

City of Falls City  
City Council Regular Meeting  
Meeting Minutes  
Thursday May 12, 2016  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

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

Mayor Ungricht called the meeting to order at 6:00 PM.

**1) Roll Call**

Clerk Protheroe took roll call.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

**3) Motion to adopt the entire Agenda**

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

**4) Consent Agenda**

Councilor Drill questioned the minutes. She stated that the Notice of Violation for 239 Sheldon handed out at the April 14, 2016 City Council meeting had not included the photos. Staff stated that it was possible that the photos had been omitted from her copy of the handout.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt 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**

Patti Sample of Falls City read aloud two citywide garage sales notices into the record (Exhibit A). She stated she would amend them slightly. Garage sale notice will appear in the City newsletter. Mayor Ungricht suggested that Ms. Sample ask Polk County Itemizer Observer newspaper to include the information in the community section.

**6) New Business**

**A. Contract between Oregon Emergency Management and Falls City**

Mayor Ungricht had met several times with FEMA. Mayor Ungricht asked for approval to sign the contract and stated that he would put the fully executed contract before Council.

Polk County and Falls City will enter a memorandum of understanding (MOU) that will allow Polk County to manage the two plus year FEMA project to replace the Dutch Creek crossing.

A motion was made by Councilor D. Sickles and seconded by Councilor Bishop that the City Council of the City of Falls City approve the Mayor to sign the contract between the Oregon Office of Emergency Management and the City and to apply for funding from Oregon Infrastructure Finance Authority for

funding of the Mitchell Street Dutch Creek crossing. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

**B. Water Master Plan update**

Mayor Ungricht introduced Natalie Jennings, PE, Project Manager, HBH Consulting Engineers, Inc. She provided a copy of her presentation to all in attendance (Exhibit B). Jennings, PE reviewed each slide in the handout. She noted that the Teal Creek intake was difficult to reach and difficult to maintain; HBH will look for a replacement. Existing water system is in good condition and has been well maintained. Divers will inspect the inside of the reservoir during the 2016-2017 budget year. HBH will recommend a second small reservoir. Twenty-three percent (23%) of the distribution piping is asbestos cement pipe that is brittle and the likely cause of many of the water main breaks. HBH will recommend the elimination of dead end lines by looping lines. The State standard for unaccounted water is ten percent (10%); the City is above that and the Water Master Plan will address. Jennings, PE, added that improvements made by the City in the last two years had reduced the amount of unaccounted water. Mayor Ungricht reported that two leaky pump stations had been decommissioned.

HBH had created a water model based on our data. They will evaluate the model to explore alternatives for solving issues. One issue is the water pressure has a wide range throughout the system. The model will be used to explore ways to reduce the water pressure, which will reduce the number of line breaks.

Ms. Jennings invited questions. Councilor Drill wanted to know the standard schedule to flush dead end lines. Ms. Jennings reported that flushing dead end lines was typically based on customer complaints. Council discussed the best practice of replacing water meters every twenty years. A program to replace meters had started but was difficult to fund.

Council thanked Natalie Jennings, PE for her presentation.

**C. Park Master Plan update**

Mayor Ungricht announced that Park and Recreation Committee Chairperson Anzalone had submitted a draft plan to City Hall; staff had begun the review Clerk Hewitt had tallied the results of the park survey in a spreadsheet.

Mayor Ungricht reviewed options for the Park Master Plan with Council. Council considered the option to create a park master plan adopted under a land use decision and the option of a local plan adopted by ordinance. The differences between the options were a local plan will not allow future Park System Development Charges (SDC) and the plan could be repealed or amended by ordinance. Whereas, a plan adopted through a land use process provided an option for Park SDC's and the plan is locked in long-term by the comprehensive Plan. Mayor Ungricht was opposed to SDC's because of the added workload for staff due to fund and project accounting, and annual reporting. He was also concerned with the management of an SDC fund due to the history of staff turnover.

Park and Recreation Committee Chairperson Janelle Anzalone wanted the plan done right. She had reviewed many professionally prepared plans and found they were filled with fluff. She felt that the Park and Recreation Committee, Clerk Protheroe and herself could create a plan for the community.

