

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 12, 2018 6:00 p.m.

Posted on April 6, 2018

1.) Call to Order

A) Roll Call: _____ Mayor Jeremy Gordon _____ Dennis Sickles _____ Lori Jean Sickles _____
Jennifer Drill _____ Tony Meier _____ Charlie Flynn _____ Clifford Lauder _____

2.) Pledge of Allegiance

3.) Motion to Adopt the Entire Agenda

4.) Consent Agenda: Motion Action Approving Consent Agenda Items

A. Approval of the Billspages 1-5
B. Approval of February 8, 2018 Council Meeting Minutespages 6-14

6.) 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. Please supply 9 (nine) copies of the material brought to the meeting for distribution.

7.) New Business:

A. 2nd Reading Ordinance 552-2018, Assigning an Addresspages 15-18
B. Committee Appointments.....pages 19-25
C. Library closure updatepages 26-27
D. Budget Update.....pages 28-33
E. City Manager Hiring Process.....page 34

8.) Correspondence, Comments, and Ex-Officio Reports

A. Manager Report.....page 35
B. Mayor Report
C. Council Reports
 Polk County Sheriff Garton's report.....page
 Fire Department Monthly Report,
 Public Works Department Monthly Report.....page 36
 Library Monthly Report

8) Council Announcements

A. April 19, 2018 Budget Committee meeting, 6:30 pm.
B. Next regular Council Meeting, May 10, 2018 6:00 pm.
C. May 24, 2018 Public Hearing on Library closure, 6:00 pm.

9) 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 48 (forty-eight) hours 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 March 7, 2018**

	Date	Memo	Account	Class	Amount
City County Insurance Services					
	03/07/2018	FLC-W2017-00QTR4	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-3,012.74
	03/07/2018	FLC-W2017-00 4th qtr Work. Comp.	Worker's Comp Insurance	01 GENERAL FUND:01.03 Parks	120.52
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance	01 GENERAL FUND:01.07 Fire Departm	90.38
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance	01 GENERAL FUND:01.04 Municipal Cc	1,867.89
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance	11 STREET FUND	30.13
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance	13 SEWER FUND	331.40
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance	20 WATER OPERATING FUND	210.89
	03/07/2018	FLC-W2017-00QTR4	Worker's Comp Insurance		361.53
					0.00
Dallas Auto Parts					
	03/07/2018	02.28.2018	Accounts Payable	11 STREET FUND	-255.70
	03/07/2018	supplies for road grader	Maintenance Supplies		255.70
					0.00
Total Dallas Auto Parts					
Edge Analytical					
	03/07/2018	18-06858	Accounts Payable	20 WATER OPERATING FUND	-20.00
	03/07/2018	18-06858	Lab Analysis Services		20.00
					0.00
Total Edge Analytical					
Falls City Fire Association					
	03/07/2018	March	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-208.33
	03/07/2018	March	Point System		208.33
					0.00
Total Falls City Fire Association					
Frink's General Store					
	03/07/2018	invoice 03012018C	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-19.80
	03/07/2018	invoice 03012018C, supplies	Equipment Maintenance/Repair		2.58
	03/07/2018	invoice 03012018C, supplies	Equipment Maintenance/Repair	20 WATER OPERATING FUND	17.22
					0.00
Total Frink's General Store					
Home Comfort, Inc					
	03/07/2018	Inv #22764	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-72.00
	03/07/2018	Inv #22764 filters	City Hall Maint/Repairs		72.00
					0.00
Total Home Comfort, Inc					
L & L Equipment					
	03/07/2018	02.28.2018	Accounts Payable	11 STREET FUND	-85.35
	03/07/2018	misc	System Maintenance/Repair		44.95
	03/07/2018	misc	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	40.40
					0.00
Total L & L Equipment					
Office Craft					
	03/07/2018	M99-6111	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-52.01
	03/07/2018	M99-6111	Copier Lease/Maintenance		52.01
					0.00
Total Office Craft					
Speer Hoyt LLC					
	03/07/2018	INV: 43909	Accounts Payable		-285.00
	03/07/2018	INV: 43909	Attorney/Special Council	01 GENERAL FUND:01.01 Administrativ	285.00
					0.00
Total Speer Hoyt LLC					
Valley Electric Company, LLC					
	03/07/2018	1-180147, 1-180113, 1-180142	Accounts Payable		-1,059.97
	03/07/2018	Dosing Tank Counter Replacement 1-180	System Maintenance/Repair	13 SEWER FUND	598.34
	03/07/2018	Time meter replacement 1-180113	System Maintenance/Repair	13 SEWER FUND	195.31
	03/07/2018	Contacto replacement 1-180142	System Maintenance/Repair	13 SEWER FUND	266.32
					0.00
Total Valley Electric Company, LLC					
Van Well Building Supply					
	03/07/2018	INV# 12995101	Accounts Payable		-106.02

**City of Falls City
Paid Bills Report
As of March 7, 2018**

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total Van Well Building Supply	03/07/2018	INV# 12995101 asphalt	Maintenance Supplies	11 STREET FUND	106.02
					0.00
Verizon Wireless					
	03/07/2018	9802289950	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-38.04
	03/07/2018	March	Telephone	20 WATER OPERATING FUND	19.02
	03/07/2018	9802289950	Telephone		19.02
					0.00
Total Verizon Wireless					
Williamson & Aebi, LLP					
	03/07/2018	February	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-542.40
	03/07/2018	35% February	Professional Services	01 GENERAL FUND:01.04 Municipal Cc	189.84
	03/07/2018	5%	Professional Services	11 STREET FUND	27.12
	03/07/2018	10%	Professional Services		54.24
	03/07/2018	15%	Professional Services	13 SEWER FUND	81.36
	03/07/2018	35%	Professional Services	20 WATER OPERATING FUND	189.84
					0.00
Total Williamson & Aebi, LLP					
Xerox Corporation					
	03/07/2018	inv 092473686	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-162.42
	03/07/2018	65% inv 092473686	Maintenance Supplies	20 WATER OPERATING FUND	105.57
	03/07/2018	35%	Maintenance Supplies		56.85
					0.00
Total Xerox Corporation					
Xerox Financial Services					
	03/07/2018	inv 1084429	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-180.75
	03/07/2018	lease February 65%, inv 1084429	Copier Lease/Maintenance	11 STREET FUND	117.49
	03/07/2018	lease 10%	Copier Lease/Maintenance	13 SEWER FUND	18.08
	03/07/2018	lease 10%	Copier Lease/Maintenance	20 WATER OPERATING FUND	18.07
	03/07/2018	lease 15%	Copier Lease/Maintenance		27.11
					0.00
Total Xerox Financial Services					
CenturyLink					
	03/14/2018	multiple phone bills March	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-432.81
	03/14/2018	March	Telephone	20 WATER OPERATING FUND	186.05
	03/14/2018	multiple phone bills March	Telephone		71.49
	03/14/2018	multiple phone bills March	Telephone	01 GENERAL FUND:01.07 Fire Departm	175.27
					0.00
Total CenturyLink					
Consumers Power Inc					
	03/14/2018	Account # 1155301	Accounts Payable	20 WATER OPERATING FUND	-267.40
	03/14/2018	March Power	Power/Heat		267.40
					0.00
Total Consumers Power Inc					
MNOP					
	03/14/2018	A314200-IN	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-165.20
	03/14/2018	A314200-IN	Vehicle Operation		165.20
	03/14/2018	B023057-IN	Accounts Payable	01 GENERAL FUND:01.01 Administrativ.	-257.45
	03/14/2018	B023057-IN	Vehicle Operation		257.45
					0.00
Total MNOP					
Petro Card					
	03/14/2018	C290648	Accounts Payable	11 STREET FUND	-153.55
	03/14/2018	20% C290648	Vehicle Operation	13 SEWER FUND	30.71
	03/14/2018	20%	Vehicle Operation	20 WATER OPERATING FUND	30.71
	03/14/2018	60%	Vehicle Operation		92.13
					0.00
Total Petro Card					
US Bank Visa					
	03/14/2018	Account Number: 4798 5312 1498 1146	Accounts Payable	01 GENERAL FUND:01.04 Municipal Cc	-323.12
	03/14/2018	Card, Mail	Postage & Freight		21.15

