

City of Falls City  
City Council Special Meeting Minutes  
Monday, November 20, 2017 6:00 p.m.  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

**Staff Present:** Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder

Council President Meier called the meeting to order at 6:01 pm.

**1) Roll Call**

Recorder DeCamp took roll call. Lori Jean Sickles arrived at 6:02pm.

**2) Pledge of Allegiance**

Council President Meier led the pledge.

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

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn to adopt the entire Agenda. Motion carried 5-0-0. Ayes: Dennis Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**4) Hearing script for CDBG funding**

City Manager Ungricht informed Council that Staff has been working on the 2017 Community Development Block Grant (CDBG) application for the wastewater system. The grant will this year is for Final Design, Environmental review, and a Rate Study. This is estimated to cost \$350,000.00. Staff is still discussing if they want to include the cost of the land, which would cost an additional \$150,000.00 bringing the total to \$500,000.00. The land will be negotiated in compliance with the UAR [Uniform Acquisition Relocation] and all federal requirements. City Manager Ungricht believes that by scaling back the request from last year this will increase our chances for receiving the award.

Staff has been working on the 2017 CDBG application for our wastewater system. Council has been updated that the plan this year is to go out for Final Design, Environmental review, and a rate study. This all is estimated to cost \$350,000. Staff is still discussing if we want to include the cost of the land, which we estimate at \$150,000. The land will be negotiated on in compliance with the UAR and all federal requirements.

Staff will be submitting either for \$350,000.00 or \$500,000.00 Staff has worked out the areas of responsibility; the City Engineer will be in charge of the final design project and Mid-Willamette Council of Governments will do the grant administration and Environmental review.

I believe that with not going for design and construction we will increase our chances for the award. Once this part is accepted and we close out this part of the project we will have final design documents that can be put out for construction bids. We will then go out for more CDBG funding if we still qualify.

**The Public Hearing was opened at 6:06 pm by Council President Meier.**

City Manager Ungricht read the Public Hearing Script aloud in its entirety:

**PUBLIC HEARING SCRIPT**

*MAYOR: OPEN HEARING*

This hearing is being held as part of the Community Development Block Grant (CDBG) application process. The City of Falls City is currently applying for approximately \$350,000.00 for the final design engineering, Environmental review, and rate study and if decided another \$150,000.00 for land acquisition for a total of \$500,000.00 in CDBG funds.

The purpose of the hearing is twofold:

- 1) For the City Council to obtain citizen views and respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons as well as other needs in the community that might be assisted with a CDBG project.
- 2) And for the City Council to obtain citizen views and respond to questions and comments about the proposed project.
  - A. Approximately \$11.5 million will be available and awarded to Oregon non-metropolitan cities and counties in fiscal year 2017. The maximum grant that a city or county can receive is \$2.5 million.
  - B. The range of activities that may be undertaken with the grant funds include the projects such as:
    - Microenterprise Assistance Public Services,
    - Public Works (i.e. water and wastewater system improvement projects),
    - Community/Public Facilities (i.e. homeless shelter, fire hall, senior center, community center, library, etc.)
    - Community Capacity/Technical Assistance,
    - Emergency Projects, and
    - Housing Rehabilitation
  - C. The entire amount of grant funds applied for will be used for activities that will meet the national objective of primary benefit to low- and moderate-income persons; and
  - D. The proposed activities in the application will not result in displacement or the local government's antidisplacement and relocation plans required under 24 CFR Part 570.488, Part 570.606, and Part 42.

The final signed and approved meeting minutes must record and document that this requirement was met.

*MAYOR: TAKE COMMENTS AND QUESTIONS FROM PUBLIC*

"Comments and questions"

*MAYOR: CLOSE HEARING*

Council President Meier closed the Public Hearing at 6:19 pm.

*COUNCIL TO MOTION*

Motion on agenda item.

Comments and Questions followed.

## **5) Public Comments**

Amy Houghtaling, resident of Falls City is on the board for the Polk County Community Development Corporation along with Jeremy Gordon of Falls City. This is a non-profit organization, which applies for state and federal grants to provide low-income housing. She spoke in support of the grant to improve the city's infrastructure. She believes that the major barriers for the city is that developers and granters have concern with our aged sewer system and that it will not currently support additional housing developments. Ms. Houghtaling invited questions.

Councilor Drill asking if Ms. Houghtaling sees any downfalls with the grant or anything besides sewer that needs attention. Ms. Houghtaling said basic infrastructure is always a concern but sewer infrastructure most frequently because developers will research that area. The city is already limited for development on the south side of town where there is no sewer service. Ms. Houghtaling also mentioned that the city's gravel roads might be an issue in the future with developers. Ms. Houghtaling is unsure whether state and federal grants for housing development are allowed in areas with gravel roads.

The system currently serves the majority of low to moderate-income users. A certified Low to Moderate Income (LMI) study was done; the new 2020 census will set the LMI percentage.

