

Notice of Public Meeting

City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday, December 13, 2018 6:00 p.m.

Posted December 7, 2018

1. Call to Order

2. Roll Call

- a. Jeremy Gordon, Mayor _____ Dennis Sickles _____ Lori Jean Sickles _____
Jennifer Drill _____ Tony Meier _____ Charlie Flynn _____ Clifford Lauder _____

3. Pledge of Allegiance

4. Motion to Adopt the Entire Agenda

5. Announcements & Appointments

Announcements

- a. Election Resultspg. 1
- b. **Falls City Photography Contest**, open to all, photos due to City Hall by January 15, 2019.
 - i. Photo Contest Rules and Entry Agreement Attachedpg. 2-4
- c. **Falls City awarded \$150k** to overlay portions of 5th St., Fair Oaks, and Boundary.
- d. Falls City receives DEQ approval of the Supplemental Environmental Protection Project to remove blackberries and garbage from the riverside adjacent to the mill lot.
- e. Falls City Council and Staff attend Free Training
 - i. On November 10, 2018 Mayor Gordon, Councilors D. Sickles, Lauder, Flynn, and Meier, Assistant Clerk Inman, and City Manager Corthell all attended a 4 hour training session at the Falls City Community Center. The training was provided by Veteran City Manager Scott Diereckson of Woodburn, and Executive Director of Mid-Willamette Valley Council of Governments Sean O'Day. The training included Council roles and responsibilities, Staff roles and responsibilities, Council-Staff relations, and Council-Citizen relations training.
 - ii. On November 28, 2018 Mayor Gordon, Councilor Meier, Assistant Clerk Inman, and City Manager Corthell all attended Elected Essentials Training hosted by the League of Oregon Cities. This was a full day training

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.

reviewing the responsibilities, authority, and limitations of City Councilors and Staff.

- f. Polk County Law Enforcement Levy early renewal placed on the ballot by the County Commission. Falls City Staff will be working to have the District Attorney, Sheriff, and County Commissioners to the January or February Council Meeting to provide information.
- g. Public Works Committee Meetings move back to 6pm, third Thursday of the month, at the Falls City Community Center.
- h. Regular Council Meetings move back to 6pm, second Thursday of the month, at Falls City Community Center.

6. Community & Government Organizations

- a. Polk County Cemetery Savers
 - i. Introduction by City Manager
 - ii. Polk I.O. & Salem History Matters Articlespg. 5-11
 - iii. Cemetery Savers Presentation (20-30 min)
- b. Falls City Public Works Report November 2018pg. 12
- c. Falls City Fire Report November 2018.....pg
- d. Polk County Sheriff's Officer Report November 2018pg

7. Proclamations & Recognition

- a. Certificate of Appreciation- Scott Derickson & City of Woodburnpg. 13
- b. Certificate of Appreciation- Sean O'Day & Mid-Willamette Valley COG.....pg. 14
- c. Certificate of Appreciation- Vicki Wyatt.....pg. 15

8. Communications

- a. None.

9. Consent Agenda

- a. Approval of the Billspg. 16-22
- b. Approval of Council Meeting Minutes
 - i. October 9, 2018.....pg. 23-24
 - ii. October 11, 2018.....pg. 25-29
 - iii. November 8, 2018pg. 30-33
- c. Resolution 29-2018 Response to Council Letters
 - i. Staff Report.....pg. 34-35
 - ii. Resolution 29-2018pg. 36-38

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- d. Resolution 31-2018 State Surplus IGA
 - i. Staff Report..... pg. 39-40
 - ii. Resolution 31-2018 pg. 41-50
- e. Council Note Retention
 - i. Staff Report..... pg. 51-56
- f. RV 2nd Permit Notification: 310 Alan St.
 - i. Staff Report..... pg.57-58

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

- a. Please limit your commentary to five (5) minutes or less.
- b. Please state your name and city of residence for the record.

11. New Business Members of the public wishing to comment on items of new business must sign up at the podium near the entry prior to commencing this portion of the agenda. Comment time may be limited by Mayoral prerogative.

- a. Resolution 30-2018 Fire Duty Truck.
 - i. Staff Report(s)..... pg. 59-73
 - ii. Resolution 30-2018 pg. 74-75

12. Tabled Business

- a. Polk CDC Revolving Fund Allocation for CDFI
 - i. Verbal Update by City Manager

13. Land Use

- a. PAR 18-20, partition of 3.04 acres at 830 Parry Rd to three lots of record
 - i. Mayor’s Script for Partitions pg. 76-78
 - ii. Staff Report PAR 18-20 pg. 79-88
 - 1. Exhibit A pg. 89-96
 - 2. Exhibit B pg. 97
 - 3. Exhibit C pg. 98

14. City Manager’s Report

- a. Question and Answers.

15. Mayor and Council Reports

16. Adjourn

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City of Falls City, Mayor City of Falls City

(VOTE FOR) 1

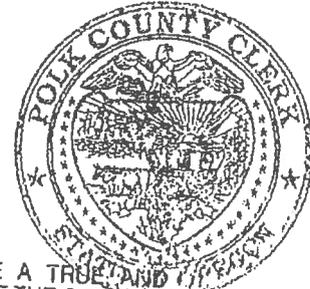
	W R J G I e o T r r E e d - m o I y n N (NON) (NON)	OV VO ET RE S	UV NO DT EE RS
0166 166	328	23	0 96
CANDIDATE TOTALS	328	23	96
CANDIDATE PERCENT	93.44	6.55	

NAME HEADING CANVASS
 RUN DATE:11/21/18 09:17 AM

City of Falls City, Council Members City of Falls City

(VOTE FOR) 3

	J D L J S er AM R o e i n l n e I r a c n l t i T i n k i l h e E l f o r - e e n I s r y N (NON) (NON) (NON) (NON)	OV VO ET RE S	UV NO DT EE RS
0166 166	291	285	271 75 6 413
CANDIDATE TOTALS	291	285	271 75 6 413
CANDIDATE PERCENT	31.56	30.91	29.39 8.13



CERTIFIED TO BE A TRUE AND
 CORRECT COPY OF THE ORIGINAL
 VALERIE UNGER, Polk County Clerk

By *[Signature]* Deputy



City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503.787.3631
www.fallscityoregon.gov

2019 Photo Contest

Contest Prizes & Rules

Prizes

First Place Winner will receive a \$50 gift card, publication with credit on the City's website (www.fallscityoregon.gov), and featured on the new Falls City Facebook page. Second place winners will receive a \$30 gift card and third place winners a \$20 gift card with notation as second and third place on the new Falls City Facebook page. All photos submitted in the contest will be posted on the new Falls City Facebook Page under the photos tab as long as they are apolitical, appropriate for public consumption, and represent Falls City.

Photo Contest Rules and Guidelines

- Contest is open to professional and amateur photographers of all ages
- An individual may only place in the top three with one photo
- Maximum 5 photograph entries per individual
- Completed and signed Entry Agreement must accompany each photo submitted.
- Entry Agreements by youth under 18 years of age must be signed by parent or guardian
- If you submit more than one photo, please put multiple digital photos per CD
- Photos must be taken in Falls City
- Photos must have been taken in 2017 or 2018 (historical photos taken before 1970 may also be submitted)
- Photographs must be in digital format (except in the Vintage/Historic photos)
- Photos will not be returned and may be used in City print or electronic media
- City employees are encouraged to submit photographs, but will not be eligible for monetary prizes.
- All entries must be received or postmarked by 5:00 p.m., Tuesday January 15th, 2019.

Judging

A panel consisting of City of Falls City staff and the Mayor ("Judges") will evaluate all eligible entries based on overall quality, creativity and how well the photograph portrays Falls City. The Judges will select three finalists. The City will notify the finalists by January 29th, 2019.

The entries of the finalists will be presented to the City Council at the February 14, 2019 regular council meeting. The Council will select the first, second, and third place winners by blind weighted vote. The Mayor will be the tie-breaker.

How to Enter Your Photos

Complete the entry form and submit your photos by mail or deliver a CD of your photo and a completed Entry Agreement for each photo to:
Photo Contest, City of Falls City
299 Mill St.
Falls City, OR 97344

For More Information Contact

JoHanna Birr, City Clerk, 503-787-3631 or jbirr@fallscityoregon.gov.



City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503.787.3631
www.fallscityoregon.gov

2019 Photo Contest Entry Agreement

Entries must be submitted to City Hall, or postmarked by 5:00 p.m., January 15, 2019

NAME OF CONTESTANT: _____

In submitting the attached photo to the City of Falls City and participating in the City of Falls City Photo Contest, I hereby warrant and agree to the following:

- I am the author of, and have lawful ownership rights to the photo, including the publication and republication rights of the photo.
- The photo is the result of Contestant's sole artistic effort.
- The photo is unique and original and does not infringe upon any copyright, trademark, or patent.
- Any models or persons identifiable in the photo have given approval for publication and distribution (releases) of photo as stated in this Entry Agreement, and that City shall have no obligation to compensate the models or persons.
- The photo is free and clear of any lien.
- Contestant licenses to the City perpetually all rights of reproduction, distribution, and to display two- or three dimensional reproductions of the photo in any manner, provided however that the City's use of the photo shall be restricted to use, publication, republication, and distribution of whatsoever kind relating to any City publication or event, including, without limitation, public display as well as reproduction on City items, such as print ads, postcards, posters, brochures, applications, television programs, City website, and any other of distribution or display, whether print, electronic, or televised. In addition, the City may alter images of the photo as necessary to fit into reduced or enlarged format sizes. The photo may be reproduced, displayed, or distributed in any form without photo credit to the Contestant. No compensation shall be due to Contestant.
- Contestant agrees to release, defend, indemnify and hold harmless the City, its agents, officials, employees, and volunteers from and against any and all claims and liability, including but not limited to copyright, trademark, or patent infringement, arising out of Contestant's participation or association with the City of Falls City, or publication or distribution of the photo. Contestant agrees to pay all costs incident to any claim, including, without limitation, attorneys' fees.

I agree that the above information is correct. I further agree that this agreement is intended to be as broad and inclusive as is permitted by the law of the State of Oregon and of the United States.

Continued on next page...

CONTESTANT:

Name (print): _____ Date: _____

Over 18 Years Old on Date of Submission? (circle) YES NO

Signature: _____

Signature of parent or guardian:
(if under 18 years of age) _____

Address: _____

Email: _____ Phone: _____

1. Photo name, description, and date taken:

2. Photo name, description, and date taken:

3. Photo name, description, and date taken:

4. Photo name, description, and date taken:

5. Photo name, description, and date taken:



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PRESERVING HISTORY

Group restores broken gravesites of Oregon founders, pioneers





Photo by Jolene Guzman

Lloyd Collins repairs a headstone at Chamberlin Pioneer Cemetery during a recent weekend Polk Cemetery Savers work session. The group is in need of more volunteers.

By Jolene Guzman

📅 As of Wednesday, April 1, 2015

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POLK COUNTY — Lloyd Collins uses a trowel to scrape excess epoxy from the base of a broken headstone he is repairing in a pioneer cemetery south of Monmouth.

The simple gesture has a rhythmic quality to it: scrape, scrape, scrape and then tap, tap as he knocks off the solution into a nearby bucket. Collins performs the task as if he's done it dozens of times.

He has.

An original member of Polk Cemetery Savers, a volunteer group that finds and restores pioneer cemeteries in the county, Collins is among its most dedicated. He and fellow volunteers Ruby Garman and Pete McDowell have been faithful to the cause, working on the cleaning and restoration of all six cemeteries the group has undertaken.

Sometimes, like on March 21 at Chamberlin Pioneer Cemetery, Collins works by himself, slowly piecing together broken or toppled headstones. It's a monumental task and one that takes patience and respect for the final resting places of people who lived and died many decades ago.

"I'm not sure what happened to this cemetery," Collins said. "During World War II, Adair Village was training soldiers and they used this whole area for training and maneuvers. We understand that some of the cemeteries got moved, supposedly this one did not."

Unveiling the history of the area — and the inhabitants of the cemetery — often comes with the work of restoration. Volunteers don't just clear debris and repair headstones, they catalogue burials, making an official record. Those records are turned in to Bollman Funeral Home in Dallas, the Polk County Museum and the state.

Chamberlin Pioneer Cemetery has its mysteries — including the identity of an infant buried there. Still unable to identify the baby, Collins made a temporary marker, stamped with "infant" to mark the gravesite. Pieces of headstones that don't appear to belong in the cemetery have been found, adding to the intrigue surrounding Chamberlin.

"Lots of unknowns and lots of questions," Collins said. "We have more questions than we have answers in this cemetery."



Photo by Jolene Guzman

Leaning headstones, or broken and missing markers, are common in neglected pioneer cemeteries. The group performs repairs and documents burials at each location.

Doing the detective work — much like the physical repair of headstone and family monuments — is something Collins and other volunteers learned on the job, so to speak. The first restoration began almost three years ago at Hart Riggs Cemetery between Dallas and Falls City.

Many of the tasks are at least two-person jobs, but that doesn't stop Collins from doing what he can on his own. When asked why the three-person team continues to do the work with little other help, Collins pauses for a second.

"Somebody asked me that about two years ago ... I said these people were pioneers, so they made this state what it is," Collins said. "I don't want to see their cemeteries rotting into ruin. It doesn't take a lot of money to repair them. It takes a little of bit of time; you have to be careful because you don't want to do any damage. But basically that's the reason. When I saw Hart Riggs, I think both (group founder) Ray (Files) and I had tears in our eyes."



Photo by Jolene Guzman

Collins examines a monument that will have to be repaired and repositioned in its original place. Finishing the job will require pouring a new base and sliding it into place.

McDowell has similar reasons for volunteering for the cause.

"Since I started doing it, I've come to see that this work is really important for preserving these historic sites," he said. "Besides just showing respect for the deceased, I think we need to preserve the record of life and death during the early days of our state."

As dedicated as Collins, McDowell and Garman are, they could use a few more hands. No longer able to perform many of the physical tasks, Files has had to step away from much of the work.

McDowell added maintaining the cemeteries once restoration is finished is an ongoing process.

"We just need to get more people involved so the burden gets spread out a little," he said.

Collins listed two other cemeteries he's looking into for future projects and they will find more, no doubt. Work parties are scheduled every Tuesday, Thursday and Saturday mornings starting at 8 a.m.

"If we can get some more volunteers, it's not so bad. They don't need anything but boots and gloves," Collins said. "We can use all the help we can get. They don't have to make three days a week, but if they can make it one, that's great."

To volunteer, or for more information, go to www.polkcemeterysavers.org or email Lloyd Collins at LydCollins@aol.com. In the last two weeks of April, the group will be cleaning cemeteries of winter debris and could use volunteers.

Much Done ... Much To Do

Projects of the Polk County Cemetery Savers:

Hart Riggs Cemetery

This was the first cemetery the group restored, found by group founder Ray Files when he was looking for pioneer cemeteries to take photos of. The deplorable condition of the final resting place of 58 people buried there prompted Files, Collins and other volunteers to take action. They began work at the cemetery, located between Dallas and Falls City, in the summer of 2012. That soon led to other projects.

Whiteaker Cemetery

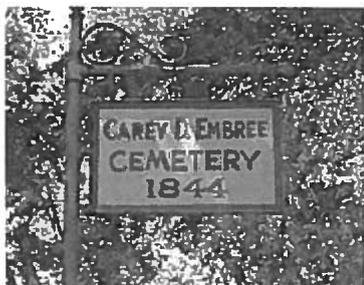
Located southeast of Dallas, Whiteaker Cemetery with its 15 interments had been long neglected and vandalized. Headstones and monuments were leaning, damaged or toppled. Thick blackberries, poison oak and apples trees that were damaging gravesites had to be removed before the painstaking process of cleaning and repairing headstones could begin.



Pieces of original headstones were found all over the cemetery and carefully pieced together and placed back where they once stood.

Whitaker Cemetery

Carey D. Embree Cemetery



Carey D. Embree

Embree Cemetery was founded in 1844, located in a grove of trees in a field in Rickreall. This cemetery had a volunteer caretaker and was in relatively good condition, but needed repairs. Deciding to restore the cemetery to its original state, volunteers reseated several monuments and removed dead trees damaging headstones. Workers removed decades of dust and dirt from gravesites and cleaned and repaired headstones. Thirty-nine people are buried at the cemetery.

Burch Family Pioneer Cemetery

Also located in Rickreall in the center of a farm field, Burch's earliest burial was in 1849. This cemetery houses the resting place of Harrison Brunk — the builder of the Brunk House on Highway 22 — and other notable pioneers. Larger than other cemeteries — more than 140 burials — the restoration started in 2013 and continued into this year. Like the others, it required removal of brush, weeds and trees, in addition to finding and restoring headstones.



Burch Family Pioneer Cemetery

M.L. Robbins Cemetery

Located just outside Dallas, M.L. Robbins Cemetery was in very poor condition by the time the group found it. All the headstones had been knocked over or broken. The seven-week restoration revealed 20 interments, though four of them still are unknown. The group cleaned the area, retrieved pieces of headstones and monuments for repair. Following the restoration, the cemetery was fenced off.

