



## *Notice of Public Works Meeting*

*City of Falls City, Oregon*

*Meeting Location: 320 N Main Street, Falls City*

*Thursday July 23, 2020 at 6:00 PM*

*Posted on July 20, 2020*

---

### Committee Members

Mike McConnell	Tony Meier
Jeff Propp	Cliff Lauder
Guy Mack	Gordon Hanson
	Tracy Young

---

### **AGENDA**

1. Call to order
  2. Pledge of Allegiance
  3. Motion to adopt the entire agenda
  4. Consent Agenda: Motion Action Approving Consent Agenda Items
    - a. Public Works Committee Meeting Minutes February 27, 2020 (pg. 1-2)
  5. **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
  6. **Old Business**
    - a. Staff Report New Falls City Logo- FYI (pg. 3-6)
  7. **New Business**
    - a. William Sullivan Staff Report Committee Handbook (pg. 7)
    - b. Staff Report Capital Improvement Fee (pg. 8-9)
    - c. Staff Report Election Season- FYI (pg. 10)
    - d. Falls City Spring Clean SR- FYI (pg. 11)
  8. **Correspondence, Comments and Ex-Officio Reports**
  9. **Committee Announcements**
  10. **Adjourn**
- 

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.

[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

---

**City of Falls City**  
**Public Works Committee Meeting**  
Thursday February 27, 2020 6:00 p.m.  
Meeting Location: 320 N Main Street, Falls City, OR 97344

---

**Committee Members Present**

Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack

**Staff Present**

None

**1. Call to Order**

Chair McConnell called meeting to order at 6:09 PM and took roll call. Committee Member Jeff Propp was absent

**2. Pledge of Allegiance**

Chair McConnell led committee in the Pledge of Allegiance.

**3. Motion to Adopt the entire agenda**

A motion was made by Member Mack and seconded by Member Meier to adopt the entire Agenda Motion carried 5-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack

**4. Consent Agenda.**

- a. Public Works Committee Minutes December 19, 2020
- b. Public Works Committee Minutes January 23, 2020

A motion was made by Chair McConnell and seconded by Member Meier approving Consent Agenda item a and b. Motion carried 6-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

**5. Public Comments**

None

**6. Old Business**

- a. Public Works Staff Report for December 2019, and January 2020- FYI
- b. Staff Report Removal of Surplus Property- FYI

**7. New Business**

- a. Scott Ruyle from West Coast Cross Connections contracts for backflow testing for the City explained to Public Works Committee that 126 backflow's failed, approximately 26% of all utilities. He demonstrated that the failure is usually a simple replacement of the internal spring that fails to hold one (1) PSU. He said this was an easy fix that they could perform for the City at the rate of \$150.00 per backflow. He also stated that the City currently budgets approximately \$15,000.00 per year of which \$9,000.00 is usually used for testing.

A motion was made by Member Lauder and seconded by Member Meier that the Public Works Committee recommends that the City of Falls City budget to pay for repairs of all failing meters at the rate of \$150.00 per repair approximately \$19,000.00. Motion carried 6-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

---

- b. The Public Works Committee recognizes the need to change the date of sending shut-off notices to the 10<sup>th</sup> of the month instead of the 5<sup>th</sup>.

A motion was made by Chair Mc Connell and seconded by Member Meier that the Public Works Committee recommends that the Falls City Council to change the current Shut-off notice date and allow for a \$5.00 Penalty to be added to customers receiving Shut-off notices. Motion carried 6-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

A motion was made by Member Lauder and seconded by Member Meier that the Public Works Committee recommends that the Falls City Council to change the current bulk water rate from \$5.00 to \$10.00 per 1000 units. Motion carried 6-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

**8. Correspondence, Comments and Ex-Officio Reports**

None

**9. Committee Announcements**

Next Public Works meeting is scheduled for Thursday April 23, 2020 at 6:00 PM.

**10. Adjourn**

The meeting was adjourned at 7:35 PM

A motion was made by Member Mack and seconded by Member Young to adjourn the meeting. Motion carried 6-0-0-1. Ayes: Cliff Lauder, Mike McConnell, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

Signed: \_\_\_\_\_ Public Works Committee Member

Attested: \_\_\_\_\_ Public Works Committee Member

---

## STAFF REPORT

---

**TO:** PUBLIC WORKS COMMITTEE

**FROM:** JAMIE WARD, CITY CLERK

**SUBJECT:** NEW FALLS CITY LOGO

**DATE:** MARCH 10, 2020

---

FY.I

### SUMMARY

The City started working with Dana Schowalter and her Social Media class on project that had to do with developing and updating our local social media sites. When exploring these sites, they noticed our City logo was from our Centennial in 1991. One of the Students Ruben Ramirez Alvarez designed and created the three logos. Staff would like for Public Works Committee to decide between the three different choices and submit the one you believe fits Falls City's desired motto.

### PROCESS

N/A

### BACKGROUND

N/A

### PREVIOUS COMMITTEE ACTION

N/A

### ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATION

Staff recommends that the Public Works Committee to choose one of the three logos to recommend to City Council for approval.

### PROPOSED MOTION

I move that the Falls City Pubic Works Committee make a recommendation to the City Council for the approval of a new Falls City Logo.



