



PUBLIC NOTICE City Council Meeting

Posted: April 10, 2020

(Frink's, City Hall, Community Center, Website)

A Regular Session of the Falls City Council will be held as follows:
Meeting Date: Monday, April 13, 2020 Time: 6:00 pm

ALL COUNCIL MEETINGS WILL BE TELEPHONIC UNTIL FURTHER NOTICE!

How to Attend/Participate:

1. **Call-in:**
 - a. (425) 436-6370, Code: 251514(#)
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment. Please visit freeconferencecall.com for a tutorial
 2. **Web Application:** Download the Freeconferencecall.com web application
 - a. Meeting ID: manager3208
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment.
 3. **City Hall Covered Porch:** Come to City Hall, the meeting will be played on a phone at the window. You can raise your hand to indicate to City Staff inside the building if you would like to comment. A speaker phone will be available for commentary, please raise your hand to indicate to city staff if you wish to be heard.
 - a. Address: 299 Mill St. Falls City, OR 97344
 4. **Write-In:** Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344
-

AGENDA

1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor___ Dennis Sickles ___ Lori Jean Sickles__

Jennifer Drill ___ Tony Meier___ Cliff Lauder___ TJ Bailey ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, PROCLAMATIONS

Announcements:

- a. Mayor and Manager Provide COVID-19 Community Update
- b. All Council - Statements of Economic Interest Due 4/15/20
- c. Budget Committee Meeting!
 - i. April 23, 2020 at 6pm via Telephonic Meeting- (425) 436-6370; Code: 251514(#)

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

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

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

6. REPORTS

- a. Mayor, Council
- b. Community Development & Outreach Coordinator ----- pg. 4
- c. Manager -----pg. 5-7

7. CONSENT AGENDA

- a. Approval of the Bills----- pg. 8-13

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

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

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

- a. Please limit your commentary to five (3) minutes or less.
- b. Please state your name and city of residence for the record.
- c. Letters:
 - i. Bureau of Land Management- Letter of Appreciation to FCFD -----pg. 14
 - ii. Judge Stan Butterfield - Municipal Court Resignation-----pg. 15

9. NEW BUSINESS

- a. Falls City Logo Selection----- pg. 16-19
- b. City Manager Review & Contract Negotiation ----- pg. 20-25

10. OLD BUSINESS

- a. Luckiamute Clinic Pocket Park (William) ----- pg. 26-32
- b. Clinic Building Discussion (William) ----- pg. 33-55

11. CITIZEN COMMITTEES

- a. Parks & Recreation, Public Works, Historic Landmarks - *Cancelled until further notice*

12. ADJOURN

March 2020, Public Works Staff Report

Monday, 2 Power outage WWTP, used backup generator two hours, staff meeting.

Tuesday, 3 Clean intake, meeting possible grant for Chamberlain, clean intake.

Wednesday, 4 Staff report, grounds Upper Park, water sample.

Thursday, 5 & Friday, 6 Upper park grounds, i.e. limbs.

Saturday, 7 & Sunday, 8 Routine water and sewer.

Monday, 9 Clean utility vehicle, Jon has waste water class in Salem, City council Meeting.

Tuesday, 10 WWTP project possible replacement of three way valve, locates Pine and Fair Oaks.

Wednesday, 11 Upper park maintenance.

Thursday, 12 Septic tank back up unplugged and had pump.

Friday, 13 Final limbs and piles pickup Upper Park, showed new grader contractor around town, state waste water report.

Saturday, 14 & Sunday, 15 Routine water and sewer.

Monday, 16 & Tuesday, 17 Piles clean up upper cemetery.

Wednesday, 18 Mowed upper cemetery, town fuel, delivery notices Parry Rd. project.

Thursday, 19 Switch back over using Ford, and Fire Department vehicle, for time being.

Friday, 20 The rest month, public works cleaning and inventory lower shop, Parry Rd. water main. As every month meter reading the 25th and 26th.

Mac Corthell

From: lorilect@aol.com
Sent: Monday, April 6, 2020 10:55 PM
To: manager@fallscityoregon.gov
Subject: March Report

Greetings, March may have seen us all in our homes for the most part, but the calls show one of our busiest months. We've had no drills due to the state mandated quarantine and no events to add. For my part, I've been working on grants, data entry and such, still rehabbing my stump :)

Fire: 4
Medic: 20
MVA: 3
Public service: 3

Eleven of these were mutual aid calls. I hope this finds you all in good health and not too stir crazy, God willing there will be an end in sight.

Sincerely,
Lori

March 2020 Falls City Stats

Falls City Calls for Service			
Assault	Harassment	Misc Crime	Susp Activity
Area Chk	Driving	Miss Person	Susp Person
Animal	Domestic Dist	Noise	Susp Vehicle
911 Hangup	Found Property	EDP	Theft
Burglary	FIR	Ordin Vio	Trauma
Assist Other Agency	Fraud	Overdose	traffic assist
ATL (attempt to locate)	Follow up	prowler	Traffic Stops
DUI	Harassment	runaway	Trespass
Citizen Contact	Illegal Park	sex offense	Warrant
Civil Paper Service	Gen Disturb	Shots Fired	Welfare Check
Criminal Misch	Alarm	Stolen Veh	Uncon

Falls City Calls for Service	Of the FC Calls for Service	involved crimes
Total Calls for Service (county wide)	68	7
Falls City % of Total Calls	1459	3
	4.7%	42.9% clearance
		4.9% of total arrests

Total Service Calls (Polk County)	1459	
Cases Cleared by arrest	146	Crimes Occ
Total Arrests (county wide)	67	45.9%
	81	
		Junvenile Arrests
		3 (county wide)
		1 (Falls City)
		(only true crimes reported here)



Community Development & Outreach Coordinator Report April 13, 2020

Dear Honorable Mayor and City Council,

I hope you are all staying healthy and well while we wait out the COVID-19 pandemic. Even though most people are stuck at home, I hope you all are enjoying the nicer Spring weather! I'd like to take a moment to update the City Council on my recent work.

Community & Economic Development

- Falls City Thrives (formerly "the Steering Committee") has filed their articles of incorporation and is officially a registered nonprofit! The next steps are filing for IRS tax-exempt status and opening a bank account.
- A pocket park has been planned for in front of the Luckiamute Clinic building and estimates for building renovations have been gathered. We'll discuss in more detail later in this meeting.
- I have compiled some resources aimed at providing relief for small business owners during the COVID-19 outbreak. That list was e-mailed to Falls City North Main Street business owners and is available on the City's website. I will continue to add to it as I hear of more opportunities.

City Council & Committee Handbooks

- Please return your Council Resource Binders to City Hall ASAP! Binders can be returned when City Hall is open on the following days between 10am and 5pm:
 - Wednesday, April 15
 - Wednesday, April 22
 - Thursday, April 23
 - Monday, April 27
 - Friday, May 1

Thank you for your continued support.

Respectfully Submitted,

William Sullivan

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR



CITY MANAGER'S REPORT APRIL 6, 2020

CITY MANAGER'S
OFFICE

Dear Council, Citizens, and Staff,

It's been quite a ride since my last report with the outbreak of COVID-19 across the world, social distancing, and 'stay at home' orders, we find ourselves in a very different place than what we could have anticipated. As the world changes, your City Staff is endeavoring to change with it, keep services in-tact, and push forward on those projects that allow it under the circumstances.

It's important for all readers to know that while it's not business as usual, the City organization is adaptable and ready to take on any challenge that comes our way. As a Marine and Soldier with multiple combat deployments I can say with complete confidence that we will take whatever hits come, regroup, reprioritize, launch our counterattacks, and see the battle through to victory.

With all of that said, please find updated project statuses in-light of the COVID-19 outbreak, and associated response measures:

COVID-19

1. Falls City Emergency Declared March 24, 2020
 - a. Request for Public Assistance submitted April 2, 2020.
2. City Hall-
 - a. Operating on a limited schedule, please see www.fallscityoregon.gov, or the front window of City Hall for details (calendar subject to change)
 - i. Open times for dropping off cash payments only, all others go in the drop box
 - ii. Voice messages checked daily when closed
 - b. Meetings will be taken on a case-by-case basis by digital means only
3. City Facilities-
 - a. Closed unless special circumstances dictate otherwise
 - i. Community Center hosting Warming Center as needed
 - ii. School lunch pick up outside Community Center daily
4. City Parks-
 - a. Green space OPEN, Social Distancing required
 - b. Park structures (e.g. playgrounds, restrooms, etc...) CLOSED until further notice
5. City Events-
 - a. All events until June 1, 2020 CANCELLED.
 - i. Reassessment in May, 2020.
6. Utilities (Water/Sewer)
 - a. Shut-Offs Waived
 - b. Penalties Waived
7. City Committees
 - a. Cancelled until further notice
 - b. Except Budget Committee, to meet telephonically April 23, 2020

FY 2020-2021 Budget

1. Draft Budget nearly complete
2. Budget Committee Meeting Scheduled 4/23/20

CDBG Wastewater

1. Property Acquisition-
 - a. Moving forward with Purchase Options on all but FCSD easement, still working valuation.
2. Design, Engineering, and Permitting-
 - a. NPDES permit has been preliminarily approved and out for public comment until 4/7/20.
 - b. 50% Design & Budget under review by the City, then to DEQ for approval process.
3. Environmental-
 - a. Ready for publication.
 - b. Archaeological survey to be requested by Confederated Tribes and State Historic Preservation, will be part of construction grant/phase.
4. Rate Study-
 - a. Only one proposal received, \$5k over budget. Working with contractor to mitigate some costs if possible.
5. Extension-
 - a. The current grant window closes in May of 2020, but the City has filed for a 6 month extension to November, 2020. Our grant administrator assures us this should be an easy ask.
6. Next Phase (construction)
 - a. One stop funding meeting cancelled, to be rescheduled after emergency.

Code Services (Council Goal #2)

1. Survey
 - a. City Staff is compiling results
2. Code Officer
 - a. City Staff is in talks with Stayton
 - b. City Staff creating database and organizing files
3. Municipal Court Judge
 - a. Just resigned without any discussion
4. Most Improved Yard
 - a. Councilor Drill organizing as time allows

Parry Rd. Water Main Project

1. Project Complete 4/8/20!
 - a. New Hydrant, 2 new services, and 2 new residences to come.

City Manager Transition

1. Based on the Council's current goal setting, and the current state of emergency, the City Manager will not be resigning in August as planned. To do so would bring more uncertainty to the citizens, council, and staff of Falls City in a time when consistency is needed more than ever. It would also be dishonorable in light of the how well the circumstances, and the relationship I've built with the Council and the Community.

Community Development Coordinator Projects

1. Falls City Thrives Non-Profit – In work getting tax exempt status
2. Old Clinic – moving forward with quotes for repair
3. Pocket Park – moving forward
4. Safe Routes to School – Application cycle just came open, working application
 - a. Holding '20 SCAG as match to see outcome of this
5. Committee Handbooks – In work
6. Website Overhaul – Complete!

WOU Social Media Partnership

1. Developed Falls City Logo

2. Developed Social Media initiatives (e.g. volunteer of the month)
3. Class out due to COVID-19.

Grading Contract

1. Contract drafted and submitted to contractor, awaiting response.

Planning/Land Use

1. 2 New Building Permits being Processed
 - a. 2 new water and sewer services

Backflows

1. Testing- Standard Operations
2. Repairs- On-hold

Master Utility Ordinance Implementation

1. On-hold

System Development Charge Development

1. On-hold

Chamberlain Rd. Repair

1. On-hold

Valley of the Giants Access

1. On-hold

Business Outreach for old Dump Site

1. On-hold

Lower Park Skate Park

1. On-hold

Surplus Vehicles/Equipment

1. On-hold
 - a. '06 Ford, Grader, Dump Truck, Fire Pumper, Chevy Tahoe

Please bear in mind that the "on-hold" projects have been given that status temporarily due to the health of City Staff reducing capacity, the various COVID-19 measures effecting essential partner operations, the addition of COVID-19 measures to the workload, and the ambiguity surrounding funding sources.