Chamberlin Pioneer Cemetery

The group's current restoration project, Chamberlin Cemetery's first burial was in 1845. Still cataloguing interments, Collins estimates between 20 and 30 people are buried at the hilltop site south of Helmick State Park near Monmouth. Restoration began in September 2014 and should continue for another month. More than half the headstones were damaged and all were sorely in need of cleaning. The land owner, who has been cleaning the cemetery annually, may build an access road.

— *Jolene Guzman*

Salem History Matters (/)

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(<http://kmuz.org/category/salemhistorymatters/>)

Historic Cemeteries: Polk Cemetery Savers

(//salemhistorymatters.weebly.com/program-blog/historic-cemeteries-polk-cemetery-savers)

8/15/2015

Your Hosts

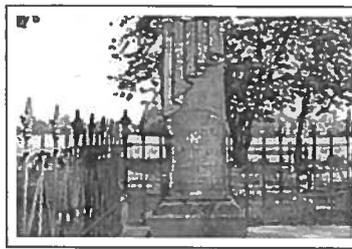
Deb Meaghers and **Christy Van Heukelem**, historians and authors, are *passionate* about the history of Salem and the entire mid-Willamette Valley. We love to share our enthusiasm for our rich historic legacy with others.

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I accept



Riggs-Hart Cemetery, completed.



Burch Family Cemetery



Lloyd Collins repairing a gravestone

August 13, 2015 Episode

What do the Historic Embree Cemetery, the Hart-Riggs Pioneer Cemetery, and the Ball Family Cemetery have in common? All these small Polk County cemeteries were rescued by the Polk Cemetery Savers! Ray Files and Lloyd Collins, founding members of this organization based in Polk County, joined us today to tell us their story. Ray was a volunteer photographer for FindAGrave.com and was assigned to take a photo of a gravestone for a member of the Hart-Riggs family. Upon finally finding this small cemetery, he was disheartened by its unkempt, overgrown condition. He placed an ad in the local newspaper requesting volunteers to help him restore the cemetery, and Lloyd Collins responded. Along with a few other volunteers, they went to work on this cemetery, restoring 38 monuments and making it eligible for registration with the State of Oregon as a Pioneer Cemetery.

They were hooked! They found that there were 51 known cemeteries in Polk County, and almost all had no official caretaking oversight. They decided they would take on the 10 cemeteries around Dallas, one by one, and branch out from there, and to date they have completely restored 7 or 8 cemeteries. Lloyd told us of the painstaking care they take to locate, research, repair and restore the grave monuments and headstones in these small private cemeteries. The cemetery map they develop as the final part of each restoration is then forwarded to the Historic Cemeteries Commission and also filed with the Polk County Historical Society Museum in Rickreall. If you'd like to learn more about this organization or want to work with them restoring another hidden treasure, contact them on their webpage, PolkCemeterySavers.org (<http://polkcemeterysavers.org/>), or follow them on Facebook (<https://www.facebook.com/PolkCemeterySavers>)

Kuri Gill staffs the Oregon Historic Cemeteries Commission (<http://www.oregon.gov/OPRD/HCD/OCHC/pages/index.aspx>) under the auspices of the Oregon Parks and Recreation Department, and she joined us to talk about the Commission and the assistance they can provide. She advised that the Commission is charged with maintaining the registry of these historic pioneer cemeteries, along with encouraging the restoration of similar sites. Their staff can offer technical assistance to such volunteer organizations and assist them in the restoration and registration process. Registration as an historic cemetery provides some legal safeguards as well as eligibility for preservation and maintenance grants.

Photos courtesy of Polk Cemetery Savers and Polk Itemizer-Observer

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Public Works Staff Report for November, 2018

Thursday, 1 At the end of October, Luckiamute water had some problems with their system and that drew down ours, WTP clear well is filling.

Friday, 2 Ran grader, broken down universal, hydraulic valve. Waiting on parts having some issue finding parts.

Saturday, 3 & Sunday, 4 Routine water and sewer.

Monday, 5 Home owner on Wood Street, put post through service line, was billed. Work on grader removing old parts. I have class all week for water and sewer.

Tuesday, 6 Cutting trial into Teal and Glaze CR. Waiting for rain.

Wednesday, 7 Maintenance on one of City's utility vehicle, locate Montgomery, check for leak on Parry.

Thursday, 8 Installed window lower shop, Park maintenance.

Friday, 9 Park maintenance, leaves lots.

Saturday, 10 & Sunday, 11, & Monday, 12 Routine water and sewer.

Tuesday, 13 Installed meter & box on Carry Cr. Lower shop maintenance.

Wednesday, 14 Hedge trimming at Community Center.

Thursday, 15 Hedge trimming, waste water samples and ph.

Friday, 16 Finish up hedges, cut tree limbs over hanging car bridge.

Saturday, 17 & Sunday, 18 Routine water and sewer.

Monday, 19 Forbes TV sewer lines on Wood and Montgomery, locating clean outs, that possible have been broken, physical water shut offs

Tuesday, 20 Septic tank riser repair, first Street. Starting meter reading.

Wednesday, 21 Clean intake, meter reading.

Thursday, 22 & Friday, 23, Saturday, 24 & Sunday, 25 Routine water and sewer, holidays.

Monday, 26 Finish meter reading, locate clean out on wood Street, was not broken.

Tuesday, 27 Intake switch over from Teal CR. to Glaze Creek, repair toilet at WTP.

Wednesday, 28 Frist heavy, intake plug, higher turbidity at WTP, water cleaned up latter in the day.

Thursday, 29 Corvallis sewer samples.

Friday, 30 Work wo older utility, front left quarter panel and door, problems with intake from first heavy rains.



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Scott Derickson
And The City of Woodburn

For exceptional service to the City of Falls City by volunteering his time to provide essential Council-Manager training to the City Council and City Staff. The City of Falls City owes Scott and the City of Woodburn a debt of gratitude.

Given under my hand this _____ day of _____, 20____

Jeremy Gordon, Mayor of Falls City



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Sean O'Day

And The Mid-Wilamette Valley Council of Governments

For exceptional service to the City of Falls City by volunteering his time to provide essential Council-Manager training to the City Council and City Staff. The City of Falls City owes Sean and MWVCOG a debt of gratitude.

Given under my hand this _____ day of _____, 20____

Jeremy Gordon, Mayor of Falls City



CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION

AWARDED TO

Vicki Wyatt

Vicki volunteered her time and her Lean-6-Sigma Black Belt Certification to facilitate and guide Officers of the Falls City Fire Department and City Staff in a process building session that was at once efficient and effective. The City of Falls City thanks Vicki for her time and commitment to serving our community.

Given under my hand this _____ day of _____, 20____

Jeremy Gordon, Mayor of Falls City

	Date	Memo	Account	Class	Amount
AFLAC					
	11/06/2018	889341	Accounts Payable		-133.03
	11/06/2018	Atiac-Don	Employee Benefits	01 GENERAL FUND:01.01 Administrativ	133.03
					0.00
Total AFLAC					0.00
Backflow Management INC.					
	11/06/2018	Inv. 9499	Accounts Payable	20 WATER OPERATING FUND	-125.00
	11/06/2018	Jay Backflow Symposium Continuous Ed Education/Training/Dues			125.00
					0.00
Total Backflow Management INC.					0.00
Branom Instrument Co.					
	11/06/2018	Inv 603055	Accounts Payable	13 SEWER FUND	-990.00
	11/06/2018	WWTP Flow Meter Test & Cal	Equipment Maintenance/Repair		990.00
					0.00
Total Branom Instrument Co.					0.00
Edge Analytical					
	11/06/2018	18-38502, 39568	Accounts Payable	13 SEWER FUND	-153.00
	11/06/2018	Lab Fees	Lab Analysis Services		153.00
					0.00
Total Edge Analytical					0.00
F.V.M. Company					
	11/06/2018	Inv # 0143023	Accounts Payable	11 STREET FUND	-212.00
	11/06/2018	Grader Starter	Vehicle Maintenance/Repair		212.00
					0.00
Total F.V.M. Company					0.00
Falls City Fire Association					
	11/06/2018	November 18	Accounts Payable	01 GENERAL FUND:01.07 Fire Departm	-480.50
	11/06/2018	November Point Money	Point System		480.50
					0.00
Total Falls City Fire Association					0.00
Ferguson Waterworks					
	11/06/2018	Account: 50936 Invoice: 0710860 & 070	Accounts Payable	20 WATER OPERATING FUND	-423.10
	11/06/2018	Water Treatment Plant	System Maintenance/Repair		423.10
					0.00
Total Ferguson Waterworks					0.00
Frink's General Store					
	11/06/2018	10302018B	Accounts Payable	20 WATER OPERATING FUND	-159.63
	11/06/2018	Public Works Supplies	Small Tools & Supplies		159.63
					0.00
Total Frink's General Store					0.00
Hach Company					
	11/06/2018	11193219	Accounts Payable	20 WATER OPERATING FUND	-377.79
	11/06/2018	Chlorine	Chlorine Supplies		377.79
					0.00
Total Hach Company					0.00
MNOP					
	11/06/2018	10/25/18 Falls City Refuel 254.2 Gal	Accounts Payable	11 STREET FUND	-726.76
	11/06/2018	20% Shop Diesel 254.2 Gal	Vehicle Operation		145.36
	11/06/2018	35%	Vehicle Operation	13 SEWER FUND	254.34
	11/06/2018	40%	Vehicle Operation	20 WATER OPERATING FUND	290.72

Total MNOP	11/06/2018	5%		Vehicle Operation	01 GENERAL FUND:01.03 Parks	36.34
Office Craft	11/06/2018	Inv AR10546		Accounts Payable		0.00
Total Office Craft	11/06/2018	Copier Maintenance		Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrati	-66.69
One Call Concepts, Inc	11/06/2018	Acct #09-0001409, Inv #8100372		Accounts Payable		0.00
	11/06/2018	Locates- 6 tickets		Contractual Services	11 STREET FUND	-54.60
	11/06/2018	Acct #09-0001409, Inv #8100372		Contractual Services	13 SEWER FUND	18.20
	11/06/2018	Acct #09-0001409, Inv #8100372		Contractual Services	20 WATER OPERATING FUND	18.20
Total One Call Concepts, Inc						0.00
UL LLC	11/06/2018	Invoice #720200278221		Accounts Payable		-1,485.00
Total UL LLC	11/06/2018	Fire Truck Pump Test		Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	1,485.00
US Bank Trust	11/06/2018	account 274930000, Inv 5160732		Accounts Payable		0.00
	11/06/2018	Water Bond Trustee		Bond Interest	20 WATER OPERATING FUND	-700.00
Total US Bank Trust						700.00
Van Well Building Supply	11/06/2018	Inv 15847, 15847		Accounts Payable		0.00
	11/06/2018	Sewer Parts		Maintenance Supplies	13 SEWER FUND	-134.92
Total Van Well Building Supply						134.92
Verizon Wireless	11/06/2018	Inv 9817123478		Accounts Payable		0.00
	11/06/2018	Utility Duty Phone		Telephone	13 SEWER FUND	-59.03
	11/06/2018	Inv 9817123478		Telephone	20 WATER OPERATING FUND	29.51
Total Verizon Wireless						29.51
Westech Engineering	11/06/2018	Inv: 24365		Accounts Payable		0.00
	11/06/2018	CDBG Wastewater Project		Grant Project	13 SEWER FUND	-9,471.50
Total Westech Engineering						9,471.50
Williamson & Aebi, LLP	11/06/2018	October 18 Accountant		Accounts Payable		0.00
	11/06/2018	42% Gen-Ad October Accountant		Professional Services	01 GENERAL FUND:01.01 Administrativ	-602.40
	11/06/2018	4% Gen- Muni Ct		Professional Services	01 GENERAL FUND:01.04 Municipal Cc	253.00
	11/06/2018	2% Fire		Professional Services	01 GENERAL FUND:01.07 Fire Departm	24.10
	11/06/2018	26% Se		Professional Services	13 SEWER FUND	12.00
	11/06/2018	26% W		Professional Services	20 WATER OPERATING FUND	156.65
Total Williamson & Aebi, LLP						156.65
Xerox Financial Services						0.00

	11/06/2018	inv 1344745	Accounts Payable				-180.75
	11/06/2018	35%	Copier Lease/Maintenance	20 WATER OPERATING FUND			63.26
	11/06/2018	35%	Copier Lease/Maintenance	13 SEWER FUND			63.26
	11/06/2018	25%	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ			45.20
	11/06/2018	5%	Copier Lease/Maintenance	01 GENERAL FUND:01.07 Fire Departm			9.03
							0.00
Total Xerox Financial Services							
Mid Willamette Valley COG							
	11/06/2018	Inv 1819082	Accounts Payable				-10,000.00
	11/06/2018	CDBG 1st Draw Invoice	Grant Project	13 SEWER FUND			10,000.00
							0.00
Total Mid Willamette Valley COG							
Dallas Auto Parts							
	11/07/2018	Acct #3020 October Statement	Accounts Payable				-932.11
	11/07/2018	Acct #3020 October Statement	Equipment Maintenance/Repair	20 WATER OPERATING FUND			93.40
	11/07/2018	Acct #3020 October Statement	Equipment Maintenance/Repair	11 STREET FUND			77.79
	11/07/2018	Acct #3020 October Statement	Vehicle Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm			760.92
							0.00
Total Dallas Auto Parts							
Oregon Department of Forestry							
	11/07/2018	19147	Accounts Payable				-185.01
	11/07/2018	fire protection for land, inv 19147	Miscellaneous Expenses	01 GENERAL FUND:01.01 Administrativ			185.01
							0.00
Total Oregon Department of Forestry							
CenturyLink							
	11/14/2018	5037874719562B; 5037873767965B; 50,Accounts Payable	Accounts Payable				-443.40
	11/14/2018	City Hall & 50% Comm Ctr	Telephone	01 GENERAL FUND:01.01 Administrativ			227.09
	11/14/2018	Fire Dept & 50% Comm Ctr	Telephone	01 GENERAL FUND:01.07 Fire Departm			216.31
							0.00
Total CenturyLink							
City of Salem							
	11/14/2018	inv# 2304324	Accounts Payable				-2,024.43
	11/14/2018	70% 2nd Qtr 911	911 Fee - Fire Department	01 GENERAL FUND:01.07 Fire Departm			1,417.10
	11/14/2018	30%	911 Fee - Law Enforcement	01 GENERAL FUND:01.01 Administrativ			607.33
							0.00
Total City of Salem							
Consumers Power Inc							
	11/14/2018	Account # 1155301	Accounts Payable				-181.41
	11/14/2018	Oct Power WTP	Power/Heat	20 WATER OPERATING FUND			181.41
							0.00
Total Consumers Power Inc							
Guardian Fire Protection							
	11/14/2018	inv# 138303; 138302; 138301	Accounts Payable				-268.50
	11/14/2018	Annual Fire Ext Inspection- Fire Hall	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Departm			138.00
	11/14/2018	Annual Fire Ext Inspection- City Hall	Maintenance Supplies	01 GENERAL FUND:01.01 Administrativ			76.50
	11/14/2018	Annual Fire Ext Inspection- WTP	Maintenance Supplies	20 WATER OPERATING FUND			54.00
							0.00
Total Guardian Fire Protection							
John W. Gilbert							
	11/14/2018	Inv# 9	Accounts Payable				-300.00
	11/14/2018	Community Center floors	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administrativ			225.00

Total John W. Gilbert		11/14/2018	Inv# 9	Community Center Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	75.00
Mid Willamette Valley COG		11/14/2018	Inv 1819160	Accounts Payable		-1,053.30
Total Mid Willamette Valley COG		11/14/2018	October Planning	Council of Governments Planning	01 GENERAL FUND:01.01 Administrativ	1,053.30
Pacific Power						0.00
Total Pacific Power		11/14/2018	multiple accounts, 21091561-006 2, Oct	Accounts Payable		-1,675.36
Petro Card		11/14/2018	Oct 18 Power	Power/Heat	01 GENERAL FUND:01.01 Administrativ	225.21
		11/14/2018	multiple accounts, 21091561-006 2, Oct	Power/Heat	01 GENERAL FUND:01.03 Parks	141.30
		11/14/2018	multiple accounts, 21091561-006 2, Oct	Power/Heat	13 SEWER FUND	241.42
		11/14/2018	multiple accounts, 21091561-006 2, Oct	Power/Heat	01 GENERAL FUND:01.07 Fire Departm	355.51
		11/14/2018	multiple accounts, 21091561-006 2, Oct	Street Lights	11 STREET FUND	639.95
		11/14/2018	multiple accounts, 21091561-006 2, Oct	Power/Heat	20 WATER OPERATING FUND	71.97
						0.00
Total Petro Card		11/14/2018	Inv: C376985	Accounts Payable		-414.00
Pitney Bowes		11/14/2018	40% Pub Wks Gas Oct 18	Vehicle Operation	20 WATER OPERATING FUND	165.60
		11/14/2018	40%	Vehicle Operation	13 SEWER FUND	165.60
		11/14/2018	15%	Vehicle Operation	11 STREET FUND	62.10
		11/14/2018	5%	Vehicle Operation	01 GENERAL FUND:01.03 Parks	20.70
						0.00
Total Pitney Bowes		11/14/2018	Statement 8000900009699830	Accounts Payable		-503.50
Speer Hoyt LLC		11/14/2018	10% Monthly Postage	Office Supplies	01 GENERAL FUND:01.01 Administrativ	50.34
		11/14/2018	45%	Office Supplies	13 SEWER FUND	226.58
		11/14/2018	45%	Office Supplies	20 WATER OPERATING FUND	226.58
						0.00
Total Speer Hoyt LLC		11/14/2018	INV: 49355	Accounts Payable		-1,140.00
US Bank Visa		11/14/2018	Council Packets & non-remontirance	Attorney/Special Council	01 GENERAL FUND:01.01 Administrativ	456.00
		11/14/2018	DEQ Sewer Enforcement	Attorney/Special Council	13 SEWER FUND	627.00
		11/14/2018	Fire Personnel Issue	Attorney/Special Council	01 GENERAL FUND:01.07 Fire Departm	57.00
						0.00
Total US Bank Visa		11/14/2018	Acct Ending 1146;	Accounts Payable		-160.32
Campbell Communications Co.		11/14/2018	Costco Membership	Administrative costs	01 GENERAL FUND:01.01 Administrativ	60.00
		11/14/2018	Supplies	Office Supplies	01 GENERAL FUND:01.01 Administrativ	100.32
						0.00
Total US Bank Visa		11/21/2018	Inv NOV0118	Accounts Payable		-118.00
Campbell Communications Co.		11/21/2018	Sheriff's Sub-Station Sign	Miscellaneous	01 GENERAL FUND:01.01 Administrativ	118.00

Total Xerox Financial Services

12/03/2018 25%
12/03/2018 5%

Copier Lease/Maintenance
Copier Lease/Maintenance

01 GENERAL FUND:01.01 Administrati
01 GENERAL FUND:01.07 Fire Departm
45.20
9.03
0.00

City of Falls City
City Council Regular Meeting Minutes
October, 9 2018 6:30
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Mac Corthell, City Manager; Rachel Inman Assistant City Clerk

1. Call to Order Mayor Gordon called the meeting to order at 6:32 pm.

2. Roll Call

Clerk Inman took roll call.

