

Notice of Public Meeting

Notice of Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Thursday September 10, 2015 7:00 p.m.

Posted on September 4, 2015

- 1) **Call to order**
A) Roll Call: Julee Bishop ____ Dennis Sickles ____ Lori Jean Sickles ____ Jennifer Drill ____
Tony Meier ____ Gerald Melin ____ Terry Ungricht, Mayor ____
- 2) **Pledge of Allegiance**
- 3) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A) Approval of the Billspage 1-6
B) Approval of Minutes August 13, 2015page 7-22
- 4) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 5) **New Business:**
A) Parks committee resignation.....page 23
B) Falls City/BLM Cooperative Agreement.....page 24-26
C) Water Plant Agreement, HACH.....page 27-34
D) Waste Water System Report..... page 35-37
E) Infrastructure Finance Authority Award Letter.....page 38-40
- 6) **Correspondence, Comments, and Ex-Officio Reports**
A) Council Reports
B) Mayor Reports.....page 41-42
C) City Manager Reports
Library Monthly Reportpage (not submitted)
Public Works Department Monthly Reportpage 43-44
Fire Department Monthly Report.....page 45
- 7) **Council Announcements**
- 8) **Adjourn**

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

City of Falls City
Paid Bills Report
As of August 12, 2015

Date	Memo	Account	Class	Amount
Buhler & Meyer CPA's LLP				
08/12/2015		Accounts Payable		-929.60
08/12/2015	35% Admin	Professional Services	01 GENERAL FUND:01.0...	325.36
08/12/2015	5% Court	Professional Services	01 GENERAL FUND:01.0...	46.48
08/12/2015	10% Street	Professional Services	11 STREET FUND	92.96
08/12/2015	15% Sewer	Professional Services	13 SEWER FUND	139.44
08/12/2015	35% Water	Professional Services	20 WATER OPERATING ...	325.36
Total Buhler & Meyer CPA's LLP				0.00
CenturyLink				
08/12/2015	multiple phone bills	Accounts Payable		-423.82
08/12/2015	August	Telephone	01 GENERAL FUND:01.0...	183.43
08/12/2015	August	Telephone	20 WATER OPERATING ...	67.74
08/12/2015	August	Telephone	01 GENERAL FUND:01.0...	172.65
Total CenturyLink				0.00
City of Coos Bay				
08/12/2015	201504SVCS	Accounts Payable		-3.00
08/12/2015	Charter franchise negot...	Attorney/Special Cou...	01 GENERAL FUND:01.0...	3.00
Total City of Coos Bay				0.00
Dallas Auto Parts				
08/12/2015	INV# 243797	Accounts Payable		-13.49
08/12/2015	INV 243797	Uniforms and Protecti...	20 WATER OPERATING ...	13.49
Total Dallas Auto Parts				0.00
Edge Analytical				
08/12/2015	15-14637	Accounts Payable		-205.00
08/12/2015	Lab Service 15-14637	Lab Analysis Services	20 WATER OPERATING ...	205.00
Total Edge Analytical				0.00
Falls City School District #57				
08/12/2015		Accounts Payable		-12,875.39
08/12/2015	Librarian 4/1/2015 - 6/3...	Personnel	01 GENERAL FUND:01.0...	12,875.39
Total Falls City School District #57				0.00
Ferguson Waterworks				
08/12/2015	Account: 50936 Invoic...	Accounts Payable		-1,104.47
08/12/2015	INV: 0472685	Maintenance Supplies	20 WATER OPERATING ...	1,104.47
Total Ferguson Waterworks				0.00
Itemizer Observer				
08/12/2015	25317	Accounts Payable		-220.00
08/12/2015	Clerk Advertisement	Professional Services	01 GENERAL FUND:01.0...	220.00
Total Itemizer Observer				0.00

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City of Falls City
Paid Bills Report
As of August 12, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Mid Willamette Valley COG				
08/12/2015	1516059	Accounts Payable		-1,232.00
08/12/2015	COG Land Use	Professional Services	01 GENERAL FUND:01.0...	1,232.00
Total Mid Willamette Valley COG				0.00
Net Assets Corporation				
08/12/2015	66-201507	Accounts Payable		-11.00
08/12/2015	50% Lien service -66-2...	Professional Services	13 SEWER FUND	5.50
08/12/2015	50% Lien service -66-2...	Professional Services	20 WATER OPERATING ...	5.50
Total Net Assets Corporation				0.00
Pacific Power				
08/12/2015	multiple accounts	Accounts Payable		-1,461.86
08/12/2015	June	Power/Heat	01 GENERAL FUND:01.0...	380.58
08/12/2015	June	Power/Heat	01 GENERAL FUND:01.0...	100.74
08/12/2015	June	Power/Heat	01 GENERAL FUND:01.0...	58.11
08/12/2015	June	Power/Heat	13 SEWER FUND	248.91
08/12/2015	June	Street Lights	11 STREET FUND	619.30
08/12/2015	June	Power/Heat	20 WATER OPERATING ...	54.22
Total Pacific Power				0.00
Petro Card				
08/12/2015	C963655	Accounts Payable		-190.85
08/12/2015	33%C963655	Vehicle Operation	11 STREET FUND	63.61
08/12/2015	33%C963655	Vehicle Operation	13 SEWER FUND	63.62
08/12/2015	33%C963655	Vehicle Operation	20 WATER OPERATING ...	63.62
Total Petro Card				0.00
Polk County Sheriff's Office				
08/12/2015	56260	Accounts Payable		-220.00
08/12/2015	1stQtr2015-2016 INV#...	911 Fee - Fire Depart...	01 GENERAL FUND:01.0...	220.00
Total Polk County Sheriff's Office				0.00
Republic Waste Services				
08/12/2015	multiple garbage accou...	Accounts Payable		-64.45
08/12/2015	0452-003117079	3rd of July	01 GENERAL FUND:01.0...	64.45
Total Republic Waste Services				0.00
Salem Heating & Sheet Metal				
08/12/2015	208108	Accounts Payable		-763.00
08/12/2015	208108	Fire Station Maint/Re...	01 GENERAL FUND:01.0...	487.00
08/12/2015	208108	City Hall Maint/Repairs	01 GENERAL FUND:01.0...	276.00
Total Salem Heating & Sheet Metal				0.00
Speer Hoyt LLC				
08/12/2015	31808 31809	Accounts Payable		-2,489.00
08/12/2015	INV: 31808 31809	Attorney/Special Cou...	01 GENERAL FUND:01.0...	2,489.00
Total Speer Hoyt LLC				0.00

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City of Falls City
Paid Bills Report
As of August 12, 2015

Date	Memo	Account	Class	Amount
US Bank Visa				
08/12/2015	Account Number: 4798...	Accounts Payable		-549.05
08/12/2015	Water Operation supply	Operational Supplies	20 WATER OPERATING ...	14.50
08/12/2015	Checks & Forms COS...	Office Supplies	01 GENERAL FUND:01.0...	167.43
08/12/2015	Water Professional ser...	Professional Services	20 WATER OPERATING ...	159.12
08/12/2015	Northern Tool	Equipment	20 WATER OPERATING ...	109.00
08/12/2015	Northern Tool	Equipment Ops	20 WATER OPERATING ...	99.00
Total US Bank Visa				0.00
USA BlueBook				
08/12/2015	Inv: 711197 707053 70...	Accounts Payable		-304.00
08/12/2015	Inv # 711197 707053 7...	Building Maintenance ...	20 WATER OPERATING ...	304.00
Total USA BlueBook				0.00
Van Well Building Supply				
08/12/2015	998321 998336 9983...	Accounts Payable		-265.43
08/12/2015	July Statement	Building Maintenance ...	01 GENERAL FUND:01.0...	249.44
08/12/2015	July Statement	Operational Supplies	20 WATER OPERATING ...	15.99
Total Van Well Building Supply				0.00
Verizon Wireless				
08/12/2015	9749553705	Accounts Payable		-66.56
08/12/2015	July	Telephone	01 GENERAL FUND:01.0...	59.98
08/12/2015	July	Telephone	01 GENERAL FUND:01.0...	6.58
Total Verizon Wireless				0.00
Waterlab Corp				
08/12/2015		Accounts Payable		-55.00
08/12/2015	Inv: 67130	Lab Analysis Services	20 WATER OPERATING ...	55.00
Total Waterlab Corp				0.00
West Valley Hospital				
08/12/2015		Accounts Payable		-67.60
08/12/2015	EMS Medication Billing	Operational Supplies	01 GENERAL FUND:01.0...	67.60
Total West Valley Hospital				0.00
Xerox Corporation				
08/12/2015	080750120	Accounts Payable		-194.69
08/12/2015	65% Use	Operational Supplies	01 GENERAL FUND:01.0...	126.55
08/12/2015	10% Use	Operational Supplies	11 STREET FUND	19.47
08/12/2015	10% Use	Operational Supplies	13 SEWER FUND	19.47
08/12/2015	15% Use	Operational Supplies	20 WATER OPERATING ...	29.20
Total Xerox Corporation				0.00