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As of March 7, 2018**

	Date	Memo	Account	Class	Amount	
Total US Bank Visa	03/14/2018	Office postage meter	Postage & Freight	01 GENERAL FUND:01.01 Administrativ	250.00	
	03/14/2018	Business Cards	Office Supplies	01 GENERAL FUND:01.01 Administrativ	44.99	
	03/14/2018	letter opener	Office Supplies	01 GENERAL FUND:01.01 Administrativ	6.98	
Westech Engineering					0.00	
Total Westech Engineering	03/14/2018	23505	Accounts Payable	19 CITY UTILITY RESERVE FUND	-652.00	
	03/14/2018	INF: 23505 Engineering Costs on Sand F Water Projects			652.00	
Department of Environmental Quality					0.00	
Total Department of Environmental Quality	03/22/2018	WQ18DOM-1033	Accounts Payable	13 SEWER FUND	-2,257.00	
	03/22/2018	WQ18DOM-1033 Water Quality permit	Permits		2,257.00	
Edge Analytical					0.00	
Total Edge Analytical	03/22/2018	sewer 18-08848, water 18-08286, 18-07	Accounts Payable	13 SEWER FUND	-249.00	
	03/22/2018	18-06848	Lab Analysis Services	20 WATER OPERATING FUND	171.00	
	03/22/2018	18-08286, 18-07939, 18-01064	Lab Analysis Services		78.00	
Mid Willamette Valley COG					0.00	
Total Mid Willamette Valley COG	03/22/2018	1718283	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-1,086.25	
	03/22/2018	1718283, land use	Council of Governments Planning		1,086.25	
Pacific Power					0.00	
Total Pacific Power	03/22/2018	multiple accounts, 21091561-006 2	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-2,505.28	
	03/22/2018	March	Power/Heat	01 GENERAL FUND:01.01 Administrativ	1,055.76	
	03/22/2018	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.03 Parks	235.89	
	03/22/2018	multiple accounts, 21091561-006 2	Power/Heat	13 SEWER FUND	101.48	
	03/22/2018	multiple accounts, 21091561-006 2	Power/Heat	11 STREET FUND	402.69	
	03/22/2018	multiple accounts, 21091561-006 2	Street Lights	20 WATER OPERATING FUND	640.11	
	03/22/2018	multiple accounts, 21091561-006 2	Power/Heat		69.35	
	Pitney Bowes					0.00
	Total Pitney Bowes	03/22/2018	8000-9000-0969-9830	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-402.50
		03/22/2018	Postage 20%	Office Supplies	13 SEWER FUND	80.50
03/22/2018		30%	Office Supplies	20 WATER OPERATING FUND	120.75	
Terry Ungricht	03/22/2018	50%	Office Supplies		201.25	
	0.00					
Total Terry Ungricht	03/22/2018	February Expenses	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-222.90	
	03/22/2018	February Expenses	Travel/Meeting Expense		222.90	
W. S. Darley & CO					0.00	
Total W. S. Darley & CO	03/22/2018	Inv# 17317617	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-3,757.00	
	03/22/2018	Inv# 17317617, Fire House Sub grant	Grant Project		3,757.00	
Walter E. Nelson Co.					0.00	
Total Walter E. Nelson Co.	03/22/2018	Inv:58656	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-167.11	
	03/22/2018	cleaning supplies	City Hall Maint/Repairs		167.11	
CenturyLink					0.00	
Total CenturyLink	04/04/2018	multiple phone bills April	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-1.39	
	04/04/2018	April	Telephone		1.39	
0.00						

**City of Falls City
Paid Bills Report
As of March 7, 2018**

	Date	Memo	Account	Class	Amount
City of Dallas					
	04/04/2018	INV#02518	Accounts Payable		-900.00
	04/04/2018	INV#02518 Street Sweeping Jan-March ; Streets Maintenance/Repair		11 STREET FUND	900.00
					0.00
Total City of Dallas					
Deisman Trucking & Excavation					
	04/04/2018	Inv. 172393 Rock	Accounts Payable		-2,875.07
	04/04/2018	Inv. 172393 Rock	Maintenance Supplies	20 WATER OPERATING FUND	2,875.07
					0.00
Total Deisman Trucking & Excavation					
Edge Analytical					
	04/04/2018	sewer 18-08708 water 18-09578, 18-09E Accounts Payable			-250.00
	04/04/2018	18-08708	Lab Analysis Services	13 SEWER FUND	137.00
	04/04/2018	18-09578, 18-09579, 18-09580	Lab Analysis Services	20 WATER OPERATING FUND	113.00
					0.00
Total Edge Analytical					
Falls City School District #57					
	04/04/2018	Basket Ball Hoops	Accounts Payable		-70.00
	04/04/2018	reimb for supplies	Professional Services	01 GENERAL FUND:01.03 Parks	70.00
					0.00
Total Falls City School District #57					
Ferguson Waterworks					
	04/04/2018	Inv. 0633785	Accounts Payable		-2,140.50
	04/04/2018	Inv. 0633785, .30 lids/gaskets	System Maintenance/Repair	13 SEWER FUND	2,140.50
					0.00
Total Ferguson Waterworks					
Mountain Valley Monitoring					
	04/04/2018	INV#2174	Accounts Payable		-90.00
	04/04/2018	Security Monitoring April-June 18, inv.21	Professional Services	01 GENERAL FUND:01.01 Administrativ,	45.00
	04/04/2018	Security Monitoring	Professional Services	01 GENERAL FUND:01.07 Fire Departm	45.00
					0.00
Total Mountain Valley Monitoring					
Myers Towing					
	04/04/2018	INV# 11073	Accounts Payable		-280.00
	04/04/2018	#11073 Fire Engine Towing	Vehicle Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	280.00
					0.00
Total Myers Towing					
Navigate Investigations					
	04/04/2018	Invoice # 66	Accounts Payable		-600.00
	04/04/2018	Invoice #66 Fire Background Checks	Professional Services	01 GENERAL FUND:01.07 Fire Departm	600.00
					0.00
Total Navigate Investigations					
Petro Card					
	04/04/2018	C295898	Accounts Payable		-210.18
	04/04/2018	20% C295898	Vehicle Operation	11 STREET FUND	42.03
	04/04/2018	20%	Vehicle Operation	13 SEWER FUND	42.04
	04/04/2018	60%	Vehicle Operation	20 WATER OPERATING FUND	126.11
					0.00
Total Petro Card					
Verizon Wireless					
	04/04/2018	9804132935	Accounts Payable		-38.04
	04/04/2018	April	Telephone	01 GENERAL FUND:01.01 Administrativ,	19.02
	04/04/2018	9804132935	Telephone	20 WATER OPERATING FUND	19.02
					0.00
Total Verizon Wireless					
Xerox Financial Services					
	04/04/2018	inv 1107896	Accounts Payable		-180.75
	04/04/2018	lease February 65%, Inv 1107896	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ,	117.49
	04/04/2018	lease 10%	Copier Lease/Maintenance	11 STREET FUND	18.08
	04/04/2018	lease 10%	Copier Lease/Maintenance	13 SEWER FUND	18.07
	04/04/2018	lease 15%	Copier Lease/Maintenance	20 WATER OPERATING FUND	27.11
					0.00
Total Xerox Financial Services					

