

City of Falls City  
City Council Regular Meeting  
Corrected - Meeting Minutes  
November 10, 2016 7:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present:** Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

**Staff Present:** JoHanna Birr, City Clerk; Don Poe, Public Works Lead Worker

Mayor Ungricht called the meeting to order at 7:08 PM.

**1) Roll Call**

Clerk Protheroe took roll call. Councilor Bishop was absent.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

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

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**4) Consent Agenda**

Councilor Drill was curious why Council of Governments (COG) billing was high. Mayor Ungricht explained land use activity is aggressive now with a new residence, Valsetz Heights and other items going on in COG charges for their time working and reviewing our land use applications.

Mt. Valley Monitoring and an Intergovernmental Agreement (IGA) with Polk County Sheriff's Office (PCSO) are two other routine bills. Mt. Valley provides security monitoring for the Fire Department and Community Center. The IGA with PCSO is for emergency radio communications and maintenance on our emergency radio system, which PCSO bills separately.

Mayor Ungricht drew Council attention to two (2) handouts supplied to Council. One is an additional Leak Adjustment for Van Horn of 139 East Avenue and a correction to Item C in the Consent Agenda; Leak Adjustment for Lewis of 830 Parry Road. (Exhibits A & B)

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to adopt the Consent Agenda with the additions Item D; 139 East Avenue and corrections on Item C, page 26 b . Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**5) Public Comments**

Janelle Anzalone, an out of Falls City limits resident of Storybook Farm, brought a petition to Council against the installation of vehicle barriers in Michael Harding Memorial (Falls)Park. She said the petition signatures for designation of formal parking were collected last summer and she was not aware the issue was still on the table. Clerk Birr received Ms. Anzalone's petition. (Exhibit C)

Mayor Ungricht thanked Ms. Anzalone.

Randolph Osman of Falls City requested that the north entrance to the Community Center lobby be open to the public for Council Meeting. Mr. Osman explained it is an inconvenience to older people having to walk to the other side of the Center when parking in the north parking lot.

Mayor Ungricht thanked Mr. Osman, his concern was received and the issue will be taken care of in the future.

**6) New Business**

**A. 2015-2016 Budget Audit**

Tom Glogau of Grove, Mueller & Swank, PC conducted the 2015-2016 Falls City audit and prepared the City of Falls City Annual Financial Report Year Ended June 30, 2016. Council was provided hard copies of this report and a brief summary of four (4) key points. He added that the smiley or frowny face next to each point were neither good nor bad. The symbols are simply representative of a deviation of the benchmark one way or the other. (Exhibit D)

1. Mr. Glogau briefly explained findings to Council as an outsider perspective looking in at the city. Rainy Day funds have a benchmark of 6 months. Falls City Rainy Day funds went from 15 months in 2015 to 17 months in 2016's audit. If all money stopped coming into the city as July 1, the city could operate 17 months before closing its doors. Mr. Glogau added the City is in very good financial condition to absorb negative surprises.
2. Debt- are we getting out or going farther into debt? Water is the only outstanding debt and city payments are being made on schedule. Mr. Glogau said the city is cutting the water debt but he reminded Council that debt is not a bad thing. Generally, a city will not get capital improvements without going into debt. Financial fluctuation is to be expected each year.

Mayor Ungricht added that spending on and saving for infrastructure projects would cause a differential from year to year. Mr. Glogau affirmed this is the financial flux we see in the report.

3. Governmental services- This is shows who pays for services the city provides such as, current or prior year's recipients. The city should break even on Governmental services, although this does not happen every year. Some years the spending is more avid than savings or visa-versa. This audit showed positive results in this category at 123%, but is a deviation from the benchmark of 95%-105%. This long-term perspective will continue to move from positive to negative.

Mayor Ungricht explained his first years were directed at developing projects and strong saving measures. Next year citizens can expect to see a downturn in this area as spending monies saved last year will increase as infrastructure projects are implemented. Mr. Glogau agreed this is typical and is what causes positive to negative results and it is a natural pattern for a government to go from positive to negative then back to positive. The smiley face indicates it is only a deviation from the benchmark.

