

City of Falls City
City Council Work Session
Wednesday February 3, 2016
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, and Julee Bishop

Staff Present

Clerk Hewitt

Facilitator

Mayor Ungricht

Mayor Ungricht called the meeting to order at 7:05 pm.

1) Roll Call

Clerk Hewitt took roll call.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire agenda: None

4) Consent Agenda: None

5) Public Comments: None

6) New Business

Mayor Ungricht/City Manager Ungricht distributed his staff report on the status of 2015 Goals. He also distributed 2015 Goal-Setting Workshop Results and a League of Oregon Cities (LOC) Goal Setting preparation packet to all present.

Dennis Sickles arrived late due to a school conflict.

Mission statement remains as is.

Goals identified:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements
2. Broaden community understanding of City government and operations by enhancing community communications.
3. Develop a strategy to encourage economic development in Falls City.
4. Explore options to enhance Public Safety and implement a Code Enforcement Program with available resources.

Council identified the following issues facing Falls City as #1 priorities:

1. Develop funding for sewer project
2. Create a Parks Master Plan
3. Determine desired Code Enforcement program model
4. Develop and implement program and train appropriate people
5. Educate the public on emergency procedures.

Council identified the following issues facing Falls City as #2 priorities:

1. Develop funding sources for Street improvements.
2. Create Economic Development/Community Beautification Committee to develop and implement a list of projects

Council identified the following issues facing Falls City as #3 priorities:

None

Council identified the following issues facing Falls City as #4 priorities:

1. Schedule Town Hall meetings to share information with and solicit information from citizens.
2. Continue to enhance the City's website
3. Review City ordinances to ensure compatibility with business development.
4. Replace missing traffic signs in the City.

7) Correspondence, Comments and Ex-Officio Reports:
February 4 Work Session Meeting cancelled due to efficiency on February 3 Work Session meeting.
Clerk Hewitt posted public notices.

8) Council Announcements: None

9) Adjourn
The meeting was adjourned at 8:45 pm.



Mayor Terry Ungricht

Attested: 

City Clerk JoHanna Hewitt

Falls City Goals Meeting 2016

From: Mayor/Manager Ungricht

With the changes we experienced with the election of 2014, changes in staff, new councilors, new mayor, and changes in the Manager I believe that we can look at the last year and feel proud of the direction we are taking our City. I came into office on January 1st, unfortunately I was not allowed time from the election results until January 1st to receive training and a hand off of where the last Administrator was at with the City. Thank God that the Council had hired a very competent interim manager that was here until April to help train me and to help set up the 2015-16 budget.

My goals from the election were to rebuild a team spirit with staff and Council. I believe that we have succeeded in building a work place that every employee feels that they are part of the discussion to find solutions that will move our City forward.

Another main goal was to address infrastructure problems that we have in the City; our Water system was out of compliance due to an expired Master Water Plan, we have moved forward on that at a fraction of the cost that was estimated by the last administration. We expect to have an approved plan by October of 2016. We were also able to renegotiate a new contract with Luckiamute Water district which has brought in needed revenues and has them paying close to what our City customers are paying. We were awarded the Small City allotment Grant, a year earlier than expected, and we will be laying pavement on a non-timber corridor for the first time in over a decade. So while we have moved forward on repairing an infrastructure that has not seen a lot of projects in the last decade, and there is lot of problem areas, we are starting to make steps forward.

I would like to advise the Council that this is your goal session, but I hope that you concentrate on infrastructure issues. We have major problems in the degradation of our paved roads, out dated equipment; the Public Works truck is over a decade old, the street grader is over 5 decades old. We have made a few equipment upgrades for the Fire Department but there is needed equipment there, a quick response rig would be great, right now they have to use the fire engine to answer a medical call, this adds to wear on the engine and a slower response time.

I know there will be projects identified in the Water Plan that we are going to have perform to keep our water system safe and dependable. We will need to sell a rate base that will accomplish these goals. This means getting educated on why, how much, and the need for upgrading projects. We were elected to keep these systems in good operation for our citizens, so we need to educate ourselves so we can explain to the citizens if and when rates need to go up.

