



City of Falls City

299 Mill St • Falls City, Oregon • 97344
Ph. (503) 787-3631 • www.fallscityoregon.gov

PUBLIC NOTICE: City Council Meeting

Date: Monday, July 13, 2020 **Time:** 6:00 pm

Location: The FC Community Center, Telephone, Web Application, in writing

How to Attend and/or Participate:

1. **In-Person:**
 - a. Falls City Community Center, 320 N. Main St. Falls City, OR 97344
 - b. 20 Person Maximum Capacity
1. **Call-in:**
 - a. (425) 436-6370, Code: 251514(#)
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment. Please visit freeconferencecall.com for a tutorial
2. **Web Application:** Download the Freeconferencecall.com web application
 - a. Meeting ID: manager3208
 - b. You will be muted, but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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AGENDA

1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___

Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ TJ Bailey ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

a. Certificate of Appreciation, City Clerk, Jamie Ward----- pg. 1

b. Falls City Awarded Oregon Community Foundation Grant for Luckiamute Clinic Pocket Park

- c. Falls City Awarded Certified Local Government Grant to digitize historic photographs and documents: Please submit any historical documents and/or photographs to City Hall to be digitized (these can be scanned and returned upon request).

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report -----pg. 2-4
 - i. City Clerk TMDL Update
- b. Falls City Fire Report -----pg. 5
- c. Polk County Sheriff's Report----- pg. 6

6. REPORTS

- a. Mayor, Council
- b. Community Development & Outreach Coordinator Report-----pg. 7-8
- c. Manager Report----- pg. 9-10

7. CONSENT AGENDA

- a. Approval of the Minutes
 - i. May 19, 2020 Special Meeting----- pg. 11-14
 - ii. June 8, 2020 Regular Meeting----- pg. 15-24
- b. Approval of the Bills----- pg. 25-37

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

- a. Please limit your commentary to five (3) minutes or less.
- b. Letters to the City Council x 3 ----- pg. 38-40

9. NEW BUSINESS

- a. Resolution 18-2020 FY 20-21 Supplemental Budget 1 ----- pg. 41-43
- b. Ordinance 559-2020 Budget Committee ----- pg. 44-46

10. OLD BUSINESS

- a. Most Improved Yard Contest Update ----- pg. 47-51

11. CITIZEN COMMITTEES

- a. Meetings to Resume this Month
- b. Parks & Recreation – Park Rules; Public-Works – Capital Improvement Fee; Historic Landmarks
– Gathering Historical Documents

12. ADJOURN



CERTIFICATE OF APPRECIATION

AWARDED THIS 13TH DAY OF JULY, 2020 TO

JAMIE WARD – CITY OF FALLS CITY

FOR ORGANIZING, COORDINATING, AND EXECUTING THE FALLS CITY SPRING CLEAN & CITY-WIDE GARAGE SALE, WITH GREAT SUCCESS, IN THE FACE OF A GLOBAL PANDEMIC. JAMIE'S EFFORTS ALLOWED THE CITIZENS OF FALLS CITY TO DISPOSE OF APPROXIMATELY 140 PICKUP TRUCK LOADS OF GARBAGE, AND ABOUT 350 OLD TIRES. JAMIE WAS ABLE TO RECRUIT AND COORDINATE MULTIPLE VOLUNTEERS AS WELL AS GET FOOD DONATED TO NOURISH THEM. JAMIE ALSO TOOK THE TIME TO RECOGNIZE EACH VOLUNTEER AND DONOR WITH CERTIFICATES OF APPRECIATION. JAMIE'S HARD WORK AND DEDICATION TO THE CITY OF FALLS CITY ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF PUBLIC SERVICE.

JEREMY GORDON, MAYOR OF FALLS CITY



Public Works Report June of 2020

Administration

Normal operations.

Water Division

On the 22nd we switched from Glaze Creek to Teal Creek.

Sewer Division

On the 17th we had a plugged pump at 26 South Main.

Streets Division

Normal Operations.

Parks & Cemeteries Division

Normal Operations.

Non-Sewer Wastewater Division (TMDL)

On June 30, 2020 The City received a letter from the Department of Environmental Quality stating that the 2019 TMDL Implementation Plan Annual Report was approved. Attached is a copy of that letter and suggestion notes for future report plans.

Exhibit

- A. DEQ Approval Letter
- B. Annual Report Notes



Oregon

Kate Brown, Governor

Department of Environmental Quality

Western Region Medford Office

221 Stewart Avenue, Suite 201

Medford, OR 97501

541-776-6010

FAX 541-776-6262

TTY 711

June 30, 2020

Macahan Corthell
City of Falls City
299 Mill Street
Falls City, Oregon 97344

Re: Review and Approval of the 2019 TMDL Implementation Plan Annual Report for the city of Falls City

Dear Macahan:

Thank you for submitting the city of Falls City 2019 TMDL Implementation Plan Annual Report. DEQ has reviewed your report, and the requested supplemental information, and finds your submission meets the city's obligation for implementing the Willamette Basin TMDL. However, some important information is missing that will be critical for evaluating the progress of the city in future years.

I encourage the city to continue to implement annual photo documentation to track the success of riparian restoration projects over the next 5 years; develop a riparian protection ordinance or other riparian protection strategy; ensure stormwater treatment features are incorporated into development projects and such features are mapped; map pet waste stations; and update the city website to include water quality protection topics and provide educational handouts at city offices. Please use the comments attached as a checklist to make sure all issues are covered in future reports.

We would like to reaffirm that we are available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact Nancy Gramlich, Willamette Basin Coordinator, at (503) 378-5073 or me at (541) 776-6091 for assistance.

Best regards,

Heather Tugaw
Natural Resource Specialist

cc: Zach Loboy, Watershed Manager, DEQ
Nancy Gramlich, Willamette Basin Coordinator, DEQ
Jamie Ward, City Clerk, Falls City

Attachments (1)



General note	Please develop annual budget projections for water quality related projects. Budgets need to be established to set targets and goals for the next plan year.
General - outreach	Update the city's website to include TMDL related events and educational information.
Task #1 Temperature	Please consider developing a project schedule for review and update of FCZDC 2.206.05.
Task #2 - 6 Temperature	Consider developing and including a project schedule for work with local groups and specify what funding sources will be sought
	Please consider identifying and mapping areas in need of riparian restoration and protection.
Task #12 Stormwater	Review city code to confirm language requires developers to treat stormwater on-site. Develop a schedule to address code gaps, if found.
	Please include a more detailed schedule for stormwater master planning and associated budget.

Jamie Ward

From: lorilect@aol.com
Sent: Wednesday, July 8, 2020 4:37 PM
To: Mac Corthell
Subject: June fire report

Greetings - we've had another busy month for calls. As far as I know at this point, there have been no COVID-19 patients in our area which is a blessing. We have resumed drill and training which has seen a lot of pump and water supply drills. I've been working on the last phase of our 2018 grant hoping to finish and close out by September which will be a year, time flies!

Calls for June:

Medic - 16

Fire - 2

Other - 2

MVC - 2

Public service - 2

Mutual aid standby - 1

Total calls - 25; of these, 9 were automatic or mutual aid.

June 2020 Falls City Stats

Falls City Calls for Service			
Assault	1	Harassment	
Area Chk		Driving	1
Animal	1	Domestic Dist	4
911 Hangup		Found Property	
Burglary		FIR	
Assist Other Agency	5	Fraud	
ATL (attempt to locate)	1	Follow up	4
DUI		Community Eve	3
Citizen Contact	6	Illegal Park	1
Civil Paper Service	10	Gen Disturb	
Criminal Misch	3	Alarm	
		Misc Crime	
		Miss Person	
		Noise	
		EDP	2
		Ordin Vio	
		Overdose	
		Natural Gas	
		runaway	
		sex offense	1
		Shots Fired	
		Stolen Veh	
		Susp Activity	4
		Susp Person	1
		Susp Vehicle	3
		Theft	1
		Trauma	
		traffic assist	
		Traffic Stops	
		Trespass	
		Warrant	
		Welfare Check	4
		Uncon	

Falls City Calls for Service	64	Of the FC Calls for Service	10	involved crimes	
Total Calls for Service (county wide)	1444	FC Cases Cleared by Arrest	4	40.0%	clearance
Falls City % of Total Calls	4.4%	Total Arrests in Falls City	4	7.5%	of total arrests

Total Service Calls (Polk County)	1444	Crimes Occ	41.4%	Junvenile Arrests	0	(county wide)
Cases Cleared by arrest	55			Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	53			(only true crimes reported here)		



