

City of Falls City
City Council Regular Meeting Minutes
December 14, 2017 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder; Domenica Protheroe, City Clerk; Don Poe, Public Works Lead

Mayor Gordon called the meeting to order at 5:59 pm.

1) Roll Call

Clerk Birr took roll call. Councilor Drill left the meeting at 6:54pm.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn to adopt the entire agenda with the additions of Items H- Resolution 30-2017 Fair Housing Policy and I- Clerk Exit Comments. Motion carried 6-0-0.

Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

4) Consent Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the Consent Agenda.

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

5) Public Comments

Lilli Boettcher, of Falls City requested Public Works not grade the gravel road in front of her house as it takes away the gravel she put down to prevent her car from bottoming out in in her driveway. She lives on a hill so water will naturally run down without the need for grading. Ms. Boettcher requested additional gravel at her mailbox.

6) New Business

A. Ordinance 551-2017 Parks Master Plan 2nd reading

City Manager Ungricht informed Council that this would be a second vote on adopting the ordinance for Parks Master Plan. Council had no comments on the matter.

The Public Hearing was opened at 6:03 pm by Mayor Gordon.

Public Comments- None

Mayor Gordon closed the Public Hearing at 6:03 pm.

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of Falls City read Ordinance 551-2017 for the second time by title only "Ordinance 551-2017- AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON". Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City adopt Ordinance 551-2017 - AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR

Resolution 28-2017 – **A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND REPEALING PRIOR RESOLUTIONS.** Motion carried 5-1-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn Nays: Lori Jean Sickles

E. Resolution 29-2017, Public Works Cooperative Agreement

Oregon Department of Transportation (ODOT) offers a Public Works Cooperative Agreement, which would allow participating Public Works employees from other cities help us in the case of an emergency.

City Manager Ungricht said Falls City has participated in the past and he believes this would be a benefit to the city as we lack resources.

A motion was made by Councilor Lauder and seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 29-2017 – **A Resolution Adopting the Oregon Public Works Emergency Response Cooperative Assistance Agreement.** Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

F. Local Levy Option Update

City Recorder DeCamp updated Council on a potential 5 year Local Option Levy for the Falls City Fire Department. Staff determined that the total amount of funds needed for equipment and services is \$200,000, which is projected to be raised in 5 years with a tax rate of \$1.04 per \$1,000. He went on to explain that staff must work with the City Attorney for preparation of a ballot title.

Councilor Drill asked about the rough cost estimate of the fire department staff being 28. Actual figures for staffing is closer to 40 volunteers, and it was confirmed by City Manager Ungricht that the figures are there to give us an idea of what amount to seek.

Our 1965 pump truck will need replaced and a duty rig will need to be purchased. The levy monies will be put toward operations.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City instruct staff to work with the city Attorney to proceed with putting a levy for Fire Department equipment and operations onto the May ballot. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Charlie Flynn, Jennifer Drill, Cliff Lauder

G. 2016/2017 Budget Audit

City Manager Ungricht said the city's financial audit came back good and is available to look at on the city website and a hard copy is on display at City Hall. In the past, Tom Glogau, the City Auditor has addressed Council in non-technical language regarding the audits and the financial well-being of the city. City Manager Ungricht will request Mr. Glogau attend an upcoming Council meeting.

H. Resolution 30-2017, Fair Housing Policy

Resolution 30-2017 will be included in the Community Development Block Grant (CDBG) and provide extra points. Last year, the city lost 20 points on the grading aspect by not showing compliance with an updated Fair Housing Policy. This resolution is updated with new federal language to include- children, gender identity, marital status and actual or perceived sexual identity. Pending the CDBG award, there will be other federal compliance rules required as part of the application acceptance.

local classical pianist. Mayor Gordon attended last year and found it extremely moving and powerful.

8) Council Announcements

Councilor Flynn suggested the Produce Giveaway would be an opportunity to gather homeless information if those dates could be added. He asked about the reader board repair. City Manager Ungricht said the reader board would be fixed within two days.

Councilor Flynn asked Clerk Birr why a roll call vote was taken. He wondered if were out of preference or another reason. Mayor Ungricht explained the votes on resolutions and ordinances are recorded on the original document. Clerk Birr added that the roll call vote was also used to track Council member absences, late arrival & early departure for the record.