4. Revenue Bond Investors and our ability to pay overtime- This represents the ability of the Water fund to make its debt payments. The benchmark ratio of 2.00 shows a deviation currently at 2.13, up from 2.12 in 2015. These numbers indicate the Water fund is well able to cover the debt payments and have some funds on hand for unforeseen repairs, should they occur.

In closing, Mr. Glogau touched on the Sewer fund stating there was a close to breakeven mark from operations this year. Breakeven is good until major repairs or improvements are needed. In 2015, there was an Operating income of \$9,206.00, compared to \$21,826.00 in 2014. Operating income for 2016 shows \$98,000.00 in the Sewer fund and \$242,000.00 in the Utility Reserve fund as cushions.

It is important to keep in mind; these figures are from the 2015-2016 fiscal operating year. Many repairs were made using money from the Sewer fund.

Councilor Drill asked about Falls City Capital Asset records. Mr. Glogau explained the City is not required by law to keep Capital Asset records. Insurance providing adequate coverage of all the city's Capital Assets would be sufficient. He further explained it would take too much time and effort to reconstruct the information and academic information. Corvallis has extensive Capital Assets records although it is not clear what purpose they serve.

Council thanked Mr. Glogau for attending and discussing the 2015-2016 Audit. Councilor Drill thanked Mayor Ungricht for a great job on the Audit.

#### **B. Code Enforcement Update**

Mayor Ungricht is in process of working on a plan to bring to Council regarding code enforcement. He has reached out to Western Oregon University and is waiting to hear back. Mayor Ungricht explained the "temporary" definition was removed from Oregon Revised Statute (ORS)197.493; "Placement and Occupancy of a recreational vehicle" in 2005 and no longer applies to RV's in a trailer park requiring them to move as long as they are permanent in nature. "Permanent" is defined as being "hooked up to sewer, water and electricity". With this definition, Green Haven RV Park has 30 permanent and 10 not hooked to sewer. This situation is still under review and Mayor Ungricht hopes to meet with Mr. Bowman(s) of Green Haven, to discuss issues and create attainable solutions. Changes in the ORS definitions will only affect the relevant section of the Green Haven's Conditional Use Permit.

The plan included a Panel with Council and a contracted code enforcement officer is still needed. One citizen is interested and has basic experience with code enforcement. An ordinance may have to be adapted to allow Council to assess liens and fines. Code enforcement has been a long standing goal of Council and the community. Mayor Ungricht will continue to put great effort into finding a workable solution.

#### **C. Resolution 20- 2016 FEMA Dutch Creek funds**

Currently there is no mechanism in place to track funding of the Dutch Creek project. Mayor Ungricht proposed passing Resolution 20-2016, which would modify the Street fund by adding a line to track the drawn funds from FEMA for the amount \$50,000.00.

The project is going well. The engineers have begun the Environmental Study that includes cataloging every species in the area and environmental impacts the project would have effect on.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to adopt resolution 20-2016, A RESOLUTION OF THE CITY COUNCIL OF FALLS CITY OREGON DECLARING UNFORSEEN REVENUES AND APPROPRIATIONS FOR FEMA DECLARATION 4285-DR-OR AND OREGON INGRASTRUCTURE FINANCE AUTHORITY (IFA) PROJECT NUMBER L17002 GRANT AWARDS FOR THE PERMENANT REPAIRS ON THE DUTCH CREEK CROSSING AND FOR THE FUNDS TO BE TRANSFERRED TO POLK COUNTY PER THE SIGNED CONTRACT 16-137. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**D. Resolution 21-2016 assumption of Falls City Alliance Loan**

Transfer steps of falls property include purchase agreement signing, escrow, a title search for any other outstanding debt attached to the property, and the zoning change as required by the awarded Oregon Parks and Recreations Department grant language to expand Michael Harding Park. Mayor Ungricht added all this will take time and he hopes to have the transaction closed by mid-June of 2017.