All of these projects will continue to be moved forward in every way that City Staff can move them while ensuring continued basic operations, and without sacrificing governing principles. Thank you.

Sincerely,



Macahan "Mac" Corthell, JD
City Manager
Falls City, OR

**City of Falls City
Paid Bills Report
As of March 9, 2020**

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Athena Warren1	03/09/2020	Reimburse Notary Cert	Accounts Payable		-40.00
	03/09/2020	Notary Cert	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	40.00
Total Athena Warren1					0.00
Edge Analytical	03/09/2020	Feb '20 Statement	Accounts Payable		-421.00
	03/09/2020	Water Labs Feb '20	Professional Services	SHARED SERVICES	78.00
	03/09/2020	Sewer Labs Feb '20	Professional Services	SHARED SERVICES	343.00
Total Edge Analytical					0.00
Frink's General Store	03/09/2020	03012020, 03012020A	Accounts Payable	01 GENERAL FUND:01.03 Parks	-331.36
	03/09/2020	Small Tools/Supplies	Operational Expenses		51.36
	03/09/2020	State of City- Food	Council Approved Projects	01 GENERAL FUND:01.02 City Council	280.00
Total Frink's General Store					0.00
Jerry Axford	03/09/2020	Refund for Permit 20-01	Accounts Payable		-75.00
	03/09/2020	Refund Permit 20-01	MISCELLANEOUS	01 GENERAL FUND:01.01 Administrativ	75.00
Total Jerry Axford					0.00
Macahan Corthell	03/09/2020	Travel Mileage 1/28/20-3/9/20	Accounts Payable		-80.27
	03/09/2020	Mac Mileage 1/28/20-3/9/20	Travel/Training/Dues/Statutory	SHARED SERVICES	80.27
Total Macahan Corthell					0.00
Petro Card	03/09/2020	C553194	Accounts Payable		-169.41
	03/09/2020	PW Fuel	Equipment O & M	SHARED SERVICES	169.41
Total Petro Card					0.00
Robert C Young Construction	03/09/2020	2/17/20	Accounts Payable		-480.50
	03/09/2020	Water Treatment Plant Leak/Wall Repair	Facilities O & M	20 WATER OPERATING FUND	480.50
Total Robert C Young Construction					0.00
Speer Hoyt LLC	03/09/2020	Inv: 54924	Accounts Payable		-247.00
	03/09/2020	Claim Notice & Personnel Handbook	Professional Services	01 GENERAL FUND:01.01 Administrativ	171.00
	03/09/2020	Parry Rd. Main Agreement	Water Capital	19 CITY UTILITY RESERVE FUND	76.00
Total Speer Hoyt LLC					0.00
TerryByte Computer Repair	03/09/2020	Inv 362	Accounts Payable		-2,163.53
	03/09/2020	Feb '20 MSA & Remote	Professional Services	SHARED SERVICES	250.00
	03/09/2020	Network Upgrade/Equipment	Equipment O & M	SHARED SERVICES	938.53
	03/09/2020	Community Center Key System	Professional Services	SHARED SERVICES	975.00
Total TerryByte Computer Repair					0.00
Van Well Building Supply	03/09/2020	Inv: 539476	Accounts Payable		-66.97
	03/09/2020	Small Tools	Operational Expenses	01 GENERAL FUND:01.03 Parks	66.97
Total Van Well Building Supply					0.00
Verizon Wireless	03/09/2020	Inv 9849054346	Accounts Payable		-82.01
	03/09/2020	Feb '20 PW Duty Phone	UTILITIES	SHARED SERVICES	82.01
Total Verizon Wireless					0.00
Williamson & Aehl, LLP	03/09/2020	Feb '20 Accountant	Accounts Payable		-631.20

City of Falls City
Paid Bills Report
 As of March 9, 2020

Total Williamson & Aebi, LLP
 TOTAL

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
03/09/2020	Feb '20 Accountant	Professional Services	SHARED SERVICES	631.20
				0.00
				0.00

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City of Falls City
Paid Bills Report
 As of March 16, 2020

Date	Memo	Account	Class	Amount
CenturyLink				
03/16/2020	Acct 5037874719562B	Accounts Payable	20 WATER OPERATING ...	-80.57
03/16/2020	2/20 Telephone-WTP	UTILITIES		80.57
Total CenturyLink				
Consumers Power Inc				
03/16/2020	Account # 1155301: Feb '20	Accounts Payable	20 WATER OPERATING ...	-273.10
03/16/2020	Feb '20 Power- WTP	Power		273.10
Total Consumers Power Inc				
Oregon Department of Enviro Quality				
03/16/2020	WQ2DDOM-0986	Accounts Payable	13 SEWER FUND	-2,488.00
03/16/2020	2020 Annual Sewer Permit...	Travel/Training/Dues/St...		2,488.00
Total Oregon Department of Enviro Quality				
Polk Community Development Corporation				
03/16/2020	Land Loan 0007901-1	Accounts Payable	01 GENERAL FUND:01.0...	-2,518.63
03/16/2020	Loan Principal 0007901-1	79011 Land Principal (G...		2,043.52
03/16/2020	Loan Interest 0007901-1	92211 Land Purchase I...	01 GENERAL FUND:01.0...	475.11
Total Polk Community Development Corporation				
US Bank Visa				
03/16/2020	Account: 47985312149811...	Accounts Payable	SHARED SERVICES	-433.47
03/16/2020	Checks	Operational Expenses		433.47
Total US Bank Visa				
Westech Engineering				
03/16/2020	246290, 246289	Accounts Payable	13 SEWER FUND	-16,633.45
03/16/2020	246290-CDBG Wastewater	'17 CDBG Wastewater ...		15,981.95
03/16/2020	246289-Parry Rd. Main	Water Capital	19 CITY UTILITY RESER...	651.50
Total Westech Engineering				
TOTAL				0.00

City of Falls City
Paid Bills Report
 As of March 23, 2020

Date	Memo	Account	Class	Amount
City of Dallas				
03/23/2020	Inv 2933	Accounts Payable		-300.00
03/23/2020	St Sweeping Mar '20	Professional Services	11 STREET FUND	300.00
Total City of Dallas				
Dallas School District				
03/23/2020	FA332020	Accounts Payable		-70.00
03/23/2020	Med Charts	Uniforms and Protectiv...	01 GENERAL FUND:01.0...	70.00
Total Dallas School District				
King's Pumping Service				
03/23/2020	Inv 17649	Accounts Payable		-465.00
03/23/2020	Pumping 234 Prospect St.	Professional Services	13 SEWER FUND	465.00
Total King's Pumping Service				
L & L Equipment				
03/23/2020	Inv 17280	Accounts Payable		-39.98
03/23/2020	Mower Blade	Equipment O & M	01 GENERAL FUND:01.0...	39.98
Total L & L Equipment				
Pacific Power				
03/23/2020	multiple accounts, 210915...	Accounts Payable		-2,700.48
03/23/2020	2/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	209.00
03/23/2020	2/20 Sewer Power	UTILITIES	13 SEWER FUND	339.55
03/23/2020	2/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	1,129.98
03/23/2020	2/20 Street Power	UTILITIES	11 STREET FUND	622.58
03/23/2020	2/20 Water Power	UTILITIES	20 WATER OPERATING ...	62.69
03/23/2020	2/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	336.68
Total Pacific Power				
Petro Card				
03/23/2020	C559715	Accounts Payable		-155.23
03/23/2020	PW Fuel	Equipment O & M	SHARED SERVICES	155.23
Total Petro Card				

City of Falls City
Paid Bills Report
 As of March 23, 2020

Date	Memo	Account	Class	Amount
Polk County Sheriff's Office				
03/23/2020	Inv 78795	Accounts Payable		-269.25
03/23/2020	3rd Quarter 19-20 Radio C...	Professional Services	82 FIRE EQUIPMENT/OP...	269.25
Total Polk County Sheriff's Office				
Spectrum Business				
03/23/2020	INV: 0019088031020	Accounts Payable		-119.95
03/23/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	119.95
Total Spectrum Business				
Valley Electric Company, LLC				
03/23/2020	Feb '20 Statement	Accounts Payable		-703.48
03/23/2020	City Hall Circuit Breaker	Professional Services	01 GENERAL FUND:01.0...	703.48
Total Valley Electric Company, LLC				
Van Well Building Supply				
03/23/2020	Inv: 54666/6	Accounts Payable		-104.98
03/23/2020	Small Tools	Operational Expenses	01 GENERAL FUND:01.0...	104.98
Total Van Well Building Supply				
TOTAL				
				0.00

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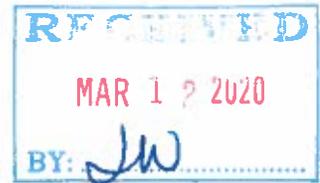
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City of Falls City
Paid Bills Report
 As of March 30, 2020

Date	Memo	Account	Class	Amount
Great American Financial Services				
03/30/2020	Inv: 26696020	Accounts Payable		-189.00
03/30/2020	Copier Lease Payment 03/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				
0.00				
Quadient				
03/30/2020	Acct: 7900 0440 8064 7419	Accounts Payable		-389.85
03/30/2020	Postage & Machine 3/20	Operational Expenses	SHARED SERVICES	389.85
Total Quadient				
0.00				
Valley Electric Company, LLC				
03/30/2020	Mar '20 Statement	Accounts Payable		-963.76
03/30/2020	Sewer Plant Floats & Digit...	Professional Services	13 SEWER FUND	963.76
Total Valley Electric Company, LLC				
0.00				
William Sullivan				
03/30/2020	Reimburse FC Thrives Bu...	Accounts Payable		-50.00
03/30/2020	FC Thrives Oregon filing	RARE Project	01 GENERAL FUND:01.0...	50.00
Total William Sullivan				
0.00				
Xerox Financial Services				
03/30/2020	Invoice 2029486 - Tax Fre...	Accounts Payable		-180.75
03/30/2020	3/20 Xerox Buyout (Reimb...	Professional Services	SHARED SERVICES	180.75
Total Xerox Financial Services				
0.00				
TOTAL				
<u>0.00</u>				

March 9th, 2020

Falls City Volunteer Fire Department
320 N Main St.
Falls City, OR 97344



To the Falls City Volunteer Fire Department,

Early in the morning of January 8, 2020 several Bureau of Land Management (BLM) employees, myself included, were traveling up the gated portion of the Black Rock Mainline past the county road. This is where we found a woman stranded, her car in the ditch, in need of assistance and medical attention.

Soon after relaying the information to our dispatcher, EMS, Polk County Sheriff's Deputies and members of the Falls City Volunteer Fire Department arrived to assist.

We thank you for your help in aiding in her care. All members of the BLM were impressed with your response, candor and attention. Without the help of the Falls City Volunteer Fire Department and all those involved the outcome could have been much worse. We are grateful that you were able to help us resolve the issue promptly and professionally.

Thank you again and best regards,

A handwritten signature in black ink, appearing to read "Andy Jensen".

Andy Jensen
Forester
Marys Peak Field Office
Northwest Oregon District, BLM
1717 Fabry Rd. SE
Salem, OR 97306

A handwritten signature in black ink, appearing to read "Brian W. Barclay".