Councilor D. Sickles complimented the community for the generosity extended when his home recently burned. He thanked the community and expressed humility. He appreciated the community, adding that when a catastrophe happens, people really step up.

Councilor Lauder asked Public Works Lead, Don Poe how the town has weathered through the past few weeks of cold weather. Poe reported that there have not been any problems so far. He added that in extended temperatures in the twenties are when problems usually occur.

Councilor Meier expressed how thoroughly impressed he was with the Falls City Fire Department response time and how grateful he was for their emergency services.

Councilor Drill asked Public Works Lead, Don Poe about getting sand on the Footbridge and Bridge Street Bridge. Don said he had noticed the slickness and he will take care of it.

Councilor Drill also expressed her gratitude to the community for the annual tree lighting saying that it was a success with many youth present.

The Library will be closing August 31, 2018. The grade school has an in-house library the high school students may use. The School Board is discussing leaving it open a few nights per week for adults access to the computers.

Recorder DeCamp announced staff was planning the public hearing calendar for the library closure according to the Oregon Revised Statutes governing libraries.

Sheriff's Report

Deputy Jenkins was present and asked how the new bus system is working for the city. Mayor Gordon said there are regular riders but the numbers must increase. The sub-group members have been brainstorming events to increase numbers such as a "Meet the New Mayor Ride" or a series of them. Mayor Gordon has a meeting with Sheriff Garton on Tuesday to help promote the Direct Connect service. Councilor L. Sickles suggested advertising the service on the reader board. She will make schedules available at the Boondocks. Councilor Flynn hands them out at the produce giveaway.

Library Report

No Library Report provided for Council.

9) Adjourn

The meeting adjourned at 6:56 pm.

AGENDA REPORT

TO: CITY COUNCIL
FROM: MANAGER TERRY UNGRICHT
SUBJECT: RESOLUTION 30-2017, FAIR HOUSING POLICY
DATE: 12/13/2017

SUMMARY

The requirement for Federal grants on Fair Housing has changed since we last adopted fair housing procedures. Resolution 30-2017 will allow the City to follow Federal guidelines.

BACKGROUND

The Community Development Block Grant (CDBG) program requires compliance with program rules, including but not limited to a resolution confirming compliance with the Fair Housing Act of 1988. While the City has successfully implemented CDBG awards in compliance with program rules many times in previous years, most recently in a 2010 CDBG award for the Wastewater Master Plan, the program has additional new rules that came into effect as of the 2013 and later funding cycles.

As part of the City's CDBG application, the City can score "bonus points" by showing compliance with these new requirements by adoption of the above referenced update resolution in advance of the application submission. Pending CDBG award, there will be other federal compliance rules required as part of application acceptance.

Business Oregon expects all awarded projects will start drawing funds four (4) months following the date of the grant contract execution. The application must clearly and concisely document how this will be achieved.

PREVIOUS COUNCIL/COMMITTEE ACTION

Adopted Resolution 2012-03

ALTERNATIVES/FINANCIAL IMPLICATIONS

Allows the City extra points on federal funded grants

STAFF RECCOMENDATION

Renata Wakeley from COG and City staff urges adoption.

EXHIBIT

Resolution 30-2017

PROPOSED MOTIONS

I move the City Council of the City of Falls City adopt Resolution ³⁰~~29~~-2017 - A
**RESOLUTION SETTING POLICIES FOR FAIR HOUSING IN THE CITY OF FALLS
CITY**

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th DAY OF DECEMBER, 2017.

VOTE: AYE ____ NAY ____ ABSTAIN ____ ABSENT ____

Approved:

Jeremy Gordon, Mayor

Date

ATTEST:

Terry Ungricht, City Manager

Date

AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: EXITING COMMENTS
DATE: 12/11/2017

SUMMARY

Clerk Protheroe has submitted some exiting thoughts for Council.

BACKGROUND

Population growth is inevitability because we have abundant vacant land within our city limits and because the beauty of Falls City and our surroundings is unmatched! Our small legal lots of record, may at times feel like a burden, but when a unencumbered legal lot of record is within 300 feet of a sewer main the small lot (e.g., 50 by 100') can be sold separately and developed provided Falls City Zoning and Development Ordinance setbacks can be met (FCZDCO 2.200.01 LOTS OF RECORD). Growth comes with some benefits such as an increase in shared revenue and property tax revenue while providing a larger customer base for utilities and for local businesses, and with planning – affordable housing.