City of Falls City
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 As of March 7, 2018

Falls City Fire Association	Date	Memo	Account	Class	Amount
	04/05/2018	April	Accounts Payable		-208.33
	04/05/2018	April	Point System	01 GENERAL FUND:01.07 Fire Departm	208.33
TOTAL					0.00

City of Falls City
City Council Regular Meeting Minutes
March 8, 2018 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: Terry Ungricht, Interim City Manager; JoHanna Birr, City Clerk

Mayor Gordon called the meeting to order at 6:00 pm.

1) Roll Call

Clerk Birr took roll call.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Motion to adopt the entire Agenda

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

4) Consent Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn to adopt the Consent Agenda with the addition of item J; Resolution 05-2018 Declaring the Spending of Unforeseen Funds (Exhibit A) and Sheriff Garton February Falls City Stat Report (Exhibit B). Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

5) Public Comments

John Volkmann of Falls City spoke in support of new permanent American Disability Act (ADA) compliant bathrooms at the South Michael Harding Park. He noted it was important to locate the facility in a place near the parking lot with public eyes on in to deter vandalism and other negative activities, without obstructing the beautiful view.

Tina Thompson of Falls City was upset with her recent land use experience. The County has held up the process due to some confusion and lack of communication with the City's land use planner regarding a required survey. Ms. Thompson claimed to have lost half of her retirement in this venture. No application was submitted to the City. An easement would have been needed due to a change in building location as building over multiple lots is prohibited. Public Works had discussed the situation. The landowner's attorney cancelled the project and sale. Falls City planner Renata Wakely believes the City did everything properly and possible. It's unknown as to why the attorney cancelled as the City is not privy to the contents of the contract between the Lehnert's and Ms. Thompson.

6) New Business

A. Small City Allotment Grant

The City will be focusing on 5th Street improvements and will seek piggy-backing with the County on paving and saving a portion of Fair Oaks. The pricing changed due to the steep slope. The agreement will be brought before Council for approval.

B. Ordinance 552-2018 New Address of 334 Montgomery- 1st Reading

A motion was made by Councilor Lauder and seconded by Councilor Meier that the City of Falls City read ORDINANCE 552-2018, AN ORDINANCE ASSIGNING AN ADDRESS NUMBER FOR A RESIDENTIAL STRUCTURE; AND

DECLARING AN EMERGENCY. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

C. Utility Rates

There is a possibility the pending fire levy would not pass if utility rates were increased. City Manager Ungricht pointed out this report was for budgeting purposes and Council would set the rate increase at a time it actually took place.

A motion was made by Councilor Drill and seconded by Councilor Meier to table this item until after the Fire levy. Motion carried 5-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles Nays: Charlie Flynn

D. Public Works Committee Appointments

Councilor L. Sickles was concerned the number of Councilors on the committee would give an unfair advantage in voting. It was confirmed only two Councilors were currently on committee and with the addition of Councilor Drill would not be a disadvantage.

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of the City of Falls appoint Mike McConnell, Jennifer Drill, Guy Mack and Mitchell Padilla to the Public Works Committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

E. Community Development Block Grant

The Council of Governments will take charge of managing the grant award for the wastewater project. An environmental study will be needed and a preconference will take place with the City Engineer of Westech. This will provide biddable documents to build the project. It will not include the ponds. There will be a two-year window to build.

F. Budget Officer

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of the City of Falls appoint Terry Ungricht as the 2018-2019 City Budget Officer. Motion failed 2-4-0. Ayes: Jennifer Drill, Charlie Flynn Nays: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles

G. Backflows

A motion was made by Councilor Meier and seconded by Councilor Drill to move the backflow ownership issue back to Public Works. Motion carried 5-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles Nays: Charlie Flynn

H. City Manager Contract

This item was pulled from the agenda. City Recorder Cody DeCamp has left his position with the City and moved in a different direction. Council agreed the Council of Governments (COG) failed at screening during the last hiring cycle. Council discussed various options for replacement of a City Manager. Regardless of the title, the workload would remain the same. Council's biggest fear is paying for another COG failure. Mr. Ungricht asked Council to trust himself and Mayor Gordon to recruit applicants. Council could then interview and hire. Councilor D. Sickles voiced support of Mr. Ungricht's efforts since volunteering as City Manager when elected as Mayor several years ago. In the meantime, Terry Ungricht is returning as Interim City Manager.

A motion was made by Councilor Meier and seconded by L Sickles that the City Council of Falls City allow Mr. Ungricht and Mayor Gordon to advertise and recruit candidates for City Manager not to exceed expenditures of \$2,500.00, if it does, the item will be brought back before Council. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

I. American Disability Act Certified Bathroom Grant- Michael Harding Park

Janelle Anzalone estimated the prefabricated project would cost \$130,000.00 with 20% matching funds, which could be in the form of 500 hours of volunteer labor. The grant is funded by lottery dollars. The facility would be easy to clean and vandal resistant. A slab would need to be poured, water hook up and sewer lines. Public Works, Don Poe said the water and sewers line would be costly as it would need to run from Parry and Montgomery and would cost approximately \$5,000.00. Ms. Anzalone said that cost could be built into the grant. Interim City Manager Ungricht pointed out the City is just another utility customer and pays sewer perpetually even with seasonal water shut off. He listed water, sewer, electricity and maintenance costs the bathrooms and parks cost the city e

Jeff Propp asked what type of toilet would be used and said most use no water and are pumped. Pumping is not feasible as it is \$500.00 per pumping. Mayor Gordon pointed out there are still a great deal of unanswered questions and the grant is due April 1st. Public Works recommended this is not the best time for another project as staff is currently occupied with several. Staff has no time for monitoring that conditions are met. Councilor Lauder could see pros and cons with adding another permanent bathroom.

