

City of Falls City  
City Council Regular Meeting Minutes  
October 12, 2017 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

**Staff Present:** Cody Decamp, City Recorder, JoHanna Birr, City Clerk, Don Poe, Public Works Supervisor

Mayor Ungricht called the meeting to order at 6:03 pm.

**1) Roll Call**

Clerk Birr took roll call. Councilor L. Sickles was absent. Councilor Drill left the room at 6:23pm and returned at 6:23pm.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

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

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

**4) Consent Agenda**

A motion was made by Councilor Flynn and seconded by Councilor Lauder to adopt the Consent Agenda with addition of Item K: Committee Appointment to Public Works and Item L: Master Water Plan Ordinance 550-2017. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**5) Public Comments**

Michael Lehnert is owner of 268 6<sup>th</sup> St. Falls City, Oregon. He and his father Richard Lehnert have the property up for sale. They believe the City is hindering the sale due to land use requirements such as lot line adjustments. Tina Thompson of 700 Hopkins is interested in purchasing the property to develop. She contends that eight of seventeen lots are unusable due to wetlands and is shown on Polk County maps as All parties are trying to conform to the City Codes but are feeling discouraged. Mayor Ungricht requested M. Lehnert's contact information and will refer him to Council of Governments for further explanation of land use laws and requirements pertaining to lot line adjustments etc. The City is not opposed in any way; however, certain criteria must be met under the current code. Council thanked all parties for their input. M. Lehnert left his contact information with Clerk Birr.

Ron and Woody Carey requested Council's approval to hook up to an existing City sewer connection serving 400 Alan St., which is currently serving Jesse Mercer's household with a 1,500-gallon tank. Lot 201 is an adjacent vacant lot owned by R. Carey. Woody Carey is seeking funding and needs confirmation that a connection is possible in order to secure the funds.

At the time of the tank installation by R. Carey, the design with three connections was approved by the existing Council and allowed under state law. Don Poe, Supervisor of Public Works confirmed, but added current Department of Environmental Quality requires a three bedroom or less home to be served by a tank 1,500-gallons minimum. A four bedroom or more home requires at least a 3,000-gallon tank.

The Carey's contend that because the tank was installed and ported with three connection stubs that it is still allowable to connect another home to. They then referred council attention to a letter with

attachments provided by W. Carey citing the Falls City Zoning and Development Code section 2.200 General Development Standards, specifically 2.200.01 C- Lots of Record. (Exhibit A)

Fred Bolton, former City Engineer, was responsible for the design of the system, and for the Dayton Street Bridge project. Dayton Street Bridge carries a sewer line underneath it. Both of Bolton's designs were inadequate and failing. Carey Court Subdivision design was approved by Bolton. The lift-stations are not adequate for repair access and have cost the city a large amount of money to maintain.

R. Carey reportedly spoke to Tim Hedrick of DEQ and was told the agency can only recommend cities follow their rules, not mandate. However, the City is required to follow DEQ rules as written in the Oregon Administrative Rules and Oregon Revised Statutes.

After much discussion, Councilor Drill asked the Carey's what the main issue coming before Council was. They sought written Council approval to connect to City sewer for lot 201. Mayor Ungricht referred them to the Zoning and Development Code Chapter 50 Sewer, current procedures in place and added the future build would be required to hook into City sewer but not necessarily on that particular tank.

R. Carey directly asked Clerk Birr if this discussion would be recorded with the City. Clerk Birr replied "Absolutely". Council thanked Ron and Woody Carey.

## **6) New Business**

### **A. 2016/17 Audit**

The 2016/17 Audit draft has been received. The City was corrected on two items. The first in Administration as one line item was over. The other item was Water with one line item over. There appeared to be a discrepancy in a loss of revenue in water by almost \$10,000. Staff researched the situation and found Luckiamute Domestic Water Co-op used less water than the previous year resulting in less revenue. The city was happy with the draft with a minor change.

### **B. LOC Handout**

This was informational material on meetings and Legislative, Administrative and Quasi-Judicial decisions. This is helpful to Council as they act as Planning Commission.

### **C. Water Bond Final Savings**

The loan transfer has been completed. The final savings over the life of the bond is computed to be \$148,868.41.

### **D. New Business License**

Ted Hake has submitted a new business license as TH Consulting. It is agricultural based. The Falls City Municipal Code requires Council approval for all new business licenses.

