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City of Falls City  
City Council Emergency Meeting Minutes  
Monday February 08, 2021 6:00 PM  
COVID-19 Related Zoom Meeting 1-253-215-8782; Meeting ID: 986 5676 6387; Passcode: 585730

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**Council Present:** Jennifer Drill, Amy Houghtaling, Dennis Sickles, T.J. Bailey

**Staff Present:** AJ Foscoli, City Manager; Jamie Ward, City Recorder

**Community Members Present:** Amber Houghtaling, Lynn Bailey, Ryan Jennings, Sharon Volk Greve

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:06 p.m. Clerk Ward took roll call. Councilor Lori Jean Sickles arrived at 6:14 p.m. Councilor Tony Meier arrived at 6:16 p.m.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

A motion was made by Councilor T. Bailey and seconded by Councilor D. Sickles to adopt the entire agenda with the addition support letter for Highway 51 and 22 interchange in New Business. Motion carried 4-0-0-2. Ayes: Jennifer Drill, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

**4. Good of the Order**

Mayor Gordon wanted to remind council to that a part of the CARES Act the city bought a camcorder to set up in the community center, staff is hoping to get that set up soon so that we can live stream residents in person. Gordon also emphasized the need to remain muted and use the raise your hand feature to be recognized. Gordon asked councilors to refrain from using the chat feature to hold sidebar conversations and if any councilor needed to be excused for a bit to ask for a recess.

**5. Announcements, Appointments, Appreciation, Proclamations**

None

**6. Community Reports**

- a. Falls City Public Works  
No Comments
  
- b. Falls City Fire Report  
No Comments
  
- c. Polk County Sheriff's Report  
No Comments

**7. Reports**

- a. Mayor Gordon reported vaccines are still scarce, and Gordon feels that some of our senior residents are not connected to the online portal to set up vaccination appointments. He would like to get suggestions on how to get that information out there, stating that the newsletter may be a helpful source. Mayor Gordon mentioned that Oregon pharmacies

received an additional 10,000.00 vaccines so that will be extremely helpful to some of those residents.

- b. Councilor J. Drill asked about the abandoned car at the Fay Wilson Park (Lower Park).

Councilor A. Houghtaling stated that she would reach out to Deputy Hutchison and see if he could do something about it.

Councilor Drill asked about forming the emergency committee and what information Mr. Foscoli has found on reforming that committee.

Councilor Drill also heard about a boil water notice she heard about.

City Manager Foscoli stated it was a localized event that effects the residents of 3<sup>rd</sup> st.

Mayor Gordon asked Councilor A. Houghtaling if she would share the League of Oregon Cities elected officials training, she took before or at the next council meeting, Houghtaling stated she would take some time and look for the ones most pertinent to Falls City and check back in with the Mayor or City Manager on timing.

Councilor T. Bailey informed council that he and his skate park group took in twenty (20) bags of bottles and should see that money in their account soon. He also stated that he has the skate park book ready. It is a work in progress.

Mayor Gordon added that he should connect with City Manager Foscoli because he may have someone at OSU who can help with this project.

- c. City Manager Foscoli focused on the first couple items included in his managers' report (see exhibit A).

## **8. Consent Agenda**

A motion was made by Councilor A. Houghtaling and seconded by Councilor T. Meier to approve the Consent agenda items, approval of the bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey.

## **9. Public Comments & Letter Communications**

Lynn Bailey, Falls City

Wanted to say thanks to council for preauthorizing getting the clinic up to date and doing the work needed. She feels that it will be a wonderful community space.

## **10. New Business**

- a. Councilor T. Bailey wanted to address the proposed business license Evergreen Instruction owned by Sean Dasso stating he was concerned from the appearance of the website that it may violate Falls City Municipal code 130.036 Discharge of Weapons; Except at firing ranges approved by the Chief of Police, no person other than a peace officer shall fire or discharge a gun, including spring or air-actuated pellet guns, air guns, or BB guns, or other weapons which propel a projectile by use gunpowder or other explosive, jet, or rocket propulsion. Councilor Bailey was wondering if he it was possible to get more information regarding a business plan from Mr. Dasso.

Councilor A. Houghtaling had the same concerns regarding the fact that guns can not be fired in city limits. Does there need to be a stipulation of the business license or addendum.

Councilor Drill added that unfortunately Mr. Dasso could not be at the meeting tonight but is very aware of the city ordinances and that he will use contracted ranges outside of city limits.

Mayor Gordon stated that conditions can be stated on the business license.

Councilor Houghtaling suggested tableting this business license until the March meeting until we can gather all the information needed.

Councilor Drill asked what type of conditions could be put on the business license?

Councilor Bailey stated that the number one goal is to make sure our residents are protected and that we are doing our due diligence to protect Mr. Dasso's business.

Councilor L. Sickles asked what we were looking for as far as conditions. Will the lawyer look at the application?

Mayor Gordon added it would be recommendations from City Manager and City Attorney regarding certain conditions added to the business license.

A motion was made by Councilor T. Bailey and seconded by Councilor L. Sickles to table the business license for Mr. Dasso for recommendations on conditions from our City Attorney and City Manager.

Motion was amended to add in a time frame.

Council T. Bailey wanted to make it clear that this was not to delay the business owner from stating his business but only to safeguard residents as well as Mr. Dasso.

Councilor J. Drill asked if the City Manager would contact Mr. Dasso to discuss next steps.

City Manager Foscoli agreed that we would.

Councilor D. Sickles would like to see more specific information on what he plans on doing, where he plans on doing it.

