

City of Falls City
City Council Regular Meeting
Thursday March 19, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Staff Present

Jon Hanken, Interim City Manager

Mayor Ungricht called the meeting to order at 7:00 pm.

- 1) Roll Call
Interim City Manager Jon Hanken took roll call. Julee Bishop was absent.
- 2) Pledge of Allegiance
Mayor Ungricht led the pledge.
- 3) Motion to adopt the entire agenda
A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin
- 4) Consent Agenda: Motion Action Approving Consent Agenda Items
None
- 5) Public Comments
June Abbenante of Falls City reported that she had been harassed and had received threats by telephone. Detective Williams would not help her. She had spoken to the Mayor about the problem. She wanted the City Council to claim eminent domain of the land owned by the person harassing her. She wanted a marijuana shop in town.
- 6) New Business:
 - A) Council direction on, job duties, hours, RFP of City Manager
Interim City Manager distributed a handout titled City Manager Profile (Exhibit A).The City Council, Mayor, and Interim City Manager discussed the position, considered a full-time or a part-time position, education requirements, and the limitations of the budget. Council agreed that a City Manager was needed but city finances could not pay for a full time position. Council considered the likelihood of recruiting a part-time City Manager. Council considered PERS, insurance, and the difficulty of limiting the job to twenty hours.

City Council was in consensus to move forward with the recruitment for a part-time City Manager with the understanding that they could reconsider the structure at a future date if needed. Council directed the Interim City Manager to conduct the recruitment effort.
 - B) Council direction on Code Enforcement
The City Council and Mayor discussed the volunteer code enforcement system used in Detroit, Oregon. Detroit used a complaint driven system, City Councilors serve as enforcement officers with training provided by Sheriff, two City Councilors inspect a complaint, a contact letter is sent with due date, a second letter is sent followed by a citation. Mayor Ungricht thought it would take approximately six months to implement a similar system. Mayor Ungricht stated that this model

would require City Councilors to understand the Municipal Code, which in turn might highlight changes needed. He saw the model as results driven not a punishment.

Councilor Melin wanted to explore Oregon Code Enforcement Association (OCEA) training for Alternatives to Code Enforcement. Council discussed using volunteers to help clean up properties. Councilor Meier, Councilor L. Sickles, Councilor Drill, Councilor Melin, and Mayor Ungricht were in favor of Councilors serving as Enforcement Officers. Councilor D. Sickles agreed that the idea should be explored, but he had reservations. He wanted a community friendly process. Interim City Manager Hanken asked Council to consider how they might resolve issues such as two City Councilors interpreting the Municipal Code differently. Council agreed that the task of Code Enforcement would be difficult at times. Councilor L. Sickles asked Mayor Ungricht to explore sharing a Code Enforcement Officer with neighboring community such as Dallas. Councilor D. Sickles thought a solution might be to hire a part time City Clerk who lived outside of town who could also do Code Enforcement.

Council discussed code enforcement issues and successes during the prior administration. Council discussed urban farming. Interim City Manager Hanken briefly discussed the need to involve the community when making changes to the Falls City Comprehensive Plan.

Council considered if they should make a motion in support the Polk County Safety Levy at the next City Council meeting.

June Abbenante of Falls City said she spoke to Joe of Republic Services about the garbage surrounding the apartment building.

City Council directed Mayor Ungricht to explore a Council based code enforcement, training options, and to meet with other agencies to explore an affordable way to share a professional.

Mayor Ungricht cautioned Councilors not to “reply all” to City emails. To reply all would invoke public meeting laws.

Councilor Drill questioned if Council should discuss the part time city clerk or public works position. Interim City Manager Hanken said the two primary positions for budget consideration were the part-time City Manager and Code Enforcement. If Council decided to serve as Code Enforcement, then the money saved could be considered for a part time clerk and/or public works position. The part time clerk and part-time public works positions cannot be combined because of the certifications required for public works. Mayor Ungricht said a backup for the City Clerk was needed to cover vacations and illness, but the budget would determine if this position and the part time public works position could be pursued.

7) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

Councilor Drill wanted to include religious events in the newsletter if they were open to the public. She reported that two churches had asked to include Easter events in the newsletter but Mayor Ungricht declined to include the information because they were religious events.