# FALLS CITY

End of the road, start of your adventure



**End of the road, start of your adventure**



End of the road, start of your adventure

---

---

## STAFF REPORT

---

---

**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH  
COORDINATOR  
**SUBJECT:** COMMITTEE HANDBOOKS  
**DATE:** JULY 23, 2020

---

### SUMMARY

In an effort to provide more resources to city committees and help committees to be as effective as they can be, handbooks have been made for each committee. These handbooks are meant to serve as a helpful reference guide for committee members in case of any questions. They also will help to orient those who are newly appointed to this committee and familiarize them with important city documents and the scope of the Public Works Committee's work. While not required, it may be helpful for at least one committee member to have their handbook with them during a meeting, in case any questions arise. City staff appreciate the time you volunteer for this committee and hope that this handbook will be helpful to you!

Please take your handbook home with you, review it, and refer to it when needed. If you resign from the Public Works Committee, please return your handbook to City Hall so that city staff can pass it on to a future committee member.

### PROPOSED MOTIONS

N/A

---

---

## AGENDA REPORT

---

---

**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CITY CLERK, JAMIE WARD  
**SUBJECT:** CORRECTED APPLICATION OF UTILITY RESERVE FEE  
**DATE:** JULY 20, 2020

---

### SUMMARY

Notice to the Public Works Committee to recommend corrected application of utility reserve fee.

### BACKGROUND

City staff brought this before council at the June 08, 2020 meeting where council tabled it till August.

In June 2017, the City Council adopted resolution 12-2017 detailing fees and charges for the water and sewer systems. Section 4 of that resolution reads as follows:

"In addition to the monthly fees established herein, Exhibit 1 and Exhibit 2, a Capital Improvement Fee shall be assessed any service with a water meter or sewer connection, active or inactive, in the amount of \$10.00. When both a residence and a commercial operation or development exist on a property zoned Commercial Residential, the Capital Improvement Fee will be assessed separately for both the residence and the commercial operation or development."

The fees collected under section 4 are placed into a "Utility Reserve Fund" which has the stated purpose of providing for capital improvements and emergency repair of both the water and sewer systems.

### ISSUE

The current manner of charging this fee creates an obvious inequity for "water only" users who end up subsidizing those with a city sewer connection.

To expand, we have 184 accounts with both water and sewer service, 276 accounts with water only, and 0 accounts with sewer service only. Each water user pays \$10 per month in utility reserve fees, each sewer user pays \$0 per month in utility reserve fees, and those fees are later divided up between water and sewer in accordance with the Utility Reserve Fund's stated intent.

### REMEDIES/FINANCIAL IMPLICATIONS

- 1) Maintain Current Revenue Levels
    - a) Modify the current utility reserve fee to 7\$ and apply it appropriately across services to create equality and maintain revenue levels
    - b) "Water Only" users will experience a decrease of \$3 per month, all things being equal (\$7 x 1 services)
    - c) "Water & Sewer" users will experience an increase of \$4 per month (\$7 x 2 services)
-

- 2) Increase Revenue Levels – Strict Reading of the Resolution
  - a) Apply a separate \$10 fee to sewer users for the utility reserve fund
  - b) This will increase the bill of sewer users by \$10, but will not affect the bill of water only users
  - c) The capital improvement funds for sewer will be approximately \$18k per year, while water would be approximately \$52k per year
  
- 3) Decrease Revenue Levels
  - a) Reduce the fee to water only users to \$5 and add a \$5 fee to sewer users
  - b) Water only users bills will drop \$5, while water and sewer users will remain the same.
  - c) The utility reserve fund's annual receipts will drop by approximately \$17k per year to \$35k, split equally amongst the funds

**STAFF RECCOMENDATION**

Recommend Adopting option 1, reformulate the utility reserve fee to account for sewer users while maintaining current revenue levels. This will create equity in the billing system, lower the bills of 276 users, and increase the bills of the 184 sewer users by only \$4 per month.

**EXHIBIT**

None

**PROPOSED MOTION**

I move the Public Works Committee recommend to City Council to modifying the current utility reserve fee to \$7.00 and apply it appropriately across services to create equality and maintain revenue levels.

---

## STAFF REPORT

---

**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** JAMIE WARD, CITY CLERK  
**SUBJECT:** NEW FALLS ELECTIONS SEASON  
**DATE:** JULY 20, 2020

---

**SUMMARY**

City staff wanted to remind the Public works Committee that elections season is upon us. Applications are available at city hall or on the website [www.fallscityoregon.gov](http://www.fallscityoregon.gov)

**PROCESS**

N/A

**BACKGROUND**

N/A

**PREVIOUS COMMITTEE ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

**STAFF RECOMMENDATION**

none

**PROPOSED MOTION**

None

---

---

**STAFF REPORT**

---

**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** JAMIE WARD, CITY CLERK  
**SUBJECT:** SPRING CLEAN AND CITY WIDE GARAGE SALE  
**DATE:** 7/21/2020

---

**SUMMARY**

City Staff had only 19 days to put together this year's Annual Spring Clean and City Wide Garage Sale and it went off without a hitch. We were able to get 133 truckloads, over 32 senior and disabled curbside pickups and more than 292 tires to be recycled. None of that could have been done without the help of our 16 resident volunteers, donations from Papa Murphy's in Dallas, and Republic Service employees.

**Local Volunteers**

Jim Minor  
Jeremy Winn  
Claude Vincent  
Pete Veronesi  
Guy Mack  
Jon Creekmore  
Athena Warren  
Amy Houghtailing  
Amara Houghtailing  
Jeremy Gordon  
T.J Bailey  
Tara Cooper  
James Hibdon  
Lori Albert  
Elaine Shorter

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

None

**STAFF RECCOMENDATION**

None

**EXHIBIT**

None

---

**PROPOSED MOTION**

None