Councilor Drill excused.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

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

A. Consent Agenda

A motion was made by Councilor Flynn and seconded by Councilor Meier to adopt the consent agenda Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

5. Public Comments

None

6. New Business

a. Street Closure from Main St. to Pine St.

i. Street Closure Request Form

ii. Falls City Street Closure Ordinance

City Manager Corthell introduced the new form and process which was never formalized there is a code requirement and the new form meets code (91.02). This is simplified and uniform to help people use and helps council be aware of street closures then having to get additional form and resolutions. The code is lacking notification of permission from neighbors which council can request some feedback from neighbors. The applicant is to notify neighbors where City staff can verify it has been done possibly by mail.

Councilor Lauder asked why council has to decide the street closures of the applicants follow all the rules. The code (91.02 B) says except permission from the council. Councilor L. Sickles is concerned with people not being aware of closures and not being able to get to their homes. People can object the closure and bring it to City Staff or Council. Councilor D. Sickles wants people to notify 30 days in advance of street closures as there is no deadline for closures. City Manager Corthell did put a timeline for one week for administration work for closures so staff can notify the proper departments.

The notices will go out in the newsletter that there is a timeline and process that needs to be followed.

A motion was made by Councilor Lori Jean Sickles and seconded by Councilor Meier for Mac to amend the ordinances and bring it to council regarding street closures next month. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

A motion was made by Councilor Lori Jean Sickles and seconded by Councilor Dennis Sickles to adopt and approve the street closure. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

The City Manager Cortshell wanted to discuss fee waiver with the school not paying the rental fees for the Community Center before. He cannot approve fee waiver without council approval. It is illegal to waive fees without council approval. Councilor L. Sickles said there was a previous resolution that waives fee for non-profit organizations and things that brings people into the community. Resolution 2012-01 Section IV a. Organizations in the category listed under Section II. B may apply to the City Council for a fee waiver on a one-time basis or partial fee waiver on a recurring use basis by demonstrating that they are an organization described in this section. The City Council's decision to grant or deny the partial/full fee waiver will be final.

A motion was made by Councilor Dennis Sickles and seconded by Councilor L. Sickles to waive the rental fee for the school. Motion carried 4-1-0. Ayes: Lori Jean Sickles, Tony Meier, D. Sickles, Charlie Flynn. Nays: Cliff Lauder

Erma Ferguson's memorial is at the Community Center and was promised by an old city manager Terry Ungricht to have the fees waived. The City Manager does not want does not want the discrimination of waiving fees.

A motion was made by Councilor Lauder and seconded by Councilor L. Sickles to take \$25.00 out of Council fund to pay for the memorial for Erma. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

7. Adjourn

The meeting adjourned at 7:08 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ Assistant City Clerk, Rachel Inman

City of Falls City
City Council Regular Meeting Minutes
October, 11 2018 7:00 PM.
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

Staff Present: Renata Wakely, COG City Planner, Mac Corthell, City Manager, JoHanna Birr, City Clerk, Rachel Inman Assistant City Clerk

1. Call to Order Mayor Gordon called the meeting to order at 7:05 pm.

2. Roll Call

Clerk Inman took roll call.

Councilor L. Sickles excused, Councilor D. Sickles excused

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor Flynn to adopt the entire agenda. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

A. Consent Agenda

A motion was made by Councilor Meier and seconded by Councilor Flynn to adopt the consent agenda. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

5. Announcements

A. Public Works Committee Meeting in November will be at 7:00 pm on the 3rd Thursday of the month at the Community Center.

B. The next regular Council meeting will be held on November 8, 2018 at 7pm in the Community Center.

6. Community & Government Organizations

No comments.

7. Proclamations and Recognition

Erma Ferguson, a long-standing citizen and contributor to Falls City has passed away. Mayor Gordon presented a Certificate of Appreciation before Council for her exceptional service to Falls City as a community member, council member and a volunteer.

8. Communications

Rachel Burke of Parry Road read a letter of her concerns with the industrial permit on County property. The applicant uses a jet engine to dry coal for an alternative "cleaner" fuel business and there are constant booms going off. It is on timber property with no fire hydrants on Parry Rd. The City has no jurisdiction as this is on County Property. Chief Young would like to survey the land as first responders if anything was to happen. Ms. Burks wanted everyone to be aware of

what is going on. It is unclear if a permit has been issued. She thinks this should be in an industrial area. The applicant wants to respond to community comments and any objections before the director makes any decision which can be appealed. Mayor Gordon advised any complaints should be based on how the director made the decision. Mayor Gordon also thanked Ms. Burks for keeping us informed.

City Manager Corthell addressed the Council regarding the DEQ Corrective Action and stated the actions and responses we took adequately demonstrated that the City completed the Corrective Action requested.

The Charter Rate increase notice is informational and written within the contract.

9. Consent Agenda

A motion was made by Councilor Meier and seconded by Councilor Flynn to adopt the approval of October 09, 2018 minutes. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

10. Public Comments

None

11. New Business

None

12. Tabled Business

Polk Community Development Revolving Fund

Mayor Gordon stated Rita Grady is not available tonight to speak and Councilor Drill suggested the council discuss any questions before a decision is made. Mayor Gordon wants to hold off on making decision and table it to November. It will not have an impact on the City and the deadline for the CDFI (Community Development Financial Institution) application was extended. Mayor Gordon suggested having another informational gathering. City Manager Corthell, a council member and Mayor Gordon could make sure the City could all work with the same set of facts. Councilor Drill thanked City Manager Corthell for his report as it was very well put together and she stated she was prepared to make a decision. Councilor Drill also stated that Polk County was not aware what Polk CDC was doing and is not contributing anything at this time. They have not been asked to join but they have the majority of the funds. Councilor Flynn stated he is against it because the city deserves much better representation for themselves. Councilor Flynn had the impression if you do not have sewer you cannot get the loan and is worried it cuts out half the city. Mayor Gordon suggested a possible meeting with a Councilor to accompany City Manager Corthell to CDC. City Manager Corthell said he will try to set up a work session if the council had any other questions.

A motion was made by Councilor Meier and seconded by Councilor Lauder to table the CDC discussion until the next Council Meeting November 08, 2018. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

13. Land Use and Planning Site Design Review 2018-01 (18-06)

The Planning Commission is not able to act because of a lack of a quorum. Therefore, the Council must act as the Planning Commission for this application. Is there a motion for the Council to act in place of the Planning Commission?

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City acts in place of the Planning Commission. Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

Mayor Gordon read the script for Partition Application (1-B) Public Meetings aloud:

Now we will proceed with the application. The application review will be conducted separately, but I will introduce the procedures for this application once. We will start each application by receiving a staff report. When the staff report has been presented, Council can ask questions of staff and deliberate on the application.

Renata Wakely COG city planner presented the site design review application (SRD 18-01). This is a proposal to construct a new gymnasium structure (measuring approximately 9,600 square feet in size) on Public Assembly /Institutional (PAI) zoned property located on the north of the existing Falls City Elementary School (across Prospect Street). The subject property measure approximately 1.72 acres.

Falls City Zoning and Development Ordinance (FCZDO) section 3.203 requires a site design review for all new developments and major expansion or remodel of existing development under a Type I-B action. The planning Commission, or the City Council in the absence of a Planning Commission, review of type I-B administrative actions are based upon generally clear and objective standards with some discretion afforded to the review authority. Conditions may be placed on the decision and notice was sent to the applicant and property owners within the required notice area (100 feet of the subject site.) Appeal is to the Land Use Board of Appeals (LUBA).

Are there any questions among the Council about this process?
There was none.

Oregon Land Use Law also requires that the hearings body (City Council in this case) disclose conflicts of interest and ex-parte contacts that we have with the proposals or applicants- this is whether we have any financial or other personal interest in the proposal(s) and whether we have spoken with anybody about the proposal(s) outside of this public meeting. In addition, Councilors may only participate if they can do so without un-due bias either for or against either application.

Do any Councilors wish to make disclosures?
There was none.

The City has criteria for site development review application staff has determined because this is a new development or expansion on an existing property. Exhibit A1 is a copy of Polk County Assessor map, A2 is a summary report from the Assessor office, Exhibit B is the site plan and application, Exhibit C is comments from Public Works and Fire Department. There are nine

criteria for a site review design. The application has to meet, improve or condition the criteria to improve and meet the recommended criteria.

1. Conformance with the general development standards contained in this Ordinance including:
 - a. Streets
 - b. Off-street parking
 - c. Public facilities, including storm drainage, and utility lines
 - d. Signs
 - e. Site and landscaping design
2. Characteristics of adjoining and surrounding uses.
3. Drainage and erosion control needs.
4. Public health factors
5. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.
6. Provision for adequate noise and/or visual buffering from non-compliance uses.
7. Retention of existing natural features on site.
8. Problems that may arise due to development within potential hazard areas.
9. Access: As part of the design review process, the City may impose the following conditions on a new or expanding development:
 - a. Limit or prohibit access to local streets which principally serve residential uses.
 - b. Require a traffic impact analysis.
 - c. Require the dedication of additional right-of-way and/or street improvements where necessary to meet City street standards.

City staff is recommending part of this approval the City requires the additional 5 feet of right-of-way on the subject property. The primary access to the property is the South access on Prospect Street. City staff is not recommending but you can require sidewalks along Fair Oaks that would be justified with the Falls City Zoning Development (FCZD). The sidewalks along Fair Oaks are not required the primary access is on Prospect Street. It is not recommended to condition that Fair Oaks will be improved. The applicant site plan indicates a future vehicle access parking from Fair Oaks which is not in this process of the application. The site plan is available to City water and sewer and recommendation condition of approval the applicants will connect to city water and sewer in accordance with the Falls City Public Works Design Standards and FCZDO 3.211.12 Utilities and shall require review and approval by the City Public Works Director and City Engineer (Recommendation 8). Staff is recommending a condition of approval for compliance with FCZDO 2.202 be required for the City review and approval as part of and prior to building/structural permit approval on the property, including information supporting the vehicle parking space requirements of FCZDO 2.202.B.7. The applicants will be required to show plans for sufficient parking on-site parking to prior to building/structural permit approval. Councilor Drill asked what the vision of the structure is. The applicant responded by stating the vision for this structure is an indoor play area for P.E. and eventually a middle school gym for volleyball and basketball games. Once seats and benches are done the access on Fair Oaks would be done. Councilor Drill thinks sidewalks would make a nice addition and safety for people coming and going from structure and wants to include sidewalks as a condition. The applicant thanked Renata for being here and keeping in touch and answering questions. They wished they had more people there to answer more question.

Staff recommended the approval of the requested site design review (SDR-2018-01) and adopts the findings in the staff report with the conditions of approval in section V and two additions, eight and nine. At the time of a proposed new access off Fair Oaks an access permit and an improvement of Fair Oaks Street to the collectors' street standards for paving and sidewalk shall be required.

A motion was made by Councilor Drill and seconded by Councilor Flynn to approve the site design review (SDR2018-01) with two additions eight and nine. The Motion carried 4-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

14. City Manager Report

None

15. Mayor and Council Reports

None

16. Adjourn

The meeting adjourned at 8:58 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ Assistant City Clerk, Rachel Inman

City of Falls City
City Council Regular Meeting Minutes
November, 08 2018 7:00 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: Mac Corthell, City Manager, Rachel Inman Assistant City Clerk

1. Call to Order Mayor Gordon called the meeting to order at 7:00 pm.

2. Roll Call

Clerk Inman took roll call.

Councilor Drill arrived at 7:15 PM.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor Flynn to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

A. Consent Agenda

A motion was made by Councilor Meier and seconded by Councilor Flynn 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. Announcements

A. Falls City Staff has been awarded the League of Oregon Cities and City County Insurance Services Gold Safety Award for zero injuries in FY 201-2018.

B. The Polk County Sheriff's Office Sub-Station is officially open for business. The station is not manned, but provides a much needed location for Deputies to conduct investigations, interviews, write reports, get out of the rain, eat lunch and use the restroom. A sign formalizing placement of the Station has been placed near the Flag Pole at the Fire Hall.

C. Public Works Committee Meetings moved to 7pm in September, October, and November; they will still be on the 3rd Thursday of the month at the Community Center.

D. The next regular Council meeting will be held on December 13, 2018 at 6pm in the Community Center.

6. Community & Government Organizations

A. Falls City Public Works Report October 2018

No comments

B. Falls City Fire Report September 2018

No comments

C. Polk County Law Enforcement Levy Information

City Manager Corthell said this allows for continuity, it cancels the 5th year of the levy and starts over. Councilor Flynn asked if this cancels the 5th year of the levy will they collect the full amount. Mr. Corthell responded with they will continue to collect the same taxes they would have.

D. Polk County Sheriff's Officer Report October 2018

No comments

7. Communications

A. Letter from Kathy Kuelback to Council Re: Guest RV Parking

Mayor Gordon read the letter from Ms. Kuelback to council. Mr. Corthell said they do not have a permit but knows the day they came in and complained. They were given an application and have not returned it. Councilor D. Sickles said if they want to do something different for our code they need to follow the rules now and they council can discuss that later. Councilor Lauder said the whole ordinance code needs updated/reorganized. Mr. Corthell said they went through a statutory interpretation process gleaned the right interpretations by law. The code is accurate for what the intent is but not clear to the average person. Councilor Lauder stated his concerns about the code changing and the amount of people who live in RV's who might apply for a hardship application. Mr. Corthell said that requires a lot more notices and becomes a quasi-judicial decision.

B. Email from Wanda Duncan Re: Paving of Sheldon St.

Mayor Gordon said this short stretch of gravel and there may have been an effort to get County to pave the stretch of Bridgeport. This would be a good project to collaborate with the County. Councilor D. Sickles said the amount of paving wanting done by Ms. Duncan is short and would be expensive. Mayor Gordon said this is something to keep in mind when the City prioritizes the street improvements.

C. Email from Rose Bajorins regarding tiny homes

Ms. Bajorins wrote in response for City to approve SB 1051 legislation in our code. Mayor Gordon said the planning commission can look over code for opportunity for innovation for building and possibly consider. City Manager Corthell said this letter is in response to the solicitation for folks to start contacting City Hall or Council on what their vision is for the City long term. If we have a vision process we'd have input from citizens to develop the plan. Councilor Drill asked if the city has a response in responding to these emails/letters we receive and asked council if they have a process. Mayor Gordon said he will draft a letter of response. Councilor Drill doesn't want a long wait for response and is willing to help respond to these emails/letters. Mr. Corthell will work with Councilor Drill in drafting a letter for response that addresses their particular issues with response from Council. Councilor Flynn asked with our current code do tiny houses have to have their own water/sewer hookup for each house. Mr. Corthell responded with residential structures are allowed one main residence and two

accessory structures. Accessory structures are not allowed for residence in our Code. Mayor Gordon suggested some land use amends for our Code.