Which leads me to what I feel is our major problems facing the future of Falls City are; Number one is the sewer, we are currently not up to date in compliance with the DEQ permit and the current system is wore out. We need to address the system, I do not believe we can keep kicking the can, DEQ will come in and force the City to build a new sewer system or we will have properties condemned. Our option is to accept the lagoon option in the Facility plan and move forward. I am asking for resolution on the sewer system to be listed as a number two goal. I think we need to contract to Portland State to survey

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

March 2 and March 4, 2015

GOAL-SETTING WORKSHOP RESULTS

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.

GOALS

The City of Falls City will:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.
2. Explore the development of an electric generation facility to power City operations.
3. Broaden community understanding of City government and operations by enhancing community communications.
4. Develop a strategy to encourage economic development in Falls City.
5. Explore options for and implement a code enforcement program that fits within available resources.
6. Enhance public safety in Falls City.
7. Develop and implement a staffing plan to carry out City operations.

GOALS UPDATE- June 2, 2015

OBJECTIVES

Goal #1 – Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.

	OBJECTIVE	PRIORITY
1	Update the Water Master plan	1
2	Create a Parks Master Plan	1
3	Develop a Capital Improvement Plan (CIP) which incorporates projects from other master plans	2
4	Develop funding sources and schedule for chip-sealing City streets	2

1) RFQ has been published. 10-15-2015 2) Parks Committee is looking into, could partner with OSU. (06/02/2015). 3) Staff has been up dating comp plan with resolutions/ordinances since 2010 that were not up dated in plan. Some of this work will be done with Master Water Plan. 10-15-2015. 4) Not worked on 10-15-2015

Goal #2 – Explore the development of an electric generation facility to power City operations.

	OBJECTIVE	PRIORITY
1	Identify preferred option and funding mechanism	1
2	Determine regulatory process and requirements	1
3	Contract for engineering and design of system	2
4	Begin permitting process	2

Council President Sickles is going to do the leg work on identifying the agencies we will need to go through for approval. (10/15/2015) Told Council it needs more research. (12/2015)*

Goal #3 – Broaden community understanding of City government and operations by enhancing community communications.

	OBJECTIVE	PRIORITY
1	Schedule town hall meetings to share information with and solicit information from citizens	1

2	Publish a newsletter article on the City budget	1
3	Create a list of community volunteers and resources	1
4	Respond publicly and in a timely fashion to public comment issues received at City Council meetings	1
5	Continue to enhance the City's website	4
6	Post any ordinance changes once decided to make sure the public is informed	4

- 1) Councilor Drill is holding Monthly town hall meetings. 10/15/2015. 2) Published in March newsletter. 3) Not done. 4) New form accepted by Council. 5) Johanna has updated the website, this will always be ongoing. 10/15/2016 6) Ordinances are posted in the Council Packets, in the minutes, and it is updated in the municipal code, which is on the web. This will be ongoing set by office policy.

Goal #4 - Develop a strategy to encourage economic development in Falls City.

	OBJECTIVE	PRIORITY
1	Create Economic Development/Community Beautification Committee to develop and implement a list of projects	1
2	Review City ordinances to ensure compatibility with business development	2

- 1) The City has finished the stairway project and the electrification on the river side park. Need Council direction on Committee ideas.
 2) This is ongoing, Staff this year has had a crash course in land development, we are experiencing a high land use applications. City needs to address lack of waste-water system to help bring in business development.

Goal #5 – Explore options for and implement a code enforcement program that fits within available resources.

	OBJECTIVE	PRIORITY
1	Determine desired program model	1
2	Develop and implement program, and train appropriate people	1

Staff has met with County Code Enforcement and Albany code Enforcement. Still in initial stages of developing an affordable program. Staff is aware of the need and is searching all avenues. Ongoing. Staff identified a search tool to locate property owners otherwise MIA.*

Goal #6 – Enhance public safety in Falls City.

	OBJECTIVE	PRIORITY
1	Explore options/feasibility for police presence in Falls City	1
2	Explore use of cameras as a crime deterrent	1
3	Create a City Emergency Plan and educate the public on emergency procedures	1
4	Replace missing traffic signs in the City	4

Next Page

- 1) With passage of the County Safety Levy there has been more patrols assigned.
- 2) Parks committee is exploring cost. Surveillance cameras not feasible due to cost and limited retention space.* Councilor Drill contacted Mr. Bender with Polk County and they do have an event camera we could borrow.
- 3) Is being worked on by Councilor Drill and Fire Department.
- 4) Public Works committee has developed a priority list. Public Works has ordered 20 new Stop signs. Placed*

Goal #7 – Develop and implement a staffing plan to carry out City operations.