A motion was made by Councilor Meier and seconded by Councilor Melin that the City Council of the City of Falls City adopt Resolution 21-2016 – A RESOLUTION ALLOWING MAYOR UNGRICH TO EXECUTE A PURCHASE AGREEMENT BETWEEN FALLS CITY AND FALLS CITY ALLIANCE AND SIGN FOR THE ASSUMPTION OF THE LOAN BETWEEN FALLS CITY ALLIANCE AND POLK COMMUNITY DEVELOPMENT CORPORATION FOR THE PURCHASE OF LOTS 11,12,13,14,15, AND 16 OF BLOCK R, FIRST ADDITION TO FALLS CITY, POLK COUNTY OREGON. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**E. New Business License- Falls City Grow Supply**

Kurt Brees, owner of 420 N. Main Street is leasing his property to a greenhouse and garden supply business. Councilor Drill had concerns of the business being marijuana related. There was some brief discussion on the types of products the business would carry and an explanation of hydroponic gardening.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles that the City of Falls City approve the business license application for Falls City Grow Supply. Motion carried 4-1-0. Ayes: Lori Jean Sickles, Tony Meier, Gerald Melin, Dennis Sickles. Nays: Jennifer Drill

**F. Michael Harding Park, Barricades**

Advantage Precast gave a price quote on 24 SF blocks (barricades) of \$250.00 per piece for a total of \$1,000.00. This is one-third of normal cost. They are willing to hold this price for one month. Ole Berman gave a bid of \$1,333.00 to transport, level the area and set them. Cliff Lauder will help with cement work and building a secure heavy-duty gate to be used by Public Works and Emergency vehicles. Mayor Ungricht hopes with volunteers these cost could be reduced.

Mr. Lauder spoke before Council giving an estimate of \$2,000.00 for the cement work needed for the barriers to be made permanently stationary and to include the gate. The barrier cavities and ends would be filled and joined with each weighing roughly 6,000 pounds. He stated this is the most cost effective option as opposed to setting Bollard posts. The posts would require to be set every four feet to eliminate pass through vehicle traffic and would cost \$2,300.00 without figuring the cost of cement.

As of tonight's Council meeting, Citizens have donated \$300.00 toward barriers to eliminate vehicular traffic in the Michael Harding Park and another \$700.00 has been pledged. Mayor Ungricht referred Council attention to Exhibit 1; To-date Park Expenses and Balance on page 41 in the Council meeting packet. Indicating draws on the far right column.

Mayor Ungricht asked how Council would like him spend Park funds. He also asked Council how much of the General fund resources were they willing to spend on parks. The city is repairing vandalism, renting porta potties, assuming the Alliance loan for the falls property and while there is a grant to help acquire the property, a rezoning will need to take place, which will cost

approximately \$1,500.00. Additionally, property transfer costs will include escrow, title search and other miscellaneous items.

Mayor Ungricht invited Council to take a month and review the information and petition provided at this Council meeting. Councilor Meier questioned if the signatures on the petition were actual citizens of the community. Mayor Ungricht again invited Council to table the item of barriers, review the information and report back at December's Council meeting.

There was some confusion on a previous Council vote on the issue. Mayor Ungricht clarified that **Council voted to direct him to proceed with the barricades** in Michael Harding Park and bring costs and a plan to Council before taking action during the August 11, 2016 Council Meeting. The plan would consider safety and emergency vehicle access. This came about as an issue during the August 4, 2016 Joint Work Session with Falls City Council and the Polk County Sherriff's Office.

Randolph Osman of Falls City pledged \$100.00 to the Barrier fund. He offered a challenge of pledging another \$100.00 contribution if a another citizen would donate \$100.00. Mr. Osman specifically requested this challenge be placed in the permanent record of Council minutes for public knowledge. Mayor Ungricht offered to place his challenge in the December Newsletter to increase public awareness. Council thanked Mr. Osman for his generosity.

Mr. Lauder asked how spending the Parks budget of \$3,300.00 through the end of June would affect other needs. Public Works has one decent lawnmower but it will need replacing soon. Councilor L. Sickles was interested in Ms. Anzalone's petition opposing the city eliminating public vehicle traffic from entering Michael Harding Park. Mayor Ungricht instructed Clerk Birr to circulate petition to Council for brief review. She felt more citizens should be involved in the decision making process.

Councilor D. Sickles questioned if the motion passed, would the city still be able to afford porta potties at the park. Mayor Ungricht responded yes, but he cannot predict unforeseen spending due to future vandalism.