A motion was made by Councilor Drill and seconded by Councilor Meier to approve the business license for 88 Boundary St. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

### **E. Ordinance 549-2017 Enforcement of City Ordinances**

Rose Bajorins has been hired part time to act as Code Enforcement Officer. The first priority is to create procedures for privately owned properties and bank owned properties, as they are separate procedures. The City Attorney suggested the City adopt an ordinance allowing administration to hire a Code Enforcement Officer. This will add a Chapter 10.19 to the Municipal Code.

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City read the Ordinance 549-2017 by title only for the first time, an Ordinance providing for the enforcement of City ordinances and declaring an emergency. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**F. Resolution 20-2017 2017-2019 Grant Young Memorial Planning Assistance Grant**

This is a \$1,000.00 grant offered by the Department of Land Conservation and Development to city with population under 2,500 every two years. The most common use of the grant is to pay for land use planning services.

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council Adopt Resolution 20-2017 A resolution authorizing an agreement between the City of Falls City and the State of Oregon Department of Land Conservation & Development, and authorize the Mayor to sign and submit the grant application. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**G. Resolution 21-2017, Detailing Fees For City Services**

This item was tables for further Council review.

**H. Resolution 22-2017, extending Worker's Compensation Coverage to Volunteers of the City**

This resolution will provide limited worker's comp coverage to the new camp host at the George Kitchen Upper Park. It was noted there was a scrivener's error: Section labeled as "4" should actually be "Section 7". This will be corrected on final document.

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City Council Adopt Resolution 22-2017 A resolution extending Worker's Compensation Coverage to volunteers of the City of Falls City, and repealing prior resolutions. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**I. Backflow Testing**

The backflow installation and testing have historically been the responsibility of the homeowner. The City would like to relieve financial stress from homeowners by taking ownership of the devices. The current Backflow Testing Fee charged to active and inactive services would be eliminated and an increase of \$4.00 applied. In reality, this would only amount to a difference of \$1.75 in a given water bill. Council voiced an agreement for the change.

It is estimated by Rick Evens, the current City contracted backflow tester, that approximately 20 meters will not pass testing this year. The City will be responsible for replacement, installation and maintenance on backflows alleviating financial burden on customers.

In addition, Jay Epperson will be attending Cross Connection training in the near future. This will save the City money for required audits by the state. Currently they are required every three years. Employee training would cause the audits to be pushed out to every five years.

A motion was made by Councilor Meier and seconded by Councilor Flynn that the City Council change the current backflow procedure from customer ownership and responsibility to City ownership and for staff to provide a resolution to remove the current \$2.25 testing fee and to raise the base water fees by \$4.00. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**J. Revision of Sheriff Office Procedures**

In 2008, the Oregon state senate passed a bill, SB 111, requiring Governing Bodies to review and comment on revisions to policies adopted by law enforcement agencies that provide services in their

community. The Polk County Sheriff's Office is looking to revise their policy regarding procedures for the "Intentional Use of Deadly Physical Force Response Plan".

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council approve the revisions on use of deadly force as presented by the Polk County Sheriff's Office. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**K. Committee Appointment**

Jennifer Drill has applied for membership on the Public Works Committee. (Exhibit B)

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City Council consent to appoint Jennifer Drill to the Public Works Committee. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**L. Ordinance 550-2017 Water Master Plan Adoption 1<sup>st</sup> Reading**

Council adopted the Water Master Plan Draft in February of 2017. It requires final approval of Oregon Housing Authority (OHA) and Oregon Water Resources Department (OWRD). With clarification of Berry Creek water rights and minor changes to the document, both OWRD and OHA have issued approval. (Exhibit C)

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council read the Ordinance 550-2017 for the first time by title only. "Ordinance No. 550-2017 an Ordinance of the City of Falls City Adopting a Water Master Plan for the City of Falls City, Oregon. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**7) Correspondence, Comments and Ex-Officio Reports**  
**A. Mayors Report**

**8) Council Announcements**

Councilor Drill announced the Annual Christmas Tree lighting would be held December 2<sup>nd</sup>, at the Gospel Mountain Fellowship lot. Councilor Drill has attended Polk County Commissioner meetings and said that property taxed will decrease when the bond levy is paid off. She believes it will be reduced by \$0 .47 on the dollar.

City Recorder DeCamp noted a correction for the required public hearing posting time frame and will research further.