Brian Barclay
Cruiser/Appraiser
Marys Peak Field Office
Northwest Oregon District, BLM
1717 Fabry Rd. SE
Salem, OR 97306

March 9, 2020

The City of Falls City
299 Mill Street
Falls City, OR 97344

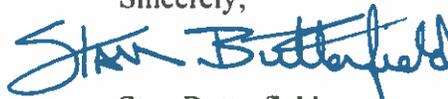
RE: Resignation of Municipal Court Judge

Dear Mayor and Council:

This letter will serve as notice of my resignation as Municipal Court Judge for the City of Falls City. I think this was a noble experiment, but my court support staff has completely changed since we began to service a docket of code enforcement violations for Falls City. Frankly, there just hasn't been enough code enforcement activity to justify the time it would take to train my staff on how these things should be handled to serve your city.

Thank you for the opportunity to serve your city even if it was only for a brief time. My best wishes that a time will come when a municipal court mechanism can be a more viable approach to improve the quality of life for all of your citizens.

Sincerely,



Stan Butterfield,
Attorney at Law

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: FALLS CITY LOGO
DATE: 4/6/20

SUMMARY

Selection of an updated Falls City logo, 3 options presented.

BACKGROUND

Falls City currently boasts a logo commemorating its Centennial back in 1993. Not only is this logo outdated in terms of the event it represents, current digital technology does not allow for it to be cleanly recreated on digital and print media.

The result is a logo that, while representative of the City's traditions and longevity, is nearly unreadable on most media and does not present the city in a way that supports the desired brand or Falls City as destination and gateway to nature.

The proposed logos were developed by students of Western Oregon University in conjunction with City Staff, the Mayor, and other commentators. There are three logos to select from, each presents advantages over the current logo:

1. Represent Falls City in a recreational, outdoor adventure light;
2. Highly adaptable to all media formats;
3. Colors easily changed to provide focus on a given day/event (e.g. Veteran's Day);
4. Make Falls City's logo easily discernable from a distance and up close;
5. Provide a professional appearance, and thus image.

PREVIOUS COUNCIL ACTION

Adopted outdoor recreation and adventure as Council Goal #3.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None.

STAFF RECCOMENDATION

Staff prefers "Mountains and Trees" logo.

EXHIBIT

Proposed Logos- 1) Mountains and Trees, 2) Trees, 3) Mountains

PROPOSED MOTION

I move the City Council of the City of Falls City adopt [Mountains and Trees] logo as the official logo of Falls City.



End of the road, start of your adventure



FALLS CITY

End of the road, start of your adventure



End of the road, start of your adventure

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: MANAGER REVIEW AND CONTRACT NEGOTIATION
DATE: 4/13/20

SUMMARY

A report reviewing the procedure for conducting the City Manager's review and appointing the Mayor and Council President to negotiate renewal terms of the Manager's contract.

MANAGER'S REVIEW

The City Manager's contract was adopted in May of 2018, and each year at the May meeting the Manager's performance for the preceding year is evaluated. It is the Mayor's responsibility to collect information for the review and guide its course. The Manager may have the review heard in executive or public session at his discretion.

I am requesting my review be held in executive session.

CONTRACT NEGOTIATION

This year marks the 2nd anniversary of the City Manager's hiring and is an appropriate time to review the Manager's Contract. Two years is a significant point in a City Manager's tenure: it is the ethical floor for the ICMA code of ethics, and is the point at which the vast majority of management related successes and failures, both continued and anew, can be fairly attributed to the existing manager.

I am requesting my contract be renegotiated. One common route for conducting City Manager contract negotiations is to appoint less than a quorum of the City Council, typically the Mayor and Council President. Once an agreement has been reached, the full Council would vote to ratify or reject it.

ALTERNATIVES

1. The current contract is open ended on term, the Council may vote to deny the City Manager's request to renegotiate and adhere to the current contract.
2. The Council may modify the contract negotiation process as it sees fit.

EXHIBIT

A- Current City Manager's Contract.

PROPOSED MOTION

I MOVE THE CITY COUNCIL OF THE CITY OF FALLS CITY grant the Manager's request to renegotiate his contract, and appoint the Mayor and Council President to negotiate, confer, and present an agreement to the Council for ratification or rejection.

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into this 27th day of April, 2018, by and between the **CITY OF FALLS CITY, OREGON**, a municipal corporation, hereinafter called "**City,**" and **Macahan A. Corthell** hereinafter called "**Employee.**"

WHEREAS, the City desires to employ the services of the Employee as City Manager as provided by the City Charter, applicable ordinances, and the City Manager Job Description; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as City Manager of the City of Falls City, Oregon:

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREBY CONTAINED, THE PARTIES AGREE AS FOLLOWS:

SECTION 1. DUTIES

- A. The City agrees to employ Employee as the City Manager with the job duties as further specified in the City Charter, applicable Ordinances, and the City Manager's job description (which is attached to this Agreement and by this reference incorporated herein). Employee further agrees to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign.
- B. The Employee will render the services of City Manager in a professional manner.
- C. The Employee will devote the necessary hours each week to the performance of such duties that may be assigned to him by the City.
- D. The Employee will serve the City diligently and faithfully, and according to his best ability in all respects, and will use his utmost endeavors to promote the interest of the City.

SECTION 2. TERM

- A. This Agreement shall commence on May 10, 2018. This Agreement shall remain in full force and effect from the commencement date unless the City Manager is terminated or resigns as provided in Section 3.
- B. Employee is an employee at will. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Employee, subject only to the provisions set forth in Section 3 of this Agreement.

- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject only to the provisions set forth in Section 3, Paragraph B of this Agreement.
- D. This Agreement shall remain in full force and effect from its effective date unless it has expired or is terminated by either party as provided in Sections 2 and 3 of this Agreement.
- E. Employee agrees to remain in the exclusive employ of the City throughout the duration of this Employment Agreement, and to neither accept other employment nor become employed by another employer until the termination date of this Employment Agreement, unless the outside employment is pre-approved by the City and does not interfere with the City Manager's job duties.

SECTION 3. TERMINATION AND SEVERANCE PAY

- A. Termination Without Cause. In the event City terminates Employee Without Cause, City agrees to pay employee a lump sum payment equal to two (2) months' of Employee's base salary. All severance payments are subject to required payroll withholding and deductions. Employee's acceptance of the severance payment shall constitute a release and waiver of all claims of any type or nature whatsoever against City, it's Mayor, Councilors, employees, volunteers and agents. Employee and City agree to execute a Release and Waiver of Claims acceptable to City as a condition of Employee receiving severance pay.
- B. Voluntary Resignation. If Employee voluntarily resigns his position during this Agreement, he shall give the City thirty (30) days' advance written notice, unless the parties otherwise agree. If he fails to give the required notice, the City may, at its sole discretion, reduce Employee's sick and vacation benefits payable to resigning City employees (the reduction equal to the number or sick and vacation hours Employee would have earned over the course of 30 days). Employee is not entitled to any severance payment under this Agreement in the event of Employee's voluntary resignation.
- C. For Cause Termination. City may terminate For Cause. Employee is not entitled to any severance payments under this Agreement if he is terminated For Cause. Termination "for cause" means termination occurring due to Employee's: neglect of duty, breach of contract, inefficiency, insubordination, conduct involving moral turpitude, inadequate performance, repeated or serious violations of City policies, dishonesty of any kind, or failure to comply with other reasonable requirements as the City may prescribe.

If the parties dispute whether the Employee was terminated "for cause," either party may request binding arbitration on the question. Arbitration shall be requested by delivering the other party a written request for arbitration. Within thirty (30) days of receipt of such request, the parties shall select a mutually

agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within thirty (30) days, an arbitrator shall be appointed by the Circuit Court for the State of Oregon for Polk County, in accordance with ORS 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's final decision shall be final and binding upon the parties. All arbitrations shall take place in Polk County Oregon, unless the parties both agree to have the matter arbitrated elsewhere. Each party agrees to pay its own arbitration costs, including any attorney fees or costs.

SECTION 4. SALARY AND RETIREMENT

- A. The City shall pay Employee for services rendered under this Agreement at an annual rate of \$63,400, which sum shall be payable in installments at the same time and manner as other employees of the City are paid. After an initial six-month evaluation period, Employee's pay shall be increased to an annual rate of \$66,570 (5% increase).
- B. The City shall consider annual cost of living increases to Employee's base salary at the earliest Council Meeting after May 1st of each year. The percentage increase to be considered shall be based on the West - Size Class B, Consumer Price Index (CPI), for the year ending with the most recent December. The City reserves full discretion to deny the cost of living increase for any reason, or no reason. The City will not take up a cost of living increase if a raise equal to, or in excess of the CPI has been granted in the calendar year prior to the Council Meeting at which the cost of living increase would be taken up. The effective date of any pay increase in any year will be July 1.
- C. The City agrees to classify the City Manager position as an Oregon PERS-qualified position and to make payments to PERS as with other City employees.

SECTION 5. PERFORMANCE EVALUATION

The Mayor and Council shall review and evaluate Employee's performance after six (6) months and again after twelve (12) months. Thereafter, performance reviews shall take place annually. The City Manager shall administer, schedule and provide sample performance evaluation materials to the Mayor and Council prior to budget adoption, or at such other or more frequent times as the Council may desire. Employee performance review and evaluation shall be in accordance with criteria and duties set forth in the City Manager's job description and other criteria as the Council may establish. The Mayor, as directed by the Council, shall provide the Employee with a written summary statement of the evaluation and provide an adequate opportunity for Employee to discuss any concerns or response with the Mayor and Council. The performance summary and any written response shall be made part of the Employee's personnel file.

SECTION 6. HOURS OF WORK

It is recognized that the Employee must regularly devote in excess of forty (40) hours per week to his duties and that such time is often outside the "normal office hours" of the City. The Employee may exercise discretion to apportion some working hours to occur "off-site" for special projects and may take administrative time off of his regularly scheduled work hours, as long as it does not adversely affect the operation of the City. Employee shall use the Monthly Payroll Timesheet to account for administrative, sick leave, vacation, or holiday time used.

SECTION 7. VACATION LEAVE

Employee shall be entitled to five days paid vacation time upon commencement of this Agreement. Upon completion of the probationary period of six months, Employee shall be entitled to paid vacation time earned and accrued on the basis of 10 days for each 50 weeks of employment. Vacation time shall accrue on a pro rata basis, and shall be taken as the Employee and Employer shall agree with 320 hours maximum accrual.

SECTION 8. PROFESSIONAL DEVELOPMENT

The City agrees to budget and pay for Employee's travel and subsistence expenses necessary for his professional development and beneficial to the City. Subject to budgetary constraints, time limitations and the convenience of both the City and the Employee, the Employee is permitted and encouraged to attend such professional development meetings, activities seminars, courses, and institutes in accordance with the City's applicable policies.

City will pay for the City Manager's membership in the International City/County Managers Association (ICMA) and the Oregon City/County Managers Association (OCCMA) and associated local and national conferences, as approved and budgeted by the Mayor and Council.

City will pay for Employee's expenses associated with civic membership, as approved and budgeted by the Mayor and the Council.

SECTION 9. INDEMNIFICATION

The City shall defend, save harmless and indemnify Employee against any tort, professional liability claim, or other legal action, arising out of an alleged act or omission occurring in the course and scope of performance of Employee's duties as City Manager to the extent required under Oregon law and subject to the limitations within the Oregon Tort Claims Act and the Oregon Constitution.

SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

City general employee regulations, rules, policies and benefits shall apply to Employee *unless they conflict with or are inconsistent with this Agreement*. If there is a conflict or inconsistency between the City's regulations, rules or policies and this Agreement, this Agreement shall prevail. Specifically, any City regulations, rules or policies pertaining to the City Manager performance review process, termination process, disciplinary process, and disciplinary review process will not apply. This Agreement provides the City's sole and exclusive performance review process, termination process, disciplinary process, and disciplinary review process for the City Manager.

SECTION 11. GENERAL PROVISIONS

- A. Wherever this Agreement provides an option, election or approval by the City, such provision shall be construed to require that such option, election or approval shall be made by the City Council, except where this Agreement specifies that the option, election or approval may be given by the Mayor.
- B. This Agreement shall constitute the entire agreement between the parties.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- D. If any provision or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Employee acknowledges this document has been drafted by the City Attorney, who does not represent him, and that he has had the opportunity to consult with legal counsel of his choosing at his expense before signing below.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals effective the day, month and year first above written.

CITY OF FALLS CITY, OREGON:

EMPLOYEE:

By: _____
Jeremy Gordon, Mayor

Macahan Corthell

Date: _____

Date: _____

STAFF REPORT

To: Honorable Mayor and City Council
From: William Sullivan, Community Development & Outreach Coordinator
Subject: Luckiamute Clinic Pocket Park
Date: April 13, 2020

Summary

Falls City Thrives has planned a small pocket park in front of the Luckiamute Clinic building to act as an "outdoor living room" in the North Main Street business area where residents can gather, visitors to Falls City can access resources and information, and that will serve as an anchor for the community's parks and outdoor recreation activities. The pocket park will feature a community bulletin board that includes interpretive signage detailing outdoor recreation spots, wooden seating (designed to highlight the city's timber history), wayfinding signage, amenities for cyclists (bike racks and a repair station), and other natural enhancements of the outdoor space (trees, plants, dry river bed). Falls City Thrives will recruit volunteers to assist in construction of the park and students from Falls City High School will also donate volunteer time. Using hardscaping and locally made features (seating, bike rack, etc.), the park is designed to require little to no maintenance.

Background

Falls City Thrives has met twice with Kate Schwarzler, the Independence Downtown Association President and a trained landscape, who has assisted in designing the park. A grant to fund the project was submitted to the Oregon Community Foundation on February 20, 2020. A decision is expected in April. If the grant application is denied, the City has another opportunity lined up and can make adjustments to the previous grant application.

In-kind donations have been promised from Western Interlock. Falls City Thrives is soliciting donations of wood seating and a table from local artisans.

The previous Parks & Recreation Committee meeting was cancelled due to the COVID-19 outbreak, so there was not an opportunity for that committee to make a recommendation to City Council. The pocket park was briefly discussed at the February 19th meeting.

Previous Council Action

William Sullivan, Community & Development Outreach Coordinator, briefly discussed the pocket park project at the March 2, 2020 Council work session as a central hub for Falls City's outdoor recreations spots and parks.

Alternatives/financial implications

There is no financial ask of the City for this project. All costs will be covered by in-kind donations and the grant. Down the road, this project will increase the value of the property and most of the pocket park could be moved if the property were ever sold.

Staff recommendation

Staff recommends that City Council vote to approve the pocket park.

Exhibits

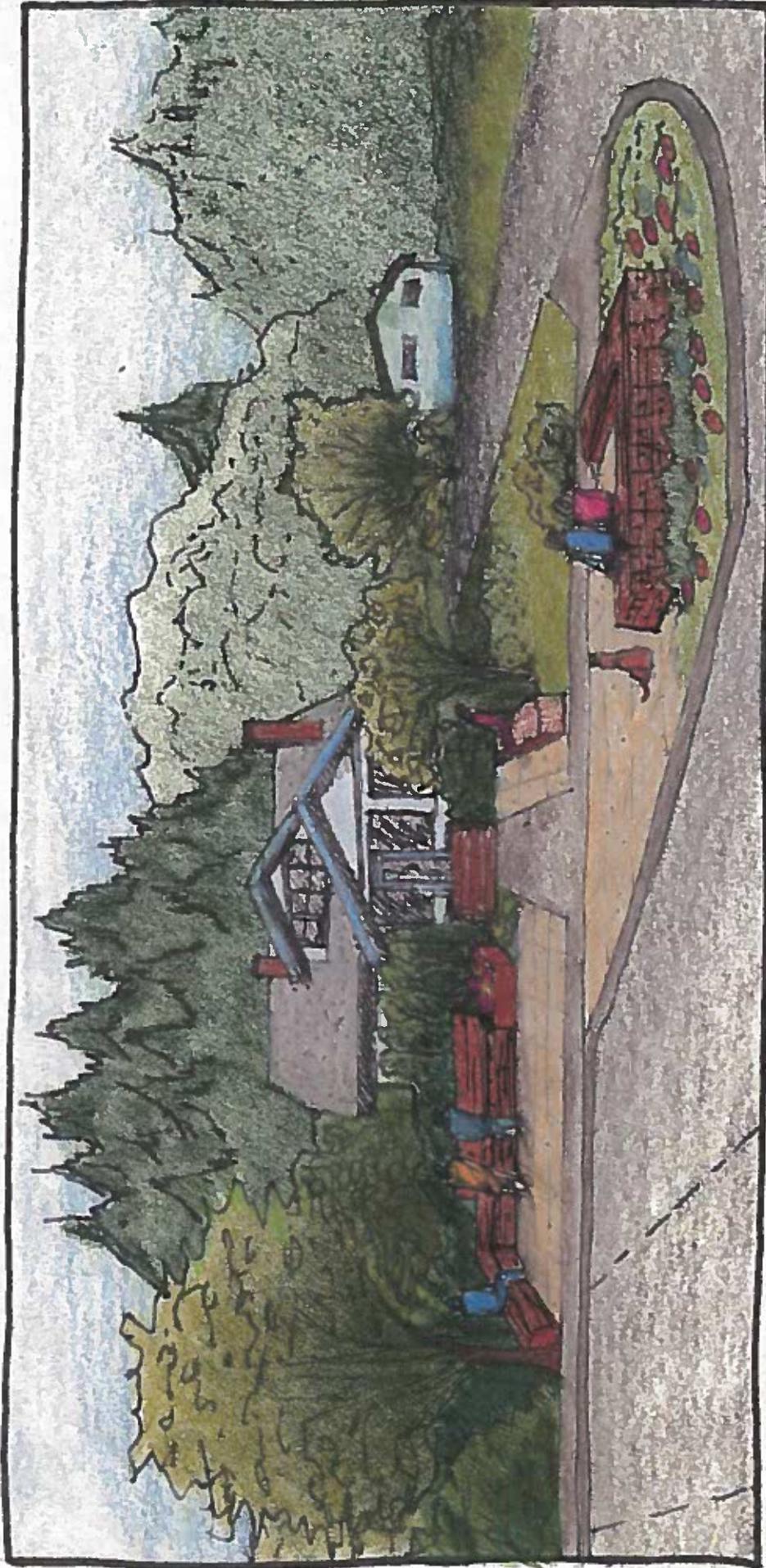
Exhibit A- Pocket Park Design Sketches

Exhibit B- Cover Letter for OCF Parks Grant Application

Proposed Motions

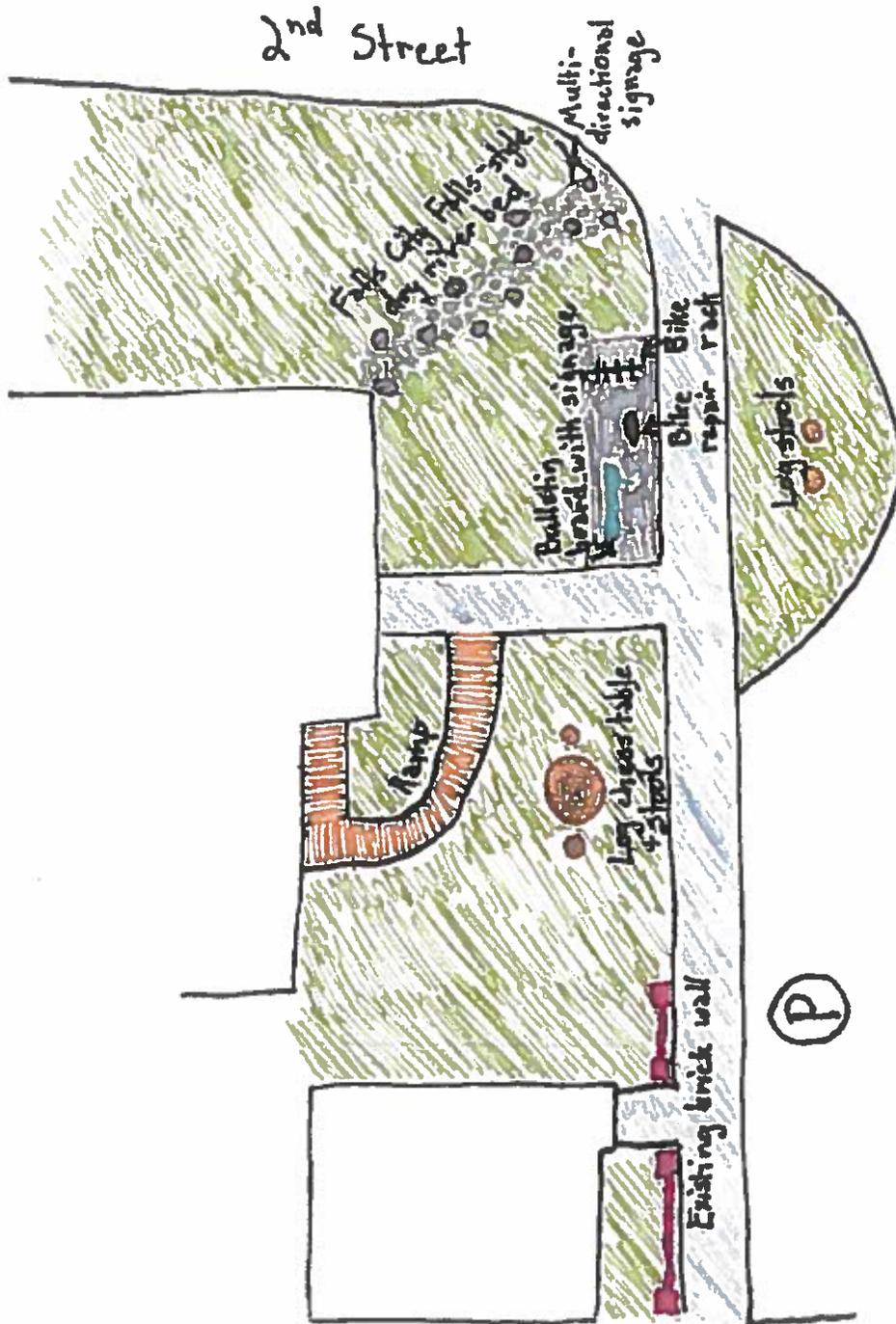
I move that the Falls City City Council approve the pocket park as designed for the property at 304 North Main Street.