8. Consent Agenda

A motion made by Councilor D. Sickles and Seconded by Councilor Lauder to adopt the consent agenda and the approval of bills. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

9. Public Comments

Jeff Propp of Falls City addressed the Council with his concerns of his neighbor having 5 RV's on the property with them all being lived in at times. Overtime they have all left except one. Now he has a couple trailer houses (12 x 60). Mr. Propp does not know if he plans on living in them and is concerned if they City should be collecting taxes on these houses. Councilor Lauder said you could not have a singlewide trailer in Falls City. Mr. Propp has been in contact with the County, the procedure is Council would give permission, and then planning would issue a placement permit if sewer and water meet code. Mr. Propp does not know what to do and is waiting on a third one. Mayor Gordon said this is concerning and is something our Code Enforcer and City Manager are trying to get ahead of. The City Manager explained the lack of resources the City has and the Code Enforcer is only here once a week, going off complaints.

The Code Enforcer received this complaint and Mr. Corthell will issue a letter of cist and desist after the code complaint investigation if needed and will become public records after the investigation is complete. Councilor Drill thanked Mr. Propp for letting the Council know of this problem. Councilor Lauder said this has always been an ongoing problem with small out of the way places and has been going on for a long time and will continue to go on. Councilor asked if there is a fee for campers/RVs permits and if there is an increase. Mr. Corthell responded with piece of value for singlewide trailer is a planning modification, there is no fee. There is an increase with the amount of permits received. Those without have been in contact with to get an effort for them to comply. Mayor Gordon thanked Mr. Corthell and Code Enforcer Steve Birr for their work on this.

10. New Business

- a. Resolution 28-2018 Worker's Comp for Volunteers
 - i. Staff Report

This is a formality CIS requires us to submit a resolution that reflects our current volunteer status in order to have compensation status for our volunteers , which makes us sole exclusive remedy of they are injured. If we do not have this resolution, it is the City's responsibility and has the statutory maximum. If we do have the resolution, CIS only used volunteer categories from last year that the City used. This procedure is in process, you must have the waiver signed and document all hours and type of work. Each waiver will specify hour/job. All City Council members are under the waiver.

- ii. Resolution 28-2018
- b. Notice to Council of 2nd RV Permit at 456 Pine St.

11. Tabled Business

- a. Polk CDC Revolving Fund Allocation for CDFI
 - i. Agenda Report

12. City Manager's Report

- a. CDBG
- b. DEQ Enforcement
- c. Community Development
- d. Pavement Plan
- e. Backflows
- f. Looking Ahead
 - i. Code Amendments
 - ii. Policies & Procedures
 - iii. Compliance

13. Mayor and Council Reports

14. Executive Session

15. Adjourn

The meeting adjourned at 9:00 pm followed by the executive session.

_____ Mayor, Jeremy Gordon

Attested: _____ Assistant City Clerk, Rachel Inman

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: RESPONSE TO COUNCIL LETTERS RESOLUTION 29-2018
DATE: DECEMBER 13, 2018

SUMMARY

A resolution adopting a mandatory response letter to any party addressing the City Council via written instrument.

BACKGROUND

From time to time correspondence is addressed to the City Council by a concerned citizen, interested party, well-wisher, or some other source. At present those letters are simply collected by City Staff and presented to the City Council at the regular Council Meeting. There is currently no requirement to issue a response and no response has been adopted by the City Council.

PREVIOUS COUNCIL ACTION

At the regular Council Meeting on November 8, 2018 City Staff presented several letters addressed to City Council sent by various community members. At that time Council identified a need to issue some response to those letters so the community member who submitted it can be confident the City Council will review the letter and take appropriate action.

ALTERNATIVES & FINANCIAL IMPLICATIONS

1. Issue individual letters in response to each bit of Council correspondence.
 - a. This would cost a great deal of front end Staff time that may prove fruitless in the face of Council's decision regarding an individual piece of correspondence.
2. Continue with the status quo of not issuing any response unless further action is taken upon Council review.
 - a. This is the cheapest alternative, but fails to inform the community and fails to build confidence in the sender that his/her issue will be heard.

FINANCIAL IMPLICATIONS

The financial implications of the planned response herein boils down to Staff time costs associated with sending a response letter and the price of postage.

STAFF RECOMMENDATION

Resolution 29-2018 mandates that the response letter attached thereto be appropriately tailored (date, time, name, address, etc.) and sent in response to each letter to the City Council that is received by City Hall.

Adopt.

EXHIBITS

Resolution 29-2018

Response Letter Template

PROPOSED MOTIONS

I move that the City Council of the City of Falls City adopt resolution 29-2018 A RESOLUTION MANDATING A RESPONSE TO CORRESPONDENCE ADDRESSED TO THE CITY COUNCIL AND ADOPTING A LETTER TEMPLATE TO BE USED FOR THE RESPONSE.

RESOLUTION 29-2018

A RESOLUTION MANDATING A RESPONSE TO CORRESPONDENCE ADDRESSED TO THE CITY COUNCIL AND ADOPTING A LETTER TEMPLATE TO BE USED FOR THE RESPONSE.

Findings:

1. The City of Falls City operates a representative form of government; and
2. One of the hallmarks of representative government is at-large communication with the governing body; and
3. The governing body of Falls City is the City Council; and
4. The City Council receives written correspondence from time to time; and
5. In order to be seen as a responsive and concerned governing body, the City Council wishes to issue responses to all written correspondence addressed to them; and
6. The City Council does not have a current, agreed upon, response letter to provide to authors of written correspondence, nor a policy to mandate it being provided.

NOW THEREFORE, the Common Council of the City of Falls City resolves as follows:

The City of Falls City Elects the Following Policy and Procedure:

Section 1. Written Correspondence Addressed to the City Council

- a. All Written Correspondence addressed to the Falls City Council will be presented to the Council at the next practicable regular Council meeting.
 - a. A letter from the Council (attached as Appendix A) will be tailored to fit the sender of correspondence and immediately sent by Staff to the current contact address and/or email of the sender.
- b. All Written Correspondence presented to the Falls City Council will be taken under advisement by them.
 - a. Follow-up will be ordered by the City Council as appropriate.
 - i. It is the responsibility of the corresponding party to attend the public meeting, or review meeting minutes to determine what, if any, follow-up was assigned, or if any action was taken.
- c. Results of the follow-up, if ordered, will be presented to the City Council at the next meeting after the follow-up is complete.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 13th day of December, 2018.

Vote: AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Date

Jeremy Gordon, Mayor

Attest:

Date

JoHanna Birr, City Clerk

**Resolution 29-2018
Appendix A**



City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503.787.3631
www.fallscityoregon.gov

December 1, 2018

Jon Doe
123 N. Main St
Falls City, OR 97304

RE: Letter to Council Dated November 3, 2018

Dear John Doe,

Thank you very much for taking the time to compose a letter to the Falls City Council. Citizen involvement is paramount to running an effective local government, and we take all Citizen Communication very seriously.

Your letter will be reviewed by the City Council at the Council Meeting on **December 13, 2018** at 6:00pm in the Falls City Community Center. At that time the City Council will take the information you provided under advisement and determine what, if any, follow-up action is appropriate. If the Council decides further action (beyond taking the letter under advisement) is warranted you will be notified that action is being taken and what that action is (to the extent allowed by law and best practices). If more information is needed a member of City Staff, or City Council will contact you.

Without citizens like you, we cannot fulfill our responsibilities as elected representatives. Thank you once again for being an active participant in our community.

Sincerely,

City Council
Falls City, OR

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: RESOLUTION 31-2018 STATE SURPLUS IGA
DATE: DECEMBER 13, 2018

SUMMARY

In order to use Oregon State Surplus to sell surplus vehicles and/or heavy equipment the City is required to enter the standard IGA. This IGA is required of all agencies using State Surplus for the type of equipment mentioned.

BACKGROUND

From time to time the City has surplus property that it must dispose of. Property is considered "surplus" when the property no longer serves the needs of the city and, therefore, the public. According to the League of Oregon Cities' Surplus Property Guide, "surplus property should be disposed of when doing so is in the public interest." Any property owned by the City that is not being utilized and will not be utilized in the future should be surplus at the earliest possible time to mitigate further expenditures in maintenance and insurance, and to preserve as much value as possible when selling it.

City Staff is currently generating a list of surplus property for review by the City Council. This resolution is the first step in preparation to dispose of surplus property that is approved for disposal by the City Council.

PREVIOUS COUNCIL ACTION

N/A.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Without entering into the required IGA the City will not be able to use State Surplus to dispose of vehicles and/or heavy equipment. This would result in the City having to sell all property on its own which would include advertising fees, legal consultation on sales agreements, and other Administrative burden that the City lacks resources to meet. Additionally, this would greatly limit the market that the City can reach to sell its surplus vehicles/heavy equipment which could lead to lower sales prices and/or failure to reach interested purchasers.

STAFF RECOMMENDATION

Adopt Resolution

EXHIBIT

Resolution 31-2018

PROPOSED MOTION

See Next Page...

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt Resolution 31-2018, **A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF OREGON AND THE CITY OF FALLS CITY FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY, VEHICLES, HEAVY EQUIPMENT, TITLED TRAILERS & WATERCRAFT AND AUTHORIZES THE CITY MANAGER TO SIGN THE AGREEMENT.**

RESOLUTION 31-2018

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF OREGON AND THE CITY OF FALLS CITY FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY, VEHICLES, HEAVY EQUIPMENT, TITLED TRAILERS & WATERCRAFT AND AUTHORIZES THE CITY MANAGER TO SIGN THE AGREEMENT.

Findings:

1. The City of Falls City will have property that it is no longer in the best interest of the public to retain and maintain;
2. The City of Falls City finds that it is in the best interest of the City to utilize State Surplus to assist in selling some surplus property.

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. That Falls City Council approves the Intergovernmental Agreement included herein as Attachment A.

Section 2. That Falls City Council Authorizes the City Manager to sign the Intergovernmental Agreement included herein as Attachment A.

Section 3. This Resolution was duly PASSED and ADOPTED by the Falls City Council this 13th day of December, 2018 and takes effect upon signing.

AYES _____ NAYS _____ ABSTAINED _____ ABSENT _____

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

JoHanna Birr, City Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE STATE OF OREGON AND LOCAL CONTRACTING AGENCY
FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY, VEHICLES, HEAVY
EQUIPMENT, TITLED TRAILERS & WATERCRAFT**

This Intergovernmental Agreement (the “Agreement”) is made and entered into this _____ day of _____, _____, by and between the State of Oregon; Department of Administrative Services, (the “State”) and _____ (the “ Local Contracting Agency ”) (collectively, the “Parties”) for the purpose of setting forth the terms and conditions for services to be provided by the State for the disposal of surplus Personal Property, Vehicles, Heavy Equipment, Titled Trailers and Watercraft owned or under the control of the Local Contracting Agency.

RECITALS

Pursuant to ORS 190.110 and ORS 279A.250 to ORS 279A.285 (the “Authorizing Statutes”) and rules adopted in accordance with the Authorizing Statutes, the State is authorized to enter into intergovernmental agreements with state agencies, local governments and special government bodies for the acquisition, distribution, utilization, disposal or sale of surplus personal property in accordance with federal and state laws.

The parties to this Agreement wish to enter into this Intergovernmental Agreement for the disposal of Surplus Property. In entering into this Agreement, the Parties understand and acknowledge that the Local Contracting Agency has no obligation to utilize any of the Services (as defined hereafter) provided by the State pursuant to the Agreement. Notwithstanding this understanding and acknowledgment, the Parties agree that any transaction with respect to the Services provided hereunder shall be governed by this Agreement.

The Parties agree as follows:

1. DEFINITIONS

- (a) “Administrative Fee” means the fee, calculated in accordance with the Administrative Fee Schedule attached hereto as Attachment A, which is charged to the Local Contracting Agency by the State for the disposal of a Property Item.
- (b) “Marketing Fee” means the fee charged to a Local Contracting Agency for the cost incurred by the State in connection with the marketing of a Property Item.
- (c) “Property Item” means Surplus Property of the Local Contracting Agency which the Local Contracting Agency requests the State to dispose of pursuant to this Agreement.
- (d) “Reserve Price” means the minimum Transaction Price that the Local Contracting Agency will accept for the sale of the Property Item.

- (e) "Service Fee" means the fee charged to the Local Contracting Agency to cover the cost of repairs, maintenance or other services expended on a Property Item, by or at the direction of the State, when such repairs, maintenance or services may, in the judgment of the State, be expected to increase the potential Transaction Price of a Property Item.
- (f) "Services" means the acquisition, distribution, utilization, disposal or sale of Surplus Property of the Local Contracting Agency by the State.
- (g) "Surplus Property" means surplus property owned or under the control of the Local Contracting Agency that is designated by the Local Contracting Agency to be disposed of by the State.
- (h) "Surplus Property List" means the inventory list of Property Items for disposal maintained by the State.
- (i) "Transaction" means the disposal of a Property Item or group of Property Items by the State for and on behalf of the Local Contracting Agency.
- (j) "Transaction Price" means the disposal price received for a Property Item.

2. SERVICES TO BE PROVIDED.

The State agrees to provide the Services to the Local Contracting Agency on the terms and conditions set forth in the Agreement.

3. TERM OF THE AGREEMENT.

- (a). The Term of the Agreement shall be for a period of five (5) years commencing on the date it has been signed by the Parties and received all approvals required by applicable law.
- (b). The Agreement may be terminated by the Parties as provided in Section 6 below.

4. COMPENSATION TO THE STATE.

- (a). In consideration for the performance of the Services, the Local Contracting Agency shall pay an Administrative Fee to the State for each Transaction. In addition, the State may also require the payment of a Service Fee and Marketing Fee under the circumstances described hereafter. Local Contracting Agency agrees to pay these fees as assessed by the State.
- (b). The State may charge a Service Fee to the Local Contracting Agency where, in the judgment of the State, the potential Transaction Price of the Property Item may be increased by the repairs, maintenance or services on the Property Item.
- (c). The State may charge a Marketing Fee under the circumstances set forth in Section 5 and Section 7 (c).

- (d). The amount due each of the Parties from the Transaction Price for the disposal of the Property Item shall be calculated as set forth hereafter:
- (1) First, the Administrative Fee shall be calculated and deducted from the Transaction Price and retained by the State.
 - (2) Second, if a Service Fee or Marketing Fee has also been incurred by the State in connection with the disposal of a Property Item, such fees will be deducted from the balance of the Transaction Price remaining after the deduction of the Administrative Fee. These fees shall also be retained by the State.
 - (3) The balance of the Transaction Price remaining after the deductions set forth in (1) and (2) above shall be remitted to the Local Contracting Agency within thirty (30) days of the receipt of the Transaction Price by the State.

5. REMOVAL OF PROPERTY ITEM FROM SURPLUS PROPERTY LIST

The Local Contracting Agency may, at any time, remove a Property Item from the Surplus Property List by notifying the State in writing. Upon receipt of the notice, the State shall take all actions required to stop marketing efforts in progress for the specified Property Item. As a condition of the removal of the Property Item from the Surplus Property List under this Section, the Local Contracting Agency agrees to pay to the State, within thirty (30) days of receipt of an invoice, the greater of \$100 or the sum of the any Service Fee and Marketing Fee incurred by the State in connection with the Property Item.

6. TERMINATION OF THE AGREEMENT

- (a) This Agreement may be terminated without liability or penalty, by either party, upon thirty (30) days written notice. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
- (b) The State may terminate this Agreement immediately without liability or penalty in the event funding sufficient to support the program is suspended, withdrawn, denied or terminated. The State shall have absolute discretion to determine the availability of sufficient funding, and may effect termination of this Agreement by delivery of written notice to the Local Contracting Agency.

7. RESPONSIBILITY OF THE LOCAL CONTRACTING AGENCY

- (a) Local Contracting Agency understands and acknowledges that it is under no obligation to utilize the Services of the State.
- (b) In the event that the Local Contracting Agency wishes to utilize the Services provided by the State, it will follow the guidelines established by the State (www.OregonSurplus.com – see Local Government). The information submitted to the State shall contain true and correct information known or, which through due inquiry, reasonably should have been known, by the Local Contracting Agency.