**Sheriff's Report**

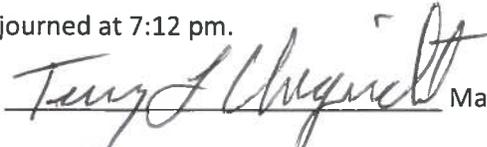
No representatives from the Sheriff's Office were present.

**Library Report**

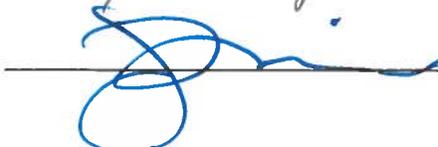
The library report was submitted late and issued as a handout to Council. (Exhibit D)

**9) Adjourn**

The meeting adjourned at 7:12 pm.

  
\_\_\_\_\_  
Mayor Terry Ungricht

Attested:

  
\_\_\_\_\_  
City Clerk JoHanna Birr

10//6/2017

Woody Carey  
18425 Falls City Rd,  
Dallas, Oregon, 97338  
503-983-1738

City of Falls City  
Falls City, Oregon

Mayor and Council,

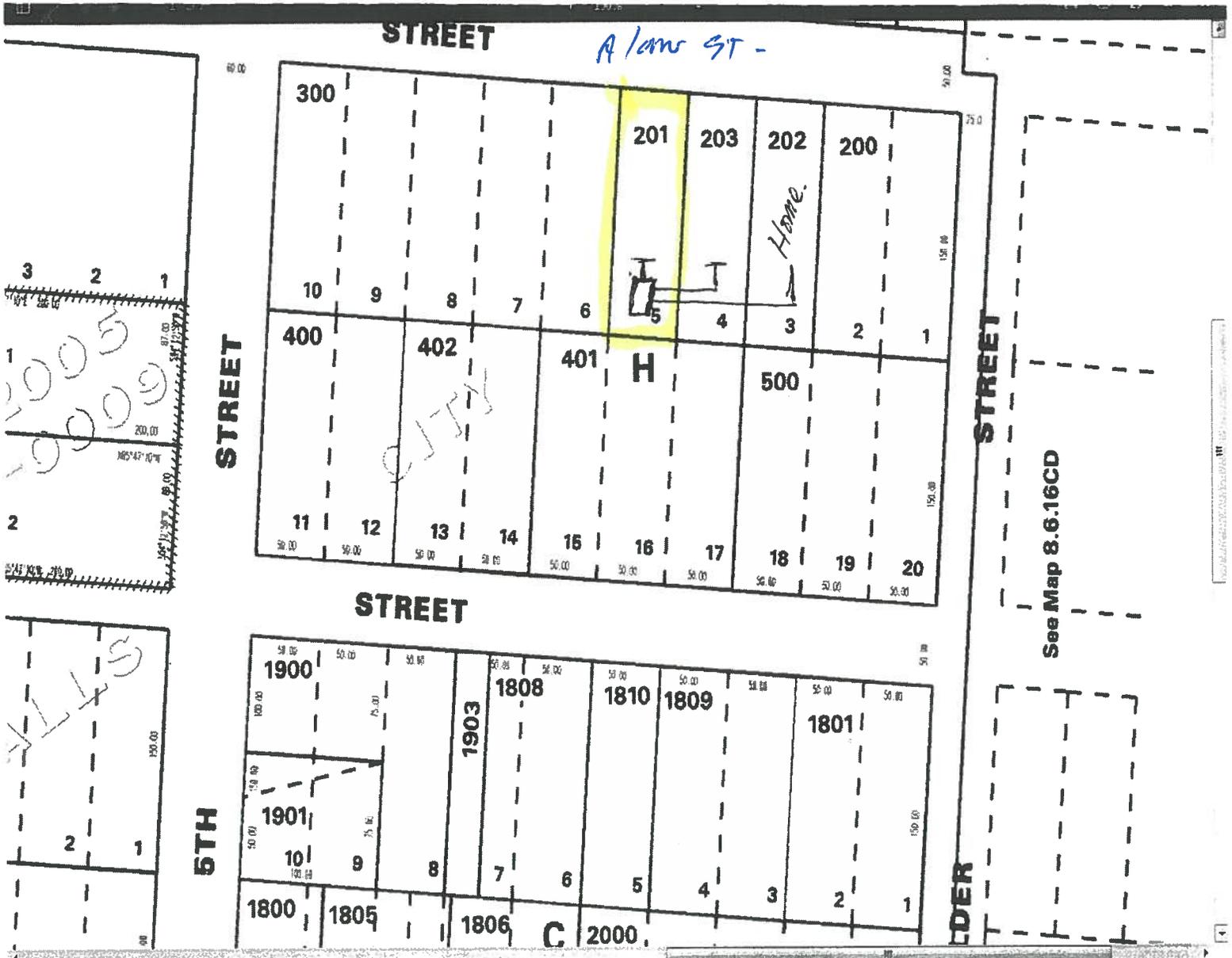
This letter is to verify that I have been placed on the October 12<sup>th</sup> 2017 Council meeting agenda as requested last week. It is my understanding that the Council makes all final decisions. I therefore request that the City distribute to the Council members the official City records pertaining to the sewer easement, tank installation and hookups extended to lots 201,202,203 (as built) previously known as 400 Alan st, Falls City which was later changed to 405 Alan st. by Falls City.