Councilor L. Sickles would like a \$3.00 donation option of the utility bills for park equipment and improvements. Clerk Birr informed Council this was not possible due to restricted access to editing and limited space on the forms created by the City's utility system vendor.

A motion was made by Councilor L. Sickles and seconded by D. Sickles that the City Council of Falls City allow the Parks and Recreation Committee, in cooperation with City staff, to submit an Oregon Parks and Recreation Department (ORPD) grant application for funding of a permanent ADA bathroom in Michael Harding Park. Motion failed 2-3-1. Ayes: Lori Jean Sickles, Dennis Sickles, Nays: Jennifer Drill, Tony Meier, Charlie Flynn Abstain: Cliff Lauder

J. Resolution 05-2018 Declaring the Spending of Unforeseen Funds

A Fire House Subs grant was applied for and awarded to the Falls City Fire Department for the amount of \$18,002.00 to purchase equipment.

A motion was made by Councilor Lauder and seconded by Councilor Flynn THAT THE CITY OF FALLS CITY ADOPT RESOLUTION 05-2018, A RESOLUTION OF THE CITY COUNCIL OF FALLS CITY, OREGON DECLARING UNFORESEEN REVENUES AND APPROPRIATIONS FOR THE FIREHOUSE SUBS PUBLIC SAGETY FOUNDATION GRANT AWARDEDE TOT EH CITY OF FALLS CITY AND FOR THE FUNDS TO BE TRANSFERRED TO THE CITY FIRE FUND FOR THE PURCHASING OF FIRE EQUIPMENT. Motion carried. 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

7) Correspondence, Comments and Ex-Officio Reports

A. Managers' Report

Mayor's Report

The Advisory Committee assigned to the Dr.'s Clinic has drafted a proposal of interest. It will be reviewed by the City attorney before publishing. Students will be working on landscaping projects and will be paid through a grant program. Councilor Lauder will check the electrical integrity of the buildings. Eventually, bids will be open to contractors to complete repairs. Councilor Lauder suggested hiring a management company to handle the property.

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8) Council Announcements

Councilor Sickles announced the Annual Easter Egg Hunt would be held Saturday, March 31st at 11:00 am. Volunteers will meet at 9:00 am to spread candy. March 30th at noon they will be meeting at the Boondock's to compose baskets and goodies for the children.

Councilor D. Sickles said his new home is progressing well.

Library Report

No Library Report provided for Council.

Fire Department Monthly Report

Chief Bob Young announced Silverton Fire District fire truck donation had a near capacity of pumping 150 gallons per minute. It has new tires with is several thousands of dollars in savings and is equipped with 900 feet of 5" (5 inch) hose valued at \$10,000.00 - \$20,000.00 new. Silverton also donated 14 Fire Hawk air-packs and masks. MSA brand products are interchangeable and will work well with existing equipment. The State Fire Marshal's Department may have an older duty truck for loan until the City can afford to purchase one.

Chief Young does not see Southwest Polk being an issue for Falls City any longer. He said the Fire Department is DPSST certified. The levy is very much needed. The Fire Dept. has lost \$25,000.00 out of their budget due to Southwest Polk's un-renewed contract. He suggests putting money away now and it could operate for many years. The reality is that costs of equipment and operating will double or triple in the next five years and the station may have to close if the levy does not pass. He added that citizens are getting excellent service for the least amount of money.

It was noted that the Mutual Aid Agreement with Southwest Polk is not mutual. Southwest Polk is not covering the Falls City area properly. This causes Falls City Residents to pay for services they are not receiving. Chief Young feels the residents should be compensated. Falls City Fire Department (FCFD) would be the first on the scene and should be compensated for rendering mutual aid to Southwest Polk calls outside of Falls City's jurisdiction. Ordinarily Mutual Aid is only compensated after 12 hours. Palmer Road could not be responded to by FCFD unless called by Southwest Polk to respond.

Mayor Gordon appreciates Chief Young and his staff of volunteers for their effort and hard work. Chief Young added that Terry Ungricht was by far the best City Manager he has ever worked with. He cautioned Council to trust Mr. Ungricht and choose wisely when hiring.

9) Adjourn

The meeting adjourned at 7:40 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, JoHanna Birr

9

AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT
SUBJECT: RESOLUTION 05-2018 DECLARING THE SPENDING OF UNFORESEEN FUNDS
DATE: 3/6/2018

SUMMARY

Falls City applied for a grant with Fire House Subs to purchase Fire and Rescue equipment.

BACKGROUND

The City of Falls City was awarded grant funds from Fire House Subs public Safety Foundation in the amount of \$18,002.00 for the purchase of fire rescue equipment. The City has received the check from Fire House Subs in the amount of \$18,002.00 to purchase the equipment.

Under Oregon budget law, ORS 294.338 (2) the City can expend unforeseen grants for a specific purpose by resolution. This resolution will allow the City to honor the agreement with Fire House Subs to purchase the equipment.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

Without adoption of this resolution accepting the funds the City will not be able to purchase needed Fire Safety and Rescue equipment.

STAFF RECOMMENDATION

Pass Resolution 05-2018.

EXHIBIT

A-List of equipment

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt resolution 05-2018, A RESOLUTION OF THE CITY COUNCIL OF FALLS CITY, OREGON DECLARING UNFORESEEN REVENUES AND APPROPRIATIONS FOR THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT AWARDED TO THE CITY OF FALLS CITY AND FOR THE FUNDS TO BE TRANSFERRED TO THE CITY FIRE FUND FOR THE PURCHASING OF FIRE RESCUE EQUIPMENT

RESOLUTION 05-2018

A RESOLUTION OF THE CITY COUNCIL OF FALLS CITY, OREGON DECLARING UNFORESEEN REVENUES AND APPROPRIATIONS FOR THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT AWARDED TO THE CITY OF FALLS CITY AND FOR THE FUNDS TO BE TRANSFERRED TO THE CITY FIRE FUND FOR THE PURCHASING OF FIRE RESCUE EQUIPMENT

Findings:

1. At the time the 2017-18 budget was adopted Falls City did not know they would be awarded funding for rescue equipment through the Fire House Subs Foundation.
2. Under Oregon Budget Law, ORS 294.338 (2) specific purpose grants it is required for the City to adopt a resolution authorizing the expenditure.
3. The City of Falls City has been awarded \$18,002.00 from Fire House Subs to purchase Fire Rescue Equipment.