Community Development & Outreach Coordinator Report July 13, 2020

Dear Honorable Mayor and City Council,

I hope that you are all doing well, enjoying the outdoors responsibly, and staying healthy! Before updating you on other recent work, I'd like to take a moment to review the progress that has been made on the Luckiamute Clinic project:

One of the main themes that emerged from the 2019 Community Visioning process was the public's desire for downtown revitalization. At the beginning of my tenure, I was introduced to a landscape architect here in Polk County who agreed to meet with Falls City Thrives and business owners to help beautify the North Main Street business area. City Councilors were also invited. The meeting was held on October 15, 2019 at 6pm at the Community Center. Much of the discussion centered around the opportunity presented by the front yard of the Clinic, which had been neglected and fell into disrepair. The group felt that it was a perfect spot to center our beautification efforts and hoped to, by doing some work there, create a central gathering place on North Main Street. We planned a follow-up meeting for January 29, 2020 at 5:30pm, held up at Falls City High School, to further design that space. It was decided at that meeting to open the space up by removing the brick wall and cutting back overgrown trees and shrubs. In their stead, the following would be installed: cross-cut log seating (harkening to Falls City's timber roots), a dry river bed (to represent the Falls), pavers, a bicycle rack, a bicycle repair station, signage pointing visitors to our parks and landmarks, and a community bulletin board. This space will provide an "outdoor living room" to welcome and orient visitors to Falls City and where residents can congregate centrally. The City Council approved use of funds to renovate the building structure and approved Falls City Thrives to recruit community volunteers to create the outdoor living room pocket park in front of the main building. To fund improvements to the front yard, I applied to a nonprofit foundation fund and we were awarded \$2,765 at the end of May. Falls City Thrives has held one volunteer day on June 28, 2020 so far and we had a great, positive group of community members volunteer their time. The group met with other community members to discuss which trees and plants should stay and which needed to be removed. Those that needed to be removed were removed, along with the crumbling brick wall. At the next volunteer day, we'll level some of the front yard off to pave roughly 100ft² of it with the pavers and install the dry river bed. The remaining tasks will take a few more volunteer days, but we're on our way to make the space a more inviting place and hope to complete construction around the end of the Summer.



Community & Economic Development

- Clinic building renovations have begun! The contractor has done a great job helping us to accomplish our goals for the building *under budget*. As we've discussed, these renovations are fairly basic and will get the building to point where the interior is habitable. Additionally, the exterior and interiors will be painted and most windows replaced. Falls City Thrives is applying to a grant for additional renovation work, as well.
- Falls City Thrives continues to meet monthly to work on the Clinic building and front yard projects.

City Council & Committee Handbooks

- Council Resource Binders and Committee Handbooks are ready! Councilor Resource Binders and Land Use Planning Commission Handbooks are being distributed at this meeting. For Councilors who also sit on another committee, your committee handbook will also be given to you at this meeting. Remaining committee handbooks will be distributed at the next meeting for each respective Committee.

These handbooks are intended to be helpful resources guides for you. If you have a question during a meeting, they will serve as a useful reference. If you ever resign from Council or a committee, please return your handbook to City Hall so it can be given to your successor. Please be sure to take them home with you tonight and keep them in good condition. I hope you find them useful!

Thank you for your continued support.

Respectfully Submitted,

William Sullivan

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR



Manager's Monthly Report

Dear City Council,

Welcome to another edition of the City Manager's monthly report. These reports are focused on keeping the council updated as to the status of projects and initiatives, preparing them for what is to come, and looking back on what we've accomplished. Thank you for taking the time to stay informed as to the goings on in your city, please read on to learn more!

FY 2020-2021 Budget

1. Budget passed at June 8, 2020 Council Meeting.
 - a. Highlights – Total Budget doubled through projected grant receipts driven by infrastructure improvements and restoration.

COVID-19

1. Current Restrictions
 - a. City Hall- Operating on a full schedule, but access remains limited to the foyer door.
 - i. Hours M-Th 10am-5pm
 - ii. Meetings by appointment only
 - b. City Facilities- Closed for non-city use
 - i. Case by case exceptions for social service organizations
 - c. City Parks- Green space OPEN, Social Distancing required
 - i. Park structures (e.g. playgrounds, restrooms, etc...) CLOSED until further notice
 - d. City Events- Have resumed on a case by case basis
 - e. Utilities (Water/Sewer)
 - i. Shut-Offs & Penalties Reinstated
 - f. City Committees – Resume meeting in July, 2020.
2. Masks Required in Public Places Statewide

CDBG Wastewater (Council Goal #1)

1. Property Acquisition-
 - a. 2 Purchase options entirely complete
 - b. 2 purchase options on final stages of completion
 2. Design, Engineering, and Permitting-
 - a. NPDES permit approved, maximum discharge allowance increased.
 - b. Preliminary Design submitted to DEQ, awaiting comments
 3. Environmental-
 - a. Wetland Delineation – Budget Amendment Submitted to CDBG for this work
 - b. Endangered Species Biological opinion will be required, funding an issue
 - c. Cultural Resources Survey and Mitigation is required, funding an issue
 4. Rate Study-
 - a. Draft Final Report Complete and disseminated for Council Review
 5. Construction Financing
 - a. One Stop meeting held 7/7/20 with several funding options
-

- i. Awaiting follow-up documentation and will discuss with Council at next meeting.

Code Services (Council Goal #2)

1. Municipal Court
 - a. IGA in work with City of Dallas, draft contract complete and awaiting Dallas City Manager review.
2. Code Services Program
 - a. City Staff completed database creation and file organization
 - b. Nearly prepared to hire a Code Officer, communicating with other cities on the possibility
3. Most Improved Yard
 - a. Councilor Drill organizing as time allows

Community Development Coordinator Projects

1. Falls City Thrives Non-Profit – Earned tax free status, begun work on Clinic building
2. Old Clinic – Contract in place and work beginning to restore
3. Pocket Park – Volunteers from FC thrives and the steering committee working on this
4. Safe Routes to School – Application draft reviewed, final product to be complete by July 30
5. Committee Handbooks – Prototypes complete, need to duplicate and disseminate
6. Website Overhaul – Complete, but adding a historical documents page through CLG grant

Backflows

1. Testing- Standard Operations
2. Beginning planning process to pursue appropriate repair options after July 1.

Chamberlain Rd. Repair

1. Timber companies provided approximately \$70,000 in pledge funds
2. Polk County pledged \$28,000 in-kind match
3. Immediate Opportunity Fund application submitted to ODOT

Currently on Back Burner

1. Valley of the Giants Access – Mayor and RARE working on this
2. Business Outreach for old Dump Site
3. Lower Park Skate Park
4. Surplus Vehicles/Equipment – will resume in July/August timeframe

Please advise if you have additional inquiries. Thank you!

Sincerely,

Macahan “Mac” Corthell, JD
City Manager
Falls City, OR

City of Falls City
City Council Regular Meeting Minutes
Tuesday May 19, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

COVID-19 Related Conference Call (425)-436-6370, Code #251514

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Staff Present: Mac Corthell, City Manager; Jamie Ward, City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:02PM

2. Roll Call And Pledge of Allegiance

Clerk Ward took roll call. Counselor L. Sickles was absent. Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

4. Public Comments and Letter Communications

None

5. Old Business

Corthell read his staff report explaining the category details for reopening the City (See exhibit A).

a. City Hall Business Conducted through the foyer only

After minimal discussion regarding face masks and or the installation of a window for the utility biller to take payments through council decided to go with staff's recommendation and keep doing city business through the foyer window.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to Leave restriction n place until social distancing requirements are lifted, likely phase III. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

b. Utility Fees and Shut-off' s Waived

Corthell explained that there were not may residents effected by the COVID-19 closures and the need to continue to waive penalties and physical shutoffs was no longer needed.

A motion was made by Councilor J. Drill and seconded by Councilor D. Sickles to begin implementing late fees and shut-offs after 05/25/2020-06/25/2020 billing cycle. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

c. Park structures closed; green spaces open with signage until restrictions are lifted ap per the Governors executive order beginning in Phase I.

A motion was made by Councilor J. Drill and seconded by Councilor T. Meier to reopen park structures when Polk County enters Phase I. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

d. City owned facilities closed to non-essential uses

Corthell explained that the city should keep all city owned public buildings closed except for use of City Council meetings due to the cost it would take to make sure proper cleaning measures are being met. City Staff will clean after each meeting.