This installation and tank sizing for lots 201,202 and 203 were approved and inspected by the public works superintendent and the city engineer. Sewer lines were extended from the septic tank to each lot and capped off as directed (as built) and approved by City Council.

The entire system and infrastructure was paid for and installed by R.L. Carey Construction at the time of installation. I am not requesting a judicial, quasi judicial or variance or other review as this is an outright use and I need to verify and receive approval for the sewer hookup. My intent is to place a new home on lot 201.

Thanks,

Woody Carey.



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STREET

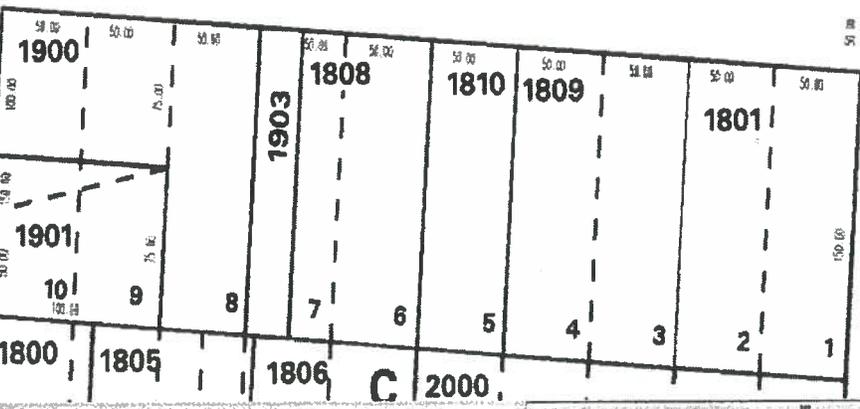
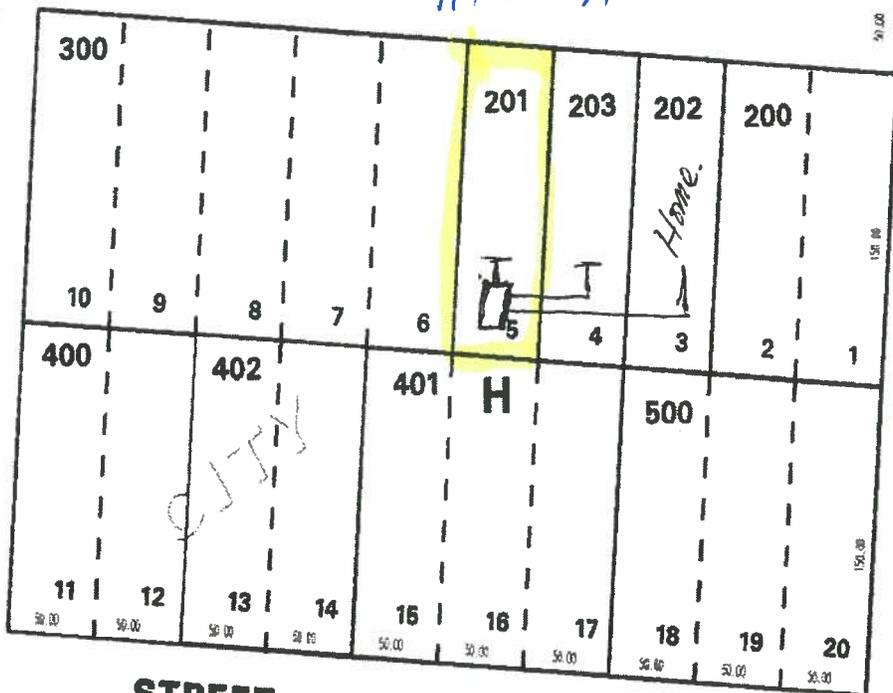
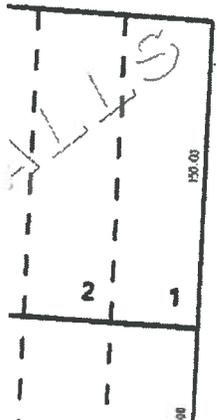
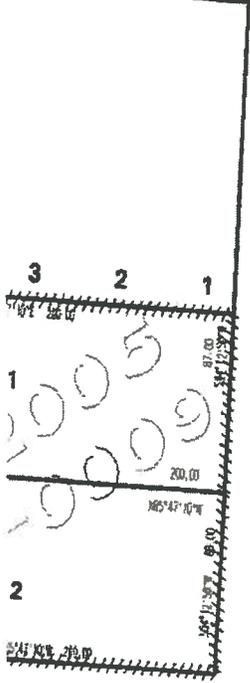
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STREET