NOW THEREFORE, the City of Falls City resolves as follows:

Section 1. Pursuant to ORS 294.338, the City hereby elects to declare the grant award funds for the fire rescue equipment as unforeseen revenue at the time the 2017-18 budget document was adopted.

Section 2. The grant funds are unforeseen revenue under ORS 294.338(2) and the City of Falls City hereby appropriates the grant funds in the amount of \$18,002.00 to the general fund and authorizes expenditure of the grant funds during the current fiscal year for the purchase of the Fire Rescue Equipment and to spend the funds in the Fire Fund.

Section 3. The City is authorized to turnover payments from the grant awards to purchase the equipment.

Introduced and adopted March 8, 2018:

Date

Jeremy Gordon, Mayor

Attest:

Date

JoHanna Birr, City Clerk

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W.S. Darley & Company
 Tom Darley
 325 Spring Lake Dr.
 Itasca, IL 60143
 708-273-6916 Direct Dial
 708-902-0010 Cell

Quotation

DATE
1/19/2018

Quote Date
1/19/2018

Reference
11918a

FOB
Shipping Point

PAYMENT TERMS
NET 15 Days

BILL TO:

FireHouse Subs Public Safety Foundation
 12735 Gran Bay Parkway
 Suite 150
 Jacksonville, FL 32258

Attn: Patrick Paparelli
 904-606-5246

SHIP TO:

Falls City Fire Department
 320 N. Main St.
 Attn: Megan Sykes
 Falls City, OR 97344

ITEM	QUANTITY	DESCRIPTION	EACH		AMOUNT
1	1	Turtle Plastics Crib Kit B w/Bags and Toters Black	\$3,219.00		\$3,219.00
				Freight	\$538.00
				Total	\$3,757.00

COMMENTS:

Special Terms:
 1. Customer P.O. constitute acceptance of these terms
 2. Quote expires 60 days herin

12

DIAMONDBACK FIRE & RESCUE

P O Box 891266
 Temecula, CA 92589-1266
 Tel: (888)355-9111 or (509)886-1674
 Fax: 951-303-8836

Megan
 503-302-7881
pio@fallscityfire.org
 Falls City Fire Department
 320 N Main Street
 Falls City, OR 97344

FALLS CITY FIRE
 ◆◆◆ QUOTATION ◆◆◆
 JB110717-1

<i>QTY</i>	<i>PART NUMBER</i>	<i>DESCRIPTION</i>	<i>UNIT PRICE</i>	<i>TOTAL</i>
1	APX-2CRX	APX 2 Car Deluxe Kit with 6 APX Struts, 3 add on Jacks, 4 ratchet straps w/ Wire Hooks, 2 ratchet straps w/ chain, 3 ratchet straps w/ snaps, 4 clusters, 4 4' chains w/J hook and mini J & T hook, 1 grade 80 chain, 4 wood/ plastic wedges, 4 load pads, 4 20" Long 1" Stake and 4 4' long Pickets.	\$14,045.00	\$14,045.00
			Freight	200.00
			TOTAL	\$14,245.00

- ◆ Payment Terms: Net 30 Days ◆ Validity: 30 Days
- ◆ Price includes in-service training at your location

Territory Manager

Justin M. Burch
 509-293-2468

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MANAGER UNGRICH, THROUGH MAYOR GORDON
SUBJECT: ORDINANCE 552-2018, AN ORDINANCE ASSIGNING AN ADDRESS NUMBER FOR A RESIDENTIAL STRUCTURE
DATE: 02/14/2018

SUMMARY

The City approved a Building Permit Application for a new Residential Structure for a vacant lot on Montgomery St. Falls City Zoning and Development Ordinance 1.202.02 Definitions states "For all residential uses, the front of the home shall face the street on which the address will be placed."

An address of 334 Montgomery Street is recommended.

Exhibit B – Polk County Web Map of Area noting surrounding addresses

BACKGROUND

The Building Permit for a Residential Zone construction was approved on 2/27/2018.

Local Governments control house numbering. Numbering standards in the United States: odd numbers are on one side and even numbers on the other. Falls City has "grid" street naming system in much of the town. In many cases, Falls City numbering has been done by lot of record within blocks.

PROCEDURE TO ADOPT AN ORDINANCE

Falls City Charter Section 16. Ordinance Adoption.

- a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council after reading of the ordinance at two meetings.
- b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.**
- c) Any of the readings of an ordinance may be by title, only, unless a councilmember present at the meeting requests to have the ordinance read in full.

PREVIOUS COUNCIL ACTION

Passed first reading March 8, 2018 Council meeting.

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ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends the City Council adopt Ordinance 552-2018, An Ordinance assigning an address number for a residential structure; and declaring an emergency.

If City Council adopts this Ordinance City Hall will notify the Postmaster, our local Post Office, Polk County Elections, Polk County Community Development, Polk County Public Works, Polk County Assessor, Polk County Sheriff Office, our City Planner at Council of Government, Falls City Volunteer Fire Association, Falls City Public Works, Willamette Valley 911, Century Link & Pacific Power.

EXHIBIT

Exhibit A - Ordinance 552-2018

Exhibit B – Polk County Web Map of Area noting surrounding addresses

PROPOSED MOTION

I move the City Council of the City of Falls City read Ordinance 552-2018 for the second time by title only
"Ordinance 552-2018 – AN ORDINANCE ASSIGNING AN ADDRESS NUMBER FOR A RESIDENTIAL STRUCTURE;
AND DECLARING AN EMERGENCY."

16

ORDINANCE 552-2018

AN ORDINANCE TO ESTABLISH A NEW ADDRESS FOR A VACANT LOT; AND DECLARING AN EMERGENCY.

WHEREAS: There was a generated need, upon construction of a residential home, to assign a new street addresses to the unit located on Map 8620AA, Tax Lot 05403.

WHEREAS: It was determined that in order to better serve the health, safety and welfare of the citizens of Falls City, it is necessary to adopt an ordinance that will establish a new home address for a residential home under construction, in order to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Falls City.

WHEREAS: Falls City Fire Department, the Post Office and the City have agreed to the assignment of the new addresses.

WHEREAS: The City Council has the authority to assign or change address numbers on streets within the city.

NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:

Section 1. That the one (1) residential home located on Map 8620AA, Tax Lot 05403 in Falls City, Oregon be, and it hereby, granted use of the primary address of 334 Montgomery St.

Section 2. All prior and conflicting ordinances are hereby repealed.

Section 3. This ordinance being necessary for the peace, health and safety of the people of Falls City, an emergency is hereby declared and this Ordinance shall take effect upon final passage by the council.

READ FIRST TIME by the Common Council of the City of Falls City this 8th day of March 2018.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 12th day of April 2018.

AYES: NAYS: ABSTAIN: ABSENT:

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Terry Ungricht, Interim City Manager

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Ordinance 552-2018 AN ORDINANCE TO ESTABLISH A NEW ADDRESS FOR A VACANT LOT; AND DECLARING AN EMERGENCY.