A motion was made by Councilor J. Drill and seconded by Councilor D. Sickles to Leave restriction until social distancing is lifted but allow for conduct of City Council Meetings (with social distancing) Continue to restrict other uses until distancing restrictions are lifted.. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

e. Falls City Events Cancelled through June 2020 unless there is a need to deviate from this plan. That deviation must be presented and approved by city council.

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier to restrict all gatherings of all types based on phase I. After July 01, 2020 allow for events that meet the restrictions of the given phase and can properly be planned and monitored by volunteers. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

6. Adjourn

A motion was made by Councilor C. Lauder and seconded by Councilor J. Drill to Adjourn. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

Council Adjourned at 6:55PM

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: COVID-19 INFORMATION & NEXT STEPS
DATE: 5/19/20

SUMMARY

Status and next steps regarding the COVID-19 Pandemic Emergency.

BACKGROUND

The speed with which the COVID-19 outbreak afflicted society necessitated a fluid response that continues, in part, today. The State of Oregon has been under mandatory lockdown since March, and Governor Brown recently rolled out a three phase plan to re-open the state on a county by county basis.

On May 15, most Oregon counties entered Phase I of the re-opening process, but Polk County's application was rejected (likely due to our proximity to Marion County). The applications and status will be reviewed on a weekly basis to determine when counties with rejected applications can reopen.

As lockdown restrictions are relaxed, and some COVID-19 related measures are cancelled, it is incumbent upon us as City leaders to determine a course for re-opening our City, within the confines of the various laws and orders at play, and with the health of our citizens in mind.

Read on for a listing of resources related to this report, and a matrix outlining current measures underway in Falls City, staff recommendations regarding those measures, and potential resource impacts.

RELATED RESOURCES

1. Governor Brown's Executive Orders
 - a. <https://www.oregon.gov/gov/admin/pages/executive-orders.aspx>
2. Phased Reopening Plan and Information
 - a. <https://govstatus.egov.com/or-covid-19>
3. Polk County Phased Reopening Framework
 - a. <https://www.co.polk.or.us/boc/polk-county-covid-19-phased-re-opening>

EXHIBIT

- A - Falls City Current Measures and Recommendations
- B - Governor's Phased Reopening Presentation 5/7/2020

PROPOSED MOTION

If you wish to adopt all staff recommendations as written, move to adopt all recommendations as written. If you wish to modify a recommendation, move to adopt the particular recommendation, subject to the following amendment, "_____."

Current Measures & Associated Rules	Options/Information	Staff Recommendation	Resource Impacts
<p align="center">City Hall Business Conducted through the foyer only</p> <p align="center">[EO 20-12]</p>	<p>Can be cancelled at any time, but social distancing requirements remain in place</p>	<p>Leave restriction in place until social distancing requirements are lifted (likely Phase III)</p> <p>Alternative 1: Lift restriction, construct appropriate barriers in City Hall</p>	<p>No material impact to financial or human resources.</p> <p>Alternative 1: Construction costs of barriers (approx. \$1,500), plus costs for employees to deep clean inside of City Hall daily and between customers</p>
<p align="center">Utility Fees and Shut-Offs Waived</p> <p align="center">[Res 07-2019]</p>	<p>Scheduled to expire in conjunction with State's emergency declaration</p>	<p>Begin implementing fees and shut-offs after 5/25-6/25 billing cycle. This provides staff time to notice in newsletter, web, utility bill, reader board, bulletin boards</p> <p>Alternative 1: Leave fee/shut-off embargo in place through state's emergency declaration or some other time trigger</p>	<p>Late fee, shut-off, turn-on related revenues restart</p> <p>Alternative 1: Lack of incentive to pay bill on-time may result in multiple month bill accrual and large costs to overcome upon restoration of fee structure</p>
<p align="center">Park structures closed, green spaces open with signage</p> <p align="center">[EO 20-12]</p>	<p>Will be automatically cancelled when Polk County enters Phase 1</p>	<p>When Polk Co enters Phase I, Re-open all park structures for use, continue signage</p>	<p>No material impacts</p>
<p align="center">City owned facilities closed to non-essential uses</p> <p align="center">[Res 08-2020] [EO 20-12]</p>	<p>Scheduled to expire in conjunction with State's emergency declaration. Council may lift the restriction entirely when Polk County enters Phase 1</p>	<p>Leave restriction until social distancing lifted, but allow for conduct of City Council meetings (with social distancing) Continue to restrict other uses until social distancing restrictions are lifted.</p>	<p>Staff attention to Council Chambers will carry costs around \$150 per meeting. Other events would carry more extensive costs due to the need to ensure social distancing and proper clean up</p>
<p align="center">Falls City Emergency Declaration</p> <p align="center">[Res 09-2020]</p>	<p>Expired 4/28/2020. Staff sees no current need to be under an emergency status.</p>	<p>Re-Declare Emergency if the City sees an emergent situation or costs related to the County, State, or Fed declaration</p>	<p>The City does not anticipate additional COVID-19 related costs at this time</p>
<p align="center">Falls City Events Cancelled through June 2020</p> <p align="center">[Res 09-2020] [EO 20-12]</p>	<p>Gatherings of all types are restricted based on the Phase of the County. Falls City events are set to reopen July 1, 2020</p>	<p>After July 1, 2020 allow for events that meet the restrictions of the given phase, and can be properly planned and monitored by volunteers</p>	<p>Some staff costs to ensure additional planning is sufficient to meet relevant restrictions.</p>

City of Falls City
City Council Regular Meeting Minutes
Monday June 08, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Staff Present: Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call. Councilor Lori Jean Sickles arrived at 6:01PM

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles to adopt the agenda with interpret the Budget quorum guidelines stated in the city ordinance for the purpose of passing the budget. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Mayor Gordon explained that the Falls City Ordinance as written calls for seven (7) members of the public and seven (7) members of council to make a budget committee, the ordinance states that there needs to be eight (8) members present to make a quorum. This last budget committee meeting only had seven (7) of its twelve total members present at the budget committee meeting.

Corthell explained that ordinance should be irrputed as if there is a full committee equaling the fourteen (14) members and since we currently only have twelve committee members and do not have a full committee, we need to follow state guidelines stating we need one (1) more than half to be considered a quorum. Corthell feels that the budget committee met the criteria. Corthell also stated that this ordinance needs to be reviewed by our city attorney and amended to match state rules and allow for this to not stall passing the budget in the future.

After council discussion majority of the council decided that for the purpose of passing this years budget the rule of majority would be interrupted and council would approve the budget committees recommendation of passing the 2020-2021 fiscal year budget with only seven members present.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to interpret the quorum guidelines stated in the city ordinance for the purpose of passing this year's budget and review this in the future. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

4. Announcements, Appointments and Appreciations

- a. Corthell explained that council will hold a special council meeting June 22, 2020 to discuss the sewer rate study and possible sewer rate increase. There will be a presentation given by Steve Donovan from Donovan Enterprises and Steve requested that councilors read up on the PowerPoint presentation he provided before that meeting so councilors can come prepared with questions.

Corthell added that if councilors had residents asking questions regarding the increase to suggest that those questions get emailed into city staff prior to that meeting so they can be forwarded on to Mr. Donovan and answered properly.

- b. The monthly newsletter has been revamped and will be posted in council packets as well as utility bills to ensure that councilors are up to date with the on goings of the city in case residents asked them any questions.

5. Community & Government Organizations

- a. City Manager Corthell added that this was the first Public Works report written by the new Public Works Lead Jon Creekmore and pointed out the different formatting.
- b. Falls City Volunteer Fire Department
None
- c. Polk County Sheriff's Report
None

6. Reports

- a. Council
 - Lori Jean Sickles
None
 - Jennifer Drill
Councilor Drill wanted to bring up the Community Center Kitchen needing repairs. Stating that a cabinet has fallen, and the kitchen could use some sprucing up. She would also like to see the outside windows get cleaned.

Mayor Gordon stated that we could put that on a future agenda and get those issues addressed.

Councilor Drill stated that the Fire Department has been responding to more calls than in previous years and that there are not as many volunteers to answer during the day. Mrs. Drill was curious to know what the policy was for city employees was to respond if they are volunteers on the Fire Department.

Corthell answered stating that he has had conversations with it with Mr. Creekmore and has left it up to Creekmore's discretion. If Mr. Creekmore

feels that he can get his work done and answer calls he is welcome to do so as long as he knows it is off city time.

Councilor Drill added that the Fire Department is in desperate need of volunteers so if anyone knows of anyone to please forward the message on.