City of Falls City
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<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Yother Works, LLC				
08/12/2015	1401	Accounts Payable		-1,125.00
08/12/2015	Water Treatment Plant...	Professional Services	20 WATER OPERATING ...	1,125.00
Total Yother Works, LLC				<u>0.00</u>
TOTAL				<u><u>0.00</u></u>

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City of Falls City
Paid Bills Report
As of August 30, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Branom Instrument Co.				
08/30/2015	calibrate meters, 554817	Accounts Payable		-750.00
08/30/2015	Inv # 554817recalibrat...	Equipment Maintenanc...	20 WATER OPERATING ...	750.00
Total Branom Instrument Co.				0.00
CenturyLink Business Services				
08/30/2015	1349478132	Accounts Payable		-9.30
08/30/2015	August	Telephone	01 GENERAL FUND:01.0...	8.09
08/30/2015	August	Telephone	20 WATER OPERATING ...	1.21
Total CenturyLink Business Services				0.00
Consumers Power Inc				
08/30/2015	Account # 1155301	Accounts Payable		-154.54
08/30/2015	August Power	Power/Heat	20 WATER OPERATING ...	154.54
Total Consumers Power Inc				0.00
Edge Analytical				
08/30/2015	15-16296	Accounts Payable		-198.00
08/30/2015	Lab Service 15-16296	Lab Analysis Services	13 SEWER FUND	198.00
Total Edge Analytical				0.00
Falls City Fire Association				
08/30/2015	August Donation	Accounts Payable		-916.66
08/30/2015	Donation to Falls City ...	Point System	01 GENERAL FUND:01.0...	916.66
Total Falls City Fire Association				0.00
Hach Company				
08/30/2015	HACH 10690 Service ...	Accounts Payable		-4,987.66
08/30/2015	HACH 10690 Service ...	Professional Services	20 WATER OPERATING ...	4,987.66
Total Hach Company				0.00
Karl Wagner				
08/30/2015	recert, expenses	Accounts Payable		-160.88
08/30/2015	recert expenses	Education/Training/D...	20 WATER OPERATING ...	160.88
Total Karl Wagner				0.00
L & L Equipment				
08/30/2015	0113471 and 0113558	Accounts Payable		-202.35
08/30/2015	Repair on Compactor	Vehicle Maintenance/...	11 STREET FUND	34.03
08/30/2015	0113471 and 0113558	Equipment Maintenanc...	20 WATER OPERATING ...	79.42
08/30/2015	Repair on blower	Equipment Maintenanc...	01 GENERAL FUND:01.0...	88.90
Total L & L Equipment				0.00

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City of Falls City
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<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Petro Card				
08/30/2015	C970064	Accounts Payable		-63.44
08/30/2015	33%C970064	Vehicle Operation	11 STREET FUND	21.14
08/30/2015	33%C970064	Vehicle Operation	13 SEWER FUND	21.15
08/30/2015	33%C970064	Vehicle Operation	20 WATER OPERATING ...	21.15
Total Petro Card				0.00
Royal Flush Portables, Inc				
08/30/2015	A-14456, 14469	Accounts Payable		-250.00
08/30/2015	INV: 14456, 14469	Professional Services	01 GENERAL FUND:01.0...	250.00
Total Royal Flush Portables, Inc				0.00
Salem Heating & Sheet Metal				
08/30/2015	208500	Accounts Payable		-138.00
08/30/2015	208500	Fire Station Maint/Re...	01 GENERAL FUND:01.0...	138.00
Total Salem Heating & Sheet Metal				0.00
Terry Ungricht				
08/30/2015	July Expenses	Accounts Payable		-437.84
08/30/2015	July Expenses	Travel/Meeting Expen...	01 GENERAL FUND:01.0...	437.84
Total Terry Ungricht				0.00
True North Emergency Equipment				
08/30/2015	HO3259, reference E-1...	Accounts Payable		-588.45
08/30/2015	inv #HO3259, referenc...	Vehicle Maintenance/...	01 GENERAL FUND:01.0...	588.45
Total True North Emergency Equipment				0.00
Yother Works, LLC				
08/30/2015	1400 & 1430	Accounts Payable		-2,175.00
08/30/2015	City Hall Painting	Building & Improvem...	20 WATER OPERATING ...	1,481.25
08/30/2015	City Hall invoice 1400 ...	Building & Improvem...	01 GENERAL FUND:01.0...	693.75
Total Yother Works, LLC				0.00
TOTAL				0.00
				<u>35,866.³⁸</u>

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**City of Falls City
City Council Regular Meeting
Thursday August 13 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344**

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

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

Mayor Ungricht called the meeting to order at 7:02 PM.

1) Roll Call

Clerk Protheroe took roll call. Lori Jean Sickles arrived 7:03 PM. Julee Bishop left the room between 7:33 and 7:34 PM.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor D. Sickles to adopt the entire Agenda with the addition of Item G; Application for Recreational Vehicle Permit. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

4) Consent Agenda: Motion Action Approving Consent Agenda Items

A motion was made by Councilor Meier and seconded by Councilor D. Sickles to approve the Consent Agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

5) Public Comments:

Mike McConnell of Falls City reported that the Historical Commission was able to uncover some history of the small jail building at 299 Mill Street. The jail's old nickname was the "Pink Pokey" because the interior was pink. Mr. McConnell asked City Council for their approval to paint the exterior of the historic jail building pink as well as the interior in order to attract tourism. Mayor Ungricht distributed an estimate report to paint the exterior of the jail (Exhibit A). Mr. McConnell cited several opportunities for the jail/"Pink Pokey", to be used for special events, fundraisers, and a museum with limited hours. He mentioned a restaurant might want to rent the facility and host a special dinner in the Pink Pokey, or a non-profit could raise money by jailing someone and citizens would contribute funds for their release and photos in front of the pink pokey.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to accept the estimate for painting and removed the color from the estimate.

Council further discussed the Mr. McConnell request to paint the exterior of the jail pink to go with the "Pink Pokey" nickname and historical color of the jail's interior. They discussed the opportunities for tourism. It was noted that City Hall would be painted white with light blue trim and that the steel public works building would separate the City Hall from the small jail. Council determined that the jail building would be white and the trim would be painted the same pink as the interior of the building. The interior would be painted at a future date. The main exterior would be painted white at the same time City Hall was painted.

Councilor D. Sickles amended the motion and Councilor L. Sickles seconded the amended motion to accept the estimate for painting and change the color to white paint, and paint the trim the same pink as the interior when the interior is painted. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

Patty Sample of Falls City announced a Rite Aid Pharmacy Flu Shot Clinic would be held at the Community Center on September 11, 2015 between 3:00 and 5:00 PM. Sample distributed a flier for the clinic to Councilors (Exhibit B). She requested that a sandwich board in front of the community center advertise the clinic. Ms. Sample and Mayor Ungricht thanked Rebecca of Rite Aid Pharmacy for their support of Falls City. Mayor Ungricht would include information in the newsletter.

Johnathan Ungricht of Falls City announced the 2015 SOLVE Little Luckiamute River Cleanup event. The event would be held on Saturday August 29, 2015 between 10:00 AM and 3:00 PM. Volunteers would meet at the Community Center. A volunteer BBQ would take place after the event.

Westley Richardson of Falls City asked City Council for their approval of amplified music until 2:00 AM at his birthday party on Saturday August 15, 2015. Mayor Ungricht informed Council that there was a clause in the Municipal Code that allowed Council to waive the unnecessary noise restriction under Municipal Code 8.04.040 Prohibited acts, Section 4 Exceptions: Sounds produced by sound amplifying equipment at activities permitted by the city. Mr. Richardson would inform the Fire Marshall and Sheriff of the event.

Council stated that Mr. Richardson appeared to be a responsible person and his annual birthday gathering had not caused a problem in the past. Council appointed Westley Richardson and Councilor L. Sickles as the contact person should there be issues caused by the amplified music.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier to waive the noise ordinance for the event. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Amy Houghtaling of Falls City thanked the Mayor and City Staff for their support of the Arts Council Circus. Council thanked Amy Houghtaling for the circus.