	OBJECTIVE	PRIORITY
1	Create a succession plan for replacement of the existing workforce when changes occur	1
2	Determine the City Management staffing needs for the City	1
3	Hire staff as needed according to staffing plans/needs	1

- 1) We have hired another Clerk. Still need to hire another Public Works worker.
- 2) City Management is defiantly a full time job, budgeting for a professional manager will be difficult.
- 3) 30 On going, per item 1.

KEY TO PRIORITY RATINGS

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year

GOAL SETTING

A Preparation Packet



League of Oregon Cities
P.O. Box 928
Salem, OR 97308
588-6466

"Any fool can lay out a five-year plan, but it takes a person of rare ability to hop from crisis to crisis."

Anonymous

Notes to Readers

INTRODUCTION

This packet has been developed to help you prepare for the upcoming goal-setting session your council has scheduled. In the firm belief that the more time you spend "ahead of time, the less you will spend at the time," this packet encourages you to complete several quick exercises in the way of "homework." Much of the material in the packet is to stimulate your best thinking about the condition of the city and its future. Read through each of the pages and complete the suggested exercises. Return them to the city manager or designated collection point as soon as they are finished and well ahead of the scheduled session. The facilitator will use the information to prepare him or herself for the session and to prepare various posters and displays to be used during the session.

WHAT CAN YOU EXPECT IN A GOAL-SETTING SESSION?

The technique and processes used in this goal-setting approach are simple, straightforward, and to the point. Provided the homework packets are completed and returned to the collection point on time, when you enter the goal-setting session, you will find already posted and ready for processing, the summarized results of the collective homework packets of each of the council members. There are several steps involved in the goal-setting process.

STEP 1: DISCUSS LONG-RANGE ISSUES

Participants will review and discuss the long-range issues the city will be facing (see page 5).

STEP 2: DISCUSS POSSIBLE GOALS

Participation will consist of a review of the posted goals to insure that each participant understands clearly what is meant by the statement.

STEP 3 GROUP GOALS BY TOPIC

The group begins the process of clustering various goal statements into logical groupings under appropriate headings (e.g., Economic Development, Downtown Redevelopment, Tourism, etc.). This step is the most lengthy portion of the goal-setting process, because as the clustering process is taking place, the individual goals are edited, analyzed, and often rewritten to meet the needs of the group.

STEP 4: PRIORITIZE GOALS

During this step, resource points are distributed among the various goals and objectives to represent the collective sense of priority of the council as a whole. Without this step, the goal-setting process is useless to those who are responsible for carrying out the policies of the council.

WHAT CAN YOU EXPECT OF THE FACILITATOR?

The facilitator of a goal-setting session has two primary responsibilities. First, the facilitator must keep the discussion on track and directed toward the process of setting goals. Second, the facilitator must keep the communication process open, accurate, and positive. To do so, he or she may ask you to clarify certain statements, or show how your comments are related to the goals and activities at hand. The most frequent question you will hear asked by the facilitator during the session will most likely be, "How will you know when you have accomplished that goal?" or, "What will it look like when you have accomplished the objective?" By doing this, the facilitator assures that the goals you end up with are goals that are practical and can actually be attained. Remember, the facilitator is not an expert on your city. You must supply the relevant information. The facilitator is an expert on helping councils pull the various views and needs of the individual members into a workable set of goals that represent the direction for the city for the next year(s).

HOW CAN YOU HELP MAKE THE GOAL-SETTING SESSION MOST EFFECTIVE?

There are several things you can do to help make the session a productive one. First, complete the homework packet and turn it in well ahead of time. Second, come to the session prepared to listen, discuss, and make commitments and decisions for the city. And third, come to the session with the understanding that probably not all of your goals will be the same or of the same priority as those of others on the council, and that to be effective, the final goals must represent the needs of the city and of the whole council. Therefore, be prepared to negotiate, compromise, and work for solutions and goals that are the best for all parties involved. Finally, be prepared for some hard work, some fun, and, when it is all over, the satisfaction of knowing you've done something productive and really important for your city.

Looking Back

1. Review the goals you set last year. Using a scale from 1 - 10, assign a rating of how successful you believe you as a council were in accomplishing each of the goals.

1-----10
Totally Unsuccessful Totally Successful

2. When you have finished rating each of last year's goals, analyze the reason for the varying degrees of success and failure that your ratings represent.