A motion was made by Councilor Drill and seconded by Councilor Meier to carry on and proceed in stages with stage number one being the purchasing of precast barriers and work with the community to raise matching funds for the remaining amount. Motion carried 3-2-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin. Nays: Lori Jean Sickles and Dennis Sickles

Ms. Anzalone opposed the passage of the motion and was disruptive upon leaving. Mayor Ungricht thanked her for coming.

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

### **A. Mayors Report**

Mayor Ungricht extended his congratulations new Council Member's Charles Flynn and Cliff Lauder, and to Dennis Sickles for his re-election to Council. Mayor Ungricht is pleased to have them and looks forward to working with them. New Councilors were given a welcome letter with training information offered by the League of Oregon Cities (LOC). (Exhibit E)

Council and several citizens thanked Mayor Ungricht for the paving of South Main and completing such a wonderful improvement project.

While Mitchell Street is next in line for improvements, it is dependent of the success of the FLAP grant. If it fails to be awarded, the city will focus efforts on smaller improvements such as 5<sup>th</sup> Street and paving the rest of Sheldon Avenue to the end of town.

Mayor Ungricht has been working with the Fire Department on an application for self-contained breathing apparatus (SCBA's) due November 15, 2016. He apologized he did not have a completed application to present to Council for approval. Lori Albright, who volunteers with the Fire Department, is reworking the numbers to grant specifications. This is for 10 bottles and 10 refills with a 5% buy in to replace the current old and un-refillable stock. Mayor Ungricht will finish and submit the application the evening of November 14, 2016 when he returns from a four-day vacation. Mayor Ungricht asked for a motion allowing him to submit the grant application.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier to move forward and submit the grant application. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

A sewer increase will be added into the budget next year brought before the Budget Committee. It is undesirable but it is necessary. An idea is to implement a property bond on each property in town to stabilize the fund once the project is underway. This will help with the goal of getting all properties on sewer. Mayor Ungricht said he was throwing this out as a red flag so there would be no surprises. He added he was open to any ideas Council or citizens may have.

Sheriff Garton and Deputy M. Smith were present. Mayor Ungricht congratulated Sheriff Garton on his election win for the position of Polk County Sheriff. Sheriff addressed Council regarding his October 2016 Falls City Stats Sheriff's Report. (Exhibit F)

The Deputy stationed at the school will be available for other calls and will provide quick response time.

Sheriff Garton has begun tracking calls at 200 Church Street, which is responsible for 25% of Falls City Sheriff's Department calls. Stats may be skewed because calls are tracked from point of origin. For example, if a call originates on the Northside of town but ends up at 200 Church Street on the Southside, it will not show on the report. Sheriff Garton said for this reason, the number is probably higher. These stats will be given to Council on a regular basis.

Citizens and Council thanked Sheriff Garton for his service and showed their appreciation with applause.

## **B. Council Reports**

Councilor Drill reported no Town Hall meetings would be held until January 2017 due to the holidays. Kimber Townsend with Community Emergency Response Training (CERT) will be available to train anyone interested. Information will be sent for inclusion in the city's December Newsletter. The Christmas Tree Lighting event will be held December 3 at 7:00 pm beginning at 6:00- 6:30 pm cocoa, desert and campfires will be available to enjoy.

Councilor Meier had concerns that now the ORS's have changed to include RV's as permanent housing, that Green Haven's 30 full hookup spots should be paying individually for water. Councilor Meier added that a residential home pays a basic bill and so should other homes.

Mayor Ungricht replied that staff is working with input from Public Works Committee on a fair and equitable way to bill everyone based on usage. All data needs to be collected and analyzed before presenting a workable solution to Council. An option is to assign utility service multipliers to Green Haven's account in the way that that local apartments and 420 N. Main have in effect. It would allot all users 25,000 gallons as a base. Green Haven has not gone over this amount. This also avoids the costly installation of individual meters. Mayor Ungricht said he could better address this issue at the next Council Meeting.

Councilor Melin announced that since the EDC Committee had no secretary, he has stepped down from the Chair to take the position. Councilor Meier was elected Chair of the EDC Committee.