Exhibit A



**City of Falls City
Main Street Pocket Park Concept Sketch
November | 2019**





North Main Street



Multi-directional signage
(for North Main + 2nd Streets)

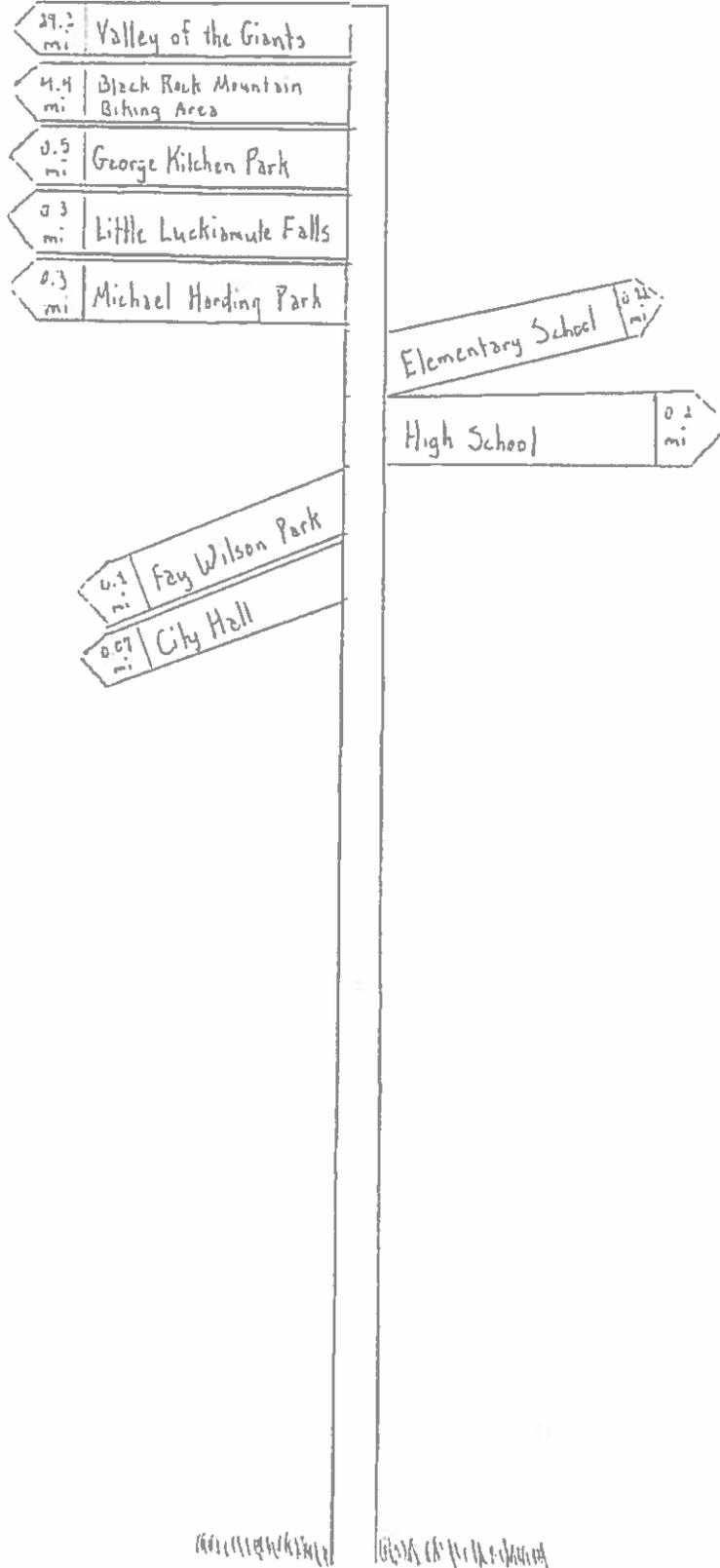




Exhibit B

City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503-787-3631

February 20, 2020

The Oregon Community Foundation
1221 SW Yamhill Street, Suite 100
Portland, OR 97205
503-227-6846

RE: "Outdoor Living Room: Connecting Community and Visitors" Proposal for OPF Funding

Dear Oregon Parks Foundation Advisory Committee,

We are writing from the City of Falls City about a community-led project that seeks to develop publicly-accessible land into a pocket park here on Main Street. Falls City completed a community visioning process last year, and one of the major themes citizens developed is economic development in the downtown business area. For us, given the city's natural assets, that economic development goes hand-in-hand with the maintenance of the beautiful City parks and the abundant outdoor recreation opportunities available here. What we lack is the connectivity between those natural assets and our downtown area. To address this, a citizen-led steering committee (that emerged from the visioning process) prioritized and action-planned a communal outdoor space at 304 North Main Street. This grant opportunity, in conjunction with contributions offered by local businesses and a robust volunteer force, would make a significant difference in closing the gap and realizing this project.

In creating this communal park, our goals are as follows:

- To provide a much-needed centrally located space for congregating and socializing across social groups and intergenerationally, while instilling feelings of community pride by featuring elements that harken to Falls City's rural charm and rich timber history.
- To orient and direct visitors to our outdoor recreation opportunities (including Black Rock Mountain Bike Area, the Valley of the Giants, the Little Luckiamute River Falls, and our beautiful City parks) and feature information and interpretive signage useful to visitors.
- To serve as an anchor to our Falls City Greenway project (adopted by the Mid-Willamette Valley Regional Solutions Team of the Governor's Office), which aims to improve bicycle and pedestrian connections between our natural assets, schools, and business area.

To achieve these goals, we have \$179,438.71 of in-kind/match contributions and are requesting a total of \$2,765.00 from the Oregon Parks Foundation Fund to close the funding gap. Connecting and maximizing our parks and outdoor recreation opportunities is essential to our development and prosperity and so, we very much appreciate your considering our application and look forward to answering any questions you may have.

Sincerely,

Macahan "Mac" Corthell
City Manager

William Sullivan
Community Development & Outreach Coordinator

STAFF REPORT

To: Honorable Mayor and City Council
From: William Sullivan, Community Development & Outreach Coordinator
Subject: Luckiamute Clinic Renovations
Date: April 13, 2020

Summary

The Community Development & Outreach Coordinator scheduled walk-throughs with five separate general contractors to discuss renovations to the City's property at 304/306 North Main Street. Two of those contractors submitted estimates for renovations.

NW Liberty Construction LLC (of Dallas, OR) estimated work for the building at 304 North Main Street at a total of \$128,406.85 and work for the building at 306 North Main Street at a total of \$57,999.80, for a combined total of \$186,406.65. Anderson Quality Construction LLC (of Monmouth, OR) estimated a combined total of \$291,564.00 (including the carport). Work on the building at 304 North Main Street was estimated at \$198,520.00 and work for the building at 306 North Main Street at a total of \$19,290.00, plus fees and labor costs for both buildings at \$56,294.00.

The estimates follow (Exhibits A, B, and C). Please find a cost breakdown below:

306 North Main Street ("the Cottage")

	NW Liberty Construction	Anderson Quality Construction
Exterior siding	\$12,517.19	
Windows	\$3,291.60	\$5,600.00
Floors	\$4,698.72	N/A
Doors	\$1,580.80	\$1,260.00
Foundation	\$4,940.00	\$4,600.00
Roof & Gutters	\$0.00	\$300.00
Bathroom	\$3,551.60	\$610.00
Electrical	\$8,000.00*	\$3,500.00
Plumbing	\$8,000.00*	

Drywall	\$1,153.15	N/A
Kitchen cabinets	\$5,323.50	\$1,050.00
Painting	\$4,370.18	\$800.00
For volunteers	(\$1,887.60)	
Base boards & walls	\$573.06	\$850.00
Front step	N/A	\$600.00
Other	N/A	\$120.00
Total	\$57,999.80	\$67,684.00
Materials	\$20,595.51	\$18,030.00
Labor	\$21,404.29	[Not broken out]
Subcontracting*	\$16,000.00	<\$3,500.00
Fees (with Big Clinic)	N/A	\$48,394.00
Total (minus volunteer work)	\$56,112.20	\$67,684.00

304 North Main Street ("the Big Clinic")

	NW Liberty Construction	Anderson Quality Construction
Windows & Doors	\$38,929.02	\$127,900.00
Front Porch	\$3,607.50	\$5,800.00
Front Steps	\$2,727.98	
For Volunteers	(\$2,727.98)	
Access Ramp	\$2,623.12	\$2,350.00
Chimney Leak	\$1,374.10	\$10,000.00
Chimney Specialist*	\$7,000.00	
Siding Repairs	\$5,470.24	\$13,710.00
Moisture Control	N/A	\$2,510.00
Plumbing*	\$15,000.00	Not included
Electrician*	\$15,000.00	Not included
Exterior Paint	\$13,925.60	Not included
Seismic Stabilization/Basement	\$1,029.60	\$3,460.00
Flooring	\$9,461.50	\$43,750.00

Base Boards	\$2,070.43	
Interior Paint	\$2,925.00	
For Volunteers	(\$2,925.00)	
Drywall	\$150.07	
Attic	N/A	\$1,800.00
Dumpster	\$780.00	\$5,700.00
Rain Gutters	\$2,812.99	Not included
Cleaning	N/A	\$1,200.00
Demolition	\$1,560.00	Not included
Total	\$128,406.85	\$216,980.00
Materials	\$61,378.94	[Not broken out]
Labor	\$29,247.91	[Not broken out]
Subcontracting*	\$37,000.00	[Not broken out]
Fees (with Small Clinic)	N/A	\$48,394.00
Total (minus volunteer work)	\$122,753.87	\$216,980.00

Several contractors expressed concern with the cottage on the property (306 North Main Street). As the building has no foundation, there is likely to be significant rot underneath the building, but that can't be known for sure until work has begun. It's feasible that it might be less expensive to raze the building.

On behalf of Falls City Thrives, a letter of inquiry for the Reser Family Foundation Small Community Initiative program for financial assistance with this project has been submitted. Other organizations have so far been uninterested as long as the property is owned by the City. Philanthropic organizations might be more interested if the City had private and/or nonprofit partners interested in carrying out a vision for the property.

Oregon public procurement laws require the City to release a Request for Proposals (RFP) for projects in excess of \$100,000. As both estimates are above that limit, the City is not able to engage the services of either contractor at this juncture and will need to release an RFP to move forward.

Financial Implications & Path Forward

Option 1: Plan to use funds from the City's Community Development Revolving Loan Fund (the fund's balance is approximately \$117,000) to cover renovations to the property at 304 North Main Street and pursue grant opportunities to lessen the cost. Falls City Thrives has brainstormed ideas for the property and would like to use the property to create a multi-use space for community health/wellness and small business incubation. Their ideas include yoga or other exercise classes, space for medical practitioners, telemedicine, rentable desk space/co-working, vendor space in living room, a drive-through coffee shop, and job training classes. Grant organizations have been uninterested in funding renovations to a City building, but by partnering with Falls City Thrives and private partners, a public-private partnership project would likely be more interesting to funders. In addition, Falls City Thrives has done some professional development with grant-writing and is prepared to relieve some administrative burden from City Hall staff. This option gives the community the largest say in the property's future.

Option 2: City Hall staff release a Request for Proposals. Given the difficulty in getting all five contractors to submit estimates, it is unlikely that many contractors will want to submit bids. This option will not defray costs nor allow for public input. It would then be up to the City to either rent or sell the property.

Option 3: Sell the building in its current condition. While this would seem to offload a property that the City has struggled with, it is unlikely that the building will sell. Another Commercial/Residential-zoned building at 407 North Main Street has sat on the market for quite a while, despite being in habitable condition. Were the building to sell, it is likely that a less-than scrupulous landlord would purchase the building for apartments. The public and the previously convened Clinic committee have expressed a desire for the property to be used for services and businesses and not primarily as a residence. Neither the City nor the public would have a say in who might purchase the property or what it would be used for after sale.

Staff recommendation

Staff recommends Option 1. It will take time, but allows for citizen participation and would allow the community to be more selective about who might rent the building. It would allow the City to recoup money spent in renovations over several years and would ultimately result in the property being a habitable and useful asset for the City.