- (c) The Local Contracting Agency may specify a Reserve Price for each Property Item. If the Local Contracting Agency chooses to specify a Reserve Price for a Property Item, it will provide the State with information to support the reasonableness of the requested Reserve Price. The Reserve Price will not be lowered without the agreement of the Local Contracting Agency. If the Local Contracting Agency chooses to specify a Reserve Price, the State may charge a Marketing Fee for any additional expense attributable to the marketing of the Property Item.
- (d) The Local Contracting Agency shall provide such additional information about the Property Item as may be requested by the State in order to provide the Services in an effective and efficient manner.
- (e) The Local Contracting Agency agrees to allow all Administrative Fees, Service Fees and Marketing Fees to be deducted from the Transaction Price in accordance with Section 4 prior to the final disbursement of the balance of the Transaction Price to the Local Contracting Agency.
- (f) Local Contracting Agency shall maintain such insurance as it may deem appropriate on each Property Item to be disposed of by the State pursuant to this Agreement. **The State hereby notifies the Local Contracting Agency that the State does not maintain insurance for the damage to or destruction of any Property Item.**
- (g) Removal of official agencies decals/stickers from vehicles.

8. REPRESENTATION AND WARRANTIES OF THE LOCAL CONTRACTING AGENCY AND AGREEMENT TO INDEMNIFY FOR BREACH

Local Contracting Agency hereby represents and warrants as follows:

- (a) that it is authorized by applicable statutes, administrative rules, ordinances, charter provisions, by-laws and or other applicable governing authority to enter into this Agreement and the Transactions contemplated by this Agreement.
- (b) that this Agreement, when executed and delivered, is a valid and binding obligation of the Local Contracting Agency that is enforceable in accordance with its terms;
- (c) that it owns or is lawfully in possession of the Surplus Property which it authorizes the State to sell in connection with the Services.
- (d) that the information provided to the State with respect to each Property Item is true and correct to the best of its knowledge.
- (e) that it will indemnify the State for any losses the State might suffer as a consequence of the breach of any of the representations and warranties set forth in Section 8 (a) through 8 (d) above.

9. RESPONSIBILITY OF THE STATE,

- (a) The State shall endeavor to use commercially reasonable efforts in providing the Services to the Local Contracting Agency.
- (b) The State will notify the Local Contracting Agency in writing at least thirty (30) days prior to any scheduled changes in services and or fees.
- (c) The State shall be obligated to transmit the proceeds of each Transaction to the Local Contracting Agency in accordance with the terms of the Agreement.
- (d) The State will take necessary actions to assist the Local Contracting Agency to become a subscriber to and user of the State Surplus Property disposal network, which belongs to and is used by the State of Oregon and its constituent agencies and divisions.

10. LIMITATION OF LIABILITY

The State's maximum liability for any damages claimed by the Local Contracting Agency, whether in contract or tort, shall not exceed the Administrative Fee which was charged the Local Contracting Agency for disposal of the Property Item (if the Property Item was disposed of) or the Administrative Fee that would have been charged (in the event that the Property Item was not disposed of) by the State. The Local Contracting Agency agrees that in no event shall the State be liable for any damage or destruction of a Property Item or for any indirect, incidental, special, punitive, or consequential damages, or any loss of profits or revenue, including, but not limited to, delay, interruption of business activities, or lost receipts.

11. INDEMNIFICATION BY THE LOCAL CONTRACTING AGENCY

Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the Local Contracting Agency shall indemnify the State against any liability for personal injury or damage to life or property arising from the Local Contracting Agency's actions under this Agreement provided, however, the Local Contracting Agency shall not be required to indemnify the State for any such liability arising out of the wrongful acts of the State, its officers, employees or agents.

12. ASSIGNMENT

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Neither party shall assign or transfer its interest in this Agreement without the prior written approval of the other.

13. WAIVER

The failure to either party to enforce any provisions of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent, similar breach.

14. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision. If any term or provision of this Agreement is declared by a court or tribunal or competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

15. VENUE, CHOICE OF LAW AND CONSENT

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the State (and/or any other agency or department of the State of Oregon) and Local Contracting Agency that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

16. ATTORNEY FEES

In the event a lawsuit of any kind is instituted on behalf of either party to collect any payment due under this Agreement or to obtain performance of any kind under this Agreement, each party shall be responsible for its own attorney fees and all related costs and disbursements incurred therein.

17. INDEPENDENT CONTRACTOR STATUS

The State shall perform all of the Services as an independent contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of partners, joint-ventures, an association between the State and the Local Contracting Agency or a principal/agent relationship. Nor shall the employees, agents or representatives of either party be considered to be employees, agents or representatives of the other party for any purpose.

18. MERGER

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OR PROVISIONS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE SHALL BE EFFEVTIVE ONLY IN THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

19. NO THIRD PARTY BENEFICIARIES

State and Local Contracting Agency are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

20. NOTICES

Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing, by email, personal delivery, facsimile, or mailing the same, postage prepaid, to the State or Local Contracting Agency at the address, number or email address set forth below in this Agreement, or to such other addresses or numbers as either party may indicate.

Contact Information for the State:

Carla Jeannette, Program Analyst
State Surplus Property Program
PH (503) 378-2753
FAX (503) 378-8558
Carla.Jeannette@Oregon.gov

State of Oregon
Property Distribution Center
1655 Salem Industrial Drive NE
Salem, OR. 97303-4238

Contact Information for the Local Contracting Agency:

_____	_____
(Name, Title)	(Location)
_____	_____
(Representing)	(Address 1)
_____	_____
(PH)	(Address 2)
_____	_____
(FAX)	(City, State, ZIP)

(email)	

Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against the State, any notice transmitted by facsimile must be confirmed by telephone notice to the State's Contact Manager. Any communication or notice given by personal delivery shall be effective when actually delivered. Any communication or notice given by email shall be effective upon the sender's receipt of

confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

21. AMENDMENTS

This Agreement may be amended only by written instrument signed by the Parties and approved as may be required by all applicable laws, rules and ordinances, Provided however that the Administrative Fee Schedule (Attachment A) may be changed by the State at any time without the consent of the Local Contracting Agency upon written notice to the Local Contracting Agency in accordance with Section 20.

22. SIGNATURES.

Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants having authority to execute this Agreement.

FOR THE STATE OF OREGON
Department of Adm. Services (DAS)
Enterprise Asset Management
Surplus Property Program

(By)

(Title)

(Date)

FOR LOCAL CONTRACTING AGENCY

(By)

(Title)

(Date)

Department of Adm. Services (DAS)
Enterprise Goods & Services
Procurement Services Program

(By)
DAS Procurement Manager

(Title)

(Date)

ATTACHMENT A
ADMINISTRATIVE FEE SCHEDULE

Fees for services provided will, whenever possible and practicable, be deducted from the property-generating Agencies' reimbursement as 'other receivables'. Reimbursements for items sold, and fees that exceed revenues, will be billed monthly on net 30 terms.

Administrative Fee – Personal Property*, Vehicles, Heavy Equipment, Titled Trailers & Watercraft:**

Please see current Resale Rates listed at OregonSurplus.com

- * Personal property accepted under this agreement will normally have a present value of at least \$1,000. Personal property accepted will be determined on a case-by-case basis at the sole discretion of the State.
- ** The following is a solid, but not all-inclusive, list of what falls into the category of Vehicles, Heavy Equipment, Titled Trailer and Watercraft:

Cars, pick-ups, trucks, graders, bulldozers, RVs, backhoes, front-end loaders, buses, cranes, skidders, motorcycles, skid-steers, snowmobiles, ATVs, excavators, rollers, planes, Sno-cats, forklifts, manlifts, tractors, riding mowers, trenching machine, golf carts, Gators/Mules, trailers, boats (not kayaks, canoes or other small, similar non-motorized boats), etc. Note: Individual parts or attachments are categorized as personal property (i.e. tires are not a car; a grader blade is not a grader.)

Service Fee – 3rd Party Towing:

\$ Actual cost (pass through)

Service Fee - Freight and Cartage (including Towing provided directly by State):

\$50.00/hr. (Billed in 15 minute intervals, one hour minimum), and \$2.00 per mile

Service Fee - repairs, maintenance or services (i.e. battery, tire(s), etc.)

\$ Actual cost (pass through)

Marketing Fee – Supplemental Advertising:

As requested and approved by the property generating agency at: \$ Actual + 20%

Service Fee – Decal/sticker removal

\$50.00/hr. Billed in 15 minute increments, one hour minimum.

STAFF REPORT

To: Honorable Mayor and City Council
From: Rachel Inman, Assistant City Clerk
Subject: Council Notes
Date: December 13, 2018

Summary

Any notes taken by City Employees, or Elected Officials must be retained in accordance with Oregon Public Records Retention rules. This includes notes made by Staff or Councilors at Public Meetings.

Background

On November 28, 2018 the League of Oregon Cities (LOC) provided Elected Essentials Training for free to all City Staff and City Elected Officials. During that meeting Public Records laws were discussed including Council notes which are public records subject to disclosure and retention laws under Oregon Administrative Rule (OAR) 166.200.0235:

(a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently; (6) Meeting Records, Staff (166-200-0010(17)) — minimum retention: 2 years.

(a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently;

A public record is any writing that: Contains information relating to the conduct of the City's business; which is prepared, owned, used or retained by the City; regardless of the writing's physical form or characteristics. A public record does not include any writing that does not relate to the conduct of the City's business and that is contained on a privately owned computer. Every person has a right to inspect any public record of the city except as expressly provided by ORS 192.338, 192.345 and 192.355. Records are conditionally exempt unless the public requires a disclosure of a particular incident (ORS 192.345).

Previous Council Action

N/A

Alternatives/financial implications

Failure to adhere to the required public records retention schedules could lead to enforcement action up to and including fines.

Staff recommendation

The City Manager recommends all notes taken by City Staff and Elected Officials at council meetings should be immediately turned in to the Meeting Recorder who will then place the notes in a file marked individually by name for each Councilor and Staff Member. The files will be stored at City Hall with the name files for each staff and Councilor.

The Meeting Recorder can, upon request, copy/scan/email the notes, or place them in the Councilor's box at City Hall.

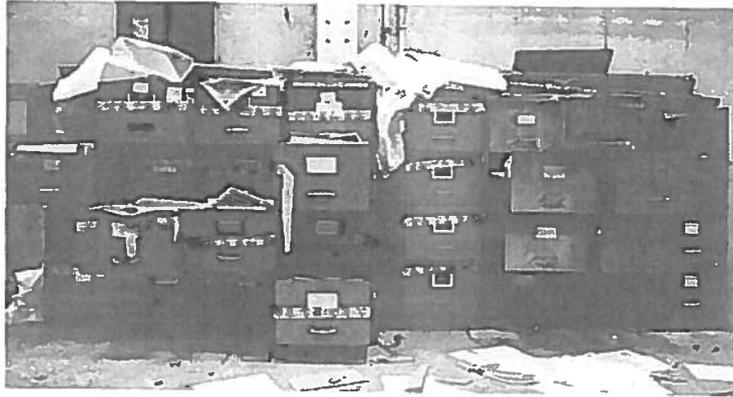
Exhibits

Exhibit A- League of Oregon Cities Elected Essentials Training Re: Records Retention.

Proposed Motions

None.

RETENTION



WHAT IS A PUBLIC RECORD?

- A public record is any information that:
 - Is prepared, owned, used or retained by the city;
 - Relates to any activity, transaction or function of the city;
and
 - Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the city.

WHAT IS NOT A PUBLIC RECORD?

- Examples include:
 - Extra copies of a document, preserved only for convenience of reference;
 - A stack of publications;
 - Messages on voice mail or on other telephone message storage and retrieval systems;
 - Spoken communication that is not recorded.
-

CITY'S OBLIGATION TO RETAIN ITS RECORDS?

Each city is required to maintain all of its public records, or accurate copies thereof, in accordance with the retention scheduled established by the State Archivist.

QAR 166-200-0200 through 166-200-0405

WHAT IS A PUBLIC RECORD?

A public record is any writing that:

- Contains information relating to the conduct of the city's business;
 - Which is prepared, owned, used or retained by the city;
 - Regardless of the writing's physical form or characteristics.
-

WHAT IS NOT A PUBLIC RECORD?

- A public record does **not** include any writing that:
 - Does not relate to the conduct of the city's business; and
 - That is contained on a privately owned computer.
-

RIGHT TO INSPECT

Every person has a **RIGHT** to inspect any public record of the city, except as expressed provided by 192.338, 192.345 and 192.355.

RECORDS EXEMPT UNDER ORS 192.345

- Records are conditionally exempt - exempt unless the public interest requires disclosure in a particular incident.
 - 40 Potential Exemptions - Not all are applicable to cities.
 - "The policy underlying the conditional exemption statutes is that disclosure decisions should be based on balancing those public interests that favor disclosure of governmental records against those public interests that favor governmental confidentiality, with the presumption always being in favor of disclosure."
-

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: STEVE BIRR, CODE SERVICES OFFICER
SUBJECT: APPLICATION FOR RECREATIONAL VEHICLE PERMIT
DATE: 12/06/18

SUMMARY

Falls City Zoning and Development Code provides for a permitting process for temporary use of a Recreation Vehicle as a guest quarters with a 30-day permit. City Council reviewed this code section in 2014 and by motion allowed staff to administratively issue up to two extensions for an RV permit for a total of 90 days stay. The code required that City Council be notified prior to the issuance of the second 30-day temporary permit.

Josh Burns submitted an application for a Recreational Vehicle Permit on 10/09/18. The first application date range was 10/09/18 to 11/08/18. Today Mr. Burns purchased permits for two additional 30 day periods. Because this is the second month of occupancy, the 11/08/18 to 12/08/18 permit is considered the second permit with notice to Council. His permits will expire on 01/06/19. *310 Alan St.*

BACKGROUND

FALLS CITY ZONING AND DEVELOPMENT CODE

2.200.05 USE OF RECREATIONAL VEHICLES AS GUEST QUARTERS

Usage of a Recreational Vehicle as temporary guest quarters in conjunction with a dwelling on the same lot shall be permitted providing such Recreational Vehicle remains dependent upon the primary dwelling for either, or both, kitchen and bathroom facilities and is not used for residential purposes. There shall be a time limit of 30 days for such usage, after which a temporary permit must be obtained for each succeeding 30-day period. A permit for the succeeding 30-day period(s) must be obtained by the 31st day. The City Council shall be notified prior to the issuance of the second temporary permit.

PREVIOUS COUNCIL ACTION

September 17, 2014 City Council Motion:

A motion was made by Councilor Ungricht and seconded by Councilor L. Sickles that staff could administratively issue up to two extensions for an RV permit for a total of 90 days stay. Motion carried 5-1-0. Ayes: Lori Jean Sickles, Terry Ungricht, John Volkmann, Dennis Sickles, Julee Bishop. Nay: Barbara Spencer

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

STAFF REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 30-2018 FIRE DUTY TRUCK
DATE: DECEMBER 13, 2018

SUMMARY

This resolution authorizes the purchase and build out of a dedicated Fire duty truck and gives the City Manager signature authority to complete the transaction.

BACKGROUND

On May 15, 2018 the Falls City Voters approved a Fire Levy intended to bridge gaps left by the cancellation of the Polk Fire District contract. The expected revenue from that Levy is about \$40,000 per year.

Chief Young and the Levy wish list have identified the lack of a proper duty truck as one of the most pressing issues for Falls City Fire. This resolution would authorize the purchase of a 2019 or 2020 General Motors 3500 chassis with the addition of an aluminum cargo box and a slide in firefighting unit (with foam capabilities).

This particular vehicle and build out would create a class 6 fire engine capable of use in conflagration, responses to Valsetz and Black Rock, and increase the overall capabilities of the Falls City Fire Department.

Conflagration is a mutual-aid scenario in which the state calls on local fire departments to augment state fire fighting forces. The state pays approximately \$60/hour, 24 hours a day that the vehicle is used in conflagration and pays the firefighters deployed with the vehicle a separate hourly wage.

Ultimately, a conflagration deployment provides income to the City, separate income to the firefighters, enhances community partnership, and broadens the range of activities available to our volunteer firefighters.

PREVIOUS COUNCIL ACTION

On July 19, 2018 the City Council adopted Resolution 17-2018 to authorize the City Manager to complete the purchase of a fire duty truck estimated at \$50,000.

ALTERNATIVES

1. No duty truck.
2. A less expensive, but less capable duty truck.

FINANCIAL IMPLICATIONS

2019 or 2020 Chassis- \$42,974; Aluminum Cargo Box- \$13,525; Slide-In firefighting unit with foam capabilities- \$22,145; Sidewinder automatic nozzle- \$1,500.

Total Cost- \$80,000 or 40% of expected levy income.

Yearly Cost- approximately \$16,000 for truck and build out; approximately \$1,500 for insurance; approximately \$500 in maintenance

STAFF RECOMMENDATION

Adopt

EXHIBIT

- A. Recommendation from Chief Young
- B. Quotes and Specifications provided by Chief Young
- C. Resolution 30-2018

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt resolution 30-2018, A RESOLUTION AUTHORIZING THE PURCHASE AND BUILD-OUT OF A DEDICATED FIRE DUTY TRUCK AND GIVING THE CITY MANAGER SIGNATURE AUTHORITY TO COMPLETE THE PURCHASE.