- Tony Meier
None
- Cliff Lauder
None
- Dennis Sickles
None
- T.J Bailey
None

b. Mayor
None

c. William Sullivan stated that the city was awarded funding for the pocket park so Falls City thrives will get busy planning those details. Sullivan went on to read his staff report (see exhibit A) regarding the renovation process of the old clinic.

d. City Manager opened by apologizing for missing the eight (8) person requirement and that he hopes everything will move forward without any other problems. Corthell went over CBDG wastewater project is moving forward but was informed of a few hurdles environmentally that he feels council should know about. We are needing to do an endangered species and a cultural resources survey. All of those could lead to more mediation in the future leading to higher project costs, and other possibilities. The city is still looking at wrapping up the environmental phase of the design by November, but it is possible that it could get extended out till January. Unfortunately, there is not another extension we can apply for at this stage but Corthell stated that our grant administrator understands what the city is up against and that there is some squish room if it does extend to January. Corthell will let council know when he knows more. Corthell also stated that the city is going out for an amendment to the original grant contract that can be admiratively increased up to twenty percent. We have already did one modification for forty thousand which leaves twenty some thousand that can be used for the wetland mediation if there is no wetland touching the current design, if there is we will need to adjust the land or purchase a new piece of property. Corthell stated he is still confident in the completion of this project. Both Arthur our grant administrator from Business Oregon and our engineer are also confident and until he sees hesitation from either one of those two guys, he will remain that way.

Corthell stated that when we do the cultural study survey and they find an arrowhead we will need to come up with a mitigation plan and have that ready

before continuing forward. The problem is that all the grant administrators have a difference rules and timelines when it comes to submitting those plans so we will need to come up with the best possibilities for all.

7. Consent Agenda

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

8. Public Comments

Mayor Gordon brought up the two letters submitted. The first was from Oregon Governor Kate Brown regarding Phase II reopening stating council can take a look at that at their leisure.

The second was by Falls City resident Kurt Frink commenting on how much work has been done in the upper cemetery and how nice it looks.

9. Budget Hearing

Mayor Gordon read Public Hearing rules on the Budget.

“This public hearing is an opportunity for any member of the public to make comments and/or requests regarding the approved budget for fiscal year 2020-2021, beginning July 1, 2020. The Budget Document has been available for review at City Hall, and on the City’s webpage since April 24, 2020”.

- a. Public Hearing on the Budget
Hearing Opened at: 6:46 PM

No Public Comments

Hearing Closed at: 6:47 PM

- b. Mayor Gordon read the rules on Public Hearing on Revenue Sharing.
“This public hearing is an opportunity for any member of the public to comment on or make requests regarding how State Revenue Sharing Funds will be spent in the 2020-2021 fiscal year beginning July 1, 2020. State Revenue Sharing funds are a share of certain revenues of the State Oregon that shall be apportioned among and distributed to the cities of this state for general purposes”.

Hearing Opened at: 6:47 PM

No Public Comments

Hearing Closed at: 6:48 PM

City Manager explained Resolution 12-2020 and stated that this was the same staff report presented to the Budget committee and there were not any changes made to the budget.

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickles to move that the City Council of Falls City adopt Resolution 12-2020, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2020-2021. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

10. New Business

- a. City Manager Corthell read his staff report explaining that this year at the yearly insurance meeting he was informed of a major uptake in cyber-attacks and this upgrade would completely cover the city in the case of a data breach, which could be incredibly expensive if we do not have the extra liability coverage but in order to do that, we need to adopt a cyber security policy.

A motion made by Councilor C. Lauder and Seconded by Councilor T. Meier to move that the City Council of Falls City adopt Resolution 13-2020, A RESOLUTION ADOPTING THE CITY OF FALLS CITY CYBERSECURITY POLICY. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- b. Corthell read the staff report explaining Falls City 2021 Special City Allotment Grant explaining that the city is awarded state lottery funds for improving and/or maintaining city streets. The maximum award is one hundred thousand dollars (\$100,000.00). The city plans to use those funds to add a pedestrian island at N. Main and Mitchell/Bridge streets. Corthell explained that our Community and Outreach coordinator William Sullivan is in the process of drafting an application for the Safe Routes to School Grant and this grant fund would be used to fund the Falls City Greenway project. The city engineer has provided a rough estimate of eight hundred thousand dollars (\$800,000.00) The SRTS grant has a match requirement that will be approximately one hundred thousand dollars (\$100,000.00). This small city allotment grant SCAG would be used to help with development of the island and would qualify at least in part as my funds for the safe routes to schools SRTS.

A motion made by Councilor L. Sickles and Seconded by Councilor T. Bailey to move that the City Council of Falls City adopt Resolution 14-2020, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT AWARD OF THE 2021 SPCEIAL ALLOTMENT GRANT TO FUND IMPROVEMENT OF NORTH MAIN STREET AT THE INTERSECTION WITH BRIDGE AND MITCHELL STREETS. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- c. City Manager Corthell read his staff report (see exhibit B) explaining the finding and need to correct the application of utility reserve fee.

After council discussion city council chose to table Resolution 15-2020 until the July 13, 2020 Meeting so they can hear from Steve Donovan.

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickles to move that the City Council of Falls City TABLE Resolution 15-2020, A RESOLUTION ENSURING UTILITY

RESERVE FUND COMPLIANCE WITH LOCAL BUDGET LAW AND CURING INEQUITY AMONGST UTILITY USERS. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey. Nays: Jennifer Drill.

- d. City staff is asking for a one-time deviation from the prohibition on events through the month of June 2020. The Spring Clean and City-Wide Garage Sale Events would be held the weekend of June 27, 2020.

A motion made by Councilor D. Sickles and Seconded by Councilor T. Bailey to move that the City Council of Falls City authorize both the Annual Spring Clean and City-Wide Garage Sale to take place on the Weekend of June 27, 2020. A one-time deviation from Resolution 09-2020 Canceling all events through July 01, 2020. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

11. Citizen Committees

All Citizen Committee Meetings are cancelled until further notice.

12. Adjourn

A motion made by Councilor J. Drill and Seconded by Councilor L. Sickles moves that the City Council of Falls City Adjourn. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

The meeting adjourn time was not called or noted.

Mayor, Jeremy Gordon

Attested: _____
City Clerk, Jamie Ward

STAFF REPORT

To: Honorable Mayor and City Council
From: William Sullivan, Community Development & Outreach Coordinator
Subject: Luckiamute Clinic Renovations
Date: June 8, 2020

Background

At the April 13, 2020 meeting, City Council chose the following option to proceed on renovations to the Luckiamute Clinic building at 304 North Main Street:

"Option 1: Plan to use funds from the City's Community Development Revolving Loan Fund (the fund's balance is approximately \$117,000) to cover renovations to the property at 304 North Main Street and pursue grant opportunities to lessen the cost. Falls City Thrives has brainstormed ideas for the property and would like to use the property to create a multi-use space for community health/wellness and small business incubation. Their ideas include yoga or other exercise classes, space for medical practitioners, telemedicine, rentable desk space/co-working, vendor space in living room, a drive-through coffee shop, and job training classes. Grant organizations have been uninterested in funding renovations to a City building, but by partnering with Falls City Thrives and private partners, a public-private partnership project would likely be more interesting to funders. In addition, Falls City Thrives has done some professional development with grant-writing and is prepared to relieve some administrative burden from City Hall staff. This option gives the community the largest say in the property's future."

Renovation work on the front porch and access ramp has begun. Further work will follow with the passage of the next fiscal year's annual budget.

Summary

While the budget process and construction move forward, City Staff wanted to take a moment to provide City Council with some additional numbers showing how investing in renovating the Clinic building will raise its value. Falls City Thrives will assist in working with providers and small business owners who might be interested in space. The City has full confidence in their success, but if the building were ever put up for sale, the property would benefit from a much higher appraisal value.

To demonstrate what the building might be worth after renovations, I have researched updated properties of similar size in Polk County. These figures,

pulled from the Polk County Assessor's Reports and the real estate website Zillow, allow for some comparison.

Street +Outside UGB	Square footage	2020 Trended Real Market Value (RMV)	Selling Price *Includes other structures on the property	Date Sold
304 North Main Street	2,796 ft ²	\$184,220		
Parry Road ⁺	2,676 ft ²	\$277,540	\$595,000*	August 2019
SW Bridlewood Drive, Dallas	2,815 ft ²	\$383,870	\$485,000	December 2019
Bridgeport Road ⁺	2,823 ft ²	\$268,400	\$385,000*	December 2018
Ferns Corner Road ⁺	2,662 ft ²	\$374,490	\$625,000*	December 2019

Street numbers have been removed for the privacy of those homeowners. There are many factors that go into the selling price of a property, but these figures are meant to exhibit how renovations will improve the value of the property. Ultimately, renovating is in the city's best interest and will result in a higher-value asset.

