLICATIONS

The cost for a RARE worker is a flat \$23,500 for 11 months of full-time work.

This grant provides up to \$10,000 to assist in those costs, thus reducing the \$23,500 for a RARE worker by the award value for this grant.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

A-Resolution 14-2019

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 14-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A FORD FAMILY FOUNDATION GRANT TO REDUCE THE COSTS OF A RARE WORKER.

RESOLUTION 14-2019

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A FORD FAMILY FOUNDATION GRANT TO REDUCE THE COSTS OF A RARE WORKER

Whereas, The City of Falls City is a rural, economically distressed community in need of community and economic development resources; and

Whereas, The City of Falls City is currently engaged in a community visioning, capacity building, and action planning process with Rural Development Initiatives (RDI) in an effort to combat economic and community distress within the City; and

Whereas, The City of Falls City is in the process of applying for a RARE candidate placement; and

Whereas, The cost of a RARE candidate placement is \$23,500; and

Whereas, The Ford Family Foundation offers this grant specifically to help pay for the costs associated with a RARE placement; and

Whereas, No match is required for this grant.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council authorizes the City Manager to apply for and accept a Ford Family Foundation Grant to reduce the costs of the RARE candidate.

Section 2. This resolution is void if the RARE application for which Ford Family Foundation funding is sought, is denied.

Section 3. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 11th day of April, 2019.

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

Jeremy Gordon, Mayor

JoHanna Birr, City Clerk

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STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 15-2019 HISTORIC CEMETERIES GRANT
DATE: APRIL 11, 2019

SUMMARY

An application for a grant to facilitate the forthcoming cemetery clean-up with Polk County Cemetery Savers. Required 1:1 match can be in-kind, or monetary.

BACKGROUND

In May of 2019 Polk Cemetery Savers will begin the process of restoring and cleaning up our Cemeteries. Part of that process requires expenditure of some funds for gravel, portable toilets, cleaning supplies, and refreshments.

This grant would largely cover the monetary expenses for this project.

PREVIOUS COUNCIL ACTION

2/14/19 Approved Cemetery Savers/Solve Cemetery Cleanup event in resolution 07-2019.

FINANCIAL IMPLICATIONS

The grant does require a 1:1 match and I am suggesting a \$100 cash match along with our in-kind volunteer and staff work contributions.

The cash match will make the application stronger and is a small portion of the money we will have to spend without the grant.

STAFF RECOMMENDATION

Adopt.

EXHIBIT

A-Resolution 15-2019

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 15-2019, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT A HISTORIC CEMETERIES GRANT.

RESOLUTION 15-2019

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT A HISTORIC CEMETERIES GRANT

Whereas, The City of Falls City is a rural, economically distressed community in need of community and economic development resources; and

Whereas, The City of Falls City owns and operates two historic cemeteries; and

Whereas, The City of Falls City is engaged with Polk Cemetery Savers to rehabilitate and clean up those historic cemeteries; and

Whereas, Some costs for supplies, facilities, and refreshments will be associated with the cemetery project; and

Whereas, The Oregon Parks and Recreation Department offers a historic cemeteries grant that fits perfectly with the project at hand; and

Whereas, The required 1:1 match will be fulfilled using \$100 cash and in-kind contributions; and

Whereas, Even with the required match, the grant only reduces the expenditures required for the project.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council authorizes the City Manager to apply for and accept a Historic Cemeteries Grant utilizing in-kind contributions and \$100 cash to meet match requirements.

Section 3. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 11th day of April, 2019.

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

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Jeremy Gordon, Mayor

JoHanna Birr, City Clerk