The Falls City Fire Department is requesting council approval on the following recommendation:

A 2019 or 2020 General Motors 3500 Chassie at \$42,974.00

An aluminum cargo box at a price of \$13,525.00. This would be added on by Pacific Truck Colors Incorporated.

We also recommend with the above to add a slide in firefighting unit with foam capabilities for a price of \$22,145.00.

For a total cost of \$78,644.00

There is a possibility of adding a side winder automatic nozzle on the front of the truck for approximately \$1500.00 which would bring the total around \$80,000.00.

This cost would be spread over 5 years through GM financing. This is state bid financing. The first payment due for the above would be after we received the truck Chassie.

It is estimated that our yearly costs for the above purchase would be between \$16,000 and \$17,000 per year. We are recommending that we use the funds out of the bond levy that was passed by citizens last May. In the bond we have approximately \$27,000 per year to spend on capitol purchases which would leave us approximately \$8000-\$10,000 to purchase other items such as air bottles, turn outs, hose nozzles, etc.

Questions you may ask:

When would the Chassie arrive?

It is estimated we would receive it within 3-6months.

What is the benefit in approving this now?

Approving this now allows us to order the Chassie and get our spot for the getting the slid in unit built. There is a waiting list. We also do not have to pay for the slide in unit until it is received.

Why the Chassie?

In conversation with the city manager we have decided to down size our number of trucks from 5 to 4. The plan is to get rid of the two older rigs in exchange for the new one. This helps us save on insurance, upkeep, fuel and the life of the other trucks. This truck would get better fuel mileage and we would run it on medical calls, which is approximately 80% of our calls right now.

Another benefit in obtaining this truck is it would be a certified truck through the state to respond on conflagrations. What this means is the state would issue a request to use truck and our people and we would receive funds from the state to operate it. The state will call a conflagration when a local fire district is overwhelmed with an emergency.

The City of Dallas has a similar truck in which they used in a state conflagration and received \$60/hr 24 hours a day, and they were on scene for 10 days which came to receiving funds up \$14,400.00. This does not include man power. Just the truck.

EXA1

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How would the State know to use our truck in a conflagration?

We would notify the county fire chief and State that this vehicle is available along with properly trained personnel and equipment to be used on state fires.

What are our chances in using this vehicle in a State conflagration?

Based on my experience the neighboring districts have been out on these calls the last 3-4 years. It could be multiple calls, or it may just be one.

Purchasing this truck will provide Falls City an opportunity to participate with the county strike team to help neighboring cities and State.

Are there additional expenses if we approve this?

The city manager will have a breakdown if there is any. At this time, we estimate a reduction in overall expenses if we purchase this truck and remove the two older vehicles.

A note: The warranty on this truck is approximately 3 years.

Other benefits:

- The purchase of this truck would allow Falls City to respond to Black Rock and Valsetz area emergencies.
- You can fit 5 personnel in it. It only need 2 to operate. Where the big engine needs 3-4 to go on a call. This would allow us to have a quicker response time to emergencies not only in our area but surrounding areas. Given the amount of training and back ground checks and regulations that are required now for volunteers it is becoming harder to get volunteers now than in the past.
- This truck can respond on medical calls, fire calls, MVA's and duty calls.

Thank you for your consideration.

EXAZ

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Pacific Truck Colors, Inc.

19225 SW 125th Ct
Tualatin, OR 97062 USA

Phone: 503-692-7247
Fax: 503-692-6832
Fed ID: 93-0899884

Quote No: 30873
Wednesday, November 07, 2018

Page: 1

Attention:

City of Dallas

187 SE Court Street
Dallas, OR 97338
Phone: 503-831-3555
Fax: 503-623-2339

Vehicle Information

License: VIN: 2018 CHEVY 3500 56"
Mileage: 0 Description: 2018 CHEVY 3500 56" CA DRW
Unit Number:

Line: 1 Part ID: **EQUIPMENT SALES** Rev: A

EQUIPMENT SALES

2018 CHEVY 3500 56" CA DRW

PROVIDE AND INSTALL:

KNP A798D54 ALUMINUM SERVICE BODY PAINTED RED

KNP 27200047 BMPR, AY GG 81.5AL RHR KT

KNP 32565920 2011+ GM 56CA AL MOUNT

KNP 20131990 KIT, LIGHT INST LED ALUB8

FREIGHT

OPTION:

BEDLINE FLOOR, SIDES, BULKHEAD AND BACK OF TAILGATE ADD \$800.00 TO BOTTOM TOTAL

Quantity	U/M	Unit Price	Add Charge	Lead Time	Total Price
1.00	EA	\$12,725.00			\$12,725.00

Salesperson: Kent M Stevenson
Prices are Valid Until Sunday, January 06, 2019

800.00
13525.00

Customer Order Approval Signature

Date

25% RE-STOCKING FEE IF QUOTE IS APPROVED, ORDER IS PLACED AND CUSTOMER CANCELS

EXB1

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ATTN Bob -

503-787-2988 - FAX

[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$43,700.00
Total Options	\$10,125.00
Vehicle Subtotal	\$53,825.00
Destination Charge	\$1,495.00
Grand Total	\$55,320.00

Aliscity
Fire

Bob
 your price on this unit would be \$ 42,974 -
 Please note that they have cutoff all Fleet
 and Government orders until 2020 on the
 3500's we might be able to order it
 as retail to get it for 2019, sorry
 for all of the delays but GM is making
 alot of changes at this time.

Statt
 Report Dec 1
 for council

thanks
 Jim Church -

EXB2

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CK35943	2019 Chevrolet Silverado 3500HD 4WD Crew Cab 167.7" Work Truck	\$43,700.00

COLORS

CODE	DESCRIPTION	MSRP
G7C	Red Hot	\$0.00

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
---	Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	Inc.
---	Capped Fuel Fill (Included and only available with (ZW9) pickup box delete or (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	Inc.
J96	Brakes, 4-wheel antilock, 4-wheel disc with dual rear wheels with DuraLife brake rotors (Requires dual rear wheels.)	0.00 lbs	0.00 lbs	Inc.
JL1	Trailer brake controller, integrated (If (ZW9) pickup box delete or (9J4) rear bumper delete is ordered (JL1) trailer brake controller is deleted and available to order as a free flow option.)	0.00 lbs	0.00 lbs	\$275.00
K05	Engine block heater (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	Inc.
K40	Exhaust brake (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	Inc.
NZZ	Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	\$150.00

EXB3

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
9J4	Bumper, rear, delete (Requires single rear wheels. Included with (ZW9) pickup box delete.) *CREDIT*	0.00 lbs	0.00 lbs	\$0.00
---	Wheel, 18" x 8" (45.7 cm x 20.3 cm) full-size, steel spare, standard removed	0.00 lbs	0.00 lbs	\$0.00
AKO	Glass, deep-tinted	0.00 lbs	0.00 lbs	Inc.
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending, Black; includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available with (PCR) WT Fleet Convenience Package and includes (DD8) auto-dimming inside rearview mirror.)	0.00 lbs	0.00 lbs	Inc.
P03	Wheel trim, painted trim skins and painted center caps (Requires dual rear wheels.)	0.00 lbs	0.00 lbs	Inc.
U01	Lamps, Smoked Amber roof marker (Included with (ANQ) Alaskan Snow Plow Special Edition. Standard with dual rear wheels. Not available with (YF5) California state emissions requirements on single rear wheels.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5F9	Rear Camera Calibrations without Guidelines A calibration without guidelines will be flashed at the plant. Vehicle will not have a rear camera. Camera will be added by the upfitter. (Requires (ZW9) pickup box delete.)	0.00 lbs	0.00 lbs	\$50.00
SFW	Backup alarm calibration This calibration will allow installation of an aftermarket back up alarm (Not available with SEO (8S3) back-up alarm or (UY2) trailer wiring provisions. Included with (ZV9) pickup box delete.)	0.00 lbs	0.00 lbs	Inc.

EXB4

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7' (5)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
9L7	Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories (Included with (ANQ) Alaskan Snow Plow Special Edition.)	0.00 lbs	0.00 lbs	\$125.00
AQQ	Remote Keyless Entry (Included and only available with (PCR) WT Fleet Convenience Package. Includes (A91) remote locking tailgate.)	0.00 lbs	0.00 lbs	Inc.
DD8	Mirror, inside rearview auto-dimming (Included and only available with (PCR) WT Fleet Convenience Package.)	0.00 lbs	0.00 lbs	Inc.
KI4	Power outlet, 110-volt AC	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PCM	WT Convenience Package includes (AKO) tinted windows, (KI4) 110V outlet, (AQQ) Remote Keyless Entry, (A91) remote locking tailgate and (DPN) outside heated power-adjustable trailering mirrors. (If (ZW9) pickup box delete is ordered (A91) remote locking tailgate will not be included. Not available for Fleet or Government order types.)	0.00 lbs	0.00 lbs	\$950.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R9Y	Fleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order type.) *CREDIT*	0.00 lbs	0.00 lbs	(\$65.00)
VQ2	Fleet Processing Option	0.00 lbs	0.00 lbs	\$0.00

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
—	Tire, spare LT265/70R18E all-season, standard removed	0.00 lbs	0.00 lbs	Inc.

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EX B5

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)	0.00 lbs	0.00 lbs	\$0.00

GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
CHX	GVWR, 13,025 lbs. (5908 kg) with dual rear wheels (Requires *35943 with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Requires *35943 and (L96) Vortec 6.0L V8 SFI engine.)	0.00 lbs	0.00 lbs	\$0.00

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
G7C	Red Hot	0.00 lbs	0.00 lbs	\$0.00

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GT4	Rear axle, 3.73 ratio (Standard with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Not available with gas engine with dual rear wheels.)	0.00 lbs	0.00 lbs	\$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	0.00 lbs	0.00 lbs	\$0.00

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EXB6

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (STD)	0.00 lbs	0.00 lbs	\$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L5P	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible (445 hp [332 kW] @ 2800 rpm, 910 lb-ft of torque [1220 Nm] @ 1600 rpm) (Requires (MW7) Allison 1000 6-speed automatic transmission and (GT4) 3.73 rear axle ratio. Includes capped fuel fill, (K40) exhaust brake and (K05) engine block heater.)	0.00 lbs	0.00 lbs	\$9,395.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MW7	Transmission, Allison 1000 6-speed automatic, electronically controlled with overdrive, electronic engine grade braking and tow/haul mode (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	\$0.00

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	0.00 lbs	0.00 lbs	\$0.00

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PYW	Wheels, 17" (43.2 cm) painted steel includes 17" steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Requires dual rear wheels.)	0.00 lbs	0.00 lbs	\$0.00

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QZT	Tires, LT235/80R17E all-terrain (Requires dual rear wheels.)	0.00 lbs	0.00 lbs	\$200.00

BODY CODE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZW9	Pickup box, delete includes capped fuel fill, (SFW) Backup alarm calibration, (9J4) rear bumper delete, spare tire delete and spare tire carrier delete. If equipped, deletes capless fuel fill, (Z82) trailering equipment, (A91) remote locking tailgate, (A60) locking tailgate, (PPA) EZ-Lift and Lower tailgate, (SAF) tire carrier lock and (JL1) trailer brake controller. (Requires a long box model. Not available with (PCO) Essentials Package, LPO or (PDO) Protection Package, LPO.)	0.00 lbs	0.00 lbs	(\$955.00)

PAINT SCHEME

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZY1	Paint, solid	0.00 lbs	0.00 lbs	\$0.00
	Options Total	0.00 lbs	0.00 lbs	\$10,125.00

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[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" Work Truck

MSRP:\$43,700.00

Interior:Dark Ash with Jet Black Interior Accents, Vinyl seat trim

Exterior 1:Red Hot

Exterior 2:No color has been selected.

Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible

Transmission, Allison 1000 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK35943	[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" Work Truck	\$43,700.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
5F9	Rear Camera Calibrations without Guidelines	\$50.00
9J4	Bumper, rear, delete	\$0.00
9L7	Upfitter switches, (4)	\$125.00
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline	\$0.00
AKO	Glass, deep-tinted	Inc.
AQQ	Remote Keyless Entry	Inc.
CHX	GVWR, 13,025 lbs. (5908 kg) with dual rear wheels	\$0.00
DD8	Mirror, inside rearview auto-dimming	Inc.
DPN	Mirrors, outside heated power-adjustable vertical trailering, upper glass, manual-folding and extending, Black;	Inc.
G7C	Red Hot	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo	\$0.00
J96	Brakes, 4-wheel antilock, 4-wheel disc with dual rear wheels	Inc.
JL1	Trailer brake controller, integrated	\$275.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 6987. Data Updated: Nov 13, 2018 9:43:00 PM PST.



[Fleet] 2019 Chevrolet Silverado 3500HD (CK35943) 4WD Crew Cab 167.7" (5)

K05	Engine block heater	Inc.	
K40	Exhaust brake	Inc.	
KI4	Power outlet, 110-volt AC	Inc.	
L5P	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible		\$9,395.00
MW7	Transmission, Allison 1000 6-speed automatic, electronically controlled		\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements		\$0.00
NZZ	Underbody Shield, frame-mounted shields		\$150.00
P03	Wheel trim, painted trim skins and painted center caps	Inc.	
PCM	WT Convenience Package		\$950.00
PYW	Wheels, 17" (43.2 cm) painted steel		\$0.00
QZT	Tires, LT235/80R17E all-terrain		\$200.00
R9Y	Fleet Free Maintenance Credit.		(\$65.00)
SFW	Backup alarm calibration	Inc.	
U01	Lamps, Smoked Amber roof marker	Inc.	
VQ2	Fleet Processing Option		\$0.00
ZW9	Pickup box, delete		(\$955.00)
ZY1	Paint, solid		\$0.00
---	Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr	Inc.	
---	Capped Fuel Fill	Inc.	
---	Tire, spare LT265/70R18E all-season, standard removed	Inc.	
---	Wheel, 18" x 8" (45.7 cm x 20.3 cm) full-size, steel spare, standard removed		\$0.00

SUBTOTAL	\$53,825.00
Adjustments Total	\$0.00
Destination Charge	\$1,495.00
TOTAL PRICE	\$55,320.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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EXB10
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CASCADE FIRE
EQUIPMENT COMPANY

P.O. BOX 4248 • MEDFORD, OREGON 97501
(800) 654-7049 • (541) 779-0394 • Fax (541) 779-8847
sales@cascadefire.com • www.cascadefire.com

QUOTE

ACCOUNT 0001700
SHIP TO FALL CITY F.D.

DATE	QUOTE NO.	SALESPERSON	TAKEN BY	PAY TYPE
08/29/18	084016	100	Matt	Credit Card

LINE	QTY	UNIT	PROD	DESCRIPTION	UNIT PRICE	EXT PRICE
1	1	EA	24127	CFE 400 GALLON END MOUNT UNIT, FULLY BAFFLED POLY TANK, 2" ALUMINUM FRAME, DIAMOND PLATE TOP & REAR PLATFORM, STAINLESS STEEL CONTROL PANEL, STAINLESS STEEL PLUMBING, ELECTRIC PRIMER, WINTERIZATION SYSTEM, CFE ALUMINUM VALVES, 18HP BRIGGS & STRATTON MOTOR W/ CF-120 PUMP HANNAY STEEL ELECTRIC REEL W/ 1/4" X200' BOOSTER HOSE AND NOZZLE, 4 GALLON FUEL CELL 2" SUCTION, 1.5" DISCHARGE, 1" TANK FILL	19,800.00	19,800.00
2	1	EA	11923P	CFE FOAM-FLO WITH FOAM CELL	1,195.00	1,195.00
3	1	EA	24083-2.5P	HYDRANT FILL, 2.5"	735.00	735.00
4	1	EA	25012	INTELLITANK WATER LEVEL GAUGE	450.00	450.00
5	1	EA	24082	SPARE TIRE BRACKET	365.00	365.00
6	1	EA	INSTALL	INSTALL AT CFE, MEDFORD OREGON	1,200.00	1,200.00

TOTAL FREIGHT	TOTAL TAX	TOTAL
0.00	0.00	23,745.00

VALID FOR 60 DAYS

22145
\$8500

EXB11
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RESOLUTION 30-2018

A RESOLUTION AUTHORIZING THE PURCHASE AND BUILD-OUT OF A DEDICATED FIRE DUTY TRUCK AND GIVING THE CITY MANAGER SIGNATURE AUTHORITY TO COMPLETE THE PURCHASE.

Findings:

1. Falls City Fire Department lost a great deal of cash and equipment resources when the Polk County Fire District Agreement was cancelled in 2017.
2. Much of the monetary loss was recouped by the passage of a Fire Levy in May 2018.
3. The Fire Levy money is dedicated to use for equipment procurement and operation.
4. The purchase of a Duty Fire Truck will increase the capabilities of Falls City Fire and bridge some of the gaps left by the sudden pull out of Polk County Fire District.
5. The purchase of a Duty Fire Truck with Class 6 Engine rating will increase Fire Department response capabilities, allow for participation in conflagrations, and broaden the opportunities available to Falls City Volunteer Firefighters.
6. Nothing in the City Code or Charter prevents the City Manager from exercising contracting authority on behalf of the City.