Financial Implications & Path Forward

Renovations to the 304 North Main Street building will cost close to \$100,000.00. Right now, there are no plans to renovate the building at 306 North Main Street (contractors have expressed concerns about whether the structure can be salvaged, as there is likely severe rot under the building) or the carport on the property.

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 15-2020 CORRECTED APPLICATION OF UTILITY RESERVE FEE
DATE: JUNE 08, 2020

SUMMARY

Notice to the City Council of corrected application of utility reserve fee.

BACKGROUND

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

Adopt 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

A. Resolution 15-2020

PROPOSED MOTION

I move the City Council of the City of Falls City adopt resolution 15-2020, A RESOLUTION ENSURING UTILITY RESERVE FUND COMPLIANCE WITH LOCAL BUDGET LAW AND CURING INEQUITY AMONGST UTILITY USERS.

City of Falls City
Paid Bills Report
 As of June 8, 2020

Date	Memo	Account	Class	Amount
06/08/2020	Donovan Enterprises, Inc 1332	Accounts Payable		-4,495.00
06/08/2020	Rate Study (1332)	'17 CDBG Wastewater ...	13 SEWER FUND	4,495.00
	Total Donovan Enterprises, Inc			0.00
	Edge Analytical			
06/08/2020	May '20 Statement	Accounts Payable		-334.00
06/08/2020	Water Labs May '20	Professional Services	SHARED SERVICES	33.00
06/08/2020	Sewer Labs May '20	Professional Services	SHARED SERVICES	301.00
	Total Edge Analytical			0.00
	Hach Company			
06/08/2020	11971249	Accounts Payable		-7,032.00
06/08/2020	Yearly Field Service Contr...	Operational Expenses	20 WATER OPERATING ...	7,032.00
	Total Hach Company			0.00
	L & L Equipment			
06/08/2020	A22157	Accounts Payable		-72.77
06/08/2020	Mandrel Kit	Equipment O & M	20 WATER OPERATING ...	72.77
	Total L & L Equipment			0.00
	Net Assets Corporation			
06/08/2020	66-202005	Accounts Payable		-38.00
06/08/2020	Lien Searches May '20	Professional Services	SHARED SERVICES	38.00
	Total Net Assets Corporation			0.00
	Office Craft			
06/08/2020	AR13003	Accounts Payable		-91.70
06/08/2020	Copies, May '20	Professional Services	SHARED SERVICES	91.70
	Total Office Craft			0.00

City of Falls City
Paid Bills Report
 As of June 8, 2020

Date	Memo	Account	Class	Amount
Petro Card				
06/08/2020	C587914	Accounts Payable		-155.93
06/08/2020	PW Fuel	Equipment O & M	SHARED SERVICES	155.93
Total Petro Card				0.00
Quadient				
06/08/2020	Acct: 7900 0440 8064 7419	Accounts Payable		-440.13
06/08/2020	Postage & Machine 5/20	Operational Expenses	SHARED SERVICES	300.40
06/08/2020	Supplies	Operational Expenses	SHARED SERVICES	139.73
Total Quadient				0.00
Robert Young				
06/08/2020	Active 911 - 12 mos	Accounts Payable		-260.00
06/08/2020	Reimburse - Active 911	Operational Expenses	01 GENERAL FUND:01.0...	260.00
Total Robert Young				0.00
TerryByte Computer Repair				
06/08/2020	Inv 479	Accounts Payable		-250.00
06/08/2020	May '20 MSA & Remote	Professional Services	SHARED SERVICES	250.00
Total TerryByte Computer Repair				0.00
Verizon Wireless				
06/08/2020	Inv 9855274193	Accounts Payable		-61.93
06/08/2020	May '20 PW Duty Phone	UTILITIES	SHARED SERVICES	61.93
Total Verizon Wireless				0.00
Westech Engineering				
06/08/2020	246647, 246646	Accounts Payable		-26,325.63
06/08/2020	246647-CDBG Wastewater	'17 CDBG Wastewater ...	13 SEWER FUND	26,250.63
06/08/2020	246646-SRTS Grant	RARE Project	01 GENERAL FUND:01.0...	75.00
Total Westech Engineering				0.00

City of Falls City
Paid Bills Report
 As of June 8, 2020

Date	Memo	Account	Class	Amount
06/08/2020	Williamson & Aebi, LLP	Accounts Payable	SHARED SERVICES	-375.20
06/08/2020	May '20 Accountant	Professional Services	SHARED SERVICES	375.20
	Total Williamson & Aebi, LLP			0.00
TOTAL				0.00

City of Falls City
Paid Bills Report
 As of June 15, 2020

Date	Memo	Account	Class	Amount
CenturyLink				
06/15/2020	Acct 5037874719562B	Accounts Payable		-84.47
06/15/2020	5/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	84.47
Total CenturyLink				
Consumers Power Inc				
06/15/2020	Account # 1155301; May '20	Accounts Payable		-204.64
06/15/2020	5/20 Power- WTP	Power	20 WATER OPERATING ...	204.64
Total Consumers Power Inc				
Corpro Companies				
06/15/2020	Cust: 2451649; Contract: 7...	Accounts Payable		-975.00
06/15/2020	Water Tank Annual Servic...	Professional Services	20 WATER OPERATING ...	975.00
Total Corpro Companies				
Dallas Auto Parts				
06/15/2020	Acct 3020; Inv 463309	Accounts Payable		-56.48
06/15/2020	Fire Department	Equipment O & M	82 FIRE EQUIPMENT/OP...	56.48
Total Dallas Auto Parts				
Hach Company				
06/15/2020	11981186	Accounts Payable		-640.60
06/15/2020	Regent, DPD, Tube, water ...	Operational Expenses	20 WATER OPERATING ...	640.60
Total Hach Company				
Mid Willamette Valley COG				
06/15/2020	1920471	Accounts Payable		-217.50
06/15/2020	National Flood Insurance ...	'19 DLCD G. Young Gr...	01 GENERAL FUND:01.0...	217.50
Total Mid Willamette Valley COG				
Personnel Concepts				
06/15/2020	Inv: 9343453229	Accounts Payable		-27.90
06/15/2020	Required Personnel Posters	Operational Expenses	SHARED SERVICES	27.90
Total Personnel Concepts				

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City of Falls City
Paid Bills Report
 As of June 15, 2020

Date	Memo	Account	Class	Amount
Republic Waste Services				
06/15/2020	Inv 0452-004295737	Accounts Payable		-612.60
06/15/2020	Code Case 20-02 RV Rem...	Operational Expenses	01 GENERAL FUND:01.0...	612.60
Total Republic Waste Services				
0.00				
Speer Hoyt LLC				
06/15/2020	Inv 55998	Accounts Payable		-95.00
06/15/2020	Review CM Contract	Professional Services	SHARED SERVICES	95.00
Total Speer Hoyt LLC				
0.00				
UL LLC				
06/15/2020	Inv 72020364031	Accounts Payable		-950.00
06/15/2020	Fire Truck Pump Test- En...	Equipment Maintenananc...	01 GENERAL FUND:01.0...	950.00
Total UL LLC				
0.00				
US Bank Visa				
06/15/2020	Account: 47985312149811...	Accounts Payable		-371.78
06/15/2020	Walmart.com x2, Office D...	Operational Expenses	SHARED SERVICES	371.78
Total US Bank Visa				
0.00				
TOTAL				
0.00				