Exhibits

Exhibit A- NW Liberty Construction Estimate (304 North Main Street)
Exhibit B- NW Liberty Construction Estimate (306 North Main Street)
Exhibit C- Anderson Quality Construction Estimate

Proposed Motion

N/A

Exhibit A



Falls City#2
304 N.main St.
Falls City OR 97344

Submitted By:

NW.Liberty Construction LLC

310 NE KingsValley Hwy #122
Dallas OR 97338

Mobile: (503)510-9248

nwlibertyconstruction@gmail.com

www.Nwlibertyconstruction.com

CCB #218233

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NW.Liberty Construction LLC
 310 NE KingsValley Hwy #122
 Dallas OR 97338

Mobile: (503)510-9248
 nwlibertyconstruction@gmail.com
 www.Nwlibertyconstruction.com
 CCB #218233



Customer

William Sullivan
 Falls City
 299 Mill St.
 Falls City OR. 97344
 Mobile: (503) 787-3631
 wsullivan@fallscityoregon.gov

Estimate

Job Name Falls City#2
 Job Number 83
 Issue Date February 19, 2020
 Valid Until March 20, 2020

Job Site

Clinic
 304 N.main St.
 Falls City OR 97344

Item	Quantity	Unit Price	Amount
Windows, Vinyl, 30" wide vinyl casement window, 60" tall	4 Ea	\$960.44 / Ea	\$3,841.76
Material		\$842.40 / Ea	\$3,369.60
Labor		\$118.04 / Ea	\$472.16
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 36" wide vinyl casement window (double), 48" tall	6 Ea	\$1,017.64 / Ea	\$6,105.84
Material		\$899.60 / Ea	\$5,397.60
Labor		\$118.04 / Ea	\$708.24
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 24" wide vinyl casement window, 48" tall	12 Ea	\$779.61 / Ea	\$9,355.32
Material		\$695.50 / Ea	\$8,346.00
Labor		\$84.11 / Ea	\$1,009.32
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 48" wide vinyl fixed (picture) window, 60" tall	7 Ea	\$575.64 / Ea	\$4,029.48

Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Material		\$457.60 / Ea	\$3,203.20
Labor		\$118.04 / Ea	\$826.28
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Windows, Vinyl, 24" wide vinyl awning window, 24" tall	2 Ea	\$704.21 / Ea	\$1,408.42
Material		\$620.10 / Ea	\$1,240.20
Labor		\$84.11 / Ea	\$168.22
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Windows, Vinyl, 24" wide vinyl casement window, 36" tall	6 Ea	\$726.31 / Ea	\$4,357.86
Material		\$642.20 / Ea	\$3,853.20
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Windows, Vinyl, 36" wide vinyl single-hung window, 36" tall	6 Ea	\$429.91 / Ea	\$2,579.46
Material		\$345.80 / Ea	\$2,074.80
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Windows, Vinyl, 30" wide vinyl awning window, 30" tall	2 Ea	\$852.41 / Ea	\$1,704.82
Material		\$768.30 / Ea	\$1,536.60
Labor		\$84.11 / Ea	\$168.22
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Windows, Vinyl, 36" wide vinyl awning window, 24" tall	6 Ea	\$848.51 / Ea	\$5,091.06
Material		\$764.40 / Ea	\$4,586.40
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
Demo and replace front concrete steps	1 Ea	\$1,765.98 / Ea	\$1,765.98
Material		\$855.98 / Ea	\$855.98

Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Labor <i>Remove old concrete steps replace</i>		\$910.00 / Ea	\$910.00
New metal hand rails for front porch steps	2 Ea	\$481.00 / Ea	\$962.00
Material		\$325.00 / Ea	\$650.00
Labor		\$156.00 / Ea	\$312.00
<i>Includes hand metal hand rails ,mounting hardware and labor</i>			
Repair shoring under front porch	1 Ea	\$227.50 / Ea	\$227.50
Material		\$32.50 / Ea	\$32.50
Labor		\$195.00 / Ea	\$195.00
ADA access ramp Finish Carpentry, Hand rail, Install hand rail, paint-grade pine	108 LF	\$13.53 / LF	\$1,461.56
Material		\$5.21 / LF	\$563.00
Labor		\$8.32 / LF	\$898.56
<i>Includes wood hand rail, brackets with screws, and installation labor. Also includes 4% waste.</i>			
Repair flashing on roof around upstairs living area	1 Ea	\$379.60 / Ea	\$379.60
Material		\$145.60 / Ea	\$145.60
Labor		\$234.00 / Ea	\$234.00
<i>Was installed improperly needs to be installed under siding for proper Weatherization</i>			
Fix and replace cedar shingle siding as needed	1 Ea	\$773.50 / Ea	\$773.50
Material		\$318.50 / Ea	\$318.50
Labor		\$455.00 / Ea	\$455.00
<i>Some are missing and some will have to be replaced when we address roof flashing problem</i>			
Front porch railing repair	1 Ea	\$3,380.00 / Ea	\$3,380.00
Material		\$1,560.00 / Ea	\$1,560.00
Labor		\$1,820.00 / Ea	\$1,820.00
<i>Remove all damaged wood and replace getting rid of slope</i>			
Electrician	1 Ea	\$15,000.00 / Ea	\$15,000.00
Subcontract		\$15,000.00 / Ea	\$15,000.00
<i>Not to accede \$15,000 Price unknown</i>			
Chimney specialist to evaluate and repair what's needed	1 Ea	\$7,000.00 / Ea	\$7,000.00
Subcontract		\$7,000.00 / Ea	\$7,000.00
<i>Price not to exceed 7,000</i>			
Plumber	1 Ea	\$15,000.00 / Ea	\$15,000.00
Subcontract		\$15,000.00 / Ea	\$15,000.00
<i>Not to accede 15,000 Cost not known</i>			
Replace missing decorative corbel on left side of house	1 Ea	\$91.00 / Ea	\$91.00
Material		\$32.50 / Ea	\$32.50
Labor		\$58.50 / Ea	\$58.50
Repair roof leaks around both fireplaces	1 Ea	\$409.50 / Ea	\$409.50
Material		\$195.00 / Ea	\$195.00
Labor		\$214.50 / Ea	\$214.50

Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Interior doors	1 Ea	\$455.00 / Ea	\$455.00
Labor		\$455.00 / Ea	\$455.00
<i>Adjust all doors so they work properly</i>			
Siding, Fascia, replace, cedar 6" to 12" wide	92 LF	\$8.47 / LF	\$779.79
Material		\$5.77 / LF	\$531.02
Labor		\$2.70 / LF	\$248.77
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
Exterior paint	2,600 Ea	\$5.36 / Ea	\$13,925.60
Material		\$2.46 / Ea	\$6,388.20
Labor		\$2.90 / Ea	\$7,537.40
<i>Includes prep and safe removal of lead based paint flakes Not a total abatement Painting of all surfaces on exterior of house to color or colors you pick</i>			
Repair leak damage to wall and ceiling by chimney	1 Ea	\$585.00 / Ea	\$585.00
Material		\$195.00 / Ea	\$195.00
Labor		\$390.00 / Ea	\$390.00
<i>Remove damaged plaster on affected area and replace with drywall</i>			
Flooring, Vinyl plank flooring	1,100 SF	\$4.94 / SF	\$5,434.00
Material		\$3.51 / SF	\$3,861.00
Labor		\$1.43 / SF	\$1,573.00
<i>Includes vinyl plank flooring, under padding, floor prep and installation</i>			
Flooring, Carpet, replace, standard grade	118 SY	\$50.74 / SY	\$5,987.20
Material		\$40.95 / SY	\$4,832.10
Labor		\$9.79 / SY	\$1,155.10
<i>Includes carpet, tackless strips, seaming tape, and installation. Includes 12% waste. Does not include pad. Carpet is available in virtually every price imaginable. These prices should be considered allowances for typical grades found in residential and light commercial structures. Lower grades have thin pile that can be pulled aside to expose the backing. Top grades include wool carpets, pattern carpets, and 52-ounce cut pile carpets.</i>			
Siding, Window trim replace, cedar 4 to 6" wide	494 LF	\$7.03 / LF	\$3,474.30
Material		\$4.33 / LF	\$2,138.52
Labor		\$2.70 / LF	\$1,335.78
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
Base boards	672 LF	\$3.08 / LF	\$2,070.43
Material		\$1.65 / LF	\$1,109.47
Labor		\$1.43 / LF	\$960.96
<i>Includes met baseboards and installation</i>			
Seismic stabilization	11 Ea	\$93.60 / Ea	\$1,029.60
Material		\$46.80 / Ea	\$514.80
Labor		\$46.80 / Ea	\$514.80
<i>Add Brackets where needed to stabilize post and beams underneath house</i>			
Paint Interior	1 Ea	\$2,925.00 / Ea	\$2,925.00
Material		\$975.00 / Ea	\$975.00
Labor		\$1,950.00 / Ea	\$1,950.00
<i>Includes caulking and filling of holes in walls by nails</i>			

Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Drywall, Texture drywall, with heavy hand texture	156 SF	\$0.97 / SF	\$150.07
Material		\$0.51 / SF	\$79.09
Labor		\$0.46 / SF	\$70.98
<i>Kitchen ceiling</i>			
Dumpster and dump fees	1 Ea	\$780.00 / Ea	\$780.00
Equipment		\$780.00 / Ea	\$780.00
Siding, Fascia, replace, cedar to 6" wide	50 LF	\$7.03 / LF	\$351.65
Material		\$4.33 / LF	\$216.45
Labor		\$2.70 / LF	\$135.20
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
Siding, Rain gutter, replace, aluminum	140 LF	\$11.41 / LF	\$1,597.96
Material		\$8.42 / LF	\$1,179.36
Labor		\$2.99 / LF	\$418.60
<i>Includes rain gutter with hidden rust-resistant fasteners and installation. Does not include downspouts. Includes 3% waste.</i>			
Siding, Rain gutter downspout, replace, aluminum	93 LF	\$13.06 / LF	\$1,215.03
Material		\$10.28 / LF	\$956.31
Labor		\$2.78 / LF	\$258.72
<i>Includes manufactured downspout, fasteners, elbows, and installation. Does not include gutter. Also includes 3% waste.</i>			
Clean moss off roof	1 Ea	\$0.00 / Ea	\$0.00
Demo	1 Ea	\$1,560.00 / Ea	\$1,560.00
Labor		\$1,560.00 / Ea	\$1,560.00
Porch ada access ramp balusters	83 Ea	\$5.86 / Ea	\$485.56
Material		\$3.45 / Ea	\$285.94
Labor		\$2.41 / Ea	\$199.62
<i>Needed to meet code</i>			
Ada ramp	1 Ea	\$676.00 / Ea	\$676.00
Material		\$156.00 / Ea	\$156.00
Labor		\$520.00 / Ea	\$520.00
<i>Tighten up and paint adding sand to paint on floor for grip</i>			

	Material	Labor	Equipment	Subcontract	Total
Price	\$61,378.94	\$29,247.91	\$780.00	\$37,000.00	\$128,406.85


 _____ Date 2/19/20
 Jamie Hotchkiss
 NW.Liberty Construction LLC

_____ Date _____
 William Sullivan
 Falls City

Exhibit B



Falls City Clinic #1
306 N. Main St.
Falls City OR 97344

Submitted By:

NW.Liberty Construction LLC
310 NE KingsValley Hwy #122
Dallas OR 97338
Mobile: (503)510-9248
nwlibertyconstruction@gmail.com
www.Nwlibertyconstruction.com
CCB #218233

NW.Liberty Construction LLC
 310 NE KingsValley Hwy #122
 Dallas OR 97338
 Mobile: (503)510-9248
 nwlibertyconstruction@gmail.com
 www.Nwlibertyconstruction.com
 CCB #218233