NOW THEREFORE, THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to purchase a 2019 or 2020 GMC 3500 chassis for the Fire Department.

Section 2. The City Manager is authorized to purchase a build out package for the chassis mentioned in Section 1 including aluminum cargo box, slide-in firefighting unit with foam capabilities, and sidewinder automatic nozzle.

Section 3. The City Manager has signature authority for all documents necessary to complete the transactions for the purchases outlined in Sections 1 and 2 above.

Section 4. Resolution 17-2018 is hereby repealed.

Section 5. This Resolution shall be effective immediately upon passage.

continued on next page...

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 13th day of December, 2018.

Vote: AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Date

Jeremy Gordon, Mayor

Attest:

Date

JoHanna Birr, City Clerk

MAYOR'S SCRIPT FOR PARTITION APPLICATION (Type I-B) PUBLIC MEETINGS

INTRODUCTION

Now is the time set for public meetings to consider Partition application #18-20 at 830 Parry Rd.

The Planning Commission is not able to act because of a lack of a quorum. Therefore, the Council must act as the Planning Commission for the application. Is there a motion for the Council to act in place of the Planning Commission?

MOTION

I move that the City Council of the City of Falls City act in place of the Planning Commission.

PROCESS

Now I will introduce the procedures for consideration of the application.

We will start the application by receiving a staff report. When the staff report has been presented, Council can ask questions of staff and deliberate on the application.

Partitions are considered and processed as Type I-B applications in the Falls City Zoning and Development Ordinance (FCZDO), they are considered Administrative Decisions where the City makes a decision in a public meeting based upon the application materials and staff report.

Property owners within 100 feet of the subject properties were notified at least 14 days prior to this hearing and provided an opportunity to submit written comments or testimony for consideration by staff and Council.

There is no public hearing or testimony (*this may be allowed at Council's discretion, but should be avoided if possible*). After the Council has deliberated, we will need a motion to approve or deny each application separately.

Are there any questions among the Council about the process?

CONFLICTS OF INTEREST/EX-PARTE CONTACTS/BIAS

Oregon land use law also requires that the hearings body (City Council in this case) disclose any conflicts of interest and ex-parte contacts that we have with the proposals or applicants — this is whether we have any financial or other personal interest in the proposal(s) and whether we have spoken with anybody about the proposal(s) outside of this public meeting. Also, Councilors may only participate if they can do so without un-due bias either for or against either application.

Do any Councilors wish to make disclosures?

Are there any challenges from the audience as to conflicts of interest, ex-parte contacts, or bias related to any member of the Council?

PUBLIC MEETING

I now call on our City Manager Mac Corthell to present the staff report for PAR 18-20 in reference to 830 Parry Rd.

Mac will review Staff report.

Now it is time for Council deliberation and discussion.

MOTION TO APPROVE: *I move to approve the requested Partition of 830 Parry Rd (Map 86 20AB, Tax Lot 100), subject to the conditions of approval as set forth in the staff report, and to authorize the Mayor to sign a final decision approving application PAR 18-20 and incorporating the findings from the staff report.*

OR MOTION TO APPROVE WITH MODIFICATIONS: *I move to approve the requested Partition of 830 Parry Rd (Map 86 20AB, Tax Lot 100), subject to the conditions of approval as set forth in the staff report, as modified to reflect the changes made by the City Council, and to authorize the Mayor to sign a final decision approving application PAR 18-20 and incorporating the findings from the staff report and modification made by the City Council.*

OR MOTION TO DENY: *I move that the PAR 18-20 Partition application for 830 Parry Rd. be denied. (Council member moving for denial states the reasons).*

[READ THE FOLLOWING IF YOU HAVE A REQUEST TO CONTINUE THE HEARING OR LEAVE THE RECORD OPEN]

Rules Regarding Leaving the Record Open (ORS 197.763(6).)

Before the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. The City shall then keep the record open at least seven (7) days from the date of the initial

evidentiary hearing (set the date and time for the closing of the open record period that is at least 7 days in the future). Persons may present and rebut new evidence, arguments or testimony by submitting materials to City Hall. Materials must be received at City Hall before the expiration of the open record period. If new written evidence is submitted, any person may request, prior to the conclusion of the open record period, that the record be left open for an additional seven (7) days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.

At the conclusion of the open record period, unless waived, the applicant has 7 days after the close of the record to provide final legal argument. (ORS 197.763(6)(e).) Once the open record period is closed, the Council will deliberate and make a decision on the application.

STAFF REPORT

PAR 18-20

Staff Report: December 4, 2018
City Council Meeting: December 13, 2018

APPLICANT/OWNER: Bob and Rose Gillette

REQUEST: A partition to an approximately 3.04 acre parcel into three (3) parcels. Upon partition approval Parcel 1 will measure approximately 0.34 acres, or 15,225 Sq. Ft. Parcel 2 will measure approximately 0.65 acres, or 28,449 Sq. Ft. Parcel 3 will measure approximately 2.05 acres, or 87,120 Sq. Ft

ZONING/COMP PLAN: Residential/Residential

**ASSESSOR'S
MAP/TAX LOT:** Map 8.6.20AB, Tax Lot 0100

LOCATION: 830 Parry Road

CURRENT LOT SIZE: Approx. 3.04 acres, or 132,422 sq. ft.

CRITERIA/STANDARDS: City of Falls City Zoning and Development Ordinance (ZDO), Sections 2.101, 3.104 and 3.209

EXHIBITS:
Exhibit A: Application and draft partition plat
Exhibit B: Assessor's Map
Exhibit C: Responses to Request for Comments

I. REQUEST

Partition of an approximately 3.04 acre parcel into three (3) parcels. Upon partition approval Parcel 1 will measure approximately 0.34 acres, or 15,225 Sq. Ft. Parcel 2 will measure approximately 0.65 acres, or 28,449 Sq. Ft. Parcel 3 will measure approximately 2.05 acres, or 87,120 Sq. Ft.

II. PROCEDURE

According to the Falls City Zoning and Development Ordinance (FCZDO), Subsection 3.209.05, the City processes partitions as Type I-B actions. FCZDO Section 3.104 explains the procedures for Type I-B actions. Partition applications are reviewed under the standards and requirements of Subsections 2.101, 3.104, 3.209, and 3.2110.

III. APPEAL

According to the Zoning and Development Ordinance, Section 3.104, the decision of the City Council shall be final unless a notice of appeal is filed. Any party with standing may appeal the City Council's decision to the Land Use Board of Appeals (LUBA). An aggrieved party must file the appeal within 21 days of the mailing of the decision to LUBA.

IV. BACKGROUND

On Site. A manufactured home, detached metal carport, detached woodshed, on-site septic system, and gravel driveway exist on the parcel.

Surrounding. The property is primarily surrounded by other residentially zoned properties, but part of the east property line is shared with Weyerhaeuser property zoned Forest/WLO .

Utilities.

Water. Water service is available via an existing public main in Parry Rd. and the property has one existing water connection (to the existing structure on the existing lot).

Sanitary Sewer. The property has one existing septic and drain field to serve the existing structure on the existing lot. Any new septic systems will require City and Polk County Public Works approval.

Storm Drain. Not applicable or available to the site.

Fire Hydrant. The nearest hydrant is located at the intersection of Cameron St. and Parry Rd. approximately 550 ft. from the subject property.

Access. Parry Road (identified as a Collector Street in 2013 TSP, Table 2-1).

V. REVIEW STANDARDS AND CRITERIA

According to Development Code Section 3.209.03, the City requires partition applications for any land division which creates two or three parcels in a calendar year.

Development Code Section 2.207 provides the development standards and criteria for partitions and subdivision. Other dimension standards such as yard setbacks, are applied at the time of proposed development as long as the proposed partition can meet the criteria for a partition and is approved.

2.207.01 BLOCKS

- A. **General:** The length, width, and shape of blocks shall take into account the need for adequate lot size and street width, and shall recognize the limitations of the topography.
- B. **Size:** No block shall be more than 1,000 feet in length between corner lot lines unless it is adjacent to an arterial street, or unless the topography or the adjoining streets justifies an exception. The recommended minimum length of blocks along an arterial street is 1,800 feet.

Findings: The proposed partition does not create any new streets or blocks. This standard does

not apply.

2.207.02 EASEMENTS

- A. **Utility Lines:** Easements for the City's wastewater system lines, water mains, electric lines or other public utilities shall be dedicated whenever necessary. The easements shall be at least 10 feet wide and shall be centered on lot lines, whenever possible. Utility pole tieback easements may be reduced to six (6) feet in width.
- B. **Water Courses:** If a subdivision is traversed by water courses such as a drainageway, channel, or stream, there shall be provided a storm sewer easement or drainage easement conforming, substantially, with the lines of the water course, and adequate for the purpose, unless the water course is diverted, channeled or piped in accordance with plans approved by the City Engineer. Parkways parallel to major watercourses may be required.
- C. **Pedestrian Ways:** When desirable for public convenience or safety, pedestrian ways, not less than 10 feet in width may be required to connect to cul-de-sacs or to pass through unusually long or oddly shaped blocks.
- D. **Easements of Way:** An easement of way providing access to property, and which is created to allow the partitioning of land, may be approved by the Planning Commission subject to the following conditions:
 - 1. The proposed easement is the only reasonable method by which the rear portion of an unusually deep parcel, or an unusually configured parcel, which is large enough to be divided into two or three lots, may be provided access.
 - 2. An easement of way shall have a minimum width of 25 feet and shall be improved with an asphalt or concrete surface a minimum of 12 feet in width, if used to access one lot, or a minimum of 20 feet in width if used to access two lots, unless a greater width is required by the Local Fire Official.
 - 3. An easement of way shall not provide access to more than two (2) parcels.
 - 4. The Planning Commission shall require the applicant to provide for the maintenance of said access; and to file an easement for said access, which includes the right to passage, and for the installation of utility lines. Such requirements shall be submitted to and approved by the City Attorney.

Findings:

There are no known easements on the property. As recommended conditions of approval the applicant must:

Designate and record an easement of way including the right to passage which must be at least 25 feet in width to provide access from Parry Rd. to new lots 2 and 3, and shall install an asphalt or concrete surface of at least 20 feet in width on the easement of way.

Designate and record an easement for installation and maintenance of utility lines sufficient to serve all parcels which must be at least 10 feet in width.

No Pedestrian Access Easements are proposed as part of the subject application.

2.207.03 LOTS

- A. **Size and Shape:** Lot size, width, shape and orientation shall be appropriate for the location of the subdivision and for the type of use contemplated. All lots in a subdivision shall be buildable. Lot dimensions shall conform to the zoning requirements of the area. The depth of lots shall not ordinarily exceed two and one half times the average lot width.
- B. **Access:** Each lot shall abut upon a street other than an alley for a width of at least 25 feet, except those lots approved and created by authority of the Planning Commission subject to Subsection 2.207.02 (D).
- C. **Through Lots:** Through lots shall be avoided except where they are essential to provide, separation of residential development from major traffic arterials or adjacent nonresidential development, or to overcome specific disadvantages of topography and orientation. A planting screen easement at least 10 feet wide, and across which there shall be no right of access, may be required along the line of lots abutting such a traffic arterial or other incompatible use.
- D. **Lot Side Lines:** The side lot lines of lots, so far as practical, shall run at right angles to the street upon which the lots face.

Findings: The proposed parcels conform to the minimum lot size, width and shape requirements of the Residential Zoning District. The proposed parcel sizes exceed the City's minimum lot size requirement of one-quarter acre (10,890 square feet) and appear sufficient in size and shape to reasonably accommodate future development that complies with applicable setback and development requirements for the R Zone District. The lot depths do not exceed two and one half times the average lot width.

Additionally, based upon a review of the applicants' site plan and an aerial photograph of the property, existing development on Parcel 3 appears to conform to the development standards for the R Zone District, including setback requirements, if the partition is approved. Future development shall be subject to review and compliance with the FCZDO.

Parcels 1 and 3 meet street frontage requirements of 25 feet. Parcel 2 will be accessed via an easement of way recorded prior to final plat approval.

The proposed partition does not create any through lots. The side lot lines shown on the applicants' plan indicate side lot lines that run at right angles to Parry Rd.

The proposed partition complies with these standards.

2.207.04 LOT GRADING

Lot grading shall conform to the following standards unless physical conditions demonstrate the propriety of other standards:

- A. Cut slopes shall not exceed 1½ feet horizontally to one foot vertically.
- B. Fill slopes shall not exceed two (2) feet horizontally to one foot vertically.

- C. The character of soil for fill and the character of lots made useable by fill shall be suitable for the purpose intended.
- D. The minimum elevation at which a structure may be erected, taking into consideration the topography of the lot, the surrounding area, drainage patterns, and other pertinent data, shall be established by the Building Inspector.
- E. The City Engineer shall determine whether a storm drainage system is necessary to control, manage and dispose of water lying on or running over a subdivision. In addition, the subdivider shall be required to meet other standards and conditions imposed by State laws and City ordinances.

Findings: The proposed partition does not propose any lot grading at this time. A recommended condition of approval states that any future lot grading meet the requirements of FCZDO 2.206 for Storm Drainage and FCZDO 2.207.04, including but not limited to: A property owner shall not modify or grade their property so as to direct runoff onto an adjacent property, other than that which is naturally occurring. Roof drainage shall be directed to the curb line or the adjacent street or to a storm sewer facility, wherever possible. Development plans shall assure that property site grading measures are taken whenever necessary to avoid excessive runoff or erosion (FCZDO 2.206.03).

2.207.05 BUILDING LINES

If special building setback lines are to be established in the subdivision, they shall be shown on the subdivision plat or included in the deed restrictions.

Findings: The applicant did not request any special building setback lines. Future development and/or proposed structures shall meet the minimum setbacks established for the R Zone District. Therefore, this standard does not apply.

2.207.06 LARGE LOT SUBDIVISION

In subdividing tracts into large lots which at some future time are likely to be re-subdivided, the Planning Commission may require that the blocks be of such size and shape, be so divided into lots, and contain such building site restrictions, as will provide for the future re-subdivision of the property.

Findings: Pending approval, the applicant proposes to create two (2) 0.30-acre parcels, or approx. 13,068 sq. ft each. The minimum lot size in the R zone is 10,890. Staff finds this criterion does not apply.

2.207.07 LEFTOVER LAND

Islands, strips, or parcels of property unsuited for subdividing and not accepted by the City for appropriate use, shall not be left undivided, but shall be identified as required in this Section.

Findings: The proposed plat does not indicate any leftover land. Therefore, staff finds this criterion does not apply.

2.207.08 OPEN SPACE

Subdivisions and partitions of land, which include lands identified on the Significant Resources Map of the Comprehensive Plan as Open Space Resources shall provide for the preservation of the identified resource area through one of the following methods:

- A. **Public Dedication:** Open space resources which are determined by the Planning Commission to be suitably located to serve as public park lands may be dedicated to the City for such use.
- B. **Common Area Dedication:** Open space resources may be included in a tract of land to be owned in common by the owners of lots within the development. A nonprofit homeowners association shall be created, in a manner acceptable to the City Attorney, for the ownership and maintenance of such tracts. The tract shall be preserved in perpetuity as open space using conservation easements, deed restrictions, or by appropriate notation on the final plat.
- C. **Conservation Easements:** If identified open space resources are to be included in lot areas, conservation easements shall be required to prohibit development within the open space area and to protect existing scenic vegetation and/or natural features.

Findings: Staff finds the proposed partition does not include land identified on the Significant Resources Map of the Comprehensive Plan and this criterion does not apply.

2.208.03 Improvement Requirements

The following improvements shall be installed at the expense of the subdivider or partitioner:

- A. **Water supply system.** All lots within a subdivision or partition shall be served by the City water supply system.

Findings: Water service is available at Montgomery Street. The applicant or subsequent owner shall be responsible for extending water to both parcels, if applicable. Construction of improvements and connection to water and sewer services shall comply with City standards.

- B. **Wastewater system.** All lots within a subdivision or partition shall be connected to the City's wastewater system.

Findings: Wastewater service is proposed via an on-site septic system and public works has confirmed sewer is not available within 300 feet of the subject properties. Prior to final plat approval, written approval of a proposed septic system for the new parcel shall be required from Polk County. The applicant or subsequent owner shall be responsible for extending water and sewer services to both parcels, if applicable. Construction of improvements and connection to water and sewer services shall comply with City standards.

FCZDO 2.111.03.F.2. allows the City to require the applicant record an approved "Waiver of Rights to Remonstrate for Street and Public Utility Improvements" in lieu of connecting to sewer. Staff and the City Engineer recommend a non-remonstrance agreement be recorded with both parcels in lieu of street and/or utility improvements at this time but future connection to sewer could be required, if made available (see Exhibit C).