5TH STREET

DER

See Map 8.6.16CD



**2.200 GENERAL DEVELOPMENT STANDARDS**

**2.200.01 LOTS OF RECORD**

- A. A lot or parcel is a legal lot of record for purposes of this Ordinance when the lot conforms to all zoning requirements, Subdivision Ordinance requirements, and Comprehensive Plan provisions, if any, in effect on the date when a recorded separate deed or contract creating the separate lot or parcel was signed by the parties to the deed or contract.
- B. A lot or parcel, which is a separate legal lot or parcel prior to the adoption of this provision, shall remain a separate legal lot regardless of ownership.
- C. The use or development of any legal lot of record shall be subject to the regulations applied to the property when such development or use is commenced. Non-conforming lots of record are exempt from lot area, lot width, and street frontage requirements. However, no dwelling shall be built on an existing lot less than 3,000 square feet in area.

**2.200.02 AUTHORIZATION OF SIMILAR USE**

The Planning Commission may permit, in a particular instance, a use not listed in this Ordinance providing the use is of the same general type and impact on adjoining properties as the uses permitted by this Ordinance.

**2.200.03 STRUCTURE HEIGHT EXCEPTIONS**

- A. Public, quasi-public or public service buildings, including hospitals, educational institutions, and schools, may be erected to a height not exceeding 60 feet, and churches or temples may be erected to a height not exceeding 75 feet, provided the required yards are increased by one foot for each foot of additional building height above the height regulations for the zone.
- B. Projections such as chimneys, spires, domes, elevator shaft housings, towers, aerials, flagpoles and other similar objects not used for human occupancy may exceed the structure height restrictions of this Ordinance.

**2.200.04 SOLAR APPARATUS AND SOLAR ACCESS**

- A. The use of solar energy systems, including solar collectors, storage facilities, and distribution components for space heating and cooling and domestic water heating shall be a permitted use within all zones, whether as a part of a structure or incidental to a group of structures nearby.
- B. Solar collectors, and the equipment used for the mounting and operation of such collectors, where necessary, may be elevated above the height limitation in residential

# Memo

June 20, 2005

City of Falls City  
Falls City, Oregon

re: R L Carey Subdivision Falls City

This memo is issued in response to a request by Ron Carey to summarize the following vital issues regarding R L Carey Subdivision.

1. The Subdivision has been completed to City standards and fully complied with the contract between the City of Falls City and Ron Carey. A letter of completion was issued to the City of Falls City by the City Engineer, Fred Bolton.
2. The Subdivision is zoned for residential use.
3. All lots are buildable and available for residential use as outlined in the construction contract and in compliance with applicable City, County and State Law.
4. The contract between the City and Ron Carey deems that "The City's sole obligation under this agreement shall be to connect the R. L. Carey Subdivision as a whole to the City sewer system at such time as the City Engineer finds that all required improvements are complete, or substantially complete. This obligation is contingent upon (1) completion of the connections up to City right-of-way as approved by the City Engineer and (2) the legal availability of the connections(s) under county, state and federal laws then in effect."
5. The City of Falls City Council, at its June 2005 Council meeting, determined that each lot owner in the R L Carey Subdivision shall pay the City an inspection / hookup fee in the amount of \$250.00 for water and \$250.00 for sewer.
6. All conforming building permit applications shall be submitted for review by the City Zoning and Development Committee Chairman and will be signed off within ~~five~~ 10 days. The applicant will then submit plans to Polk County; the City's designated building official.