City of Falls City
Paid Bills Report
 As of June 22, 2020

Date	Memo	Account	Class	Amount
Falls City School District #57				
06/22/2020	Reimburse CLG Grant Costs	Accounts Payable		-3,696.50
06/22/2020	CLG Grant, Teacher Salar...	'19 CLG Hist Grant(Ad...	01 GENERAL FUND:01.0...	3,696.50
Total Falls City School District #57				
Jeremy Gordon				
06/22/2020	OMA Conference	Accounts Payable		-29.00
06/22/2020	OMA Conference Dues	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	29.00
Total Jeremy Gordon				
King's Pumping Service				
06/22/2020	17933, 17934, 17943	Accounts Payable		-1,182.50
06/22/2020	490 Wood/290 Fair Oaks P...	Professional Services	13 SEWER FUND	482.50
06/22/2020	521 Hopkins Pumping	Professional Services	13 SEWER FUND	395.00
06/22/2020	26 S Main Service Call/Aft...	Professional Services	13 SEWER FUND	305.00
Total King's Pumping Service				
NW Liberty Construction				
06/22/2020	Job 92 Inv 2	Accounts Payable		-3,876.78
06/22/2020	City Hall Foyer, Clinic Ram...	Professional Services	SHARED SERVICES	3,876.78
Total NW Liberty Construction				
Pacific Power				
06/22/2020	multiple accounts, 210915...	Accounts Payable		-1,906.37
06/22/2020	5/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	154.43
06/22/2020	5/20 Sewer Power	UTILITIES	13 SEWER FUND	311.39
06/22/2020	5/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	514.42
06/22/2020	5/20 Street Power	UTILITIES	11 STREET FUND	623.59
06/22/2020	5/20 Water Power	UTILITIES	20 WATER OPERATING ...	58.21
06/22/2020	5/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	244.33
Total Pacific Power				

City of Falls City
Paid Bills Report
 As of June 22, 2020

Date	Memo	Account	Class	Amount
Petro Card				
06/22/2020	C593334	Accounts Payable		-102.90
06/22/2020	PW Fuel	Equipment O & M	SHARED SERVICES	102.90
Total Petro Card				
0.00				
Spectrum Business				
06/22/2020	Inv 0019088061020	Accounts Payable		-184.95
06/22/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	184.95
Total Spectrum Business				
0.00				
TOTAL				
0.00				

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City of Falls City
Paid Bills Report
 As of June 30, 2020

Date	Memo	Account	Class	Amount
L & L Equipment				
06/30/2020	A24397, A24439	Accounts Payable		-59.58
06/30/2020	Mandrel Assy, Trimmer Line	Equipment O & M	01 GENERAL FUND:01.0...	59.58
Total L & L Equipment				
0.00				
Laura Britton				
06/30/2020	PW Shirts/Sweaters	Accounts Payable		-325.00
06/30/2020	PW Uniforms	Uniforms and Protectiv...	SHARED SERVICES	325.00
Total Laura Britton				
0.00				
Molalla Discount Tire				
06/30/2020	79516	Accounts Payable		-423.00
06/30/2020	Spring Clean- Tire Disposal	City Events	01 GENERAL FUND:01.0...	423.00
Total Molalla Discount Tire				
0.00				
Net Assets Corporation				
06/30/2020	66-202006	Accounts Payable		-13.00
06/30/2020	Lien Searches June '20	Professional Services	SHARED SERVICES	13.00
Total Net Assets Corporation				
0.00				
Office Craft				
06/30/2020	AR13105	Accounts Payable		-146.54
06/30/2020	Copies, June '20	Professional Services	SHARED SERVICES	146.54
Total Office Craft				
0.00				
Royal Flush Portables, Inc				
06/30/2020	A-27215	Accounts Payable		-60.00
06/30/2020	PSQ Cleaner	City Events	01 GENERAL FUND:01.0...	60.00
06/30/2020	A-27215	Accounts Payable		-60.00
06/30/2020	PSQ Cleaner	City Events	01 GENERAL FUND:01.0...	60.00
Total Royal Flush Portables, Inc				
0.00				

City of Falls City
Paid Bills Report
 As of June 30, 2020

Date	Memo	Account	Class	Amount
Spectrum Business				
06/30/2020	Inv 0019641062320	Accounts Payable		-79.97
06/30/2020	Firehall Phone/Net	UTILITIES	01 GENERAL FUND:01.0...	79.97
06/30/2020	Inv 0019088061020	Accounts Payable		-184.95
06/30/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	184.95
Total Spectrum Business				0.00
Verizon Wireless				
06/30/2020	Inv 9857315298	Accounts Payable		-61.93
06/30/2020	June '20 PW Duty Phone	UTILITIES	SHARED SERVICES	61.93
Total Verizon Wireless				0.00
West Coast Cross Connection				
06/30/2020	Inv 12, 13	Accounts Payable		-3,397.50
06/30/2020	FY 19-20 Backflows (151)	Professional Services	20 WATER OPERATING ...	3,397.50
Total West Coast Cross Connection				0.00
Williamson & Aebi, LLP				
06/30/2020	June '20 Accountant	Accounts Payable		-340.00
06/30/2020	June '20 Accountant	Professional Services	SHARED SERVICES	340.00
Total Williamson & Aebi, LLP				0.00
Xerox Financial Services				
06/30/2020	Inv 2154643	Accounts Payable		-180.75
06/30/2020	6/20 Xerox Buyout (Reimb...	Professional Services	SHARED SERVICES	180.75
Total Xerox Financial Services				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
 As of July 6, 2020

Date	Memo	Account	Class	Amount
CIS Trust				
07/06/2020	Inv FLC GASB75 2018 Final	Accounts Payable		-38,403.12
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	01 GENERAL FUND:01.0...	9,200.00
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	01 GENERAL FUND:01.0...	1,550.00
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	01 GENERAL FUND:01.0...	1,000.00
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	11 STREET FUND	3,400.00
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	20 WATER OPERATING ...	9,000.00
07/06/2020	Inv FLC GASB75 2018 Final	Insurance Expense	13 SEWER FUND	6,000.00
07/06/2020	Inv FLC GASB75 2018 Final	Professional Services	SHARED SERVICES	8,253.12
07/06/2020	Inv FLC GASB75 2018 Final	Accounts Payable		-15,939.94
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	300.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	6,700.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	1,500.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	01 GENERAL FUND:01.0...	400.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	11 STREET FUND	1,500.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	20 WATER OPERATING ...	3,000.00
07/06/2020	Inv FLC GASB75 2018 Final	Worker's Comp Insura...	13 SEWER FUND	2,500.00
07/06/2020	Inv FLC GASB75 2018 Final	Professional Services	SHARED SERVICES	39.94
Total CIS Trust				0.00
City of Dallas				
07/06/2020	Inv 2971, 2972	Accounts Payable		-476.90
07/06/2020	Eng 125	Equipment O & M	01 GENERAL FUND:01.0...	82.50
07/06/2020	Eng 122	Equipment O & M	01 GENERAL FUND:01.0...	394.40
Total City of Dallas				0.00
Donovan Enterprises, Inc				
07/06/2020	1341	Accounts Payable		-3,175.40
07/06/2020	Rate Study (1341)	'17 CDBG Wastewater ...	13 SEWER FUND	3,175.40
Total Donovan Enterprises, Inc				0.00
KAMIND IT, Inc.				
07/06/2020	0720-7030, 0620-766	Accounts Payable		-488.39
07/06/2020	June-August Ofc 365	Operational Expenses	SHARED SERVICES	488.39
Total KAMIND IT, Inc.				0.00

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City of Falls City
Paid Bills Report
 As of July 6, 2020

Date	Memo	Account	Class	Amount
L & L Equipment				
06/30/2020	A24397, A24439	Accounts Payable		-59.58
06/30/2020	Mandrel Assy, Trimmer Line	Equipment O & M	01 GENERAL FUND:01.0...	59.58
Total L & L Equipment				
				0.00
Laura Britton				
06/30/2020	PW Shirts/Sweaters	Accounts Payable		-325.00
06/30/2020	PW Uniforms	Uniforms and Protectiv...	SHARED SERVICES	325.00
Total Laura Britton				
				0.00
League of Oregon Cities				
07/06/2020	Inv 2020-200240	Accounts Payable		-863.38
07/06/2020	FY 20-21 LOC Dues	Travel/Training/Dues/St...	SHARED SERVICES	863.38
Total League of Oregon Cities				
				0.00
Mid Willamette Valley COG				
07/06/2020	2021013	Accounts Payable		-1,345.00
07/06/2020	MWVCOG Dues	Travel/Training/Dues/St...	SHARED SERVICES	1,345.00
Total Mid Willamette Valley COG				
				0.00
Molalla Discount Tire				
06/30/2020	79516	Accounts Payable		-423.00
06/30/2020	Spring Clean- Tire Disposal	City Events	01 GENERAL FUND:01.0...	423.00
Total Molalla Discount Tire				
				0.00
Net Assets Corporation				
06/30/2020	66-202006	Accounts Payable		-13.00
06/30/2020	Lien Searches June '20	Professional Services	SHARED SERVICES	13.00
Total Net Assets Corporation				
				0.00
NW Liberty Construction				
07/06/2020	Job 83 Inv 2	Accounts Payable		-50,134.63
07/06/2020	Dr. Clinic Set-up Payment	Professional Services	60 COMM. DEVELOP. RE...	50,134.63
Total NW Liberty Construction				
				0.00