Customer

William Sullivan
 Falls City
 299 Mill St.
 Falls City OR. 97344
 Mobile: (503) 787-3631
 wsullivan@fallscityoregon.gov

Estimate

Job Name Falls City Clinic #1
 Job Number 82
 Issue Date January 3, 2020
 Valid Until February 2, 2020

Job Site

Clinic
 306 N. Main St.
 Falls City OR 97344

Item	Quantity	Unit Price	Amount
Windows, Vinyl, 60" wide vinyl sliding window, 60" tall	1 Ea	\$691.60 / Ea	\$691.60
Material		\$569.40 / Ea	\$569.40
Labor		\$122.20 / Ea	\$122.20
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. For double-hung windows add approximately 10% to the cost of single-hung. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$29, half-elliptical \$47, round \$29, elliptical \$39, quarter-round \$29, casement \$38, awning \$38, single-hung \$29, sliding \$33, fixed (picture) \$35.</i>			
Windows, Vinyl, 36" wide vinyl single-hung window, 60" tall	5 Ea	\$520.00 / Ea	\$2,600.00
Material		\$432.90 / Ea	\$2,164.50
Labor		\$87.10 / Ea	\$435.50
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. For double-hung windows add approximately 10% to the cost of single-hung. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$29, half-elliptical \$47, round \$29, elliptical \$39, quarter-round \$29, casement \$38, awning \$38, single-hung \$29, sliding \$33, fixed (picture) \$35.</i>			
Siding, Hardboard lap siding, remove	1,208 SF	\$0.84 / SF	\$1,020.76
Labor		\$0.84 / SF	\$1,020.76
<i>Includes hardboard lap siding, rust-resistant nails, and installation. Also includes 4% waste.</i>			
1/2 in wafer board subsiding	1,208 Ea	\$5.17 / Ea	\$6,250.19
Material		\$2.77 / Ea	\$3,344.95
Labor		\$2.40 / Ea	\$2,905.24
Siding, Hardboard lap siding, replace	1,208 SF	\$3.73 / SF	\$4,507.04
Material		\$1.77 / SF	\$2,135.74

Estimate

January 3, 2020

Item	Quantity	Unit Price	Amount
Labor		\$1.96 / SF	\$2,371.30
<i>Includes hardboard lap siding, rust-resistant nails, and installation. Also includes 4% waste.</i>			
Demo-floor	480 Ea	\$0.84 / Ea	\$405.60
Labor		\$0.84 / Ea	\$405.60
Siding, Fascia, remove, wood	78 LF	\$0.84 / LF	\$65.91
Labor		\$0.84 / LF	\$65.91
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
Siding, Fascia, replace, cedar 6" to 12" wide	78 LF	\$8.64 / LF	\$673.29
Material		\$5.84 / LF	\$455.28
Labor		\$2.80 / LF	\$218.01
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
Replace sub flooring	480 Ea	\$2.86 / Ea	\$1,372.80
Material		\$1.30 / Ea	\$624.00
Labor		\$1.56 / Ea	\$748.80
<i>3/4 wafer board sub floor</i>			
Doors, Entry door fanlite, replace, single entry door, high grade	2 Ea	\$790.40 / Ea	\$1,580.80
Material		\$627.90 / Ea	\$1,255.80
Labor		\$162.50 / Ea	\$325.00
<i>Includes fanlite, fasteners, and installation. Fanlites are semi-circular or half-elliptical windows that appear above doors. True fanlites have mullions that fan out from the bottom center of the lite. Lower grades will have a simulated fan grid. All fanlites include jamb and casing. Does not include wall framing, caulking, or finishing.</i>			
Foundation	1 Ea	\$4,940.00 / Ea	\$4,940.00
Material		\$1,560.00 / Ea	\$1,560.00
Labor		\$3,380.00 / Ea	\$3,380.00
<i>Includes new beams and foundation blocks</i>			
Clean roof moss	1 Ea	\$0.00 / Ea	\$0.00
<i>Free</i>			
Extend bathroom	1 Ea	\$3,551.60 / Ea	\$3,551.60
Material		\$1,500.20 / Ea	\$1,500.20
Labor		\$2,051.40 / Ea	\$2,051.40
<i>Move inner wall back 2 feet to creat proper space for bathroom</i>			
Electrical	1 Ea	\$8,000.00 / Ea	\$8,000.00
Subcontract		\$8,000.00 / Ea	\$8,000.00
<i>Not to exceed \$8,000</i>			
Plumbing	1 Ea	\$8,000.00 / Ea	\$8,000.00
Subcontract		\$8,000.00 / Ea	\$8,000.00
<i>Not to exceed \$8,000</i>			
Drywall, 1/2" drywall installed, replace, with medium texture	288 SF	\$4.01 / SF	\$1,153.15
Material		\$1.38 / SF	\$396.86
Labor		\$2.63 / SF	\$756.29
<i>Includes drywall board, drywall mud, drywall nails and/or screws, drywall tape, and corner bead.</i>			

Estimate

January 3, 2020

Item	Quantity	Unit Price	Amount
Add new counter and cabinets kitchen	1 Ea	\$5,323.50 / Ea	\$5,323.50
Material		\$2,723.50 / Ea	\$2,723.50
Labor		\$2,600.00 / Ea	\$2,600.00
<i>Includes upper and lower cabinets along one wall in kitchen For Micah countertop</i>			
Painting, Siding, Paint exterior siding, 1 coat	1,308 SF	\$1.89 / SF	\$2,482.58
Material		\$0.53 / SF	\$697.16
Labor		\$1.36 / SF	\$1,785.42
Painting, Drywall, plaster and stucco, Paint plaster or drywall, prime	1,200 SF	\$0.78 / SF	\$936.00
Material		\$0.27 / SF	\$327.60
Labor		\$0.51 / SF	\$608.40
Painting, Drywall, plaster and stucco, Paint plaster or drywall, 1 coat	1,200 SF	\$0.80 / SF	\$951.60
Material		\$0.29 / SF	\$343.20
Labor		\$0.51 / SF	\$608.40
Flooring, Vinyl floor, replace, standard grade	54 SY	\$54.08 / SY	\$2,920.32
Material		\$40.56 / SY	\$2,190.24
Labor		\$13.52 / SY	\$730.08
<i>Includes sheet vinyl in either 6' or 12' widths, vinyl glue, and installation. Allowances for typical grades of vinyl used in residential and light commercial structures. Higher quality vinyl is thicker at 25-30 mils than lower quality vinyl which can be as thin as 10 to 15 mils. Blurry or fuzzy patterns are a sign of lower quality vinyl. Sharp edges, bright colors, and clear patterns are usually a sign of high quality vinyl. Higher quality vinyl is also free from blemishes. Does not include vinyl cove. Estimate vinyl cove separately.</i>			
Base board	186 Ea	\$3.08 / Ea	\$573.06
Material		\$1.65 / Ea	\$307.08
Labor		\$1.43 / Ea	\$265.98
	Material	Labor	Subcontract
Price	\$20,595.51	\$21,404.29	\$16,000.00
			Total
			\$57,999.80


 _____ Date 1/3/20
 Jamie Hotchkiss
 NW.Liberty Construction LLC

_____ Date _____
 William Sullivan
 Falls City

Exhibit C

ESTIMATE



City of Falls City C/O William Sullivan
 304 Main St.
 Falls City, Oregon 97344
 (503) 787-3631

Anderson Quality Construction, LLC.

1341 N. 16th St
 Monmouth, Oregon 97361
 Phone: (503) 689-4848
 Email: andersonqc.llc@gmail.com

Estimate # 001226
 Date 02/03/2020
 PO # 304
 Business / Tax # CCB#220449

Description	Quantity	Rate	Total
<p>Permits and fees</p> <p>Standard city building permit for Electric, Plumbing or HVAC will be required and must be shown as proof prior to subcontractors working on site. All necessary permits for remediation and repairs will be an unknown cost at this time. These fees will be based off of the total cost of the project. Specialty permits may be needed for repairs including, Chimney repair and Asbestos abatement.</p>	1.0	\$1,000.00	\$1,000.00
<p>Outbuilding 1. Carport/storage</p> <p>This outbuilding will require demolition of existing siding to access the frame of the structure. 1. Siding is asbestos and will require an Asbestos abatement company to remove all hazardous surfaces. Approximate cost \$1500.00 Siding removal includes labor cost. 2. New framing will be installed as well as an exterior entry door installed. substrate plywood, water barrier and roof venting will be installed. Estimated cost of materials \$600.00 3. New exterior trim and siding will be installed using 5 1/4 x4 exterior grade trim and Hardie board with a 6" reveal to match existing area homes. The seams and joints will be properly water sealed and prepped for paint. Estimated cost of materials \$2000.00 4. New paint on the trim and siding. Estimated cost for paint and application \$600.00 Total cost for removal and materials \$4700.00 This change will alter the structure and create a safe storage area on the property.</p>	1.0	\$4,700.00	\$4,700.00
<p>306 N. Main St.</p> <p>Home inspection report requirements to be met first.</p> <p>This building will require the need for Plumbing, Electrical and HVAC for various repairs listed in all rooms of this property. This price is unknown. I would estimate this cost to not exceed 3500.00 1. Current exterior soffits, siding, porch, windows and trim are all</p>	1.0	\$19,290.00	\$19,290.00

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showing signs of intrusive rot and or animal damage.
Removal of the exterior down to substrate or framing will need to be done using an asbestos abatement company. Approximate cost \$1500.00

2. New framing will be installed as needed to support walls and ceilings. New doors for front and rear of building as well as new upgraded windows will be installed prior to siding replacement. Estimated cost \$1600.00

3. New exterior trim and siding will be installed using 5 1/4 x4 exterior grade trim and Hardie board with a 6" reveal to match existing area homes. The seams and joints will be properly water sealed and prepped for paint. Estimated cost of materials \$2500.00

4. New paint on the trim and siding. Estimated cost for paint and application \$800.00

5. New gutters are necessary with proper downspouts and drainage away from the building. \$300.00

6. Install new smoke detectors as well as carbon monoxide alarms to code. \$120.00

7. Kitchen/break room area will require an upgraded cabinet as well as functioning sink. \$600.00

8. New toilet with fittings as well as a new vanity/sink \$610.00

9. New hot water heater \$450.00

10. Interior repairs to walls, ceiling and trim. \$850.00

11. New bathroom door, rear exterior door and front entry door, new door and window trim, new base molding \$1260.00

12. Crawlspace vapor barrier as well as sufficient framing to support the structure and level the floors. This step will also be when the surrounding ground material be removed and pulled away from the structure to allow access. New post and beam on concrete pier blocks will be used to properly set the home to code.

A concrete block wall will be installed around the home to close off the crawl space. Estimated cost for this repair \$4600.00

13. Once the home is level and secured, the new porch will be built to the front of the structure. \$600.00

Total cost for removal and materials \$18,030.00

This change will alter the structure and create a safe storage area on the property

304 N. Main St Exterior

1.0

\$162,270.00 \$162,270.00

Largest of the buildings on the property

EXTERIOR:

Removal of the brick wall at sidewalk. "Community"?

Removal of dead trees and shrubs, overgrown tree limbs/bushes as well as yard leveling to drain water away from the residence will be needed to satisfy code. "Community"?