6) New Business:

a) Proclamations of appreciation for 3rd of July Event

Mayor Ungricht reported he would present the proclamation at the next Falls City Volunteer Fire Association meeting and the School Board Meeting. He might ask Fire Chief Young to deliver the proclamations to the Falls City School District and the Mid-Columbia Bus Company.

b) TMDL (Total Maximum Daily Load) Report

The City is required to file TMDL reports annually. Mayor Ungricht informed Council that the City would undergo the five-year TMDL review in 2016. Mayor Ungricht asked Council to consider items listed in the TDML Matrix and make recommendations for low cost ideas to slow storm water drainage. The TDML matrix would be presented to City Committees, as well.

c) Infrastructure Financing Class

Mayor Ungricht had attended the class given by the Rural Community Assistance Corporation. Mayor Ungricht met individuals from each of the funding agencies and was able to gathered ideas. The Mayor was able to watch a mock One Stop meeting. He learned that funding agencies were

hesitant to fund Falls City infrastructure projects because of the turnover rate of City Managers; over the last decade, City Managers/Administrators have resigned after serving for about two years. Infrastructure projects typically take four plus years, and suffer without consistent management.

The funding agencies are very serious when handing out funds and they were disappointed with the results of the recent Wastewater Facility Plan. Mayor Ungricht would like to rebuild trust with funding agencies. Mayor Ungricht met the engineer who aided JD McGee in the completion of the Wastewater Facility Plan and the engineer stated there were ways to amend the plan to make it more acceptable. Infrastructure funding is not available without a Master/Facility Plan and would be difficult due to deficiencies in our Wastewater Facility Plan. Mayor Ungricht planned to meet with the engineer to discuss amendments; engineering fees would be charged.

Mayor Ungricht planned to write position papers on Infrastructure projects such as the Dayton Street walking bridge for distributing to funding agencies and ask for funding ideas.

Funding Agencies provide about 10% grant on infrastructure projects that run \$5,000,000 to \$7,000,000. The Falls City Wastewater Facility Plan calls for treatment ponds and only serves existing sewer customers. The prior administration attended a One Stop Meeting for the Wastewater Facility Plan and was informed sewer rates would need to increase to \$78.00 to fund the plan as written. Mayor Ungricht believed this was the reason the last administration did not move the plan forward. In order to increase the amount of grant money for improvements to the Wastewater System, the City would be required to conduct an income study of existing sewer customers before it could apply for Community Development Block Grants (CDBG low-income grants).

Mayor Ungricht informed Council that he received unofficial news that the City would be awarded \$20,000 grant towards the Water Master Plan. The Request for Proposal for the Water Master Plan would be prepared after the grant was received.

Mayor Ungricht had explored Councilor L. Sickles and Councilor D. Sickles idea of requiring new developments to connect to the nearest line that had capacity at their expense, instead of the nearest line, with the City Attorney. The City Attorney would research but his initial thoughts were that this could be a nightmare because service lines would lead to run under other service lines.

d) **BLM Falls City/BLM Cooperative Agreement**

Mayor Ungricht informed Council that Bureau of Land Management (BLM) awarded the City a \$45,000 grant; this amount may go up to \$50,000, The City was in the process of applying for an additional \$45,000 as requested by the BLM office. The grant funds would be dedicated to the Dutch Creek Crossing project and would pay for the cities portion of the project. Mayor Ungricht put in for an arch system because the County put in for an arch system under the FLIP grant. Weyerhaeuser had engineering plans for a bridge and believed this would be a cheaper option. Regardless of the design, the work would be required to meet public works standards. BLM agreed that the grant application could be modified for a bridge at a future date.

Councilor Bishop told the Mayor "good job".

e) **Code Enforcement**

Mayor Ungricht reported that he had spoken to the Polk County Contract Code Enforcement Officer. The County Enforcement Officer suggested creating a three-person commission to review complaints. The commission could consist of councilors and/or citizens. Staff would write letters

based on the findings of the panel, and citizens would go before panel to discuss violation. The legality of this option had not been verified. This option would promote voluntary compliance. Council discussed this option. Councilor L. Sickles stated she would be interested if volunteers could be found. By consensus, Council gave Mayor Ungricht approval to explore.

Mayor Ungricht reported that he had spoken to Ron Foggin, City Manager of Dallas, Oregon about sharing a code enforcement officer but it would be difficult for Falls City to afford sharing this resource.

Councilor Drill requested a Work Session to review code enforcement options. A Work Session would be held after detailed information was collected and there was information to review.

Council reviewed complaints contained in the meeting packet.

Council agreed, by consensus, that they would jointly sign code enforcement letters.

Mayor Ungricht introduced City Clerk, JoHanna Hewitt who was recently hired.

Clerk Protheroe reported that the owners of 513 Cameron Street had not yet taken action required by the Nuisance Vegetation Code Enforcement letter sent.

Council considered how to address recreation vehicles used as guest quarters; Mayor Ungricht reported that the City Council made a prior decision to act on a complaint driven system. Council thought complaints on recreational vehicles would increase once citizens knew that enforcement efforts were underway.

Mayor Ungricht shared an example of difficulties encountered on a recent code enforcement issue. An abandoned car partially blocked Hopkins Street. Upon review both local and State codes, the City could not tow the car immediately because State Law required a registered letter notification to the owner and the City did not have access to this information; Polk County Sheriff was not authorized to provide this information. A 24 Hour Notice was posted on the vehicle in accordance to the Falls City Municipal Code #06-512. The car was moved within an hour and half.

f) Leak Adjustment Request, Irving

Mr. Irvin requested that the City reimburse him for the full amount of his water leak. Don Poe informed Council that the leak stemmed from the 2000 substandard backflow device installation. Don Poe removed the substandard plumbing.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that the City Council of the City of Falls City allow staff to issue a refund in the form of a credit to the Irving account at 98 N. Main in the amount of \$28.05. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

7) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

Councilor Drill reported that the July Town Hall meeting was a success and the community enjoyed the opportunity to be part of the solution. Comments from the Town Hall Meeting included; citizens want a city attorney from the area, improved senior services, and several citizens were working on solutions for the 3rd of July event. The next Town Hall Meeting would be held on Tuesday, August 25 at 7:00 PM.

Mayor Ungricht announced that Department of Human Services (DHS) would come to Falls City every other Wednesday beginning in September to offer assistance to seniors and low-income individuals and families. Scheduled appointments and walk-ins are welcome. This is the first time DHS had attempted to run a satellite office.

Councilor Drill reported that representatives from community including the school, City, and area churches would meet at the Community Center on August 24 at 7:00 AM to discuss the emergency plan and roles. Councilor Drill asked Council if she could send citizens a laminated bookmark size notice of what to do in case of an emergency. Tipp's Printing in Dallas gave a price of \$2.50 a sheet holding three notices. Council declined because the cost was estimated to be too great to mail to 434 households. Councilor Drill would ask the school about their lamination equipment. The City would mail providing the weight was not too heavy.

Councilor Drill reported that she had given up on the Code Enforcement group. They were too busy to assist Falls City.

Councilor Drill referred bids for sandwich board signs (Exhibit C). Mayor Ungricht informed Council that The Department of Human Services (DHS) donated a sandwich board to the City. The donated sandwich board would be used for Town Hall meetings, and other City functions.

Councilor Drill appreciated Mayor Ungricht's July Newsletter.

Councilor Meier and Mayor Ungricht reported that the surplus fire truck would not be advertised until after the motor was assessed. The battery would not take a charge and they planned to attempt to push start the truck. Several salvage yards reported they had no interest in the truck. Councilor Meier would check with Cherry City.

Councilor D. Sickles reported that there were hurdles that the City would need to go through for a power plant. Berry Creek and Little Luckiamute water rights are provisional. Research would continue and it was unknown if rules would be changed because of the drought. Water rights would not allow power to be generated from July to October, because the power generation would heat the water.

Oregon Water Resources Department had notified both the City and the Falls City School District that they could not draw from the Little Luckiamute River because stream flows in the Luckiamute River Basin were not adequate to meet all water rights.

Councilor D. Sickles reported that the Falls City School district would use City water the football field in order to keep the field safe for children and because sports were important. The ground would be too hard if the field were not watered, thus unsafe to use for sports. Councilor D. Sickles asked Council to consider waiving the city fees for water used to water the field. Council would consider this after the bill was generated.