General Fund: For decades the City has had to limit focus to core services because of ever increasing pressures on the General Fund. Another limitation is we do not have depth of staff. *We do a lot with very little*, in large part due to dedicated staff and the commitment and generosity of volunteers, namely our City Council, Committee members, and Commissioners. With our small population and lower property valuation shared revenues and property tax revenue are insufficient to meet new demands, not to mention keeping up with rising costs of existing services. Overtime, we will continue see further cutback of services without new revenue sources and increases in existing revenue sources (e.g., the closure of the library, less street maintenance).

Shared Revenues: Our population has been flat since 2013 – 950 residents. I do not believe this figure correctly reflects the true population of the City which over time has a significant effect on shared revenues. Recently I worked with Council of Government to determine if addresses used by Census correctly reflected multi-dwelling housing and they did not (e.g., homes split into several dwellings, individual apartments/duplexes, garages converted to living quarters). Likewise, we have citizens who live long-term in RVs at Green Haven RV Park and elsewhere. Moreover, some residents have chosen not to share household information with census workers – and hence they are not counted correctly in population numbers.

The next full Census is 2020; I recommend that the City provide on-going public education on the benefits of responding to the 2020 Census – explain how shared revenues are allocated by population and how shared revenue helps to fund services such as Streets (Gas tax) and our General Fund. Consider providing concrete examples of benefits. In preparation for the Census,

Adopting public works standards are necessary to help the City prepare for future growth and will allow developers to estimate the cost of projects (e.g., low income housing, a new apartment building, new subdivision). By providing public work standards to developers, their ability to cost a development project will give them greater confidence in developing in our area; such standards will remove one roadblock to affordable housing.

Codification: I recommend hiring a Codification Service to ensure codification of any applicable new ordinances into the Municipal Code and Development Code. At such time that the City modifies the Comprehensive Code, I recommend that the City amend the Codification contract to include the Comp Code as well. The process of Codification can be complex with zero tolerance of administrative errors. Vendors that provide this service include: Quality Code Publishing, Municipal Code Corp, American Legal Publishing's, and Municode. Oregon Association of Municipal Recorders can provide a sample RFP through their listserve.

Comprehensive Code: The State of Oregon requires all jurisdictions to have a Comprehensive Plan. Comprehensive Plans guides growth and meets state land use requirements such as the state planning goals and urban growth boundaries. Their planning period is normally 20 years. Our planning period for the Land Use Element of the Falls City Comprehensive Plan ends in 2020. I recommend searching for grants that would allow us to update the Land Use Element including the Buildable Land Map (last update 2001) and Population forecast (do not go beyond 2020).

Risk mitigation for large events George Kitchen Park: This Park is a treasure and is well suited for larger events, with two serious limitations that affect public safety - parked cars blocking roadways leading into the park and limited event parking. I recommend placing permanent no-parking zone signs on the roads leading to the park (7th Street, Park Street and a portion of Mitchell Street). Consider using the ballfield for parking during large events – the management of event parking could become a large fundraiser for the many non-profits within the city. Lastly, consider creating angled or perpendicular parking along the George Kitchen Park fence line at the top of 7th street) and implement ADA compliant parking within the park; use existing parking spaces to keep costs minimal.

Dayton Street Foot Bridge: Seek a FEMA Mitigation grant to replace Dayton Street footbridge as this bridge has exceeded its life expectancy and carries mains for both water& sewer. Consider if a vehicle bridge would benefit disaster recovery.

In closing, it is with heartfelt love that I express my gratitude to you for allowing me to serve the community for nearly seven years. I feel very lucky to have worked here and especially lucky to have worked for City Manager Ungricht. This place, the generosity of so many individuals, and the exceptionally vibrant community spirit will be in my heart forever. I will miss my job, City Hall, my coworkers, Councilors, Committee Members and Commissioners, the river, the natural beauty, and all the residents and businesses of Falls City. Thank you so much for all you do and all you will do for this wonderful place that I was lucky enough to call home – at least for a little while.