It is the intent of the City of Falls City to uphold all agreements in relation to the R L Carey Subdivision. The City is eager to facilitate and encourage its successful completion. A copy of this memo is to be placed in the R L Carey Subdivision file at City Hall. A copy of this document is to be given to anyone requesting information regarding the R L Carey Subdivision.

Approved by vote of Falls City Council this 1<sup>st</sup> day of August 2005 at its regularly scheduled Council Meeting.

Passed by vote of Council  
on 8/1/05  
Vote 3 - 0  
Yes No  
WJZ  
Mayor  
8/1/05

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**AGENDA REPORT**

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**TO:** COUNCIL  
**FROM:** JOHANNA BIRR, CITY CLERK THROUGH MAYOR UNGRICHT  
**SUBJECT:** COMMITTEE APPOINTMENTS  
**DATE:** 10/10/2017

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**SUMMARY**

The City has received an application to fill a vacancy on the Public Works Committee.

**BACKGROUND**

The City has received an application for a committee appointment from Jennifer Drill regarding the Public Works Committee. As per the City Charter, the Mayor appoints committee members with the consent of Council.

**PREVIOUS COUNCIL ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

There are no fiscal impacts.

**STAFF RECOMMENDATION**

N/A

**EXHIBIT**

Committee application.  
Committee members with term expiration date.

**PROPOSED MOTION**

I move the Falls City Council grant its consent to appoint Jennifer Drill to the Public Works Committee.

Exhibit A



# Application for Committees

## City of Falls City

299 Mill Street, Falls City, Oregon 97344

RECEIVED  
OCT 10 2017  
BY: [Signature]

Instructions: Fill out both sides of form and submit to City Hall.

### Contact Information

Name: Jennifer Drill  
 Street Address: 136 Carey Ct  
 Mailing Address: Same  
 City/State/Zip Code: Falls City OR 97344  
 Home Phone: [Redacted]  
 Work Phone: [Redacted]  
 E-Mail Address: [Redacted]

### Background

Years of Residence in Falls City: 28 years  
 Place of Employment: Homemaker  
 Occupation: [Redacted]  
 Educational Background: H.S.  
 2 yrs college  
 Prior Civic Activities: City Councilor  
 Garden club  
 Parks and Rec  
 F.A.C.E.S.  
 H.S. Volleyball Coach  
 Booster Club

### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Planning Commission
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- ~~Economic Development Committee~~

\* See page 2.

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

- City Council
- Robert Young Construction

### Motivation

Discuss your motivation for serving on this Committee.

To continue to help serve my community and to be able to know and understand the different areas of operations in our city

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Jennifer M Dink

10/9/17

Thank you for completing this application form and for your interest in volunteering with us.



## City Council, Commission, and Committee Members

- 1.) City Council
- 2.) Parks and Recreation Committee
- 3.) Public Works Committee
- 4.) Budget Review Committee
- 5.) Historic Landmark Commission
- 6.) Planning Commission

### 1.) City Council

- |    |                                  |                       |
|----|----------------------------------|-----------------------|
| 1. | Mayor Terry Ungricht             | Term ends: 12/31/2018 |
| 2. | Council President Dennis Sickles | Term ends: 12/31/2020 |
| 3. | Lori Jean Sickles                | Term ends: 12/31/2018 |
| 4. | Jennifer Drill                   | Term ends: 12/31/2018 |
| 5. | Anthony (Tony) Meier             | Term ends: 12/31/2018 |
| 6. | Charlie Flynn                    | Term ends: 12/31/2020 |
| 7. | Cliff Lauder                     | Term ends: 12/31/2020 |

### 2.) Parks and Recreation Committee

- |    |                             |                       |
|----|-----------------------------|-----------------------|
| 1. | Janelle Anzalone (Chair)    | Term ends: 12/31/2018 |
| 2. | Dennis Sickles (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Jennifer Drill (Secretary)  | Term ends: 12/31/2018 |
| 4. | Lori Jean Sickles           | Term ends: 12/31/2018 |
| 5. | John Hawkins                | Term ends: 12/31/2018 |
| 6. | Jim Partridge               | Term ends: 12/31/2020 |
| 7. | Janet Propp                 | Term ends: 12/31/2020 |