Mayor Ungricht informed Council that the Water Master pulled all Junior and Mid Water Rights on the Luckiamute. Blaze Creek rights had also been pulled. Vineyards had approached the City to buy water to save their vines. Area wells were drying up. The City was asked to issue a voluntary water restriction to help older water rights downriver. The High School reader board and Falls City Newsletter would inform the public of volunteer restrictions. Mayor Ungricht felt that we should help our neighbors and not water the football field.

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The City currently had enough water, but if the pressure dropped below 20 lbs. on Teal Creek, the town would be required to boil water. Mayor Ungricht had begun to explore options for water in case the drought persisted stating that Oregon is in uncharted territory. He asked to the National Guard if they had potable water tankers that could pull water from lower down on Teal Creek and then haul to the Treatment Plant. Fire Chief Young had suggested pumping from the spring water right.

Mayor Ungricht had requested Superintendent Jack Thompson, and John Gilbert not to water the field. Superintendent Jack Thompson told the Mayor that they would water the field a few times because they had limed the field. Councilor Sickles reported that the school intended to keep watering. Councilor Drill hoped the City could give enough water to keep the field safe.

Don Poe had monitored the watering of the football field and the School District had used 20,000+- gallons each day they watered the field; this equaled to 40+- gallons per minute. Don Poe thought the school would not be able to keep the field green to the first home game. Mayor Ungricht felt that the school's use of water was unfair to downstream users. Mayor Ungricht planned to attend a County meeting with the Water Master. The City has 600,000 gallons storage capacity and current usage was 280,000 gallons a day. Winter daily consumption averaged 110,000 gallons a day. Don Poe suggested that the High School use 2,000 gallons in the morning to water the field. Councilor D. Sickles would talk to the school about a process. Councilor Meier agreed that sports were important but did not want to give the message that they were the most important.

B) Mayors Report

Public Works removed the leaky Parry Street pump station.

Public Works would make minimal repair the Dayton Street Bridge for \$3,000. The 1963 bridge had reached it life expectancy. The bridge supports both the water and sewer line and needed to be re-engineered and replaced. Weyerhaeuser would provide an estimate to replace the bridge and the Mayor would explore grant.

Mayor Ungricht instructed staff to provide monthly water leakage reports. Leakage loss was at 18%.

Council agreed by consensus that Mayor Ungricht would be reimbursed for mileage.

The Valsetz storage tank required maintenance and an inspection and would cost \$3,050.

Mayor Ungricht had worked to identify Infrastructure. The main lesson from the Infrastructure Meeting was that the City had been hurt by staff turnover over the last decade. Large Infrastructure projects are a minimum of four years and benefit by consistent management. Due to the age of the Treatment Plant, the vaults would soon require maintenance and the City did not have the money. The Water Master Plan is the first step, after which the City will be required to undertake required projects instead of projects they want to do. The projects identified in the Water Master Plan may lead to increased rates, but Mayor Ungricht would continue to look for grants.

The light poles and the power had been installed in the Lower Park.

A new computer had been order for the new City Clerk.

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Mayor Ungricht attended the Fire Department Meeting. Fifty percent of the calls are for areas outside of Falls City, which means that Falls City citizens are helping to pay for them.

The July 2015 Library Director's Report had been distributed to Council at the beginning of the meeting (Exhibit D)

Council considered Item G- Application for Recreational Vehicle Permit under Mayors Reports.

g) Application for Recreational Vehicle Permit

An Agenda Report titled Application for Recreational Vehicle Permit had been distributed to Council at the beginning of the meeting (Exhibit E). The Staff Report served as notice to Council that a Recreational Vehicle Permit would be issued for the second 30-day period for 199 Pine Street. Should the City receive an application for a third permit for the date range of 9/14 to 10/13/2015, staff would issue the permit accompanied by a letter stating that the temporary RV guest quarters must be moved off the property by 10/14/2015.

8) Council Announcements
Bad to the Bone event - Saturday, August 15, 2015.

9) Adjourn
The meeting was adjourned at 8:44 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Estimate Report

No 1420

Name City of Falls City Phone 503-787-3631 Date 8-12-15
 Address _____ City Falls City State OR Zip 97344
 Year _____ Make _____ Model _____ I.D. No. _____
 Color Pink Prod. Date _____ Trim _____ Mileage _____ License No. _____
 Ins. Co. _____ File No. _____ Claim No. _____
 Appraiser _____ Lic. No. _____ Phone _____ Written By _____

Line No	Re pair	Re place	DESCRIPTION OF DAMAGE	PARTS	LABOR	PAINT	ALL OTHER
			<u>Paint Falls City Jail</u>				
			<u>5gal #8094</u>		<u>\$160.00</u>		
			<u>Labor & mat.</u>		<u>\$80.00</u>		
					<u>\$240.00</u>		
			<u>Pmt only if timed w/ city hall painting</u>				
TOTALS							

Exhibit A

Authorized: Mike McConnell (503)787-3661
 Owner

Luckiamute Auto Body
 150 First St.
 P.O. Box 354
 Falls City, OR 97344
 mmccor@vcem.com

14

PARTS Prices subject to invoice	\$
LABOR ___ hrs. @ \$ _____	\$
Shop Supplies	\$
PAINT ___ hrs. @ \$ _____	\$
Paint Supplies	\$
Towing / Storage	\$
Sublet / Miscellaneous	\$
SUB TOTAL	\$
Tax	\$
ESTIMATE REPORT TOTAL	\$
CHANGES (See Back #)	\$

Exhibit B

SHIELD YOURSELF FROM THE FLU.



PLUS, GET A FREE IMMUNIZATION EVALUATION.



FLU SHOT CLINIC

Date: September 11, 2015 Time: 3:00-5:00 pm

Location: Falls City Community Center

If you have any questions, please contact: Rebecca
(503) 623-8334

15

* age restrictions apply

Subject: sign 1

Exhibit C

Shop All Sandwich & Sidewalk Signs

Swinger © Write-On Wash-Off Sidewalk Sign

Quantity-Price Breakdown

Quantity	1 and up
Price/Item	\$159.99

Quantity

1

Price

\$159.99

Each

Add to Cart

Product Details

- Double sided wet erase board is perfect for daily specials
- Sign swings in the wind giving your product a unique look
- Lightweight construction makes it a snap to move
- Specially formulated markers will not run in the rain
- Includes:
 - 36"h x 24"w 10mm white Write-On/Wash-Off sign face
 - Set of 4 markers (red, blue, green, black)
 - (2) Black cross tubes & uprights
 - (4) No slide feet
 - Set of assembly hardware

Sign Included

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Subject: sign 2

Shop All Sandwich & Sidewalk Signs

Springer Message Board Sidewalk Sign

Quantity-Price Breakdown

Quantity	1 and up
Price/Item	\$139.99

Quantity

1

Price

\$139.99

Each

Add to Cart

Product Details

- Changeable message board sign features a 36"h x 24"w white sign face with seven lines of letter track
- Track can be placed on both sides of the message board
- Lightweight construction makes it a snap to move
- Base is constructed of heavy duty plastic, and can be filled with sand
- Coiled springs allow the sign to withstand 30+ mph winds
- Includes:
 - 36"h x 24"w white sign face with letter track on both sides
 - Set of (314) 4" letters, numbers, and symbols
 - (4) No slide feet
 - 24"h x 18"w black sign base

Subject: sign 3

NEOPlex 25" x 45" Plasticade/Signicade Sidewalk Sandwich Board A-frame Sign w/Letter Tracks and Full Letter Kit

by [NEOPlex](#)

[12 customer reviews](#)

| [5 answered questions](#)

Price: \$139.99 + \$22.00 shipping

In stock.

Ships from and sold by [C&C Sales - NEOPlex](#).

Estimated Delivery Date: Aug. 24 - 27 when you choose Standard at checkout.

- 25" x 45" weather proof frame
- Includes two removable 24" x 36" letter track insert panels
- Includes full set of 165 numbers/letters
- Molded-in handle for easy moving
- Hinges lock into place

Subject: Sign 4

Magic Master Swinger Standard Message Board

by [Swinger](#)
[27 customer reviews](#)

| [4 answered questions](#)

List Price: \$179.50
Price: **\$169.50 & FREE Shipping.** [Details](#)
You Save: \$10.00 (6%)
In Stock.

Sold by [GoSigns](#) and [Fulfilled by Amazon](#). Gift-wrap available.