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City of Falls City
Paid Bills Report
 As of July 6, 2020

Date	Memo	Account	Class	Amount
Office Craft				
06/30/2020	AR13105	Accounts Payable		-146.54
06/30/2020	Copies, June '20	Professional Services	SHARED SERVICES	146.54
Total Office Craft				
0.00				
Polk Community Development Corporation				
07/06/2020	H19009-1	Accounts Payable		-5,000.00
07/06/2020	CDBG Housing Grant Dra...	'19 CDBG Housing Gra...	01 GENERAL FUND:01.0...	5,000.00
Total Polk Community Development Corporation				
0.00				
Polk County Public Works				
07/06/2020	Inv 062520	Accounts Payable		-500.00
07/06/2020	Signage	OCF Pocket Park Gran...	01 GENERAL FUND:01.0...	500.00
Total Polk County Public Works				
0.00				
Royal Flush Portables, Inc				
06/30/2020	A-27215	Accounts Payable		-60.00
06/30/2020	PSQ Cleaner	City Events	01 GENERAL FUND:01.0...	60.00
06/30/2020	A-27215	Accounts Payable		-60.00
06/30/2020	PSQ Cleaner	City Events	01 GENERAL FUND:01.0...	60.00
Total Royal Flush Portables, Inc				
0.00				
Spectrum Business				
06/30/2020	Inv 0019641062320	Accounts Payable		-79.97
06/30/2020	Firehall Phone/Net	UTILITIES	01 GENERAL FUND:01.0...	79.97
06/30/2020	Inv 0019088061020	Accounts Payable		-184.95
06/30/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	184.95
Total Spectrum Business				
0.00				
TerryByte Computer Repair				
07/06/2020	Inv 512	Accounts Payable		-625.00
07/06/2020	Monthly IT Support + 365 ...	Professional Services	SHARED SERVICES	625.00
Total TerryByte Computer Repair				
0.00				

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City of Falls City
Paid Bills Report
 As of July 6, 2020

Date	Memo	Account	Class	Amount
Verizon Wireless				
06/30/2020	Inv 9857315298	Accounts Payable		-61.93
06/30/2020	June '20 PW Duty Phone	UTILITIES	SHARED SERVICES	61.93
	Total Verizon Wireless			0.00
West Coast Cross Connection				
06/30/2020	Inv 12, 13	Accounts Payable		-3,397.50
06/30/2020	FY 19-20 Backflows (151)	Professional Services	20 WATER OPERATING ...	3,397.50
	Total West Coast Cross Connection			0.00
Williamson & Aebi, LLP				
06/30/2020	June '20 Accountant	Accounts Payable		-340.00
06/30/2020	June '20 Accountant	Professional Services	SHARED SERVICES	340.00
	Total Williamson & Aebi, LLP			0.00
Xerox Financial Services				
06/30/2020	Inv 2154643	Accounts Payable		-180.75
06/30/2020	6/20 Xerox Buyout (Reimb...	Professional Services	SHARED SERVICES	180.75
	Total Xerox Financial Services			0.00
	TOTAL			0.00

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TO CITY COUNSEL

HAVING CLEAN UP DAY AND YARD SALE ON THE SAME WEEKEND IS JUST PLAIN STUPID.

IF YOU WANT TO PARTICIPATE IN CLEAN UP YOU CAN'T HAVE A YARD SALE. IF YOU WANT TO HAVE A YARD SALE YOU CAN'T HELP WITH CLEAN UP.

YOU HAVE TO HAVE THE YARD SALE A WEEK OR 2 BEFORE CLEAN UP DAY SO THE JUNK YOU CAN'T SELL OR GIVE AWAY CAN GO TO THE DUMP.

IF YARD SALE DAY IS AFTER JUNK DAY YOU KEEP STUFF YOU THINK YOU CAN SELL. IF IT DON'T SELL YOUR STUCK WITH IT A WHOLE YEAR.

YOU HAVE TO PUT A NOTICE IN THE WATER BILL. OF WHAT YOUR GOING TO DO. IT IS NOW TO LATE TO HAVE IT IN JUNE IT HAS TO BE IN JULY SO YOU CAN NOTIFY PEOPLE WHAT IS HAPPENING.

IF YOU DON'T PUT AN AD IN THE PAPER YOU WON'T GET PEOPLE FROM SALEM AT THE YARD SALE. THE HALF DOZEN PEOPLE YOU GET FROM SALEM WILL BUY MORE STUFF THAN ALL THE LOCAL PEOPLE COMBINED.

ITS NOT ROCKET SCIENCE ITS JUST COMMON SENSE





June 14, 2020

Dear Mayor Macahan Corthell,

I read the article in ProPublica and thought I might reach out to you. It seems from the article you struggled for a long time trying to get a meeting with the Timber executives about the road you wanted to improve in Falls City, but they were only willing to meet with you when you said you would close the road. It seemed like they came to the table to try to strong arm you by demanding you get a grant and that they would only pay for half of it. Might I remind you that you have all the power in this situation? They are trying to push a small town mayor around when they have millions upon millions of dollars in the bank. Making money off your citizens, your roads, your land, and your community. I dare say you have much more leverage than what you think, but you need to believe in yourself when you come to the table to negotiate. These tactics have been perfected by executives and people in power for centuries, and playing their game is what allows you to take back control. I can see you are concerned about not getting the grant money, but they are using that to their advantage. They love that you are ringing your hands wondering how you're going to get the money, wasting your time, which buys them more time, all while making money in the process. Meanwhile, they are sitting on piles of cash. You can use the road as leverage to get what it is you want. Will they then use their lobbyists to try to limit your power? Possibly. But isn't it better to be respected by the citizens of your community as someone who is truly fighting for their best interests by taking a hard stand against a bully. All they care about is money, and you care about something so much more, which gives you leverage.

I would urge you to take a harder stand against them and make them pay for what your community is entitled to. Lead the way. If you have success other mayors and communities in the area will be knocking at your door asking how you did it. Create a community led coalition to fight for what you deserve, which means writing to the state legislators, your representative, the governor etc... get the community involved by having post cards available during community events. Work the PR side of things by getting community involvement and education the community of how the timber industry to ravaging your resources without paying taxes to build better schools, homes, and roads. The approach should be nice and polite, but stand your ground and don't budge. I'm happy to jump on the phone if you want to talk more. You have the power and I know this is a job you took because you care, now just take on the powerful interests.

Bria Smith
971-401-3874

Jamie Ward

From: jonandstaciswarz@yahoo.com
Sent: Friday, July 3, 2020 6:44 PM
To: Jamie Ward
Subject: Backflow devices

Greetings,

My name is Jon Schwarz and we live behind the fire dept.

My question is this, I have been really struggling with the idea of even having a backflow device on my side of the meter. I believe it should not be the homeowners responsibility if the city uses it for preventative maintenance. There are too many people that do not need to be saddled with such a device and overall maintenance of such device. I have worked in landscaping and have called our surrounding cities and have recieved the same answers from dallas and salem and independence and monmouth, any house that does not have an active irrigation line installed in line with a city water source does not require a backflow device. There are other stipulations such as factories or buildings that use caustic chemicals. We do not have any irrigation that requires a backflow and I am sure, more people besides myself agree that it is overkill. The water supplied to homes is under pressure and on gate valves. Which means that when the faucet or valve is shut there is no way for water to backflow into the drinking water. I would like the ordinance for mandatory backflow on dwellings without irrigation please.? Since this is required by all falls city residents I believe we should have some sort of rights when it comes to forced maintenance on a device we don't really need. Thank you for your time

Best Regards;

Jon Schwarz Sr.
154 3rd st
Falls city OR. 97344

Sent from my LG Mobile

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: RESOLUTION 18-20, FY20-21 SUPPLEMENTAL BUDGET 1
DATE: JULY 7, 2020

SUMMARY

A budget amendment request to account for an Awarded Grant from Oregon Community Foundation.

BACKGROUND

Oregon Public Budget Law requires that a city budget be balanced and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

This supplemental budget does not change any fund's overall expenditures by 10% or more, unless it is due to a specific purpose grant, thus no public hearing and special notice, relevant thereto, is required.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

Return the grant funds to the foundation.

STAFF RECCOMENDATION

Staff recommends the City Council approve the resolution allowing the adjustment and making appropriations.

