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

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**Council Present:** Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

**Staff Present:** Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

**1. Call to Order**

Mayor Gordon called the meeting to order at 6:01 pm.

**2. Roll Call**

Clerk Ward took roll call. Councilor Jennifer Drill arrived at 6:29PM

**3. Pledge of Allegiance**

Mayor Gordon led the pledge.

**4. Motion to adopt the entire Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda with changes to the next City Council Meeting date. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, David Radke

**5. Announcements and Appointments**

- a. William Sullivan presented Council with his RARE Work Plan (see exhibit A) and gave a brief overview of the background process it took for the City to get a RARE participant. Mr. Sullivan touched on three (3) different Projects he will be focusing on during his time with the City. The first project is creating a Downtown Revitalization Action Team, Volunteerism Action Team, Housing Action Team, and General Community and Economic Development. Project two (2) is creating handbooks for Committees and City Planning. Project three (3) overhauling the Falls City website.
- b. Next City Council Meeting falls on Veteran's Day and was rescheduled for Tuesday November 12, 2019 at 6:00pm

**6. Community & Government Organizations**

- a. Polk County Sheriff Mark Garton gave a handout (see exhibit B) to Council and discussed a new Emergency notification system they have recently instated throughout Polk County.

**7. Reports**

- a. Mayor Gordon briefly went over his Mayors report touching on a few key elements. He wanted to let Council know that Falls City was honored to be chosen as the host City for Oregon Community Foundation's (OFC) bi-annual Leadership Council meeting on Friday October 4, 2019. Oregon Community Foundation stewards over a billion dollars of charitable contributions, distribution millions annually in Oregon community engagement, education, land and nature, health and well-being, and housing. Oregon Community Foundation efforts to improve the lives of all of Oregonians through the power of

philanthropy have helped toward closing the opportunity gap and improving the lives of Oregonians in ways that are informed by and for community members, while advancing their core values of equity and inclusion. Past Oregon Community Foundation engagement in Falls City includes an out of school time grant for middle school programs in partnership with the Ford Foundation as well as becoming an inaugural sponsor of Falls City Pride. Mayor Gordon wanted to thank City Manager Corthell and Leadership Council Member Amy Houghtaling in their joint presentation about the exciting things happening in Falls City, our challenges and our successes.

Mayor Gordon updated Council on the Luckiamute Clinic stating that the Lessee for the property unfortunately decided against taking on the project after some consideration. The clinic remains available but requires significant rehabilitation.

b. Council Reports  
None

c. City Manager Corthell read his manager's report reminding council of the plethora of high quality projects the City is working on. The Financial Condition Project involving the Master Utility Right of Way Ordinance, System Development Charges, Ensuring maximum efficacy from City Resources, the Financial Condition Assessment, Corrective action. The CBDG Wastewater project, The water leak Detection project, Parry Rd. eight inch main extension project, the pork chop on North Main and Mitchell street, The Dutch Creek Bridge Replacement/FEMA grant project and the Special City Allotment Grant 2020. Corthell stated that he will give greater presentation that defines all of these aspects and a solution to resolve them at the November 12, 2019 meeting.

#### **8. Consent Agenda**

A motion made by Councilor Meier and Seconded by Councilor Radke to adopt the consent agenda.

Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

#### **9. Public Comments**

None

#### **11. New Business**

a. City Manager Corthell read a letter written by D. Beauchamp to the City regarding a payment he submitted along with an application for a property line adjustment at his residence on forty-four hundred (4400) Palmer Rd. Beauchamp stated that he was given the wrong application and it was corrected by Corthell. After meeting with Corthell Beauchamp decided to not do the adjustment at that time, and requested a refund. City Manager Corthell recommends that Council refund all funds in excess of costs already expended on the application, that amount is six hundred and twenty-seven dollars (\$627.00).

A motion was made by Councilor Lauder and seconded by Councilor L. Sickles that the City of Falls City REFUNDS THE DEPOSIT ON DUANE BEAUCHAMPS PARTITION APPLICATION, EXCEPTING THOSE COSTS ALREADY INCURRED. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- b. City Manager Corthell briefly discussed his recommendation regarding the Holiday Parade Event Proposal and the reasons he feels it should be denied by Council at this time. Corthell stated that the City is currently lacking the staff resources to fulfill existing council goals and already existing work requirements. This proposal would add an additional draw on staff resources. Corthell went on to suggest that we need to get a better volunteer system in place to hold and host successful events.