**8) Council Announcements**

The Community Tree Lighting will be on Saturday December 3, 2016 in the lot of Mt. Gospel Fellowship on N. Main Street.

There will be a quarterly Joint Council/School Board Meeting on December 8, 2016 at 6:30 pm at the Community Center.

December 8, 2016 at 7:00 PM is the next City Council meeting.

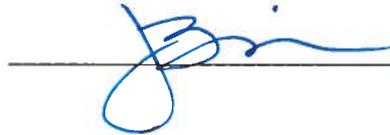
**9) Adjourn**

The meeting adjourned at 8:19 pm.



Mayor Terry Ungricht

Attested:



City Clerk JoHanna Birr

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**AGENDA REPORT**

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**TO:** MAYOR AND COUNCIL  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** LEAK ADJUSTMENT REQUEST – VAN HORN  
**DATE:** 11/07/2016

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**SUMMARY**

Randy Van Horn of 139 East Avenue has requested a leak adjustment for the month of October 2016. He cannot provide a receipt for parts and performed repairs because he performed the repairs himself and used materials he already had on hand. The October 2016 high usage registered at 40,000 gallons amounting to a \$131.21 water charge. The twelve-month average water consumption for this property is 14,000 gallons per month.

Staff has calculated a leak adjustment for Council, using the approved formula.

**BACKGROUND**

To date, we've tested two typical methods of leak adjustments. The first was where we adjusted a customer's bill to 1.5 times the average usage. The Public Works Committee thought the adjustments were too generous using this calculation. To address their concerns, the new trial adjustment calculation considers the 12-month average water charge including the month where the leak occurred.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the October 2016 charge of \$131.21.

Average water bill amount over 12 months	\$ 67.77	
Multiply the average bill amount by 1.5 times	\$ 101.66	= Calculated base for adjustment

Actual water service charge for month of leak	\$ 131.21
Subtracted by the calculated base for adjustment	\$ 101.66

<b>Credit Amount</b>	<b>\$ 29.55</b>
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**PREVIOUS COUNCIL ACTION**

The Council has not taken previous action on this request. Past leak requests have been evaluated on a case-by-case basis.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

The financial impact to the city would be a charge waiver of \$ 29.55.

**STAFF RECOMMENDATION**

Staff recommends this leak request approved by Council.

**EXHIBIT N/A**

**PROPOSED MOTION**

This item is added under the consent agenda. Approving the consent agenda as presented would give approval for the leak adjustment.

11/7/16

I repaired the leak myself with copper tubing and fittings I already had.

Randy Van Horn

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## AGENDA REPORT

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**TO:** MAYOR AND COUNCIL  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** CORRECTED LEAK ADJUSTMENT REQUEST - LEWIS  
**DATE:** 11/07/2016

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### SUMMARY

Bernard Lewis of 830 Parry Rd has requested a leak adjustment for the month of September 2016. He has provided a receipt for parts purchased and performed repairs. The September 2016 high usage registered at 42,000 gallons amounting in a \$136.31 water charge. The twelve-month average water consumption for this property is 18,250 gallons per month.

Staff has calculated a leak adjustment for Council, using the approved formula.

### BACKGROUND

To date, we've tested two typical methods of leak adjustments. The first was where we adjusted a customer's bill to 1.5 times the average usage. The Public Works Committee thought the adjustments were too generous using this calculation. To address their concerns, the new trial adjustment calculation considers the 12-month average water charge including the month where the leak occurred.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the September 2016 charge of \$136.31.

Average water bill amount over 12 months	\$ 80.62	
Multiply the average bill amount by 1.5 times	\$ 120.93	= Calculated base for adjustment

Actual water service charge for month of leak	\$ 136.31
Subtracted by the calculated base for adjustment	\$ 120.93

<b>Credit Amount</b>	<b>\$ 15.38</b>
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### PREVIOUS COUNCIL ACTION

The Council has not taken previous action on this request. Past leak requests have been evaluated on a case-by-case basis.

### ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the city would be a charge waiver of \$ 15.38.

### STAFF RECOMMENDATION

Staff recommends this leak request approved by Council.

### EXHIBIT N/A

### PROPOSED MOTION

This item is added under the consent agenda. Approving the consent agenda as presented would give approval for the leak adjustment.