Want it Saturday, Aug. 15? Order within **22 hrs 10 mins** and choose **Saturday Delivery** at checkout. [Details](#)

- Swinger Sidewalk Message Board Sign features a white double sided 24" by 36" sign panel with tracks.
- Sign comes with tracks for 7 lines and 314 letters, numbers and symbols measuring 4" in height.
- Gentle swinging motion commands attention, but withstands up to 30mph winds.
- Sturdy crossbars provide place to lay sandbags, for added stability.
- No-slide feet ensure sign won't move on tiled or similar flooring.

Library Director's Report
July 2015

Exhibit D

Attendance totals for the Wagner Community Library July 2015 344; the breakdown is as follows: Adults 172 and Youth 172. These are regular hours in addition to the four added hours on Thursdays for summer reading. Volunteer hours logged = 40. Items catalogued, 44.

The Summer Reading Enrichment Program culminated in a celebration of reading accomplishments on July 23. Every student using a library card during the program's duration entered a drawing for community supplied incentives. Students earned points in the form of tickets. Those tickets were placed in drawings for tickets to the State Fair, The Aquatic Center, Aviation Museum and Water Slides, the Newport Aquarium and the Independence Cinema (to name a sampling). Summer Reading relies heavily on volunteers. Additionally, inventory work at the elementary school AND conversion to the Dewey System has leaned on the ESD Library Consultant as well as two dedicated volunteers. That task is approximately 60% complete.

The Polk Master Gardeners contribute to the library's collection annually. New gardening books include such a wide variety. A Tilth publication, organic market production, gardening by month, and American Grown: The Story of the White House Kitchen Garden, author, Michelle Obama. For the Old Schoolers, Carla Emery's Encyclopedia of Country Living. For gardening resources, consult the Wagner Community Library.

The library supporters can be a vocal group. This may serve the community well as we move toward putting a library district bond on the May, 2016 Ballot. I would like to take this opportunity to thank John, Tracy and the maintenance crew for restoring the library gardens. As I take a post Summer Reading breath, may I mention that there is opportunity for adult programming during the Tuesday extended hours. Scrabble anyone?

Respectfully submitted,

Cynthia Hovind, Director
Wagner Community Library

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Exhibit E

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: APPLICATION FOR RECREATIONAL VEHICLE PERMIT
DATE: 08/13/2015

SUMMARY

Falls City Zoning and Development Code provides for a permitting process for temporary use of a Recreation Vehicle as a guest quarters with a 30-day permit. City Council reviewed this code section in 2014 and by motion allowed staff to administratively issue up to two extensions for an RV permit for a total of 90 days stay. The code required that City Council be notified prior to the issuance of the second 30-day temporary permit.

Gerald Melin submitted two applications for a Recreational Vehicle Permit on 08/12/2015. The first application date range was 7/13/2015 to 8/12/2015. The date range for the second permit is 8/13 to 9/12/2015. As of 8/13/2015, the Recreation vehicle has been on site for 30 day. Staff will issue a permit with a date range of 8/12/2015 to 9/13/2015. Because this is the second month of occupancy, the 8/13 – 9/12/2015 permit is considered the second permit with notice to Council.

Should Mr. Melin request a third permit for the date range of 9/14 to 10/13/2015, staff will issue the permit accompanied by a letter stating that the temporary RV guest quarters must be moved off the property by 10/14/2015.

BACKGROUND

FALLS CITY ZONING AND DEVELOPMENT CODE

2.200.05 USE OF RECREATIONAL VEHICLES AS GUEST QUARTERS

Usage of a Recreational Vehicle as temporary guest quarters in conjunction with a dwelling on the same lot shall be permitted providing such Recreational Vehicle remains dependent upon the primary dwelling for either, or both, kitchen and bathroom facilities and is not used for residential purposes. There shall be a time limit of 30 days for such usage, after which a temporary permit must be obtained for each succeeding 30-day period. A permit for the succeeding 30-day period(s) must be obtained by the 31st day. The City Council shall be notified prior to the issuance of the second temporary permit.

PREVIOUS COUNCIL ACTION

September 17, 2014 City Council Motion:

A motion was made by Councilor Ungricht and seconded by Councilor L. Sickles that staff could administratively issue up to two extensions for an RV permit for a total of 90 days stay. Motion

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carried 5-1-0. Ayes: Lori Jean Sickles, Terry Ungricht, John Volkmann, Dennis Sickles, Julee Bishop. Nay: Barbara Spencer

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: PARKS AND RECREATION COMMITTEE
DATE: 09/01/2015

SUMMARY

Staff received a resignation request from Jim Miner.

BACKGROUND

Jim Miner was appointed to the Parks and Recreation Committee in February of 2015. Jim Submitted a resignation request effective 09/01/2015. This will create a vacancy on the Parks Committee.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

There are no fiscal impacts.

STAFF RECOMMENDATION

Accept resignation.

EXHIBIT

N/A

PROPOSED MOTION

I move the Falls City Council accept the resignation of Jim Miner from the Parks and Recreation Committee.

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: FALLS CITY/BLM COOPERATIVE AGREEMENT
DATE: 08/20/2015

SUMMARY

Falls City applied for a Cooperative Agreement (grant) with BLM to help with funding the Dutch Creek crossing.

BACKGROUND

In May of 2015 the City was approached by Scott Snedaker of the Salem BLM office to enter into an agreement to help with funding the Dutch Creek culvert system. The City and County has applied jointly for a FLAP (Federal Land Access Program) grant to overlay North Main Street, pave Mitchell Street, pave Black Rock Road to the Berry Creek turn off, overlay Bridge Street, Pave Valsetz Road to City limits, replace culverts on Dutch Creek, and replace green bridge on Black Rock road.

The City applied for the BLM agreement for matching funds on the FLAP project, instead of using the Small City Allotment Grant. The City was awarded \$50,000.00 by the BLM to use on repairing the Dutch Creek crossing. I was informed that I could apply for an additional \$45,000.00, which the City was awarded, bringing the total to \$95,000.00. The City will use these funds to match on the FLAP grant if successful, or we will work with the Timber Companies and Polk County to replace the Dutch Creek passage if FLAP grant is unsuccessful.

PREVIOUS COUNCIL/COMMITTEE ACTION

City staff has reported on applying for funding.

ALTERNATIVES/FINANCIAL IMPLICATIONS

This latest award should satisfy the City's portion of the Dutch Creek project.

STAFF RECOMMENDATION

Accept motion entering into agreement.

EXHIBIT

Exhibit A – Cooperative Agreement

PROPOSED MOTIONS

I move the City Council of the City of Falls City approve Resolution 11-2015 A Resolution entering into an agreement, L15Ac00118, with the Bureau of Land Management for funding on the Dutch Creek crossing.

RESOLUTION 11 - 2015

A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE BUREAU OF LAND MANAGEMENT ACCEPTING TO ENTER INTO A COOPERATIVE AGREEMENT FOR CONSTRUCTION ON THE DUTCH CREEK CROSSING.

FINDINGS:

1. The City of Falls City desires to accept an agreement with the Bureau of Land Management allowing funding to repair the Dutch Creek crossing on Mitchell Street.

NOW THEREFORE;

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

Section 1. The agreement, which is attached hereto and incorporated herein by this reference is hereby approved and adopted by this Resolution.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this Tenth (10) day of September, 2015, and takes affect upon signing by the Mayor.

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

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Grant and Cooperative Agreement

CHOOSE ONE:

- COOPERATIVE AGREEMENT
 GRANT

CHOOSE ONE: EDUCATION FACILITIES RESEARCH SDCR TRAINING

1. GRANT/COOPERATIVE AGREEMENT NUMBER L15AC00118	2. SUPPLEMENT NUMBER 0001	3. EFFECTIVE DATE 08/20/2015	4. COMPLETION DATE 08/02/2020
-----------------------------------------------------	------------------------------	---------------------------------	----------------------------------

5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) FALLS CITY, CITY OF Attn: Terry Ungricht 299 MILL ST FALLS CITY OR 973449800	6. ISSUED BY BLM OR-ST OFC PROC MGMT BR (OR952) Mailing Address: 1220 SW 3rd Avenue, 12th Floor PORTLAND OR 97204
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

7. TAXPAYER IDENTIFICATION NO. (TIN) 8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO. 71TV1	9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Terry Ungricht 503-787-3631 mayorungricht@fallscityoregon.gov
---------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------

10. RESEARCH, PROJECT OR PROGRAM TITLE
 BLM OR/WA - BLACKROCK AND VALSETZ ROAD REHABILITATION, OREGON

11. PURPOSE
 The attached recipient proposal, dated 8/12/15, is accepted. This modification provides additional project support and adds funding as shown in box 13A.