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City of Falls City table the proposal and give it back to Laura Britton to resolve the volunteer issues, come up with a volunteer list and any other suggestions and bring it to the November 12, 2019 meeting. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- c. City Manager Corthell read the staff report regarding is recommend denial of the Falls City Thrives Volunteer appreciation program. His recommendation comes from multiple areas surrounding this proposal. Corthell believes that the financial implications include tracking of tickets, prizes and funds related to the initiative, organization of drawings, events surrounding them, and creation of documentation to account for prizes, and cash would be an added strain on an on an already overburdened City Staff. Corthell feels that there are currently not enough staff resources to fulfill the existing goals of the City Council stating that this proposal would require several hours of additional staff time to administer and coordinate. The main area of concern is the lack of defined prizes. If the city is to advertise a prize bearing event, we could either have the funds for the prizes, or the prizes themselves in-hand prior to adoption.

Dani Haviland, a Falls City Resident and originator of this proposal gave a brief explanation of this event and answered questions for Council.

A motion was made by Councilor Drill and seconded by Councilor Lauder that the City of Falls City DENY THE PROPOSAL FOR THE FALLS CITY THRIVE EVENT. No vote was taken

A motion was made by Councilor Drill and seconded by Councilor Lauder that the City of Falls City AMEND THE PREVIOUS MOTION TO DENY THE PROPOSAL FOR THE FALLS CITY THRIVE EVENT AND TABLE IT UNTILL JANURARY 2020. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- d. Megan Sykes with the Falls City Fire Department explained that she went out for the Assistance to Firefighters Grant on September 23, 2019. Ms. Sykes explained that Falls City has been awarded ninety-eight thousand dollars to purchase and/or replace the self-contained breathing apparatuses. Ms. Sykes stated that this is the largest Grant the Fire department has received from FEMA in recorded history. Acceptance of this grant is contingent upon matching funds and National Fire Incident Reporting Service (NFIRAS) compliance throughout the life of the grant. Ms. Sykes stated that Falls City Fire has never been fully compliant with NFIRS and was not fully compliant until now. Sykes believes that appropriate action has been taken to make sure Falls City will remain compliant for the life of the grant if accepted.

City Manager Corthell wanted to commend Ms. Sykes for a wonderful job on writing the grant, Corthell stated this was only her second attempt at grant writing. Corthell specified to Council that the grant requires a match of approximately four thousand five hundred

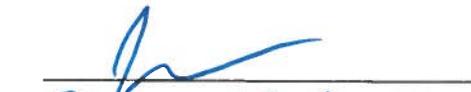
dollars (\$4500.00) which was budgeted for in the Fiscal Year 2019-2020 budget, However the Fire Department chose to use those funds to address an approximately seven thousand five hundred dollar (\$7500.00) overage on the purposed cost of the new Fire Engine 123. Corthell stated that if City Council wishes to accept the grant, City Staff will need to develop a supplemental budget to move the required match from contingency, to the Fire Fund.

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City of Falls City Accept the Assistance to Firefighter's Grant, and direct the City Manager to prepare a supplemental budget to address the matching funds. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

**a. Adjourn**

A motion made by Councilor T. Meier and Seconded by Councilor L. Sickles to adjourn. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

The meeting adjourned at 7:22 pm.

Attested:  \_\_\_\_\_ Mayor, Jeremy Gordon  
 \_\_\_\_\_ City Clerk, Jamie Ward

## RARE Work Plan – William Sullivan

### Background

The primary project in my scope of work is to follow-up on the community visioning process begun by the City of Falls City and Rural Development Initiatives in early 2019. A steering committee has emerged and three sub-groups (or Action Teams) have been formed to address the three themes to emerge from the visioning process: increasing and improving housing opportunities, revitalizing Main Street, and building an engaged volunteer base.

The other two projects respectively seek to operationalize functions of citizen committees (Public Works, Parks & Recreation, and Historic Buildings) and to improve the City's website.

### Work Plan Details

#### **PROJECT 1: FACILITATE FALLS CITY COMMUNITY VISIONING STEERING COMMITTEE MEETINGS AND MEETINGS FOR COMMUNITY VISIONING ACTION TEAMS. SET COMMITTEE PROJECTS IN MOTION WITH COMMITTEE'S INPUT AND UNDER THE CITY MANAGER'S SUPERVISION.**

Schedule: September 2019 – July 2020

#### **TASK 1: DOWNTOWN REVITALIZATION ACTION TEAM**

Coordinate Downtown Revitalization Action Team to establish and actualize a plan for Main Street landscaping and a Riverwalk.