We the undersigned request formal parking designation in the area of the railroad grade/public space at Michael Harding Park. It is much needed for overflow; it is safer, shadier and offers easier access for elderly and disabled people, as well as strollers and other such things. It keeps the weeds down and eliminates congested foot traffic on the main rocks. We are committed to taking care of it ourselves and also believe the city could generate revenue from it.

We the undersigned request formal parking designation in the area of railroad grade/public space at Michael Harding Park.

Shane Turner Sr.

Tyler Antonucci

Haley Snider

Charmen Fisher

Tyler Kullbride

MAJ Dvorskiy

Marshall Morris

NOTARBY COUFFIN

Justina Reynolds

Chance Beauchamp

Jennifer Reynolds

Dennis Maxfield

Justin Maxfield

Lonny Smith

Kyle Smith

~~Lonny~~ Kobe Smith

Candice Camella

James Jones

Alex Maxfield

Mark Jones

Jeff Rieger 50 yrs  
x1e1e

Nick Thurman

~~Victor King~~

~~Joseph King~~

Paul King

Eric Stout

Benny S. Hepp

Bob Beauchamp

Azic Lister

Jason Littleton

Janice Murray

Eric D

Hope Myler

David G Gordon

VINCENT DOKE

David Russell # Polkcountysucks

Ashley Zollman

Stacy Reynolds

Jennifer Hale

Destiny Hale

~~ROYAL HALE~~ ROYAL HALE

Tyrone Hale

Trena Reynolds

Aaron Patterson

ZACHARY CAMPBELL

Eli Campbell

Larry Juch

Ken Marshall

Kendra Marshall

Amanda Kuhlmann

Katie McIntosh

John

Brook Hoffner

Hannah & Stutz

Savannah Wallace

Erica Blong

Nathaniel Reynolds

Katrina Reynolds

in E

Grant

Jacob Moore

Sen. Scott

Daniel

Josh Benton put blocks up by walk bridge

Ronald B. Wynn

Joe Patterson

Zacc Clark

Kobe Smith

Adam Baker

Jacob Rowton

Stephyn Burnett

~~Paul Clark~~

~~Don~~

Catya White

~~David Brown~~

Mark Jones

Ryan Touss

Sam Cross

~~Calvin~~

~~Michael~~

Camera Harris

Low Hulse

Deven Laverie

Levi Swartzendruber

Shane Curry Jr.

Sarah Curry

Patrick Hoffmann

Christy Vost

Mike Vost

Rickey Burton

Tina Snider

Gracie Snider

Rodger Snider

Colton Thomas

Shane Turner SR.

Josh Rieger

Henley Rieger

Robert Rieger

Jason Littleton

Fisher Mathis

## City of Falls City

### Explanation of Financial Ratios

**How do our rainy day funds look? 😊 (if all money stopped coming in as of July 1, how many months could we go before having to close the doors?)**

The number increased from the prior year. 17 months is well above the benchmark.

**Are we getting out of debt, or going further in? 😊 (did the amount we owe increase or decrease?)**

Scheduled payments are being made on the Water debt.

**Who paid for this year's governmental services – current recipients or prior years'? 😞 (was what came in more than the cost of providing services, or less?)**

We took in more than we spent – why is that a bad thing? Remember, a frowny face doesn't mean it's bad, it just means it is not within the benchmark. In the long run, the City should break even. But that usually doesn't happen each year.

**Will our revenue bond investors be pleased with our ability to pay them over time? 😊 (how much margin is left for debt service after operating costs are paid?)**

These numbers indicate that the Water fund is well able to cover the debt payments.

**Sewer fund (page 13):** pretty close to breakeven from operations this year. Operating income was \$9,206 in the previous year, \$21,826 the year before. Breakeven is good until some major repairs or improvements are needed. Then, if you don't have enough cushion, there could be trouble. Right now there is \$98,000 in the Sewer fund as a cushion, and \$242,000 in the utility reserve fund as a cushion. So, no imminent danger, just something to think about.