12. PERIOD OF PERFORMANCE (Approximately)
 08/03/2015 through 08/02/2020

13A.	AWARD HISTORY	13B.	FUNDING HISTORY
PREVIOUS	\$50,000.00	PREVIOUS	\$50,000.00
THIS ACTION	\$45,000.00	THIS ACTION	\$45,000.00
CASH SHARE	\$0.00	TOTAL	\$95,000.00
NON-CASH SHARE	\$0.00		
RECIPIENT SHARE	\$0.00		
TOTAL	\$95,000.00		

14. ACCOUNTING AND APPROPRIATION DATA
 See Schedule

PURCHASE REQUEST NO.	JOB ORDER NO.	AMOUNT	STATUS
0020082944			

15. POINTS OF CONTACT

	NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER	PO Scott Snedaker		503-315-5928	ssnedake@blm.gov
NEGOTIATOR				
ADMINISTRATOR	Jessica Clark		503-808-6226	j1clark@blm.gov
PAYMENTS				

16. THIS AWARD IS MADE UNDER THE AUTHORITY OF:
 WYDEN 26

17. APPLICABLE STATEMENT(S), IF CHECKED: <input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT	18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

UNITED STATES OF AMERICA 	COOPERATIVE AGREEMENT RECIPIENT
------------------------------	---------------------------------

CONTRACTING/GRANT OFFICER Jessica Clark	DATE 08/20/2015	AUTHORIZED REPRESENTATIVE (No Signature Required)	DATE
--------------------------------------------	--------------------	-------------------------------------------------------------	------

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: WATER PLANT AGREEMENT
DATE: 08/20/2015

SUMMARY

The City has had a yearly agreement with HACH to perform maintenance on the PL Cards at the water treatment plant, since 2010.

BACKGROUND

HACH performs maintenance at the water treatment plant and the contract needs to be renewed. This allows the City to have the yearly maintenance done as specified in the attached agreement.

PREVIOUS COUNCIL/COMMITTEE ACTION

In 2010 Council accepted the maintenance agreement.

ALTERNATIVES/FINANCIAL IMPLICATIONS

\$4,987.66 will be the costs charged to Water under professional services, which was budgeted and accepted in the 2015/16 budget.

STAFF RECCOMENDATION

accept motion.

EXHIBIT

Exhibit A – HACH partnership agreement.

PROPOSED MOTIONS

I move that the City Council of the City of Falls City allow staff to enter into a maintenance agreement for the Water Treatment Plant with HACH.

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 2 of 3 Partnership Number : HACH10690
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com

5.2	5200800	oo 1720D SENSOR HEAD ASSY ; 990400005651
5.3	5200800	oo 1720D SENSOR HEAD ASSY ; 990400005652
5.4	5200800	oo 1720D SENSOR HEAD ASSY ; 990400005654
5.5	5200800	oo 1720D SENSOR HEAD ASSY ; 990400005666

Sub Total : \$4,987.66
Tax: \$0.00
Total : \$4,987.66

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

Pre-existing repair conditions are not covered under our pm / repair service plans. New instruments not serviced by Hach in the past 30 days will need an evaluation to determine they are functioning properly. Any repairs required will be at an additional cost to the service plan and your Hach service technician will discuss those with you prior to performing any repairs.

For immediate assistance, contact our exclusive partnership technical support group at 1-866-902-HACH(4224) . Please reference your partnership agreement number when calling.

Field (FSP and SSP) instruments:

To schedule onsite visits, please contact the Service Dispatch Team by phone at 1-800-227-4224 x6179 or by email at dispatch@hach.com.

Bench (BSP) instruments:

To schedule bench service, call 800-227-4224 x 6180 or e-mail services@hach.com. Be sure to reference the HACH partnership number and let them know if you need a loaner instrument. Once you have the loaner, you can then send in your instrument for services.

Bench Service Partnership Plus (BSPPLUS) instruments:

All repairs must be completed at the bench due to instrument design limitations. Includes one on-site visit per year which can be used for either Start-up OR PM/Validation. Reference the instrument Scope of Work for more information. To schedule bench repair, call 800-227-4224 x 6180 or e-mail services@hach.com. Loaners are available for some instruments. Please allow at least four weeks advance notice for loaner availability.

Thank you - we value your continued business!

 <small>WATER ANALYSIS</small> <small>TEST EQUIPMENT SUPPLY, INC.</small>	HACH SERVICE PARTNERSHIP QUOTATION	Page : 3 of 3 Partnership Number : HACH10690
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com

LORI HILL | Service Contract Renewals
 P 970.669.3050 | Toll Free 800.227.4224
 Hach Company | www.hach.com | lohill@hach.com

WATER ANALYSIS HAS TO BE RIGHT. YOU DESERVE COMPLETE SOLUTIONS YOU CAN BE FULLY CONFIDENT IN. HACH IS YOUR RESOURCE FOR EXPERT ANSWERS, OUTSTANDING SUPPORT, AND RELIABLE, EASY-TO-USE PRODUCTS.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF FALLS CITY

Customer P.O. Number : _____

Customer Reference Number : _____



Preventative Maintenance Agreement

PD & RD (analog pH and ORP)

DPD & DRD (Digital pH and ORP)

6XXXPX Series Differential pH Sensors

Conductivity Sensor

A Hach Preventative Maintenance Agreement provides for scheduled periodic, preventative maintenance performed by a Hach Field Service Technician. The PM agreement for the pH, ORP and Conductivity sensors includes review and evaluation of the following:

- Installation and connections
- User programmed parameters
- Performance testing of pH sensor with pH buffers (as applicable)
- Performance testing of ORP sensor with ORP Test Solution (as applicable)
- Performance testing of conductivity sensor with conductivity standard (as applicable)
- Calibration of meter/sensor combination.

In addition to the items above, your Hach Field Service Technician will:

- Replace Salt Bridge and filling solution once per year (as applicable)
- Verify and calibrate 4-20ma recorder outputs for pH sensor (as applicable)
- Provide end user training on instrument operation and maintenance (Advance notice required.)
- Provide service report with complete documentation on the pre & post condition of your pH, ORP, conductivity sensor
- Certificate of Instrument Performance for each instrument that successfully passes final testing
- Perform limited sensor cleaning



sc100 Controller

Field Service Partnership

Your Hach sc100 Controller Field Service Partnership (FSP) provides all inclusive parts, 1 scheduled periodic, preventative maintenance visit performed by a Hach Field Service Manager/Associate. The FSP Partnership also includes all visits authorized by our Hach Technical Support Team. To contact your Hach Technical Support Team call the Special Priority toll free number, this is included with your Partnership documentation. Call technical support to trouble shoot your specific instrument. Please have your contract#, Model# & Serial# available when you call.

During the pre-scheduled site visit your Hach Field Service Manager/Associate will review and evaluate the following:

- User programmed parameters
- All instrument alarm and warning conditions (internal to your Hach instrument)
- Instrument operating voltages

In addition to the items above, your Hach Manager/Associate will:

- Perform diagnostics and communication to sc100 controller sensors.
- Verify communication via installed communication card.
- Calibrate recorder outputs for each sensor installed on the sc100.
- Verify relay setup & operation
- Upgrade software to current software version.
- Provide end user training on instrument operation and maintenance (Advance notice required.)
- Provide Hach Field Service Report with complete documentation of service performed.
- Certificate of Instrument Performance for each instrument that successfully passes final testing.
- Includes sending unit to the factory if unable to repair controller in the field at no additional charge. This instrument will go to the head of the bench repair queue.
- Perform limited instrument cleaning.
- Abuse or Acts of God not covered.

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CL17

Field Service Partnership

Your Hach CL17 Field Service Partnership (FSP) provides all inclusive parts, two scheduled periodic, preventative maintenance visits performed by a Hach Field Service Technician. The FSP Partnership also includes all visits authorized by our Hach Technical Support Team. To contact your Hach Technical Support Team call the Special Priority toll free number, this is included with your Partnership documentation. Call technical support to trouble shoot your specific instrument. Please have your contract#, Model# & Serial# available when you call.

During the pre-scheduled site visits your Hach Field Service Technician will review and evaluate the following:

- Installation and connections (including initial evaluation of the network topography).
- Reagent dispensation system.
- User programmed parameters.
- All instrument alarm and warning conditions (internal to your Hach instrument)
- Instrument operating voltages.
- Colorimeter operation.