### 3.) Public Works Committee

- |    |                             |                       |
|----|-----------------------------|-----------------------|
| 1. | Mitchell Padilla (Chair)    | Term ends: 12/31/2018 |
| 2. | Mike McConnell (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Guy Mack (Secretary)        | Term ends: 12/31/2018 |
| 4. | Mayor Terry Ungricht        | Term ends: 12/31/2018 |
| 5. | Open                        | Term ends: 12/31/2018 |
| 6. | Cliff Lauder                | Term ends: 12/31/2020 |
| 7. | Tony Meier                  | Term ends: 12/31/2020 |

**4.) Budget Review Committee**

1-7. City Council and Mayor (All seven members)

In addition, seven residents:

- |    |                    |                       |
|----|--------------------|-----------------------|
| 1. | Debera Ellis       | Term ends: 12/31/2017 |
| 2. | Guy Mack           | Term ends: 12/31/2017 |
| 3. | Steve Dixon        | Term ends: 12/31/2017 |
| 4. | Dawn Taylor        | Term ends: 12/31/2017 |
| 5. | Johnathan Ungricht | Term ends: 12/31/2018 |
| 6. | Amy Houghtaling    | Term ends: 12/31/2018 |
| 7. | Patti Sample       | Term ends: 12/31/2019 |

**5.) Historic Landmark Commission**

- |    |                              |                       |
|----|------------------------------|-----------------------|
| 1. | Amy Houghtaling (Vice Chair) | Term ends: 12/31/2018 |
| 2. | Guy Mack (Secretary)         | Term ends: 12/31/2019 |
| 3. | Randolph Osman               | Term ends: 12/31/2018 |
| 4. | Bruce Garrett                | Term ends: 12/31/2018 |
| 5. | Rose Bajorins                | Term ends: 12/31/2018 |
| 6. | Open                         | Term ends: -----      |
| 7. | Open                         | Term ends: -----      |

**6.) Planning Commission**

- |    |               |                                   |
|----|---------------|-----------------------------------|
| 1. | Tracy Young   |                                   |
| 2. | Rose Bajorins | Appointed 2016 (Serves 2016-2019) |
| 3. | Open          |                                   |
| 4. | Open          |                                   |
| 5. | Open          |                                   |
| 6. | Open          |                                   |
| 7. | Open          |                                   |

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MAYOR UNGRICHT  
**SUBJECT:** ORDINANCE 550-2017 WATER MASTER PLAN ADOPTION  
**DATE:** 10/12/2017

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### **SUMMARY**

The Water Master Plan has been reviewed by OHA and OWRD and has received approval.

### **BACKGROUND**

Falls City contracted with HBH Engineering to perform the Master Water Plan. Council approved the document at the February Council meeting to submit for OHA and OWRD approval. We have finally received approval, OHA approved their part of the plan in April and OWRD requested changes to the document and clarification on Berry Creek Water Rights and has issued their approval.

Falls City has had multiple meetings on the plan; three with the contracted Engineer in attendance, the draft plan has been on the City's website, and has been available at City Hall for public review. We will adopt the plan by Ordinance at two meetings to allow for Public comments.

The adoption of the plan will allow staff to close out the IFA grant and to start seeking funding for the projects identified as priority one. I do not believe we will be able to accomplish the full project funding request for the 2018 construction season, but we hope to have all of the engineering completed with project bid documents ready for the 2019 construction season.

### **PREVIOUS COUNCIL ACTION**

Adopted contract between the City and HBH Engineering for the Master Water Plan in December 2015. Public meetings held with engineer present in June 2016 and February 2017. Adopted plan for State review February 2017.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Adopt to close out IFA grant, \$20,000.

### **STAFF RECOMMENDATION**

Adopt Ordinance 550-2017.

### **EXHIBIT**

Water Master Plan on City website for Council and Public viewing. Hard copy provided to Councilors that request it. (must be returned to City Hall)

Exshibit A – Ordinance

Exhibit B – OHA concurrence letter date April 19, 2017.

Exhibit C – OWRD final order approving water management Plan.