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490

430

560

18

TARDIFF ST

HARRISON ST

MONTGOMERY ST

HOPKINS ST

AGENDA REPORT

TO: COUNCIL
FROM: MANAGER UNGRICH THROUGH MAYOR GORDON
SUBJECT: COMMITTEE APPOINTMENTS
DATE: 04/04/2018

SUMMARY

The City has received an application to fill a vacancy on the Parks and Public Works Committee.

BACKGROUND

The City has received an application for a committee appointment from Lori Sickles and Janelle Anzalone for the Parks and Recreation Committee and from Mayor Gordon for the Public Works Committee. As per the City Charter, the Mayor appoints committee members with the consent of Council.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

There are no fiscal impacts.

STAFF RECOMMENDATION

N/A

EXHIBIT

Committee application.

PROPOSED MOTION

I move the Falls City Council grant its consent to appoint Lori Sickles and Janelle Anzalone to the Parks and Recreation Committee and Mayor Gordon to the Public Works Committee.



Application for Committees

City of Falls City

299 Mill Street, Falls City, Oregon 97344

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

Contact Information

Name:	100 Sickles
Street Address:	235 Prospect Ave Falls City OR 97344
Mailing Address:	P.O. Box 81 Falls City OR 97344
City/State/Zip Code:	Falls City OR 97344
Home Phone:	503 508 2842
Work Phone:	503 787 2700
E-Mail Address:	100sickles@falls-city-or.com

Background

Years of Residence in Falls City:	51
Place of Employment:	Self
Occupation:	bus dish washer
Educational Background:	High School
Prior Civic Activities:	City Council Parks Commission Budget Committee

Committees of Interest

Please check all of the following Committees that interest you:

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

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*Please continue to reverse side of form for completion.

Special Skills or Qualifications

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

been doing it

Motivation

Discuss your motivation for serving on this Committee.

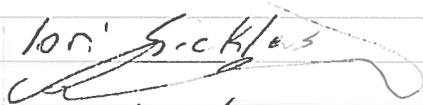
love for my town

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Lori Sicklas
Signature	
Date	2/21/18

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

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Application for Committees

City of Falls City

299 Mill Street, Falls City, Oregon 97344

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

Contact Information

Name:	Janelle Anzalone
Street Address:	20675 Black Rock Road
Mailing Address:	same
City/State/Zip Code:	Falls City, OR 97344
Home Phone:	503-891-2380
Work Phone:	
E-Mail Address:	jillianof9@yahoo.com

Background

Years of Residence in Falls City:	Not
Place of Employment:	self employed
Occupation:	seamstress
Educational Background:	bunch of college w/degrees
Prior Civic Activities:	Parks, FACES, SOLVE, Arbor day

Committees of Interest

Please check all of the following Committees that interest you:

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

22

*Please continue to reverse side of form for completion.

Special Skills or Qualifications

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

[Empty box containing a hand-drawn smiley face]

Motivation

Discuss your motivation for serving on this Committee.

[Empty box containing a hand-drawn smiley face]

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Janelle Anzalone
Signature	Janelle Anzalone
Date	2/21/18

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



Application for Committees

City of Falls City

299 Mill Street, Falls City, Oregon 97344

RECEIVED
APR 03 2018
BY: 

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

Contact Information

Name: *Jeremy Gordon*
 Street Address: *180 Dayton Street*
 Mailing Address: *Suite*
 City/State/Zip Code: *Falls City, OR 97344*
 Home Phone: *503-865-6823*
 Work Phone: *11*
 E-Mail Address: *mayor@fallscity-oregon.gov*

Background

Years of Residence in Falls City: *3*
 Place of Employment: *VW - Milwaukee*
 Occupation: *Program manager*
 Educational Background: *BA Philosophy*
 Prior Civic Activities: *Mayor since Nov. 2017*

Committees of Interest

Please check all of the following Committees that interest you:

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

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** Please see Reverse for completion of form.*

Special Skills or Qualifications

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

Have had many conversations related to Public Works / Infrastructure since being selected as Mayor. Looking forward to learning more.

Motivation

Discuss your motivation for serving on this Committee.

An effective Mayor needs intimate knowledge of Public Works / Utility issues facing residents.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

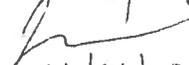
Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Jeremy Gordon

Signature


4/4/2018

Date

25

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

AGENDA REPORT

TO: COUNCIL
FROM: MANAGER UNGRICH THROUGH MAYOR GORDON
SUBJECT: WAGNER PUBLIC LIBRARY CLOSING
DATE: 04/04/2018

SUMMARY

The City Council motioned to close the Library on August 31, 2018..

BACKGROUND

On November 9, 2017 City Council motioned to close the Wagner Public Library on August 31, 2018. Oregon State law requires cities to follow ORS 357.621 when deciding to close a public library

357.621 Public hearings required prior to abolishing or withdrawing support from public library. No governing body which has established a public library under the laws of this state shall abolish or withdraw support for such library without first holding at least two public hearings on the matter at least 90 days apart. The governing body shall give public notice of the public hearing in a newspaper of general circulation in the area for two successive weeks at least 30 days prior to the first hearing.

Exhibit 1, is the newspaper notification required under ORS 357.621 setting the Public Meeting dates as May 24, 2018 and August 23, 2018 at 6:00 pm. With staff turnover I did not get the notice published in time to have meetings on regular Council meeting dates.

PREVIOUS COUNCIL ACTION

November 9, 2018 Council motioned to begin the process of closing the Wagner Public Library.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Savings would be approximately \$48,000.00 a year

STAFF RECOMMENDATION

N/A

EXHIBIT

Notice of Public Hearing advertisement.

PROPOSED MOTION

N/A

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NOTICE OF PUBLIC HEARING

A meeting of the Falls City Council will be held on May 24, 2018 at 6:00 p.m. and August 23, 2018 at 6:00 p.m. at the Falls City Community Center, 320 Main, Falls City, OR 97344. The purpose of this meeting will be to discuss the motion approved by council to close Wagner Public Library. Oregon State law requires cities to follow ORS 357.621 when deciding to close a public library.

All persons interested are invited to attend this hearing and be heard. Written comments may be submitted to: City Hall, 299 Mill St., Falls City, OR 97344 Phone: (503) 787-3631

Email: manager@fallscityoregon.gov

AGENDA REPORT

TO: COUNCIL
FROM: BUDGET OFFICER UNGRICH THROUGH MAYOR GORDON
SUBJECT: 2018/2019 BUDGET UPDATE
DATE: 04/04/2018

SUMMARY

The City is required to adopt a balanced budget by June 30th of each year.

BACKGROUND

The Budget numbers are completed; I had to redo them a few times with changing circumstances. I also will be submitting a Supplemental Budget to the Budget Committee for adoption, exhibit 2, which will help close out the 2017/18 year.