In addition to the items above, your Hach Technician will:

- Verify calibration accuracy
- Replace the lamp assembly (if equipped), tubing and fittings as necessary during each visit at no additional charge
- Provide end user training on instrument operation and maintenance (Advance notice required).
- Provide Hach Field Service Report with complete documentation of service performed.
- Certificate of Instrument Performance for each instrument that successfully passes final testing.
- Perform limited instrument cleaning.
- Includes sending unit to the factory if unable to repair instrument in the field at no additional charge. This instrument will go to the head of the bench repair queue.
- Abuse or Acts of God not covered.

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1720D

Preventative Maintenance Partnership

Your Hach 1720D Preventative Maintenance Partnership (PMP) provides preventative maintenance performed by a Hach Field Service Technician. In addition, the Hach Technical Support Team is available to assist in troubleshooting your specific instrument. Please have your contract#, Model# & Serial# available when you call.

During the pre-scheduled site visit, your Hach Field Service Technician will complete:

Verification of Instrument performance/Maintenance

- Perform limited instrument cleaning
- Review and evaluate user programmed parameters
- Evaluate all instrument alarm and warning conditions (internal to your Hach instrument)
- Verify instrument operating voltages
- Replace lamp and lamp cable if necessary
- Calibrate with 20 NTU StablCal
- Verify software version and update as necessary

Reporting/Certificate of Performance

- Provide Hach Field Service Report with complete documentation of service performed and measurements/readings.
- Issue Certificate of Instrument Performance for each instrument that successfully passes final testing.

Training

- Provide basic end user training on general instrument operation and maintenance (Advance notice required from the customer.)

*Please see standard terms and conditions for limitations.

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: WASTE WATER SYSTEM REPORT
DATE: 09/01/2015

SUMMARY

The City operates two Enterprise funds; Water and Waste Water. This is a report on Falls City's Waste Water facility detailing income and expenses for the 2014/2015 budget year and an estimate of the fund for the 2015/2016 budget year.

B.ACKGROUND

An enterprise fund is a fund established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees. A separate fund makes it possible to set up separate accounting data on the operations of the facility. This information can be used to determine what the service charges should be. It can also provide better controls and information on the management of the resources and expenditures. Examples of enterprise funds are for water, gas and electrical utilities, swimming pools, airports, parking garages and transit systems operated by cities, and some school food service operations. Separate funds may be established for each utility or enterprise.

PREVIOUS COUNCIL/COMMITTEE ACTION

Council voted to raise waste water fees by resolution 2010-07. The fee increase were for \$3.00 to take effect on July 1st of 2010/2012/ & 2013.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Raising fees would generate needed income to the Waste Water Fund.

STAFF RECCOMENDATION

Staff recommends a \$3.00 rate increase to begin January 1st, 2016. This would increase sewer user charges to \$49.00 per customer.

EXHIBIT

Exhibit A – Sewer/Waste Water Report.

PROPOSED MOTIONS

I move that the City Council of the City of Falls City direct staff to submit a resolution raising Sewer User Fees by \$3.00 per month.

I move that the City Council of the City of Falls City direct staff to submit a resolution raising Sewer User Fees by \$3.00 per month and direct the Public Works Committee to study the current rate system and propose suggestions to Council on their findings.

I move that the City Council of the City of Falls City direct the Public Works Committee to study the current rate system and propose suggestions to Council on their findings.

SEWER/WASTEWATER REPORT

July 1, 2014 to June 30, 2015

2014-2015 Sewer Revenue (user fees): \$100,818.85
2014-2015 Sewer Expenses (operational costs): \$ 98,635.27

This leaves \$2,183.58 to the good, but does not reflect the true cost of operations for several reasons:

1. The replacement of one of the circulation pumps was paid out of the Capital Reserve Fund: \$8,489.00.
2. The City does not pump sewer tanks on the schedule recommended to prevent a buildup of solids. The City paid \$7,975.03 for pumping in the 2014-15 fiscal year; had the City pumped the tanks as recommended; the additional cost would equal \$6,199.97 for a total pumping cost of \$14175.00.

The minimum pumping schedule should be:

¼ of tanks a year, this is pumping regular tanks once every four years; or
30 tanks x 1250 gallons x .30 cents = \$11,250.00
Bar and Community Center, twice a year,
2 tanks x 1250 gallons x .30 cents = \$ 750.00
Bread Board and Apartments need yearly pumping;
1 tanks x 1250 gallons x .30 cents = \$ 375.00
School tanks once a year; 2 tanks x 3000 gallons x .30 cents = \$ 1,800.00

When considering the cost of the replacement circulation pump and the recommended schedule for pumping sewer tanks the Sewer Fund would have ended the year at a deficit:

Sewer Revenue: \$100,818.85
Sewer Operations: \$112,949.24
Shortfall: (\$12,130.39)

We were lucky that the total for emergency repairs for the Sewer Fund was less than \$3,000.00 in the 2014-15 budget year; Carey Street pump and vault work, electrical work on Fair Oaks Pump Station.

We will not be this lucky in the 2015/16 Fiscal Year. The lack of a regular maintenance program is catching up to us. Public Works noted excessive wear and tear on the intake for the sewer recirculation tank when they replaced the pump. This is caused from the buildup of solids because of a minimal pumping schedule. When solids build up the pump is starved for liquid, which causes a bucking movement that leads to wear and

tear. As a result, the City must pump out the recirculation tanks for an added expense of approximately \$7,000.00.

In addition, we still have the issue of the bad design of Carey Court and the size of pipe servicing that area of town. In addition, the age of the system is getting up there and will need to be addressed, plus it would be advantageous to have the whole town on a decent system, but we are looking at a huge sum to accomplish that.

For the 2015/2016 Budget year, we estimated only \$90,000 in sewer fees and we added \$20,000 from Water to cover Corky's pay back for time spent in Water, for a total of \$110,000.00, so we will be close to breaking even with the increased tank pumping. But this leaves us relying on the carry over (networking capitol) if there are any maintenance problems and or continue to rely on the Capital Reserve Fund for any major break downs, such as the pump from last year.

Because we have a limited numbers of sewer customers, 177, a small rate increase would not generate a lot of income for the system. The last rate increase was \$3.00 in 2013. Mr. Hanken recommended \$5.00 a year for the next 3 years.

Based on 2014/2015 figures and the additional \$20,000 to cover employee expenses from water, we will see the following;

$\$100,000$ (rates & late fees) + $\$20,000$ (from water for wages) = $\$120,000$.

Expected expenses for 2015/2016, with adding the pumping of recirculation tank, performing a regular schedule for tank pumping, and increasing expenses from last year by 2%, we are looking at an estimate of \$113,800.00 in expenses. This will leave a positive balance of \$6,200.00, but does not include any funds for updating the sewer lines on South Main, cost of updating any new customers onto the system (customers cover costs to existing lines, but not repair of under sized lines), or emergency repairs. We also will have to start a plan for updating tanks; the current tanks are concrete and are reaching the life expectancy.

We will need to look at a rate increase. It has been 3 years since the last increase and I would recommend Council consider a \$3.00 increase, which would bring in \$6400.00 a year, which would be around \$3200.00 additional income for the 2015/2016 budget year. Also before next budget, we should look at setting up a system for yearly rate increase based on the CPI or the IRS cost of living index for both of our utility systems.

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: INFRASTRUCTURE FINANCE AUTHORITY AWARD LETTER
DATE: 09/02/2015

SUMMARY

Falls City applied for a grant with IFA to use towards the Master Water Plan.

BACKGROUND

Goal number 1, objective 1, was to complete a master water plan. Staff has been working towards accomplishing that goal by working on an Engineer RFP and locating money to help finance the project. We were successful in receiving \$20,000.00 from the Oregon Infrastructure Finance Authority, when we receive the final award contract staff will submit a resolution to accept the contract. We hope to have the RFP ready to submit to Council by the October meeting.

PREVIOUS COUNCIL/COMMITTEE ACTION

City staff has reported on applying for funding.

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECCOMENDATION

informational

EXHIBIT

Exhibit A – Award letter.

PROPOSED MOTIONS



August 28, 2015

Honorable Terry Ungricht
Mayor of Falls City
299 Mill Street
Falls City, OR 97344

RE: Award for Water/Wastewater Financing Program, City of Falls City – Water Master Plan, Project #V16001, \$20,000

Dear Mayor Ungricht:

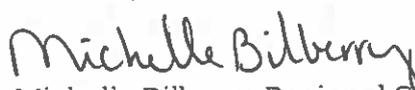
Congratulations on your successful application for the above-referenced project to contract for engineering services to prepare a Water Master Plan.