Removal of Asbestos siding, windows and trim will be necessary before construction can begin. \$10,950.00 "estimated"

Removal of dilapidated handicap ramp and a new ramp system installed. \$2350.00

Removal of the front porch and stairs to repair failed framing and support structure and the installation of a new front porch with stairs and railing to code. \$5800.00

Chimney Falling away from home. Re attach and waterproof plus new piping and cap. Must rebuild prior to new siding. \$7200.00

Second chimney needs to be grinded and new mortar installed. Upgrade flashing and new cap. \$ 2800.00

Removal and replacement of rotten and failed fascia/rake boards around the home. \$1960.00

Removal and replacement old and rotten soffit. \$800.00

Install vapor barrier to home \$1100.00

Vicor around door and window openings. \$450.00

Installation of new flashing at roof and all exposed water hazards. \$960.00

New doors/windows, siding, trim and Body/trim paint using Hardie siding with 6 inch reveal, Jeld-Wen windows and Therma Tru Benchmark exterior doors. \$127,900.00

304 Main St Interior

1.0

\$36,250.00

\$36,250.00

Basement,

Pier posts showing signs of water damage and do not have the correct framing or seismic connections required by code. Request an engineers report for proper framing and connections.

Unknown cost!

Basement floors are starting to crack and need to be sealed and filled to stop further damage. \$375.00

Stairs for the basement entry need to be re built and brought to code. \$560.00

Proper insulation to the ceiling needs to be installed. \$2000.00

Sump well and pump need to be inspected for functionality and all water drains must clear the code for drainage. (\$400.00)

Potential

Laundry area requires a dryer vent line to be installed and vent outside. currently vents to the basement which adds moisture and potential fire hazard. \$125.00

FIRST LEVEL

All rooms show signs of water damage, cracking or failing materials on the ceilings. Settling and wear cracks in main floor walls need to be addressed.\$500.00

Main living room walls and ceilings need removal of all lathe and plaster. new sheetrock and finishing needs to be installed and painted. \$2895.00

All new insulation in the exterior walls needs to be replaced with updated sound and weather insulation. \$1800.00

All main living room hardwood flooring is buckling creating a trip hazard. Suggest repair and refinish. all new door, window and base molding needed. \$2700.00

Main front door is included in the siding, door and window section.

Sunroom floor has settled with a slope and needs to be leveled. \$750.00

Sunroom floor to be repaired, sanded and re finished. \$1875.00

Sunroom French doors need to be replaced with new functioning doors.\$800.00

Sunroom wood paneling to be stripped and replaced with sheetrock. \$650.00

Sunroom ceiling shows signs of water damage. Finding the cause and repair as needed. ?

Sunroom needs new molding for doors and windows plus paint. \$450.00

New closet door to be installed. \$275.00

Room 1

Room 1 door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00

New closet doors to be installed. \$275.00

Walls are cracked from settling and need to be repaired prior to painting. \$175.00

Carpet must be removed. May have existing hardwood that can be refinished. \$600.00

All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost

Outlets near water source must be GFCI protected. Electrician cost

New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

Room 2

door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00
 New closet doors to be installed. \$275.00
 Walls are cracked from settling and need to be repaired prior to painting. \$175.00
 Carpet must be removed. May have existing hardwood that can be refinished. \$600.00
 All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost
 Outlets near water source must be GFCI protected. Electrician cost
 New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

Room 3

door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00
 New closet doors to be installed. \$275.00
 Walls are cracked from settling and need to be repaired prior to painting. \$175.00
 Carpet must be removed. May have existing hardwood that can be refinished. \$600.00
 All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost
 Outlets near water source must be GFCI protected. Electrician cost
 New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

Kitchen

Updated plumbing, fixtures and lighting needed in the kitchen. New cabinets and countertops are needed to make the space functional. Nostalgic kitchen appliances may be used in new space after they are inspected and passed for functionality and safety. \$5500.00

Bathroom 1 Half bath

All electrical to be addressed in bath. we recommend removing sink, cabinet, toilet and fixtures and installing new updated vanity and toilet. Remove all trim and door and replace with new trim and new door. The vinyl floor is not repairable and will need new vinyl installed. All wall and ceiling crack are to be filled and all surfaces painted. \$2500.00

Bathroom 2 Main Bath

All electrical to be addressed in bath. we recommend removing sink, cabinet, toilet bathtub and fixtures and installing new updated vanity, toilet and tub. Remove all trim and door and replace with new trim and new door. The vinyl floor is not repairable and will need new vinyl installed. There is substantial water damage to the floor near the toilet that will require repairs. All wall and ceiling crack are to be filled and all surfaces painted. \$4100.00

All base molding in the main floor needs to be replaced and the entire living space will require updated lighting, outlets and switches and paint. \$3700.00

Second Floor

1.0 \$10,960.00 \$10,960.00

East room

Update electrical in the room and walk in closet. Electrician cost
 Remove paneling from the walls and prep for paint. \$375.00
 Inspect carpeting and possibly replace based on damage, smell or looks. (\$500.00) Potential
 This room will need the door re set and new trim molding

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throughout. \$475.00
 Paint all surfaces \$390.00

South room

Update electrical in the room. Electrician cost
 Remove paneling from the walls and prep for paint. \$375.00
 Inspect carpeting and possibly replace based on damage, smell
 or looks. (\$500.00) Potential
 This room will need the removed and a new door installed and
 new trim molding throughout. \$590.00
 Paint all surfaces. \$390.00
 There is no heat source to this room. Recommend installing
 forced heat. \$275.00

Main living area break room

Recommend removing old dilapidated cabinets and installing
 new kitchenette. New sink and fixtures. Existing nostalgia
 refrigerator may be used once inspected for safety and
 functionality. \$2290.00
 Electrical work needed to bring space up to code. Electrician cost
 Remove old damaged vinyl and replace with updated flooring.
 \$675.00
 New paint on all surfaces. \$675.00
 Fireplace in this space will need to be corrected and sealed for
 safety. New venting is necessary \$3450.00

Main Bathroom

All electrical to be addressed in bath. we recommend removing
 sink, cabinet, toilet bathtub and fixtures and installing new
 updated vanity, toilet and tub. Remove all trim and door and
 replace with new trim and new door. The vinyl floor is not
 repairable and will need new vinyl installed. All wall and ceiling
 cracks are to be filled and all surfaces painted. \$3800.00

All base molding on the 2nd floor needs to be replaced and the
 entire living space will require updated lighting, outlets and
 switches and paint. \$3700.00

Deliverables	1.0	\$5,700.00	\$5,700.00
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On site and regularly emptied. The 30yrd container will need to
 be on site and emptied at least once per week for the duration of
 the project.
 Typical rental charge is 450.00 per week. estimated 10 weeks for
 remodel.
 On site portable latrine and sanitizer station with weekly service
 shall be on site for the duration of the project \$120.00 per week

Attic space	1.0	\$1,800.00	\$1,800.00
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Attic access in multiple rooms should be cleared of all older
 debris. These areas are in poor condition and should be updated
 with new insulation and wall covering. All existing cellulose and
 batts should be addressed or replaced due to failure or missing.
 Attic Power Vent needs to be evaluated for proper function or
 replaced. \$1800.00

Final cleaning for completion	1.0	\$1,200.00	\$1,200.00
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Once we have accomplished all phases of the project there will
 be an interior cleaning crew to prep the home for final
 walkthrough with the City of Falls City. \$1200.00

Anderson Quality Construction, LLC. Fees and Cost	1.0	\$48,394.00	\$48,394.00
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The state industry standard 10% Overhead and 10% Profit will be
 used to as the payment structure to the general contractor

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Anderson Quality Construction, LLC. There are no bonuses expected and payment will be divided into thirds.

Based on the estimated cost for the entire project of \$241,970.00
\$24,197.00 Overhead
\$24,197.00 Profit
\$48,394.00 Total

Information gathered	1.0	\$0.00	\$0.00
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All information gathered to make decisions on price, cost and scope of work came from Premier home inspection service as well as on site video and photography. This is a line item bid with actual cost. This bid represents all structures on the property as well as the grounds. This bid can be altered by the protective client to meet direct or non direct needs. Based on our research and findings, AQC deemed the above line items as noticeably requiring attention and or code violation. AQC and the client can save money on the project with the use of donations, donated labor, material, deliverables etc. Please note there has been nothing added to this project that was not previously discussed or found in the property survey.

Subtotal	\$291,564.00
Total	\$291,564.00

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Anderson Quality Construction, LLC. of Monmouth, Oregon Proposes to the City of Falls City that the above written scope of work will be managed, and completed by AQC and its subcontractors.

Scope of Work (SOW).

Contractor shall provide the Services and Deliverable(s) as follows:

AQC "Anderson Quality Construction", Shall provide onsite management of timelines, subcontractors, Orders, site safety/code compliance, direct contact management of the remediation and repairs of home located at 304 Main S. Falls City, OR. 97344. The City of Falls City shall be kept notified and involved in all phases of production as the project progresses up to and including all change orders and production timeline changes. This will include the structural repairs and new material install.

Deliverables

Deliverables will include local refuse company garbage container to remain on site during remodel as well as a portable usable sanitary latrine system provided with weekly service to be kept on site for project duration. Both of these deliverable units will be maintained by the perspective companies and scheduled for service by AQC.

Contractor Responsibilities

AQC as the active contractor, shall manage all phases of subcontractor, onsite maintenance, timeline structure and completion deadline inspections. AQC will ensure all phases of the remodel stay within legal code for repair in the state of Oregon and the jobsite code and safety standards of OSHA/OR. All subcontractors will be held responsible for the maintenance and timely payments of their CCB license and insurance carried by each company. Any deviation or cancellation of bond or insurance by a subcontractor will render said contractors work as incomplete and unfinished and will be liable for completion.

AQC shall provide updated spending reports invoices due to the lender, adjuster and owner as well as progress in % for the Summer St. rebuild through start and up to completion of final inspection. Onsite use of alcohol or drugs by any member of AQC or the subcontractors shall not be permitted. These violations will be handled accordingly by the General contractor in advisement from the owner. All copies of the GC and Subcontractor permits and licenses shall be kept on site and a 2nd copy will be held by AQC for the duration of this project. AQC will be responsible for the completion of the full scope of work to be performed on or before the () day of () 2020.

Fee Schedule

This project will be paid to AQC in 3 parts for the O&P and contingency percentage of the agreed upon total value of 45,126.56 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on Total value in dollars for the renovation in regards to AQC's O&P and 5% bid contingency for cost overage or un known cost related to the project. Contractor Anderson Quality Construction will divide this cost into 3 separate draw exchanges. The first draw in the amount of \$16,131.303 will be when the first funding check is released and work is to start. The second draw for \$16,131.33 will occur during the second funding stage of 50% completion on the structure or half way on the timeline. The final draw in the amount of \$16,131.33 will occur at the final funding stage of the project following a complete final inspection/clear to occupy by the state inspector's office. This contract serves as financial and legal proof of the agreed upon rate and pay schedule for the duration of this project

Following the completion of this project, the Owner, City of Falls City and General Contractor Anderson Quality Construction, all payments will be final and the two parties will no longer share a financial or labor obligation to each other.

Out of pocket and Invoice Procedures

AQC shall be responsible for timely and accurate invoice delivery to the prospective financial parties for deliverables, no covered adjuster items and final subcontractor expenses directly related to the property renovation.

All invoices submitted will be paid in a timely manner to the related agencies upon receipt. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized and up to the limits set forth in this SOW, shall be in accordance with Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client Project Manager.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

Completion Criteria

Anderson Quality Construction, LLC. Shall have fulfilled its obligations when any of the following first occurs.

- AQC has provided proof in fact that the above discussed project has been completed and the state of Oregon has approved occupancy and all final payments to AQC, subcontractors, state fees and deliverables fees have been satisfied
- Owner accepts possession of the completed project residence and a clear to occupy has been issued by the state of Oregon and all financial obligations have been fulfilled by the owners, Contractors and Financiers.

Project change and control procedures

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

City of Falls City C/O William Sullivan

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