City of Falls City  
 financial ratios  
 June 30, 2016 and 2015

<u>explanation</u>		<u>2016</u>	<u>2015</u>	<u>benchmark</u>
how do our rainy day funds look?	😊	17	15	6 months
are we getting out of debt, or going further in?	😊	(28,761)	(27,804)	negative number
who paid for this year's governmental services - current recipients or prior years'?	😞	123%	109%	95% to 105%
will our revenue bond investors be pleased with our ability to pay them over time?	😊	2.12	2.13	> 2.00



City of Falls City  
299 Mill Street  
Falls City, OR 97344  
Ph. 503.787.3631

**OFFICE OF THE MAYOR  
AND CITY MANAGER  
TERRY UNGRICHT**

November 9, 2016

RE: league of Oregon Cities (LOC) new Councilor training

To: Cliff Lauder and Charlie Flynn

Dear Cliff and Charlie,

Congratulations on your election to the position of Falls City Councilor and welcome to the team that sets policy for the City. As you know currently our City is operating out of the normal Oregon governing procedures for Cities with me serving as both Mayor and City Manager. This was a decision of the last Council and will be reviewed at our Goal session meeting.

My focus, at the direction of Council, has been on infrastructure building, standardizing permits to follow the current Falls City Development Code (all citizens are held to the same rules), and doing the day to day business of the City. With our lack of depth in staffing and budget all employees are tasked to work together to keep the City operating in an efficient affordable manner. I believe that my number one accomplishment as Mayor/Manager has been bringing all staff together to discuss and tackle day to day operations. With the limitations on staff there is sometimes that we cannot be proactive on certain aspects of governing; my number one failure has been in designing an affordable code enforcement program. I will look forward to input you can give with ideas to help with this issue and many others.

Council sets the direction of staff, but as of now I feel that staff has been directed to try and accomplish the following;

- 1) Complete a Master Water Plan to bring our Water Department into compliance under State regulations. This is almost completed, we have hired HBH Engineering and they will bring a draft document to Council in December or January. If Council accepts the Document it will go onto State review for approval.
- 2) Remove the drain field on the City Wastewater system from the High School Football field. We have completed an income survey challenging the census numbers, successfully, which allowed us to apply for Community Development Block Grant funding. We were able to submit the application for 2.5 million in grant funding on a 3.4 million dollar project. If we are successful with the application at the full amount, I have identified a program that will loan us the remaining balance and a grant that will cover 50% of that. So if we are successful we will be doing a wastewater upgrade for 3.4 million that the citizens on the system will only be covering around \$400,000.00 in loans. This project will lead to many Council discussions and decisions, it will call for a substantial rate increase but we are making every effort to keep those down as far as possible.

- 3) Code Enforcement. We have spent a lot of time discussing and attempting to set a program we can afford. I will keep working on this issue but Council might have to take on more active responsibility on this issue. They might be called on to hear the violations and rule on them. I look forward to hearing your comments as this issue moves forward.

The Council will have a goals setting session to develop guidelines for staff time on projects. The last Council has focused on Infrastructure; I hope that this is where the focus will remain. In the past the focus was on parks, pathways, and professional management.

The League of Oregon Cities represents cities for training, legal advice, legislation development and lobbying. We are a member and they will be offering Elected Essential training (I am including a flier) that is free; I strongly encourage you to try and attend one of the trainings. The LOC also has a very informational website, [orcities.org](http://orcities.org). I encourage you to check it out; the A to Z index is extremely helpful.

We have designed our City website, [fallscityoregon.gov](http://fallscityoregon.gov), to have about every governing document. You can go on there and pull up last year's goals to see what was in them. You can review our nuisance code, zoning and development code, budget, etc. I try to have everything on there, if you see something that should be included let me know.

One thing I would like to stress is that a Councilor has no power, but the Council has all power. So as an individual you almost have less power than a citizen, but if you build a coalition of Councilors' to approve a motion setting a direction for the City, that does not violate Federal or State regulations, that is the direction staff will take.

I can set you each up a City email, we usually do [councilor\(last name\)@fallscityoregon.gov](mailto:councilor(last name)@fallscityoregon.gov). I recommend this, under State law we fall under records retention and open government. Your email is subject to these laws, so if you use your personnel email for City business it is subject to subpoena. Some Councilors use the City address some don't, it is your choice.