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City Council of the City of Falls City direct the Parks and Recreation Committee and staff to proceed with a project to create a local

park and recreation facility plan. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

**D. Income Survey**

Mayor Ungricht will seek a not-to-exceed \$6,500 contract for the income survey. This amount represents the entire survey project. He will apply for a \$2,400 grant to help pay for the survey; he thought there was an 80% chance that the City would be awarded this grant. The contract will be paid from the sewer fund. Survey steps included mail survey, phone reminders followed by door to door. The contactor would provide training for door-to-door volunteers. The cost will be less if people reply to the initial mail survey. Staff will ask utility customers for new phone numbers when they pay utility bills in order to prepare for the survey reminder calls. Confidentiality is assured because each survey is coded with a unique four-digit code and only the consultant will possess the master list. The consultant will analyze the results. US Department of Housing and Urban Development (HUD) requires an eighty percent (80%) survey response rate to challenge our rating. We need to encourage residents to respond to the survey. Mayor Ungricht hoped the survey would be completed in time to allow him to apply for a grant by the October deadline.

Mayor Ungricht explained that each year a \$25,000 transfer was budgeted from the Capital Reserve Fund to the sewer fund and another \$25,000 to the water fund. This year the sewer fund will need the \$25,000 because of repairs including the replacement of a \$9,000 pump, \$3,300 pump repair, \$10,000 on the electrical panel and the cost to pump a tank increased to over \$500.00. We are applying band-aids to a system that has reached its life expectancy. An increase of \$1.00 in the monthly rate would only bring in \$177.00/month, which was not enough to pay for such repairs.

Mayor Ungricht referred to the April 14, 2016 memo to City Council *titled Council direction on Infrastructure projects* that was previously distributed to Council. He asked Council to confirm that they would support a substantial rate increase in the future to pay for Phase I [lagoon system]. If Council would not support a future rate increase, then he did not recommend that the city move forward with the sewer project.

He cautioned Council that there was no way to avoid a sewer system upgrade. Either the upgrade would be done by the City, under our terms, or if the system fails, Department of Environmental Quality (DEQ) would replace the system under their terms and they will set the monthly rate estimated at \$90- \$98/month. The current monthly sewer rate is \$46.00.

The first phase of the sewer project will be the lagoon system for existing sewer uses. The lagoons will have additional capacity to support a second phase that will expand coverage to about ninety percent (90%) of the south side of town. The Sewer Facility Plan does not define the second phase; this task would fall to a future Council. The goal is to secure enough land under Phase I to allow the sewer system to serve the entire town at a future date. He recommended grinders for second phase, which would allow the City to pump the sewer tanks, because the cost to pump tanks keeps going up.

DEQ rules for septic systems require space or the tank, drainfield and a replacement drainfield. If a property does not have enough space, DEQ will require homeowners to install a more expensive system such as a sand filter. This is an issue for the south side of town.

Councilor D. Sickles recapped the income survey process. Council discussed multifamily units, including recreation vehicles used as housing. Mayor Ungricht will discuss this concern with the selected consultant.

Mayor Ungricht asked Council if they would support a future sewer rate increase to fix the failing sewer infrastructure. Councilor D. Sickles and Councilor Bishop stated they would. Mayor Ungricht stated he would do his best to keep rates as low as possible. Councilor Bishop did not think that citizens understand the devastation that would occur if DEQ stepped in to fix the system. Mayor Ungricht agreed and reported that the City of Creswell rates are \$98.00/month and their population is larger and they have flat land.

Mayor Ungricht stated that the sewer system was the key for the health of our city for the next generation.

A motion was made by Councilor D. Sickles and seconded by Councilor Bishop that the City Council of the City of Falls City approve the Mayor to sign an agreement to perform an income survey of the wastewater users. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

**E. Leak Adjustment**

Council denied the leak adjustment request because Public Works found no sign of a leak at the property and the resident stated he did not have a leak.

**7) Correspondence, Comments and Ex-Officio Reports**

**A. Mayors Report**

Mayor Ungricht referred to the April 14, 2016 document *title Council direction on infrastructure projects*, distributed at the April City Council Meeting. The goal of the document was to state his opinion. He welcomed discussion, ideas, as well as arguments. He asked Council to tell him if they felt he was going in the wrong direction and to redirect him before work on the sewer system begins.

There was a house fire on Chamberlain Road. Everyone was safe but the structure was lost. Mayor Ungricht encouraged everyone to thank members of the volunteer fire department. Following the fire there were two water main breaks. In one case, the main break blew out the fire hydrant. It would cost \$10,000 to replace. Mayor Ungricht met with Fire Chief Bob Young and they agreed that there was sufficient hydrant coverage without replacing the fire hydrant at this time. They agreed to wait until after the Water Master Plan was adopted.