**Potential Product(s):** Downtown Main Street landscaping, plans for a Riverwalk along the Little Luckiamute River, Main Street Master Plan

#### **TASK 2: VOLUNTEERISM ACTION TEAM**

Coordinate & mobilize Volunteerism Action Team to increase citizen volunteering opportunities across community organizations (Falls City schools, community events, etc.) and move forward visioning projects.

**Potential Product(s):** A database/listserv of engaged volunteers

#### **TASK 3: HOUSING ACTION TEAM**

Find opportunities for Housing Action Team to participate in meeting City housing priorities and addressing housing concerns expressed through the community visioning process.

**Potential Product(s):** A housing inventory, Action Team assistance for citizens struggling to keep home up to city code, Action Team involvement in Greenhaven RV Park purchase & rehabilitation

#### **TASK 4: GENERAL COMMUNITY AND ECONOMIC DEVELOPMENT**

Participate in city projects around community development and economic development, at discretion and direction of the City Manager.

**Potential Product(s):** Formation of a downtown business association, updated city plans, secured project funding, pathway between high school and elementary school

**PROJECT 2: CREATE HANDBOOKS FOR PARKS & RECREATION, PUBLIC WORKS, AND HISTORIC BUILDINGS CITIZEN COMMITTEES WITH ALL NECESSARY ADMINISTRATIVE AND PROCEDURAL DOCUMENTS. ALSO, CREATE A PLANNING HANDBOOK FOR FALLS CITY RESIDENTS' USE.**

**Schedule:** December 2019 – July 2020

**Products:** Handbooks for each citizen committee and a planning handbook for residents

**TASK 1: COMMITTEE HANDBOOKS CREATION**

Participate in citizen committee meetings and gather all administrative and procedural documents.

**TASK 2: PLANNING HANDBOOK DRAFTING**

Familiarize myself with Falls City planning policies. Synthesize policies and begin to draft an accessible handbook that citizens can refer to when they have questions about city planning policies.

**TASK 3: PUBLICATION AND DISTRIBUTION**

Get final approval on handbooks from City Manager and from respective committees. Afterwards, publish to city website and make widely available.

**PROJECT 3: OVERHAUL FALLS CITY WEBSITE (FALLSCITYOREGON.GOV) TO CREATE EASY ACCESS FOR RESIDENTS LOOKING FOR INFORMATION AND RESOURCES.**

**TASK 1: INITIAL RESEARCH**

Conduct research around city website best practices and hosting options.

**Schedule:** September 2019 – October 2019

**Product:** Price comparison and pros/cons of hosting options

**TASK 2: MAPPING**

Make recommendations around any updates and/or changes to city website. Establish a "map" for website pages, organizing website resources so website visitors can easily navigate the website.

**Schedule:** October 2019 – November 2019

**Product:** Plan/Map for city's website

**TASK 3: MAKE CHANGES, DO TESTING, AND GO LIVE**

Make necessary changes to city's website and conduct tests. When the site is stable and ready, publish the new website.

**Schedule:** November 2019

**Products:** New website goes live

#### **TASK 4: MAINTENANCE & TRAINING**

Conduct ongoing maintenance of website and ensure current resources are uploaded and easily found. Train City Hall staff on website updates and maintenance, as needed.

**Schedule:** November 2019 – July 2020

**Product:** Staff meetings to train staff on website use and maintenance

### **Summary of Deliverables**

Before the end of service, a planning handbook and committee handbooks for the Parks & Recreation, Public Works, and Historic Buildings citizen committees will be completed. A more accessible and user-friendly city website will also be completed.

Tasks in the primary project are more dependent on committee scheduling, grant cycles, and a variety of other factors, but as much progress towards the Community Visioning Steering Committee goals will be made as possible. The first project will be a landscaped pathway/Riverwalk, connecting the falls area to North Main Street to Falls City High School and then to Falls City Elementary School. Many of the other potential products listed will be undertaken, as opportunities are presented and with direction of the Steering Committee or relevant Action Team.



Mac Corthell  
City Manager



William Sullivan  
Community Development & Outreach Coordinator



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