For those goals receiving a high rating, try to determine what events, circumstances and conditions helped in the achievement of these good results.

For those with low ratings, identify the events, circumstances and conditions that prevented the council and city from successfully accomplishing the goal.

Are any patterns apparent in your analysis?

Were your goals too unrealistic?

Did you set goals that were high enough?

Are you able to accurately assess how well you really did with respect to goal accomplishment?

Did you have too many goals for the resources and time? Too Few?

3. Based upon this analysis and upon your experience with goal-setting, both as a specific activity and as a management tool for the city over the last year, what suggestions and recommendations do you have that will help make the goal-setting process more effective for this next year? Include your suggestions with those on page 9.

Gathering Information

Before going any further in preparing for the goal-setting session, gather some information. Talk to people. Talk to...

Business People	Homemakers	Students
Lawyers	Doctors	Plumbers
Teachers	Retirees	Kids
People on the Street	Waiters	Cooks
Mechanics	Laborers	City Employees
Department Heads	Truck Drivers	Special Interest Groups
Church Officials	Grocers	Newcomers
People Who Haven't Voted in Five Years		

Ask about their concerns, their ideas, their solutions and goals. Talk to people you don't normally talk to. Talk to people about their city and what they think you, as an individual councilor, and you as a city council together should be doing.

Review the events of last year, the goals established and the achievements actually attained. Develop a feel for the relative expenditures necessary for goal achievement. Consider:

The time involved.

The personnel resources required.

The money required.

The projects that didn't get done because of higher priority projects.

The time, resources, and money necessary to maintain the advances of last year.

The unforeseen events that transpired which caused you to be less effective than you would have liked.

Look to the future. What events or circumstances are likely to come along during this next goal cycle to upset the best of intentions? What must you be prepared for?

Down the Road

Using your knowledge of the city and your feelings for its long-range future, speculate as to the major issues the city will have to address during the next 5, 10, 20 years. Identify several of them. List them below, and tell how you think the city should begin preparing to deal with them.

1.

2.

3.

4.

5.

6.

"ONE SHOULD NOT PLAN VAST PROJECTS WITH HALF-VAST IDEAS."

Anonymous

Criteria for Effective Goals

"THE BEST CRITERIA OF A GOAL IS THIS: IS IT USEFUL?"

- SPECIFICITY:** General goals are less useful than specific ones because specific ones imply next steps.
- PERFORMANCE:** Performance or action-oriented goals are more effective in guiding staff in what to do than are non-performance goals. Do not confuse statements of belief or council views and positions as goal-statements. Goal-statements lead to action, whereas statements of positions or beliefs may only describe a condition.
- INVOLVEMENT:** Goal statements should identify who is to be involved in goal accomplishment and to what extent.
- REALISM:** Each goal must be realistically attainable.
- OBSERVABILITY:** Goal statements must be written so that an observer will be able to tell when and whether or not the goal is being accomplished. The more observable the goal, the easier it is to judge effectiveness.

The 10 Most Important Goals

I Think We Should Pursue This Next Year

Based upon your experiences last year, your beliefs and perceptions about the future of the city, and the ideas and concerns you have generated in working through this booklet, list the ten top goals you would like to see addressed this next year. You do not need to prioritize them. Write your goal statements with the "criteria for effective goals in mind."

The Effective City Council

- maintains a clear and cooperatively established set of goals;
- encourages open, two-way communication between one another;
- respects the knowledges, skills, and special interests of each other;
- handles dissent, conflict, and controversy in a positive, constructive, and professional manner;
- recognizes and acts upon the importance of presenting a solid unity after decisions have been made, even though individuals might have voted and lobbied for a different decision prior to a vote;
- understands that the council is only effective as a single unit;
- recognizes that councilors have different constituencies and beliefs, and that each represents a legitimate part of the community - no more and no less than any other councilor;
- recognizes the differences between arguing and problem-solving;
- does not personalize issues and decisions; and
- understands that one is seldom going to have all decisions go the way one wants, and accepts and works positively within that framework.

**"OFTEN, WHEN DEMOCRACY IS WORKING AT ITS BEST,
EVERYONE IS JUST A LITTLE DISSATISFIED."**

Working Together

What ideas do you have about becoming a more effective council? What are some goals you think the council as a group should set for itself in order to become a more effective body? Use your past experience, your perceptions of council functioning, and the information generated by working through this booklet to develop your ideas. List them on this sheet.