The main reason for the supplemental budget was to correct overspending for personnel services in the Water Fund and to allow for the sand filter project. As it turned out we will not need to perform the sand filter project, once we had the Engineer onsite and did some final measurements it was discovered that we will not need to replace sand for at least another decade. So I changed the Supplemental document to reflect this change.

I published the notice per ORS for the Supplemental Budget meeting to start at 6:30; we will then go into the regular budget meeting at 7 pm.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

- 1) Notice of Public Hearing advertisement.
- 2) Copy of Budget work sheet with explanations
- 3) 2018/19 Budget Calendar.

PROPOSED MOTION

N/A

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Falls City, Polk County, State of Oregon for the Fiscal Year July 1, 2017 to June 30, 2018 will be held at 320 N Main, Falls City Oregon 97344. The hearing will take place April 19, 2018 at 6:30 pm. The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget may be inspected or obtained after April 12, 2018, at 299 Mill Street, Falls City, Oregon 97344 between the hours of 9 a.m. and 5:30 p.m. Major changes, if any, and their effect on the budget, are explained below.

Supplemental for 2017-2018 Budget #1

Fund	Fund Name	Category	2017-2018 Budget	Increase	Decrease	Revised 2017-2018 Net Budget Change
1	General	Revenue	469,800	61,437	6,950	524,287 54,487
	Expenses	Personell Services	-	3,000	-	3,000 3,000
	Court	Materials and Services	21,400	-	3,000	18,400 (3,000)
	Fire	Personell Services	9,015	2,000	-	11,015 2,000
		Materials and Services	64,600	23,002	-	87,602 23,002
	Administration	Materials and Services	73,000	20,000	-	93,000 20,000
	Parks	Materials and Services	9,920	3,000	-	12,920 3,000
	Other	Other	70,815	6,485	-	77,300 6,485
11	Street	Revenue	456,000	10,630	-	466,630 10,630
		Materials and Services	353,350	10,630	-	363,980 10,630

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13 Sewer									
	Revenue	247,520	10,432	-	257,952	10,432			
	Other Contingency	38,920	10,432	-	49,352	10,432			
20 Water Operating	Revenue	515,800	-	8,112	507,688	(8,112)			
	Personel Services	98,000	39,292	-	137,292	39,292			
	Other Contingency	47,404	-	47,404	47,404	(47,404)			
19 City Utility Reserve	Revenue	306151	11594	0	317745	11594			
	Other Contingency	241151	11594	0	252745	11594			

Fund	Fund Name	Category	2017-2018 Budget	Increase	Decrease	Revised 2017- 2018 Budget	Net Change	See Notes
1	General	Revenue	469,800	61,437	6,950	524,287	54,487	
		Net Working Capital	205,000	38,435	-	243,435	38,435	1
		Interest	10,000	5,000	-	15,000	5,000	2
		Rural Fire	21,000	-	6,950	14,050	(6,950)	3
		FireHouse Subs grant	-	18,002	-	18,002	18,002	4
	Court	Personell Services	-	3,000	-	3,000	3,000	
		Salary	-	2,000	-	2,000	2,000	5
		Employer Costs	-	1,000	-	1,000	1,000	5
		Materials and Services	21,400	-	3,000	18,400	(3,000)	
		Professional Services	20,000	-	3,000	17,000	(3,000)	5
	Fire	Personell Services	9,015	2,000	-	11,015	2,000	
		Employer Costs	4,815	2,000	-	6,815	2,000	6
		Materials and Services	64,600	23,002	-	87,602	23,002	
		Professional Services	5,000	5,000	-	10,000	5,000	7
		FireHouse Subs	-	18,002	-	18,002	18,002	4
	Administration	Materials and Services	73,000	20,000	-	93,000	20,000	
		Professional Services	45,000	20,000	-	65,000	20,000	7
	Parks	Materials and Services	9,920	3,000	-	12,920	3,000	
		Professional	2,200	1,000	-	3,200	1,000	7
		Building O&M	1,000	2,000	-	3,000	2,000	7
		Transfers and Allocations	-	-	-	-	-	
	Other	Other	70,815	-	-	70,815	-	
		Contingency	64,798	6,485	-	71,283	6,485	1
		TOTAL		30,435	3,950	26,485	26,485	
11	Street	Revenue	456,000	10,630	-	466,630	10,630	
		Net Working Capital	140,000	10,630	-	150,630	10,630	1
			-	-	-	-	-	
		Materials and Services	353,350	10,630	-	363,980	10,630	
		Operational supplies	15,000	10,630	-	25,630	10,630	7
			-	-	-	-	-	
			-	-	-	-	-	
		TOTAL		-	-	-	-	
13	Sewer	Revenue	247,520	10,432	-	257,952	10,432	
		Net Working Capital	123,000	10,432	-	133,432	10,432	1
			-	-	-	-	-	
		Other	38,920	10,432	-	49,352	10,432	1
			-	-	-	-	-	
		TOTAL		10,432	-	10,432	10,432	
19	City Utility Reserve	Revenue	306,151	11,594	-	317,745	11,594	
		Net Working Capital	260,000	11,594	-	271,594	11,594	1
			-	11,594	-	11,594	11,594	
		Other	241,151	11,594	-	252,745	11,594	1
		Contingency	241,151	11,594	-	252,745	11,594	1
		TOTAL		-	-	-	-	
20	Water Operating	Revenue	515,800	-	8,112	507,688	(8,112)	
		Net Working Capital	230,000	-	8,112	221,888	(8,112)	1

		98,000	39,292	-	137,292	39,292	
Personel Ser	Salary	58,000	20,592	-	78,592	20,592	9
	Benefits	25,000	18,700	-	43,700	18,700	9
	Employer Cost	15,000	-	-	15,000	-	9
		47,404	-	47,404	-	(47,404)	
Other	Contingency	47,404	-	47,404	-	(47,404)	9
	Contingency	-	-	-	-	-	
	Contingency	-	-	-	-	-	
	TOTAL			(39,292)	39,292	39,292	

Notes:

- 1 Adjustment for increase or decrease of actual net working capital based on previous year ending fund balance.
- 2 Adjust to allow for revenue from interest.
- 3 Reduce Revenue from Cancelled Rural Fire Contract.
- 4 Adjustment for revenue from Fire House Subs grant and to show expenditure, that was adopted by resolution 05-2018.
- 5 Adjust for Code Enforcement officer wages.
- 6 Adjust to cover Fire Chief wages and volunteer worker compensation insurance.
- 7 Adjust to cover increased operating costs.
- 8 Adjust to cover Water Treatment Plant sand replacement for filters.
- 9 Adjust to cover Public Works employee costs.