Council thanked Ms. Houghtaling for coming and addressing Council on the subject of low-income housing development and infrastructure.

Councilor Lauder asked City Manager Ungricht if the \$150,000.00 for land acquisition would be a separate grant. City Manager Ungricht replied that the land acquisition would more than likely be a separate grant from this CDBG funding. The additional money for land acquisition will need to come from other sources.

Councilor Lauder asked if it is easier to receive funding if we start with the \$350,000 then ask for the other \$150,000. City Manager Ungricht said that this is part of the discussion with city staff, but applying for land acquisition creates barriers. He explained that this is the last year CDBG will provide funding for design. The final design will provide biddable documents for the project.

Councilor D. Sickles asked if at the end of this project we would be looking to apply for a grant based on the engineering study. City Manager Ungricht responded yes, when project is closed staff will apply for the construction phase funding.

Councilor D. Sickles asked if the grant was awarded, would there be any cost to the city. City Manager Ungricht believes that the full award will be given with no additional costs. Our City Engineer would oversee the project.

Councilor Lauder asked if there is a time frame on the engineering once the grant is awarded. City Manager Ungricht said that under CDBG conditions there is a 3-year limit on completing the project. He explained that the project would most likely not be finished by the time of next year's CDBG funding. The city will have to wait an additional year to apply for a grant based on the engineering study.

There were further comments.

**The Public Hearing was closed at 6:19 pm by Council President Meier.**

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn that the Falls City Council instruct staff to submit the CDBG funding grant for the wastewater project and give authority to the Mayor and/or City Manager to sign the grant application. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn,

**6) New Business**

**A. Accept applications for Mayor**

Council President Meier asked the Mayoral candidates to take a seat at the interview table. City Manager Ungricht explained the interview process to Council and candidates. Three applications were submitted for the vacant Mayoral seat. Two applicants participated in the interview. Shane Curry was not in attendance.

## **B. Interview of Mayor Candidates**

The interview was held in Candidate Forum fashion. Candidates drew numbers to determine seating order. The candidates were each asked preselected questions in random order. Both were given the opportunity to answer the same question within a two-minute time limit. Council at the end of the interview asked the candidates a few other questions.

Candidate Jennifer Drill expressed her appreciation for the community, and spoke about her long-term goal to serve legislatively at the state level. She would like this opportunity to learn and gain knowledge to fulfil her goal. Ms. Drill is a longtime resident and has been very involved with community, Council and Committees. When asked what her vision for the City of Falls City would be as Mayor she said that she would like to carry on with the vision that council has started to carry the community forward. She identified the major priorities for the city to be infrastructure for sewer and water, code enforcement, and communication. Ms. Drill made clear that she would be able to attend multiple meetings per month as she works part time with flexible hours and described the biggest strength of the community is coming together. She added this is a beautiful area and she would like to see it prosper.

Candidate Jeremy Gordon explained that he would like to be the City of Falls city Mayor because he feels it is his civic duty to get involved in the community. When asked about his background Mr. Gordon spoke about his experience in interagency communications, policy implementation, interpretation of regulations, being a creative leader and his work as a member of the Polk County Community Development Corporation (CDC). He would like to funnel some of the CDC resources to the city. He admitted there would be a learning curve as it would be his first time in local government. Although he has only lived in Falls City for a few years, Mr. Gordon enjoys the welcoming community atmosphere and feels he has found his forever home. When asked what his vision for the City of Falls City would be as Mayor he said that he has read council minutes and wants to further the direction of the city; to improve what has already been put into place . He identified major priorities for the city to be the wastewater plan and affordable housing. Mr. Gordon went on to say he would like to promote tourism and encourage people to shop local. He also felt that the biggest strength of the community is that people take care of each other. He would like to give back to the community in a positive way.

## **C. Vote on new Mayor**

Ballots were distributed to the five remaining Councilors to sign and fill out indicating their selection of one applicant to fill the vacant mayoral position. The ballots were then gathered and Recorder DeCamp read the results aloud with each Councilors name in conjunction with their vote.

Jeremy Gordon won the appointment by 3-2 vote. Councilors Lori Jean Sickles, Dennis Sickles, and Charlie Flynn voted for Mr. Gordon. Councilors Tony Meier and Cliff Lauder voted for Ms. Drill. Councilor Drill will retain her position on Council.

## **D. Swear in Mayor**

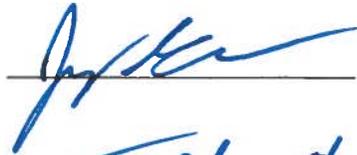
Council President Meier presided over the swearing in of Mayor Gordon.

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

A. Next regular City Council Meeting December 14, 2017 at 6:00 pm

## **8) Adjourn**

The meeting adjourned at 6:53 pm.

  
\_\_\_\_\_  
Mayor, Jeremy Gordon

Attested:   
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City Manager, Ungricht