Mayor Ungricht had appointed Councilor Drill, Guy Mack, Johnathan Ungricht, Don Poe, and Mayor Ungricht to the City Engineer RFP review panel. Eight firms have shown interest.

Water plant controllers/sensors need to be replaced. It will cost \$21,769.00 after a 15% discount, to replace all, or \$18,000 to replace only the failing units. Mayor Ungricht was leaning towards the full replacement for monitoring controllers/sensors. The lifespan of the equipment is ten (10) years. He explained that two controllers are still good, but when they fail the cost to replace will not include a discount. Councilor D. Sickles stated he supported the full replacement.

Mayor Ungricht thanked Cliff Lauder for his work on the sewer recirculation pump. Mayor Ungricht was very impressed with the work done. He reminded Council that Mr. Lauder traded the wood for the work.

The \$100,000 allocated to the South Main Street paving project might pay for paving from Bridge Street to past the church located on Lombard and South Main Street providing the City does not need to pay \$5,000 to \$10,000 for an engineering review and stamp. Mayor Ungricht will ask the State to accept the detailed bid sheets as the engineering plan, though this option was unlikely. He will ask the City of Dallas Engineer to sign off on the design.

Public Works had one person out. Mayor Ungricht advised Council that he would explore hiring Cliff Lauder at a minimal wage and on a part-time basis in order to protect him through Workers Compensation. The City has multiple projects that would benefit from Mr. Lauder's experience, including the stormdrain for South Main Street. Cliff Lauder's experience was superior to Mayor Ungricht. Mr. Lauder could oversee some of the big projects on the horizon. Mr. Lauder had expressed interest in the Quick Response Rig as a trade. Mayor Ungricht would explore the idea with the City Attorney and insurance company. Councilor Bishop recognized Cliff Lauder skills and supported the idea.

Mayor Ungricht stressed the importance of the upcoming income survey.

Mayor Ungricht stated he was very impressed with Sheriff Mark Garton.

#### **B. Council Reports**

Councilor Drill thanked Carl (Corky) Wagner, Casey Wagner, Donny Scott, and Don Poe for the bark dust for the parks. She thanked Don Poe and Corky Wagner for mowing the cemeteries.

Councilor Drill did not think the dog bag station test was successful. The dog bags were gone shortly after it was installed. Mayor Ungricht agreed and added that the City would include the dog bag station in the annual report for Total Daily Maximum Load (TDML).

Councilor Drill announced that the Falls City Volunteer Association would not put on a firework show this year but might next year.

Councilor Drill reported on the emergency plan project. Twelve (12) body bags had been purchased from State surplus. Councilor Drill stated the purchase was a lesson learned for all parties involved and she would seek Council's approval, by motion, for future purchases. Mayor Ungricht would price a case of filters for the water filtration system. Council agreed that filters were important.

Councilor Drill requested an update on code enforcements. Mayor Ungricht reported that high weed letters will go out soon and the Bryant Street property had made progress. The number of complaints submitted to City Hall had increased, likely because of the Bryant Street enforcement action. A resolution will go before Council in the future for vacant properties. Staff had not worked on code enforcement or on the draft agreement with neighboring cities because they had been busy. Councilor Drill asked if the City had received any complaints on the tent camp at the subdivision on Chamberlain Rd. Councilor Drill was concerned about their sewage. Mayor Ungricht reported that the City had not received a complaint on the property.

Councilor Drill requested an update on the Library. Mayor Ungricht reported that he would arrange a joint work session with the Falls City School District to discuss the library. He had

reviewed the fund activity in the two Wagner Funds. He believes that the City may owe funds to the library, and he will prepare a report for the joint work session. Mayor Ungricht had reviewed state laws and found the fund would qualify as a standalone fund, which he will create in the future. He assured Council that State Law has a process to close a library that takes at least ninety days.

Councilor Drill wanted to know when the lights would be activated at the Fay Wilson Memorial Park. Mayor Ungricht replied that he had received complaints about the brightness of the lights from area residents last summer, this along with vandalism lead to locking the electrical box. The lights were donated and would be expensive to replace. Lights could be activated for events. Mayor Ungricht asked staff to put this item before the Park and Recreation Committee.

Councilor Melin reported that the Economic Development Committee would meet on the third Tuesday of each month at 2:30 PM. Councilor Melin will serve as the Chairperson and Patty Sample will serve as Secretary. He welcomed ideas for the committee to consider.