**BUDGET CALENDAR
2018-2019**

Incorporated 1891	Falls City
Budget Officer	Terry Ungricht
Chairperson of Budget Committee	To be determined
Vice Chairperson of Budget Committee	To be determined
Secretary of Budget Committee	JoHanna Birr
Newspaper (Publication per ORS 193.010)	Itemizer Observer

1. Publication of Notice of Budget Committee Meeting, including notice of where a copy of the budget is available. April 4, 2018
April 11, 2018
(NOTE: 2 times. Not less than (5) days and not more than thirty (30) days prior to meeting, separated by at least 5 days)
2. Proposed Budget Prepared by Budget Officer. April 17, 2018
Prepare Budget Message April 17, 2018
3. Presentation of Budget Message and Budget document to Budget Committee. Copy of Budget must be filed in office of governing body immediately following the meeting April 19, 2018
4. Hearing on State Revenue Sharing and Budget Committee approves Budget (or announces Next meeting) April 19, 2018
5. **FIRST NOTICE:** Publication of budget summary (LB-1) and Notice of Budget Hearing. (Note: not less than five (5) days and not more than thirty (30) days prior to Public Hearing). May 23, 2018
MUST INCLUDE:
 - a. Date of Public Hearing – June 14, 2018
 - b. Place of Public Hearing - The City of Falls City Community Center
 - c. Date of Publication of Budget Summary – May 23, 2018
 - d. Name of paper in which it was published - Itemizer Observer
6. City Council Public Hearing on State Revenue Sharing, Approve Resolution to receive State Revenue Sharing funds. June 14, 2018
7. Public Hearing by governing body on the budget document approved by Budget Committee June 14, 2018
8. Process to adopt Budget: June 14, 2018
 - a. Council adopts Budget, approves Resolution to levy taxes and make appropriations
9. Certify Levy of Taxes to county assessor (LB-50) no later than July 15, 2018
 - a. Send two (2) copies of LB 50 and Resolution adopting budget to County Assessor. One (1) copy of Budget to County Clerk by September 30.
 - b. The completed budget document for the Clerk shall contain:
 1. Notice of property tax levy (Form LB-50)
 2. Summary of Publications (Form LB-1)
 3. The budget document as approved by the Budget Committee adopted by the governing body
 4. Proof of publication (newspaper clipping of publication)

FALLS CITY BUDGET COMMITTEE MEETING DATES
Falls City Community Center
320 North Main Street

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7:00 pm Thursday, April 19, 2018

7:00 pm Thursday, April 26, 2018

7:00 pm Thursday, May 3, 2018

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR GORDON
SUBJECT: CITY MANAGER HIRING PROCESS
DATE: 04/04/2018

SUMMARY

3-4 candidates for City Manager have been identified. The Mayor would like to discuss the interview and selection process.

BACKGROUND

During the March 8, 2018 Council Meeting, Council designated the Mayor and Interim Manager to determine a process to identify candidates for City Manager. Council passed a motion allowing a budget of \$2,500 for the recruitment process. 3-4 quality candidates, bearing a wide range of background and skills, are interested in interviewing before Council for the position. The candidates were identified by referral and word-of-mouth. No funds were spent to identify the candidates.

It is recommended Council schedule a special session to conduct the interviews.

PREVIOUS COUNCIL ACTION

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECOMMENDATION

N/A

EXHIBIT

PROPOSED MOTION

Managers' Report

04/05/2018

Mayor and Councilors,

I contacted O-DOT about the small city allotment grant contract; they reported that they are waiting on the Attorney General's Office to approve the contracts. I asked them to forward as soon as possible (hopefully we can add to this month's agenda) so we can submit the project for bids. We are getting late in the bidding season for having the project finished in the 2018 season. I hope with a job this small we will get bidders that can use it for an in between job to keep their employees busy.

We were approached by the County Public Works Director on a chip seal project they will be performing on Falls City Hwy, he offered us to chip seal North Main Street for the County's cost. I am not sure with the cost of the 5th Street project if we will be able to take advantage of the chip sealing; I will keep the Public Works Committee and Council updated on cost and if we can take advantage of the offer.

The County is putting a pick up with a plow up for surplus, they communicated that they will donate to the City at no cost, and this will allow us to be able to do a better job of plowing the snow than the Hwy size blade we have been using. Once we take possession and decide the condition we can surplus one of our trucks. We were also contacted by Oregon Surplus and they have a road grader from O-DOT, a 2002 Volvo, which they are putting out to the Cities. The cost is a lot higher than I wanted to spend, but we budgeted for it, I talked them down to \$34,000. We should know by meeting time if we received it. We will then try and sell the road grader we have for hopefully 3 to 4 thousand.

We do not need to do the Sand Filter replacement project. Westech Engineering brought out an Engineer that handles Sand Filters and we measured and calculated that we have plenty of sand to get by for another 10 to 15 years. Now that we know the huge cost of sand replacement we will have to look at setting aside funds now for the project.

We should have more to report on the agreement on the CDBG funding after a meeting this Friday. We hope to be able to bring if not at this meeting by the next meeting, the CDBG contract, a contract with COG on managing and performing the Environmental, and a do not exceed contract from our City Engineer.

I am searching for a City Ordinance that specifies ownership of the backflow devices to change ours to. We are hoping to follow the OAR instead of the ORS rules; they conflict, to take ownership where we will be able to work on the backflows in house. The Public Works Committee will be working on this issue and will give Council recommendations on how to move forward. Unfortunately this will bring us out of compliance with State regulations, but there is no worry to our system.

The Mayor and I have been interviewing Public Works applicants and we hope to have a new employee hired within a couple of weeks.

Public Works Staff Report for March 2018

Thursday, 1 Sewer and water samples, city equipment maintenance.

Friday, 2 Routine water and sewer, short day time restrain.

Saturday, 3 & 4 Routine water and sewer.

Monday, 5 Dig out backflow boxes for customers.

Tuesday, 6 Working filter #1, hang door hanger's notices for back flow testing.

Wednesday, 7 Floating #1 filter, upper park maintenance.

Thursday, 8 Did state waste water report.

Friday, 9 Took surface water sample to Corvallis, ground maintenance.

Saturday, 10 & Sunday, 11 Routine water and sewer.

Monday, 12 Repaired water leak on Sheldon.

Tuesday, 13 EPA water samples, special water sample for loss of pressure.

Wednesday, 14 Put #1 into drain make ready put on line in a few weeks, clean up after water leak.

Thursday 15 Dump truck repair bed and tail gate.

Friday, 16 Had to have cylinder that opens tail gate repaired in Dallas.

Saturday, 17 & 18 Routine water and sewer.

Monday, 19 Finish repair on truck, physical shut offs, went into Salem look grader state surplus.

Tuesday, 20 Park maintenance.

Wednesday, 21 Repair mower, I and the cities engineer made a mistake we do not have to replace sand.

Thursday, 22 Meter reading, Corvallis water samples.

Friday, 23 Snow removal, surplus Salem.

Saturday, 24 & 25 Routine water and sewer.

Monday, 26 Contract road side brush cutting out to TRTL, to days.

Tuesday, 27 Brush mowing.

Wednesday, 28 Brush mowing.

Thursday, 29 Brush mowing, company gave city an extra day.

Friday, 30 Routine water and sewer.

Saturday, 31 Routine water and sewer.