A motion was made by Councilor T. Bailey and seconded by Councilor L. Sickles to table the business license for Mr. Dasso for recommendations on conditions from our City Attorney and City Manager until the March 08, 2021 meeting. Motion carried 5-0-1-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey. Abstain: Jennifer Drill.

- b. Sharon Volk Greve with the Falls City Volunteer Fire Department presented to council two proposals for two grants the Fire Department would like to receive permission to apply for. The Oregon Forestry Grant (ODF) and the Federal Emergency Management Administration (FEMA). The ODF Grant will be in the amount of \$4800.000 and has a 50% in kind match. The in-kind match has been met by the Fire Department with documented volunteer hours. So, there is no funding needed to apply for the grant, but

equipment will first need to be paid for with invoices submitted then ODF will reimburse the City. This grant needs to be submitted no later than February 25, 2021 with invoices needed to be submitted by February 15, 2021.

A motion was made by Councilor A. Houghtaling and seconded by Councilor D. Sickles to allow the Falls City Volunteer Fire Department to apply for the Oregon Forestry (ODF) Grant. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey

The Fire Department applied for the FEMA grant last year but was not chosen to be a recipient. This year they cut back on some of the funding and asked for a lower amount in hopes that it makes the Fire Departments application more appealing. The FEMA amount is \$51,243.00 and the required match is 5% totaling \$2,562.15. Those funds can come out of the 2021-2022 budget if the grant is awarded.

- c. RESOLUTION 21-01 A Resolution Authorizing an Application for a Federal Emergency Management Administration (FEMA) Grant.

A motion was made by Councilor T. Bailey and seconded by Councilor L. Sickles to approve RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) GRANT. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey.

- d. Mayor Gordon mentioned that he received a request from Mayor MaArdle with the City of Independence asking for a letter of support from the City Council to seek funding form this legislative session to go towards the Highway 51 & 22 interchange.

Council Drill asked if there was any information on what the letter would say.

Mayor Gordon stated that it would be a very general letter of support form the council as a whole.

A motion was made by Councilor A. Houghtaling and seconded by Councilor D. Sickles to allow Mayor Gordon to write a letter of support on behalf of the Falls City City Council in support to seek money for the highway 51 and 22 interchange. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey

## **11. Old Business**

- a. Luckiamute clinic building is ready to promote to potential tenants and begin the process of sending out Request for Information applications to start recouping the investment incurred by the city in bring this city asset back into use. Falls City Thrives has drafted a RFI from individuals and agencies.

Once applications have been identified they will bring it back to City Council for approval.



Falls City Resident Lynn Bailey suggested it may make the process easier if there was a link to the city business license application and have them submit it with the RFI application.

A motion was made by Councilor T. Bailey and seconded by Councilor D. Sickles to direct the city manager, with the assistance of Falls City Thrive to distribute an RFI to potential tenants of the Luckiamute Clinic Building (also known as "Old Clinic") and to negotiate lease agreements. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey

**12. Adjourn**

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier to Adjourn. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Cliff Lauder, T.J. Bailey

The meeting adjourned at 7:27 p.m.

Attested:  \_\_\_\_\_ Mayor, Jeremy Gordon  
 \_\_\_\_\_ City Recorder, Jamie Ward



City of Falls City  
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## City Manager's Report February 8, 2021

### Introduction

Since our last meeting, we've had a few curveballs thrown at us, but staff has risen to the challenge and managed to ensure that vital services to the community have continued uninterrupted. Through a couple of COVID scares, water main ruptures and occasional technological issues, we've maintained our service to excellent standards.

**Wastewater Project** – I have been attending the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we're still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey.

As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In order to pay for this administrative requirement, the state's DEQ representative is coordinating with the Army Corps of Engineers in order to identify whether this falls under a programmatic agreement between federal agencies. We will know the outcome of this effort to mitigate upfront costs in the next few weeks.

**Safe Routes to School Award** – Falls City participated in an ODOT webinar as part of the Safe Routes to School grant administration requirement. This webinar gave jurisdictions an overview of the various milestones that need to be met in the individual projects, as well as highlighted the reporting requirements under ODOT grant parameters.

**IT Project** – The work to ensure that council chambers have the ability to livestream council meetings using laptops, microphones and YouTube is complete. Chromebooks were delivered to city hall and were distributed to councilmembers for the special meeting workshop to review council goals. All laptops have been installed with Zoom apps in order for individual councilors to access the meetings remotely without having to connect to a web browser. As the need persists for council meetings to be fully virtual due to COVID restrictions, we are fully prepared moving forward.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

**Doctor's Office Renovation** – Now that the renovation work has completed, it is time to promote the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners. A regional economic development partner in the region is putting together a photo gallery showing the before and after for marketing purposes to be ready by the next council meeting. In the meantime, work on an RFI (Request for Information) from potential tenants is complete (staff report). Our hope is still to market this property to an anchor tenant, while supporting the community's entrepreneurs and home businesses with the remainder of the building and create a "Hub of Community Activity".

**Commission & Committee Engagement**– The city's various commissions and committees in 2020 have had their regular function disrupted by social distancing rules, as well as turnover in membership. At present, the committees with the biggest need for participation are:

Historic Landmark Commission

Parks & Recreation Committee

Budget Review Committee

I'd like to encourage councilmembers to help enlist interested citizens to submit applications for membership.

**Council Goals 2021-2022** – On Feb. 1, the Falls City council met in a workshop to review the council goals from 2019-2020 to assess their status. The workshop helped to fine-tune the 2020-2021 goals so that they are current and achievable to the best of our ability. Several councilors were able to identify actions that they would help to move forward, either personally, or by helping to recruit community volunteers. A report on the council goal review will appear as a staff report in the March council meeting.

Sincerely,



AJ Foscoli

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