Patty Sample of Falls City wanted to borrow a vendor canopy and table for the garage sale. She planned to set up a welcome station for visitors. She thanked councilors for their service and thanked Mayor Ungricht for giving his time to the City.

**8) Council Announcements**

**9) Adjourn**

The meeting adjourned at 7:24 pm.



Mayor Terry Ungricht

Attested:



City Clerk Domenica Protheroe

*Exhibit A*

## **CRAIG'S LIST**

### **FALLS CITY-ALL CITY GARAGE SALE**

Falls City – Approximately 5 miles SW out of Dallas. Take a right at Falls City turn-off and drive about 4 miles to Falls City. Maps of participants are at Frink's General Store or at our **Welcome Booth** in front of the Community Center on Main Street. Participants will have **GARAGE SALE** signs in front of their home.

Come and visit our beautiful city and enjoy the day searching for unique treasures.

We enjoy you visiting our town and having fun!

## **COMMUNITY CALENDAR NEWS-REGISTER**

**SATURDAY, JUNE 11**

**FALLS CITY – ALL CITY GARAGE SALE** – Saturday, June 11<sup>th</sup>,  
8 am – 4 pm. Approximately 5 miles SW out of Dallas, take Falls City turn off, drive approximately 4 miles to Falls City. For garage sale participants, obtain a map from Frink's General Store or **Welcome Booth** at Community Center on Main Street.

## Falls City Water Master Plan Status Update



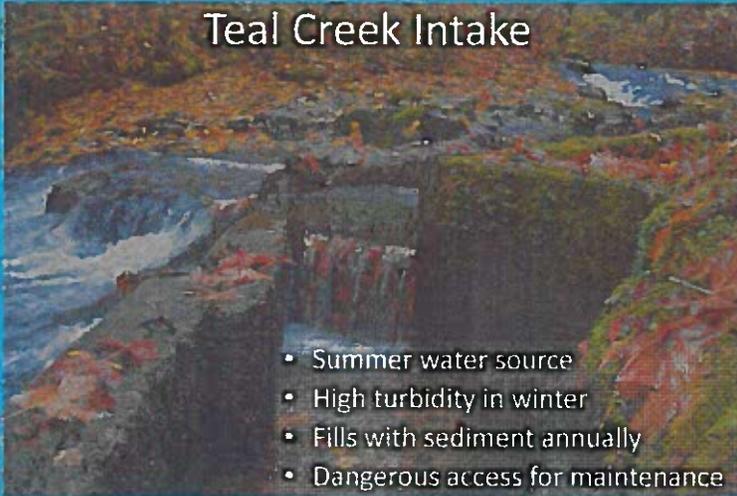
## Existing Water System

- 2 Intakes
- Water Treatment Plant (WTP)
- Reservoir
- Distribution System
- 2 Pressure Reducing Valves (PRVs)



## Exhibit B

### Teal Creek Intake



- Summer water source
- High turbidity in winter
- Fills with sediment annually
- Dangerous access for maintenance

### Glaze Creek Intake



- Winter water source
- Good turbidity year-round
- Low flows in summer

## Existing Water System- WTP



- Slow Sand Filter
- Good condition
- City is on top of O&M maintenance
- Equipment upgrades:
  - Turbidity-this year
  - Chlorine Analyzer - recently

## Reservoir

- Good condition
- A few bullet holes need to be repaired
- Roof needs repainted
- A second reservoir is desired for redundancy
- No automation

Storage Evaluation	Current	2035
MDD	350,000	471,579
ADD	104,970	141,434
Operations & Expenses (0.25 MDD)	87,500	117,899
Emergency (2x ADD)	209,941	282,868
Fire Suppression (1,500 gpm for 2 hours)	180,000	180,000
Total Storage Needs	477,441	480,762
Total Storage Available	835,650	831,650
Storage Surplus	358,209	350,888

## Distribution System

Pipe Size	Distribution Piping (ft)	Transmission Piping (ft)	Total Piping (ft)	Percent of Piping
< 4"	10,357		10,357	12.14%
4"	8,382		8,382	9.83%
6"	21,554	2,429	23,983	28.11%
8"	15,034	662	15,696	18.40%
10"	9,103	11,951	21,054	24.68%
12"	4,865	970	5,836	6.84%
<b>Total</b>	<b>69,295</b>	<b>16,013</b>	<b>85,308</b>	<b>100.00%</b>