### **PROPOSED MOTION**

I move the City Council of the City of Falls City read the Ordinance 550-2017 for the **first time** by title only. "ORDINANCE NO. 550-2017 **AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A WATER MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON;**

Ex: B



PUBLIC HEALTH DIVISION  
Drinking Water Services

Kate Brown, Governor

APR 24 2017

Oregon  
**Health**  
Authority

800 NE Oregon Street, #640  
Portland, OR 97232-2162  
Phone: 971-673-0191  
Fax: 971-673-0694  
[www.healthoregon.org/DWP](http://www.healthoregon.org/DWP)

April 19, 2017

Natalie Jennings, PE  
HBH Consulting Engineers  
501 E. First St.  
Newberg, OR 97132

Re: **2017 Master Plan (PR#17-2017)**  
**City of Falls City (PWS ID#00297)**  
**Concurrence with Master Plan**

Dear Ms. Jennings:

Thank you for your submittal to the Oregon Health Authority's Drinking Water Services (DWS) of plan review information for the Master Plan for the City of Falls City. On April 5, 2017, our office received a copy of the February 2017 Water System Master Plan. A plan review fee of \$4125 was received on February 17, 2017.

The Master Plan represents a 20-year planning horizon out to the year 2035. The plan includes a system description, future demand estimates and CIP project lists with cost estimates. Upon review of the Master Plan, it appears the criteria listed in Oregon Administrative Rules (OAR) 333-061-0060(5) have been met.

If you have any questions, please feel free to call me at (971) 673-0191.

Sincerely,

Carrie Gentry, PE  
Regional Engineer  
Drinking Water Services

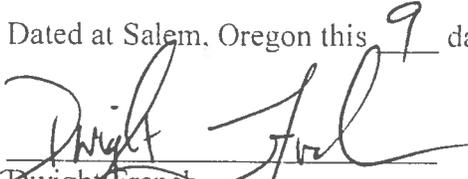
cc: Terry Ungricht, Mayor, City of Falls City

7. The plan includes 5-year benchmarks for implementation of: Annual water audits; requiring meters on all customer connections; and bill customers based, in part, on the quantity of water metered at the service connection.
8. The plan includes 5-year benchmarks for evaluation, development, and implementation of programs:
  - a. Annual Water Audit
    - i. In the next five years, the City develop will methods to quantify water used for sampling and flushing activities.
  - b. System-wide Metering and Maintenance
    - i. In the next two years, will install a meter to the Upper Park connection and disconnect the Fay Wilson Park connection.
    - ii. In the next three years, the City will develop and begin implementation of a plan to replace all customer meters over the next 25 years. replacing 20% of the system's meters every 5 years.
    - iii. In the next five years, the City will investigate the option of installing meters at the point of diversion for each source.
  - c. Leak Detection
    - i. In the next two years, the City will develop and implement a program to inspect the entire distribution system every 5 years.
  - d. Line Replacement
    - i. In the next five years, the City will develop and implement a program to prioritize and begin distribution line replacements identified in Appendix A of the plan.
  - e. Public Education
    - i. In the next five years, the City will offer free leak detection tests to residential customers who suspect a leak. City staff will help determine the location of the leak if the leak is outdoors.
    - ii. In the next five years, the City will develop free brochures with conservation information including tips on water saving irrigation techniques, methods to reduce consumption indoors, and a list of helpful websites. These brochures will be available at City Hall and will be included annually with water billings.
9. The plan identifies the Little Luckiamute River, Albert Teal Spring, Rattling Spring, Berry Creek, Boughey Creek, Glaze Creek, and Teal Creek as the source of the City's water rights.

**Other Requirements for Plan Submittal:**

5. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this 9 day of October, 2017.

  
Dwight French  
Water Right Services Division Administrator, for  
Thomas M. Byler, Director  
Oregon Water Resources Department

Mailing date: OCT 12 2017

**Notice Regarding Service Members:** Active duty service members have a right to stay proceedings under the federal Service Members Civil Relief Act, 50 U.S.C. App. §§501-597b. You may contact the Oregon State Bar or the Oregon Military Department for more information. The toll-free telephone number for the Oregon State Bar is: 1 (800) 452-8260. The toll-free telephone number of the Oregon Military Department is: 1 (800) 452-7500. The Internet address for the United States Armed Forces Legal Assistance Legal Services Locator website is: <http://legalassistance.law.af.mil>

## **Library Director's Report**

**October 2017**

- **Attendance** for the month of September was 56 adults and 55 children (111 total). 67 (60%) were there for research related activity.
- Elementary school library was moved to new location in multi-purpose room. Now 2 rooms with newly constructed wall.
- Have been working on my annual Halloween decoration/mask for the elementary school kids. They get a big kick out of this project.

**Andy Rommel – Library Director**