I look forward to your help in setting Falls City's direction for the future. Feel free to contact me at [mayorungricht@fallscityoregon.gov](mailto:mayorungricht@fallscityoregon.gov), or 503-787-3631.

Once again congratulations,  
Sincerely

Terry Ungricht  
Mayor/Manager  
City of Falls City

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TRAINING

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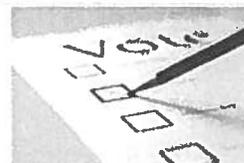
CITY HANDBOOK

CITY NEWS

A-Z INDEX

## ELECTED ESSENTIALS 2017

*Free training for newly-elected and experienced elected officials*



**"Elected Essentials" is a training for new and experienced elected officials. This League training is open exclusively to elected city officials and is free as part of membership in the League.**

### DATES AND LOCATIONS

- January 5 - Happy Valley**  
City Hall, Council Chambers  
16000 SE Misty Dr, Happy Valley, OR 97086
- January 12 - Cannon Beach**  
Cannon Beach Chamber of Commerce Community Hall  
207 North Spruce Street, Cannon Beach, OR 97110
- January 25 - Lebanon**  
Best Western Premier Boulder Falls Inn & Conference Center  
505 Mullins Drive, Lebanon, OR 97355
- January 26 - Coquille**  
Community Center  
115 North Birch St., Coquille, OR 97423
- February 2 - Redmond**  
Deschutes County Fairgrounds Expo Center  
3800 SW Airport Way, Redmond, OR 97756
- February 16 -Central Point**  
The Point Pub & Grill  
311 East Pine Street, Central Point, OR 97502
- March 29 - Hermiston**  
Eastern Oregon Trade & Event Center (EOTEC)  
1705 East Airport Road, Hermiston, OR 97838
- March 30 - Ontario**  
Four Rivers Cultural Center  
676 SW 5th Ave., Ontario, OR 97914

[register here](#)

**Elected officials only -**  
Use the above link to register for *Elected Essentials*.

To register for **only** the Regional Meeting part of the day, click [here](#).

**Elected Essentials Training** (open to elected officials only): **8:30 a.m. - 4:15 p.m.**

**Regional Meeting** (open to all city officials): **4:30 p.m. - 6:30 p.m.**

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PRELIMINARY AGENDA

**Draft Schedule:**

8:30 a.m. - Coffee, Welcome and Introductions

12:00 p.m. - Lunch

4:15 p.m. - Conclude Elected Essentials Training

4:30 p.m. - Regional Meeting with Legislative Session Update

5:15 p.m. - Round Table Member Networking

6:30 p.m. - Conclude Regional Meeting

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# October 2016 Falls City Stats

Falls City Calls for Service						
	DOA			Miss Person		
911 Hangup						Susp Activity 2
Accident	Fight	1	1	Misc Crime	1	Susp Person
Animal	Domestic Dist	2	4	OD		Susp Vehicle 5
Area Check	Drug	5	2	Mental	1	Theft 1
Assault	FIR		1	Noise	1	Water Res 1
Assist Other Agency	Fire/EMS		4	Ordin Vio	1	traffic assist 1
ATL (attempt to locate)	Follow up	1	2	prowler	1	Traffic Stops 9
Burglary	Found Prop	2		runaway		Trespass
Citizen Contact	Fraud	7	3	sex offense		Uncon 3
Civil Paper Service	Gen Disturb	9		Shots Fired		Welfare Check 2
Criminal Mischief	Harassment		1	Stolen Veh		Misc 1

Falls City Calls for Service		Of the FC Calls for Service	
Total Calls for Service (county wide)	76	FC Cases Cleared by Arrest	9
Falls City % of Total Calls	1998 3.8%	Total Arrests in Falls City	4
			2
			involved crimes
			44.4% clearance
			2.7% of total arrests

Total Service Calls (Polk County)		Crimes Occ	
Of the calls for service (county wide)	1998	148	1
Cases Cleared by arrest	75	50.7%	0
Total Arrests (county wide)	73	(only true crimes reported here)	
		Junvenile Arrests	(county wide)
		Junvenile Arrests	(Falls City)