- 16 miles of pipe
- 23% asbestos cement
- 47 Fire Hydrants
- 2 PRVs

## Demands & Fire Flows



### Demands (GPM)

Demand Type	Current	2035
Max Day	243	327
Max Month	161	217
Average Day	73	98
Winter Day*	56	75
Peak Hour**	365	491

\*Winter = November- February  
 \*\* Assume a typical 1.5 peaking factor from max day

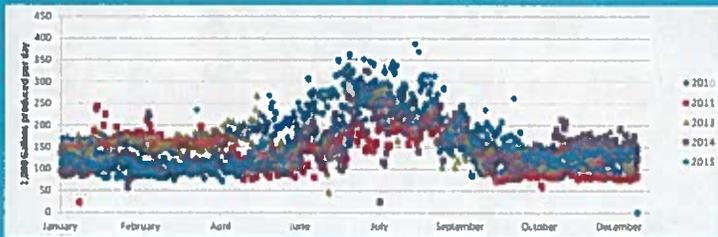
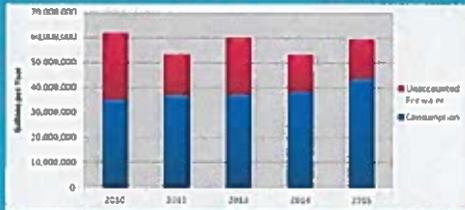
### Fire Flows (GPM)

Type	Demand
Residential Fire Flow	1500
Commercial Fire Flow*	3000

\*Still awaiting info from ISO, subject to change

8 hydrants

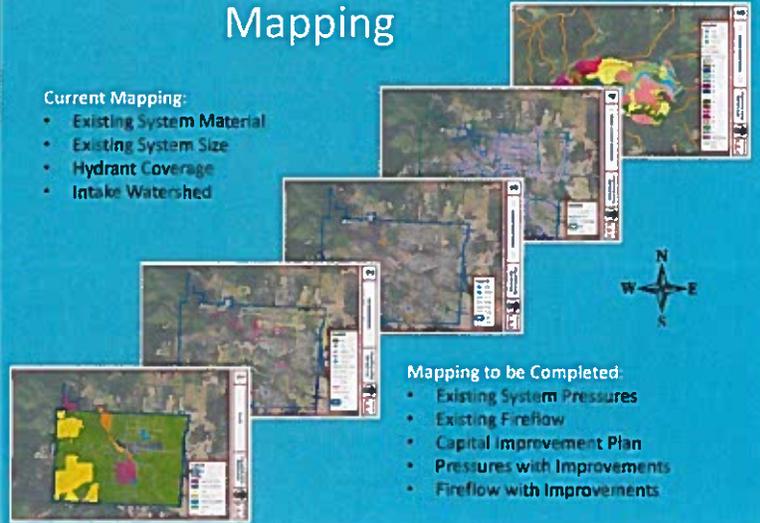
## Production



## Mapping

### Current Mapping:

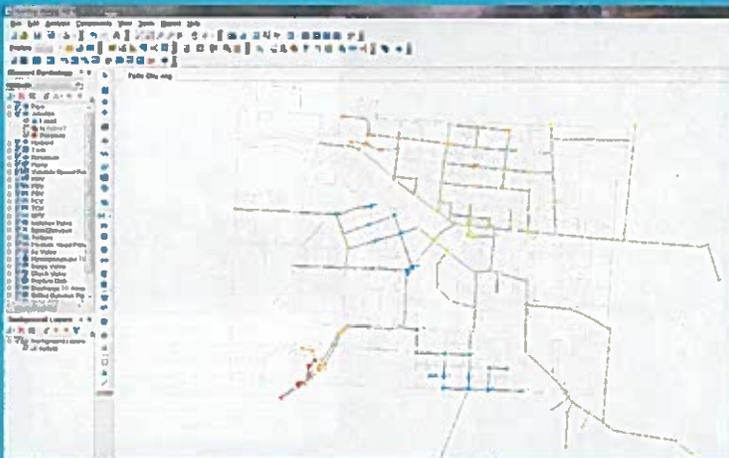
- Existing System Material
- Existing System Size
- Hydrant Coverage
- Intake Watershed



### Mapping to be Completed:

- Existing System Pressures
- Existing Fireflow
- Capital Improvement Plan
- Pressures with Improvements
- Fireflow with Improvements

## Water Model



## Next steps

- Model evaluation
- Alternatives development
- Capital Improvement Plan
- Rate Study
- Financing Options
- Water Management and Conservation Plan
- Standard Infrastructure Specifications