- C. Drainage. Such grading shall be performed and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within, or adjacent to, the subdivision or partition, in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public.

Findings: In compliance with FCZDO 2.206.03, a property owner shall not modify or grade their property so as to direct runoff onto an adjacent property, other than that which is naturally occurring. Roof drainage shall be directed to the curb line or the adjacent street or to a storm sewer facility, wherever possible. Development plans shall assure that property site grading measures are taken whenever necessary to avoid excessive runoff or erosion. This is included as a recommendation condition of approval.

- D. Streets. The subdivider or partitioner shall grade and improve streets in and adjacent to subdivisions and partitions, including the extension of such streets to the paving line of existing streets with which such streets intersect, in conformance with City specifications. Street improvements shall include related improvements such as curbs, gutters, shoulders, and median strips, to the extent these are required.

Findings: In compliance with the above criteria and FCZDO 2.111, street standards are applicable to the all partitions in the City. FCZDO 2.111.F provides the approval criteria for partitions adjacent to existing public streets. Montgomery Street is identified as a Local Street in the Falls City Transportation System Plan (2013), Table 2-1. Local Streets require 50 feet of right-of-way (ROW) with sidewalks. The current ROW appears to narrow from approx. 60 feet to approx. 40 feet along the frontage of the subject property. However, staff does not recommended dedication of ROW at this time. As recommended by the City Engineer, staff recommends a provision to the recommended non-remonstrance agreement include a provision requiring dedication of *no more than 10 feet of ROW* where Montgomery Street narrows to 40 feet of ROW along the subject property frontage *should* such dedication be necessary in the future.

FCZDO 2.111.F.2. allows the City to require the applicant record an approved “Waiver of Rights to Remonstrate for Street and Public Utility Improvements” in lieu of street improvements where criteria 2.111.F.2.a-c are met. Staff finds the frontage along Montgomery Street is less than 250 feet; the City Engineer recommends a non-remonstrance even though the existing frontage does not meet city standards; and public utilities exist within the existing roadway to serve the property. This is included as a recommended condition of approval.

- E. Pedestrian ways. A paved sidewalk, not less than 5 feet wide, shall be installed along all streets within or adjacent to land divisions, and in the center of pedestrian ways within such developments.

Findings: See criteria D. above and recommended conditions of approval.

VI. SUMMARY, RECOMMENDATION, AND CONDITIONS OF APPROVAL

The proposed partition would create three (3) parcels from one unit of land approximately 3.04 acres in size. The new lots would measure 0.34 acres, 0.65 acres, and 2.05 acres in size.

Staff finds the proposed new parcels meet the minimum lot size for property located within Residential (R) zoning district and all public utilities are available.

The proposed partition meets or can be conditioned to meet the criterion in the Zoning and Development Ordinance. Staff recommends approval of the partition subject to timely completion of the following conditions:

General

- A. Future development shall be subject to compliance with the Falls City Zoning and Development Ordinance (FCZDO), including building and structural permit review and approval and City Public Works Design Standards.

Public Safety

- B. **Prior to final plat approval**, the applicant or property owner shall submit a written statement from the Fire Marshal stating that the spacing of hydrants in the vicinity is adequate to serve the parcel and proposed access is adequate to support emergency apparatus.

If required by the Fire Marshal, the applicant shall:

Install an additional fire hydrant to serve the property prior to issuance of a building permit for any parcel created herein. Installation of a fire hydrant shall meet City standards.

Install adequate access for the safe operation of emergency apparatus.

Improvement Requirements

In compliance with FCZDO 2.208.03, the following improvements shall be installed at the expense of the subdivider or partitioner:

- A. The applicant or subsequent owner shall be responsible for extending water and sewer services to all parcels, if applicable. Construction of improvements and connection to water and sewer services shall comply with City standards.
 - a. **Prior to final plat approval** the applicant must designate and record sufficient easements for placement and maintenance of public utilities to service each parcel. The easements must be minimum 10 feet in width (6 feet minimum for utility pole tiebacks) .
- B. Wastewater service is proposed via an on-site septic system and public works has confirmed sewer is not available within 300 feet of the subject property. **Prior to final plat approval**, written approval of the proposed or existing septic system for each parcel shall be required from Polk County.
 - a. An approved “Waiver of Rights to Remonstrate for Street and Public Utility Improvements” in lieu of connecting to sewer shall be required **prior to final plat approval** as future connection to sewer could be required, if made available.
- C. Separate underground electric, telephone cable, and natural gas service shall be provided to each parcel.
- D. Drainage and Grading. Grading shall be performed and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within, or adjacent to, the

subdivision or partition, in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public in compliance with FCZDO 2.207.04.

- a. A property owner shall not modify or grade their property so as to direct runoff onto an adjacent property, other than that which is naturally occurring. Roof drainage shall be directed to the curb line or the adjacent street or to a storm sewer facility, wherever possible. Development plans shall assure that property site grading measures are taken whenever necessary to avoid excessive runoff or erosion (FCZDO 2.206.03).
- E. **Prior to final plat approval**, street improvements to existing streets adjacent to the subject properties shall be required at the time of land division. In lieu of street improvements, the City may allow the applicant to record a City approved "Waiver of Rights to Remonstrate for Street and Public Utility Improvements."
 - F. **Prior to final plat approval**, an additional thirteen and one half (13.5) feet of right-of-way for the entire property frontage of all parcels shall be shown as dedicated to the "public" or "City of Falls City" on the final plat in order to accommodate future improvements to Parry Road in compliance with the Falls City Transportation System Plan (TSP) and FCZDO 2.111.03.F and 2.211.04.
 - G. **Prior to final plat approval** the applicant must designate and record an easement of way including the right to passage with minimum 25 feet width shall be recorded. This easement shall be sufficient to provide access to parcels 2 and 3.
 - H. **Prior to issuance of a building permit** the applicant must improve a minimum 20 foot width of the access easement with concrete or asphalt extending from Parry Road to parcels 2 and 3.
 - I. **Prior to final plat approval** the applicant must obtain an access permit to create the new driveway for parcel 1 on Parry Road.

Final plat

- A. **Within 180 days of the final decision approving a tentative map**, the applicant or applicant's agent shall submit four (4) copies of the proposed final plat survey to the City and County for review and approval in conformance with Oregon Revised Statute (ORS) 92. The final plat shall substantially conform to the approval granted by the City. In conformance with FCZDO 3.209.07, if the final survey is not submitted within one year, the preliminary approval shall lapse.
 - a. All Conditions of Approval labeled "**Prior to final plat approval**" must be satisfied prior to the City approving the final plat survey.
- B. The City may extend the approval period for any partition for a period of not more than 180 additional days. Requests for extension of approval shall be submitted, in writing, at least thirty (30) days prior to the expiration date of the approval period accompanied by payment of the required fee.
- C. **Prior to final plat approval**, a certified title report from a title insurance company including all parties with interest in the property, all easements, all deed restrictions, and any other encumbrances shall be submitted to the City.

D. After recording, the applicant shall submit proof of the recorded survey to the City.

The applicant is responsible for meeting all Falls City Zoning and Development Ordinance requirements, Public Works Standards, and any other city, county or state regulation of relevance.

VII. SAMPLE CITY COUNCIL ACTION

- A. Approve Partition 18-20 to partition property identified as Tax Lot 100 into three (3) parcels:
1. as presented in the staff report, including the findings of fact, or
 2. as stated in the staff report with modifications by the City County. The motion must include the modifications and any necessary changes to the staff responses or findings of fact.
- B. Deny the partition application (stating how the application does not meet and cannot be redesigned to meet the required standards).
- C. Postpone or continue the public hearing to a time certain, or indefinitely (considering the 120-day limit on applications).

City of Falls City
Land Use Application

File # 18-20
Date Rec'd: 11/7/18
Fee Paid: \$ 800.00
Receipt No.: 5856.34
Rec'd By: [Signature]

Type 1-A Action:

- Access Permit
- Home Occupation Permit
- Property Line Adjustment
- Manufactured Home Placement Permit
- Sign Permit
- Certification of Appropriateness (COA)
(Historic Preservation Officer)

Type IV Action:

- Annexation
- Zone Change
- Comprehensive Plan Map Amendments
involving more than five (5) adjacent land
owners

Type 1-B Action:

- Flood Plain Development Permit
- Site Design Review
- Temporary Hardship Dwelling
- Partitions
- Property Line Adjustments with Discretion

Other

- Pre-Application Conference

Type II Action:

- Code Interpretation (standalone application)
- Modification to Approval
- Partition Plat Modification

Type III Action:

- Comprehensive Plan Map Amendments
involving 5 or fewer adjacent land owners
- Conditional Use Permit
- Manufactured Home Park
- Planned Unit Development
- Subdivision
- Variance
- Non-Conforming Use
- Certificate of Appropriateness (COA)
(Historic Landmark Commission)
- Designation of a Historic Resource to the
Local Landmark Register
- Removal of a Historic Resource from the
Local Landmark Register

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344
Last updated on 11/27/2017 (LA 2017-01)

EX A1 89

Applicant(s) Bob & Rose Gillette Telephone: 503.931.1009

Address: ~~1425~~ SW Hayter St. Dallas, OR 97338

Owner(s): same as applicant Telephone: _____

Address: _____

Engineer/Surveyor: John Newberg Telephone: 503.474.4742 (office)

Address: 1205 NE Evans St. McMinnville, OR 97128 971.237.1956 (cell)

General Information

Map Page and Tax Lot No.: Page 240 Tax Lot 100 Zone: Residential

Location: 830 Parry Rd. Falls City, Oregon 97338

Legal Description: T8S R6W Section 20

Existing Zoning/Comprehensive Plan Designation: Residential

Current Use/Structures: Residential / Manufactured Home

Proposed Use: New construction / Residential

Topography: Slight Slope to the NE

Surrounding Uses: North: Vacant lot

South: Parry Rd

East: Residential

West: Residential

Acreage of Site: 3.04 acres

Number/Size of New Lots or Parcels: 3 parcels (PARCEL 1 0.34 AC / PARCEL 2 0.65 AC / PARCEL 3 2.05 AC)
(Attach site map, if applicable)

Natural Features/Hazards of the Subject Site: none

Public Utility Providers (gas, electric, water, sewer, telephone): electric, water, and phone

Easements: none

(As recorded in the office of the County Clerk)

Volume and Page Number 30 and 240

Deed Restrictions: _____

EXA2 90

SUBMITTAL REQUIREMENTS: Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

RE EWM
Applicant(s) Signature

11-3-18
Date

Rose Gillette
Applicant(s) Signature

11-2-18
Date

.....
We, the following:

Name: Bob & Rose Gillette Telephone: 503.931.10

Address: 1425 SW Hayter St. Dallas, OR 97338

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

To Partition Parcel 100 into 3 parcels.

The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this 2 day of November, 2018.

RE EWM

Robert E Gillette Jr

Rose Gillette

Rose Gillette

Signature of each owner of the subject property

Print name after signature.

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

EXA3 91

City of Falls City – SITE PLAN FORM

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be current, drawn to scale, and show all property lines.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. NORTH ARROW.
- 2. SCALE OF DRAWING.
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
- 5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS –existing and proposed and label as "Paved" or "Gravel." Show driveway to public right-of-way.
- 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS.
- 8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. WELLS – existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. FENCES, RETAINING WALLS – location of existing and/or proposed.
- 11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as "Parcel 1", "Parcel 2", etc. and proposed parcel sizes.
- 12. SEPTIC SYSTEM and REPLACEMENT AREA – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.
- 14. CUTS/FILLS – show existing and proposed.
- 15. ELEVATIONS – at lot corners or construction area and at corners of building site.
- 16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- 17. TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.
- 18. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

Commercial development must also include the following:

- 19. FIRE DEPARTMENT ACCESS
- 20. FIRE HYDRANTS –locations
- 21. HANDICAP ACCESS
- 22. LANDSCAPING – existing and proposed landscaping areas.
- 23. PARKING – lot configuration, number of parking spaces, and off-street loading area.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

Property Owner (s) Name: Bob + Rose Gillette Phone: 503.931.1009
Site Address: 830 Parry Rd. ~~830 Parry Rd.~~ City: Falls City Zip 97338

Driveway 2.207.02 and Utilities Easement Gillette Proposed Parcel #2

We are Proposing and Easement of Way for the Proposed Parcel #2 via the existing gravel driveway which serves 830 Parry Falls City, OR.

The utilities for the Proposed Parcel #2 will be ran in the driveways 40ft driveway easement.

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EXAG

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

Drawn to Scale: 1 square = 10 ft Feet Not Drawn to Scale: Total Acres 3.04 AC

PARCEL #1 = 0.34 AC
 PARCEL #2 = 0.65 AC
 PARCEL #3 = 2.05 AC



I certify that the above information is accurate to the best of my knowledge. I AM THE Owner or Authorized Agent

NAME (please print): Bob & Rose Gillette

Telephone # 503.931.1009

Applicant's Signature: Bob Gillette

Rose Gillette

Date: 11/3/18

Applicant's Mailing Address: 1425 SW Hayter St.

City: Dallas

Zip: 97338

FOR OFFICE USE ONLY

PLANNING: _____

Date: _____

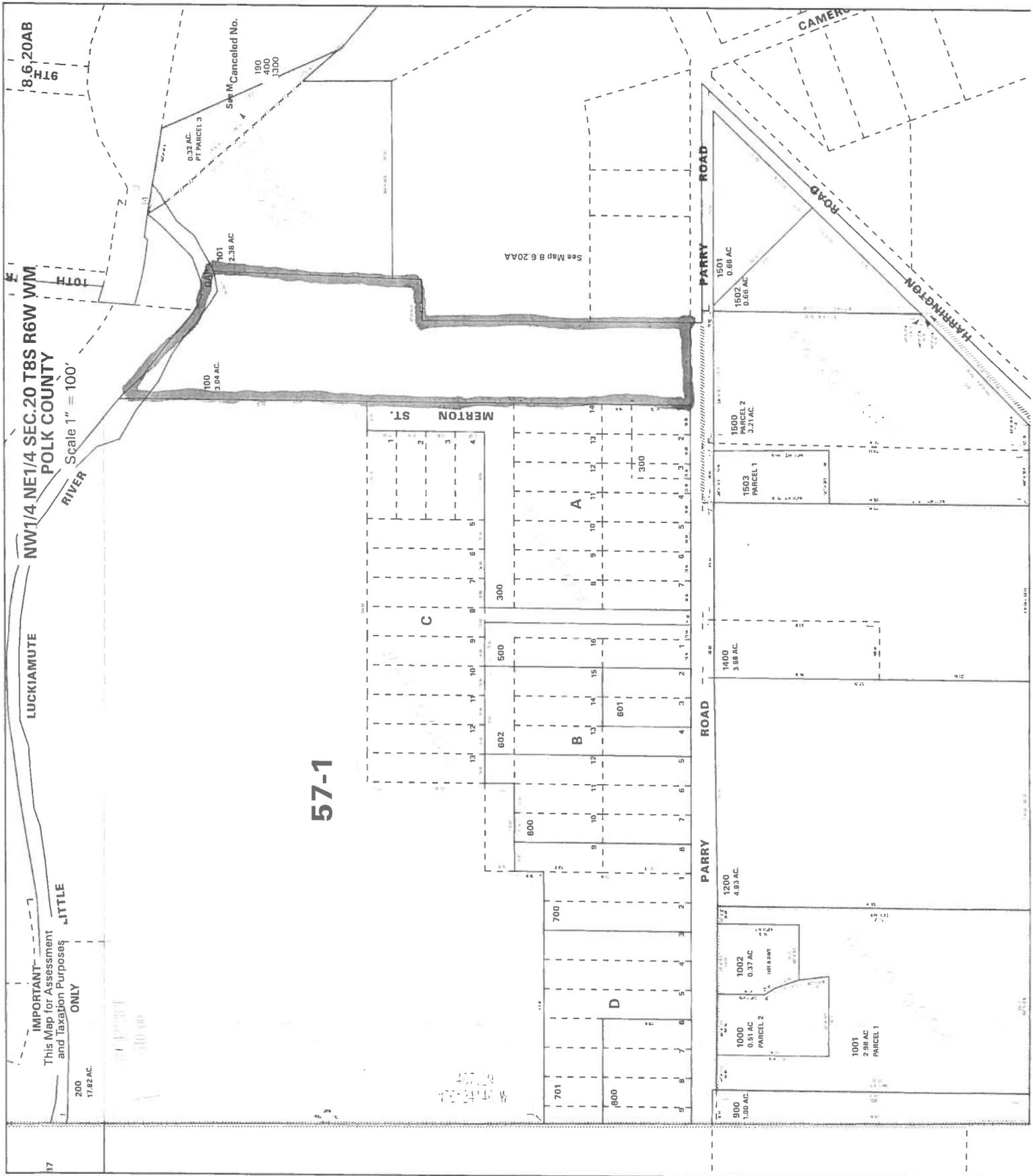
PUBLIC WORKS: _____

Date: _____

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

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EXA



NO COMMENTS.