ATTACHMENTS

Resolution 18-2020, FY20-21 Supplemental Budget No. 1
Exhibit A, Supplemental Budget No. 1

PROPOSED MOTION

I move that the Falls City Council adopt Resolution 18-2020, FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 1.

Resolution 18-2020

FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 1

Whereas, a Supplemental Budget is the appropriate mechanism to recognize sources of revenue or expense that were unknown at the beginning of the fiscal year; and

Whereas, this Supplemental Budget does not change the appropriations of any fund by greater than 10%; and

Whereas, this Supplemental Budget accounts only for a specific purpose grant; and

Whereas, this type of Supplemental Budget can be properly adopted through the resolution process at a regular meeting of the City Council, without a public hearing;

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council adopts FY20-21 Supplemental Budget 1, on file in City Hall located at City Hall 299 Mill Street, Falls City Oregon 97344.

Section 2. The appropriations for FY20-21 Supplemental Budget 1 are hereby adopted.

Section 3. The attached exhibit "A," represents the entirety of FY20-21 Supplemental Budget 1, and is hereby made part of this resolution.

Section 4. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of the Mayor.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, Assistant City Clerk

Falls City 2020-2021 Budget Adjustment 1
Resolution 18-2020

Fund	Account	Original Budget	Increase	Decrease	Revised Budget
1. General Fund					
Revenues	OCF Pocket Park Grant	\$ -	\$ 2,765.00	\$ - -	\$ 2,765.00
1. General Fund: Administrative					
Requirements	OCF Pocket Park Grant	\$ -	\$ 2,765.00	\$ - -	\$ 2,765.00

1. Awarded OCF Grant for Pocket Park

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: AMENDING BUDGET COMMITTEE ORDINANCE
DATE: JULY 13, 2020

SUMMARY

Bringing the city's budget committee ordinance into compliance with state law.

BACKGROUND

Bold – Proposed New Text

~~Strikethrough~~ – Proposed removed text

Regular – Proposed no change

32.04.030 Terms of Office; Vacancy and Removal. Budget committee members shall hold office for ~~three~~ **four** years, except when filling the unexpired portion of a vacancy in office. ~~The terms of committee members shall be staggered so that, as near as practicable, one-third of the terms of appointed members ends each year.~~ Any vacancies in the committee shall be filled by appointment by the Mayor, with the consent of the council. A member of the committee who is absent from two consecutive meetings without the approval of the committee is presumed to be in nonperformance of duty and the council may remove the member from the committee and declare the position vacant.

- The State Law Superseding Falls City Ordinance 32.04.030 is ORS 294.414(5): Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

32.04.040 Meetings. ~~Eight members of the committee~~ **A budget committee meeting cannot be held unless a quorum is present. A majority of the budget committee membership shall constitute a quorum. Any action by the budget committee requires an affirmative vote of a majority of the total membership of the committee. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It** ~~The budget committee shall meet at least one time twice~~ per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

-
- The State Law Superseding Falls City Ordinance 32.04.040 is OAR 150-294-450: A budget committee must have a quorum, or majority of the total membership of the committee, present in order to hold a meeting. To take any action requires the affirmative vote of a majority of the

total budget committee membership. Majority is defined as one more than half unless otherwise specified by law.

STAFF RECCOMENDATION

7/13/20 – Recommend first reading by name only.

8/10/20 – Recommend adopting the ordinance.

EXHIBIT

A. Ordinance 559-2020

PROPOSED MOTION

I move the City Council of the City of Falls City read ordinance 559-2020 **AMENDING FALLS CITY MUNICIPAL CODE SECTIONS 32.04.030 AND 32.04.040**, for the first time, by title only.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MAC CORTHELL, CITY MANAGER
SUBJECT: MOST IMPROVED YARD 2020 CONTEST
DATE: FEBRUARY 10, 2020

SUMMARY

A proposal and timeline for "Falls City Most Improved Yard 2020" competition.

BACKGROUND

In the 2018 and 2020 goal setting sessions the City Council listed Code Services as a major area of need. The first milestone in the 2020 Code Services goal is to engage the community in code services and beautification initiatives.

During the 2019 visioning process, beatification and housing (condition and options) was a main interest of the community. From that sprung the housing action committee which has already been engaged in conducting several housing related initiatives in the community.

TIMELINE & PLAN

Councilor Drill has volunteered to lead this initiative, the following is a timeline for her to follow in development and implementation of the contest.

1. By March 9 City Council Meeting – Contest Development
 - a. Establish a Workforce by engaging with
 - i. Housing Committee
 - ii. Parks & Rec Committee
 - iii. Fire Department
 - iv. City Hall
2. By April 13 City Council Meeting – Contest Development
 - a. Determine Contest Rules
 - i. Requirements from Contestants (e.g. before & after, info sheet)
 - ii. Scoring criteria
 - iii. Identify and engage contest judges
 - b. Develop Advertising Materials
 - i. Develop Advertisement Flyer
 - ii. Create brief narrative for dissemination (e.g. newsletter, website)
3. By May 11 – Complete Advertising and Community Engagement
 - a. Advertise
 - i. Community Outreach (schools, churches, produce giveaway, etc.)
 - ii. Newsletter, Website, Facebook
 - iii. Press Release
 - b. Manage Contest
 - i. Identify hubs for intake, output, and storage of information
4. May 11 – July 1
 - a. Conduct Contest
 - b. Set completion date and final photos late June

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- c. Judge before and afters
- d. Issue Prizes

PROPOSED PRIZE STRUCTURE

1st Prize – Fire Department’s Surplus Tahoe

2nd Prize – \$250 gift card

3rd Prize - \$150 gift card

Last Place – 4 hours of Public Works Yard Assistance (1-2 workers and equipment)

STAFF RECCOMENDATION

Adopt the timeline and prize structure (subject to future amendments as needed)

PROPOSED MOTION

I move that the City Council of Falls City adopt the proposed timeline and prize structure for the Most Improved Yard 2020 Contest.



CITY OF FALLS CITY GOAL-SETTING WORKSHOP

January 27, 2020

City Council Members in Attendance:

TJ Bailey, Jennifer Drill, Jeremy Gordon (Mayor), Cliff Lauder, Tony Meier, Lori-Jean Sickles.

Staff in Attendance:

Mac Corthell, City Manager; Jamie Ward, City Clerk; William Sullivan, Community Development Coordinator.

Others in Attendance:

Sue Dicile, Facilitator.

Falls City Community Center
320 N. Main St
Falls City, OR 97344
(503) 787-3631
www.fallscityoregon.gov

MISSION STATEMENT

“Create an environment that supports community rural living at its best by mixing family, work, recreation and social opportunities while providing fiscally sound, responsible municipal services.”

PURPOSE – TO ENHANCE THE QUALITY OF LIFE IN FALLS CITY

Goal #1 – Upgrade Sewer Infrastructure

Milestone	Timeframe
Environmental & Engineering Design Complete; Construction Financing Options Known	Feb - June 2020
Community Information & Outreach Conducted; Construction Grants Applied For	July – Dec 2020
Land Fully Acquired	Jan – June 2021
Construction Begun	July – Dec 2021
Facilities Plan Amendment Done & Adopted	Out Years

Goal #2 – Finance City Code Services & Implement Beautification Initiatives

Milestone	Timeframe
Engage Community in Code Services & Beautification Initiatives	Feb - June 2020
Determine Feasible Approach(es) to Sustainable Code Services	July – Dec 2020
Select a Feasible (Desirable & Doable) Approach	Jan – June 2021
Implement Code Services Program	July – Dec 2021

Goal #3 – Develop Falls City as a Destination & Gateway to Nature

Milestone	Timeframe
Prioritize Existing Development & Recreation Projects	Feb - June 2020
Plan for City Owned Real Properties	July – Dec 2020
Progress on Development & Recreation Projects; Disposition of City Owned Real Properties	Jan – June 2021
Plan Next Phase of Destination & Gateway to Nature Development	July – Dec 2021

Goal #4 – Miscellaneous Goals

Goal	Timeframe
Establish & Implement System Development Charges	July – Dec 2021
Recruit & Transition New City Manager Before Mac Separates	July – Dec 2020
Council Training Attended by All Council Members	Feb – June 2020

OTHER ISSUES OF STRATEGIC IMPORTANCE FOR 2020

- **Strategies for housing at all economic levels, beginning with exploration of Polk County block grants for housing.**
- **Broadened planning to include a comprehensive citywide capital improvement plan, with strategies that acknowledge and address the lack of financial resources for critical infrastructure.**
- **Parks development.**
- **Roads maintenance and repair.**