The award consists of a grant of \$20,000. The full terms and conditions of your award are contained in a contract, which will be sent to you shortly for your signature.

Please note that the legal obligations for reimbursement of project expenses are subject to execution of the contract.

As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at (503) 986-0142 or by email at michelle.bilberry@oregon.gov

Sincerely,


Michelle Bilberry, Regional Coordinator
Infrastructure Finance Authority

Enclosure

cc: File

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**Infrastructure Finance Authority
Oregon Business Development Department
Summary of Award**

Project Number	V16001	Recipient	City of Falls City
Project Name	Water Master Plan	Date of Award	August 28, 2015

Award from Infrastructure Finance Authority:

	<u>Application</u>	<u>Award</u>
IFA Funds		
Water/Wastewater Financing Program Grant	20,000	20,000
Non-IFA Funds	<u>60,000</u>	<u>60,000</u>
Total Project Cost	\$80,000	\$80,000

Approved Project Description:

Recipient shall, with the assistance of a licensed engineer:

1. Prepare an Oregon Health Authority (OHA) Drinking Water Program-approved water master plan in accordance with the "Guidelines for Preparation of Planning documents for development of Community Water System Projects" and OAR 333-061-0060(5).
2. Create a water management and conservation plan in accordance with the Oregon Water Resources Department (OWRD) requirements and approved by OWRD.
3. Prepare a water rate study.

In addition to the standard terms and conditions placed on funding from the above program, the following terms and conditions have been placed on the award: none

September Mayor's Report

We had another volunteer, Tommy Russell; donate time to finish the painting of the Stairway. We are officially done with that project. I hope everyone has had a chance to walk the stairs to see all of the additions. Once again, there is no way we could have accomplished the quality of work with the money spent without everyone that volunteered their time. I want to especially thank Cliff Louder and Billy Kalpakoff for their expertise on the project.

Public Works has been patching up the Dayton Street Bridge. We have spent the estimated \$2200.00 and unfortunately are going to have to kick in another \$500.00; this is still just going to be a bandage. The bridge is going to have to be replaced; we might even need to close the bridge down after this winter. I have talked with Weyerhaeuser and they are setting up a contact with the Engineer that does their bridge work. I hope to put together numbers so I can start trying for funding on replacing the bridge. If that Engineer is too expensive on drawing a plan, I will contact the County and ask for help from their Engineering Department. Until I can come up with an estimated material and labor cost, I cannot apply for money. We might be looking at having to come up with 3 to 5 thousand dollars just for engineering. I have been looking at a few sources of grant money for the project and it is looking like we would need to come up with a minimum of 30% of the cost. I am hoping we can count in kind labor as part of that 30%.

We had a chlorine line break at the treatment plant on Friday, 08-28, which made the plant shut down. Don, with the help of two employees from the Water Association, was able to find the leak and replace the line. Unfortunately by Saturday, Don realized that the water was still not being properly chlorinated. So Don and the Association folks pinpointed it down to a malfunctioning chlorine pump, luckily we had a replacement pump on hand and were able to correct the problem. This had our treatment process all out of whack, so the town was using the reservoir water for over 2 days; Don had to dump all of the clear well water out and start remaking the properly treated water and bring the plant back on line. So Don and the Association employees worked pretty much around the clock for three days to keep our water on. I want to thank Don and Heath from the association for their hard work.

We have electricity and basketball lighting in the lower park. Thanks to the FORD foundation, the Dallas and Falls City cohort, and Ben Boveda for getting this project completed. Also Jill Anzalone and a group of Falls City residents have cleaned up the banks of the River, removing invasive species. Thanks for everyone's' hard work.

MONTHLY EXPENSE REPORT

MAYOR UNGRICHT

08/04/2015: 35 Miles, Monmouth Bank, Van Wells in Dallas for Dayton St. bridge supplies.

08/07/2015: 25 Miles, Monmouth Bank.

08/11/2015: 25 Miles, Monmouth Bank.

08/13/2015: 25 Miles, Monmouth Bank.

08/14/2015: 155 Miles, Travel to Salem, COG for records, travel to Colburg for small cities meeting, LOC, travel home.

08/17/2015: 54 Miles , travel to Salem, Fastnel for Dayton St Bridge screws.

08/19/2015: 25 Miles, Monmouth Bank.

08/31/2015: 56 Miles, Monmouth Bank, Dallas Verizon. Dallas Verizon again.

Total 400 Miles at \$0.575 (IRS mileage rate) = \$230.00

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Public Works Staff Report August 2015

- Saturday 1: Routine water and sewer rounds. Valsetz Reunion.
- Sunday 2: Routine water and sewer rounds.
- Monday 3: Repair water meter on Lombard St.
- Tuesday 4: Replace septic tank lid on Bryant St. Offload material for Dayton St. footbridge project.
- Wednesday 5: Work on city hall painting project.
- Thursday 6: Took water and sewer samples. Park maintenance. Start Dayton St. footbridge project.
- Friday 7: Pulled uv. Disinfection meter, fall up, leak adjustment, bills everings. Took water sample to Salem water lab.
- Saturday 8 & Sunday 9: Routine rounds.
- Monday 10: Dayton St. bridge.
- Tuesday 11: Filling pot holes, compacter broke down, took it to L & L equipment for repair. Work with XL Cable company on Carey Ct. Having a problem with the work that was done.
- Wednesday 12: Bradon Instrument calibrated the influent and effluent meters at the water treatment plant. Upper Park maintenance.
- Thursday 13: Dayton St. project. Upper Park maintenance. School giveaway in park.
- Friday 14: Fill pot holes. Lower park maintenance. Sewer and water complaint in Carey Ct. problem in owner's house, water flush dead end line.
- Saturday 15 & Sunday 16: Routine rounds.
- Monday 17: Small fire in upper park. John and I put it out. Fire department called out Saturday morning. Dayton St. project. Delivered 54 shut off notices.
- Tuesday 18: Dayton St. project. Went into Teal Cr. intake cleaned it up, looks good for the rest of the summer.
- Wednesday 19: Dayton St. project. Hach Company calibrated the turbidity instruments. Filter #3 had problems, made repair. The city will have to replace this instrument in the near future.
- Thursday 20: Dayton St. project. Physical meter shut off for delinquent customers.
- Friday 21: Broken windows at fire station. Dallas Glass made repairs. Made report to Polk county. Upper park maintenance. Reconnect 220 Lombard St.
- Saturday 22 & Sunday 23: Routine rounds.

Monday 24: Meter reading.

Tuesday 25: Finish meters, reread high and low consumption. Dayton St. bridge.

Wednesday 26: Dayton St. project.

Thursday 27: Dayton St. project. Repaired meter on South Main. Delivered door hanger, Mitchell St.

Friday 28: Upper park maintenance. Dallas for gas. Reconnect 234 Prospect and 201 East Ave.
Corky on vacation.

Saturday 29: Problem at water treatment plant. Chlorine line broke, made repair. Could not keep good chlorine residual in clear well.

Sunday 30: Chlorine problem did not improve. Shutoff the clear well from dump 200,000 gallons of water, we found with the leak the chlorine pump was not working efficiently. Replaced pump. City ran off the reservoir for one day.

Monday 31: City water treatment plant is up and running. Took all of the water out of the clear well to fill reservoir. Fill reservoir tank 8:00 pm.

Tuesday September 1: Water treatment plant is back to normal operation. Staff report and upper park maintenance.

Falls City Fire Department

August 2015

August Calls, 2015

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

***Number of Volunteers on the roster as of 08/31/15 - (35)*

F.C. Volunteer Association Points of Interest :

- 8/5 - Four new lifejackets were donated to FC rescue from K.C. Wagner.
- 8/5 - New Pub Ed materials are coming to the community in the next few months courtesy of Mary Sykes, who was able to procure them for us.
- 8/1, 2, 9 - FCFD's Oregon Honor Guard member attended fire fighter funerals in Pleasant Hill, Hermiston, and St. Helens.
- 8/6 - 9 - Falls City firefighters assisted in the SW Polk junior firefighter challenge booth at the Polk County Fair with Rickreall firefighters. A good time was had by all!
- 8/19 - Pub Ed presentation was given at camp Tapawingo, covering fire safety. 50 - 60 kids were present to check out the engine and squirt water :)
- 8/24 - An Emergency Preparedness presentation was held at the FC Community Center @ 0700.