First Christian Church wanted to advertise a free Easter breakfast and Mountain Gospel Fellowship wanted to advertise a Friday movie night “The Passion of the Christ”, an Easter Sunrise Service, and a free Easter brunch. Mayor Ungricht deemed the events religious in nature and declined to include them in the newsletter. He reported that the prior City Council had determined that church sponsored non-religious events open to the public and people of all faiths could be included in the

newsletter, but religious events could not. Mayor Ungricht stated the Oath of Office for City Council stated that Councilors would uphold the constitutions of the United States and the State of Oregon; both of those documents require a separation of church and state.

Councilor Drill questioned why the James 2 dinner was included in the newsletter. She agreed that the sunrise service was in a gray area, but she thought the free brunch and breakfast should be included. Mayor Ungricht stated that the prior Council made their determination to avoid lawsuits. Councilor L. Sickles agreed and stated that a City could not advertise religious events. Councilor Meier thought the free breakfast and brunch would be fine, but agreed that the "The Passion of the Christ" movie shown in a Church was a religious event and should be excluded. Council agreed that the City Easter Egg Hunt was not a religious event. Councilor D. Sickles felt that events that welcomed everybody should be included. Councilor D. Sickles disagreed with the policy but he understood that advertising religious events in the City newsletter did not support the State and Federal Constitution, and he agreed that allowing religious events in the City newsletter could be harmful to the City. Councilor Drill cautioned Mayor Ungricht that he should remove the James 2 dinner from the newsletter. Councilor Meier agreed. Councilor L. Sickles stated that the prior Council determined that the event organizer certify that the event was not religious on a form provided by the City, when submitting an event for the newsletter. Mayor Ungricht would notify the City Attorney of this conversation and would bring the issue back to City Council.

Mayor Ungricht commented that any organizations could obtain a mailing list of voter addresses from the precinct, purchase a mailing list, or go to the post office and get the address in a zip code and send out a newsletter.

B) Mayors Reports

Mayor Ungricht, Interim City Manager Hanken, and Fire Chief Bob Young met with Southwest Rural Polk County Fire District (SWRCFD). The payment to Falls City from Southwest Rural Polk County Fire District would increase by roughly \$1,000.00 in 2015-2016. Mayor Ungricht said he was concerned because SWRCFD was using reserves to cover expenses, and to a lesser extent so was the City of Falls City for our Fire Department. SWRCFD became a district in the 1970's and was limited by a permanent tax rate set at that time. SWRCFD was considering forming a new district with a new tax rate. Mayor Ungricht reported that Fire Chief Young was not in support, but after the discussion with SWRCFD understood the need. Mayor Ungricht said the City needed to look five to ten years out. The City would study the options.

C) City Manager Reports - None

8) Council Announcements - None

9) Adjourn

The meeting was adjourned at 8:51 pm.

 _____ Mayor Terry Ungricht

Attested:  _____ City Clerk Domenica Protheroe

Exhibit A

City of Falls City City Manager Profile 20 - 24 Hours Per Week

Education and Experience

A Bachelor's degree in public/business administration, accounting or related field and administrative/management local government experience; or equivalent is recommended. Master's level coursework in public administration or related field, including internship placements in local government settings may be used to meet the local government experience requirement. Prior experience in a small town environment with limited staff is preferred.

Skills and Past Performance

Administrative Ability

Candidate must be a "hands-on administrator with good overall knowledge of municipal operations, policies and procedures. Excellent communication and interpersonal skills are required to communicate effectively with the community and the City Council. He/she must work well under pressure and possess the ability to multi-task and prioritize effectively. In working with staff, he/she needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.

Council Relations

Candidate must have the ability to work effectively with the Council and to keep them informed and to provide them with the necessary information, options and recommendation to be able to make informed decisions. The individual must be able to carry out the intentions and directions of the Council in a positive manner and to effectively move forward on the goals and objectives established by the Council.

Budget and Finance

Candidate must have a strong financial and accounting background. The individual should have knowledge of local budget law and be able to prepare a balanced budget and to manage effectively within budgetary constraints. Experience in grant writing, procurement and administration is desirable.

Community Relations

The individual must be able to relate to and work with all citizens and project a positive image of the City. He/she should be comfortable working in a small town environment and be willing to understand the culture of the community.

Intergovernmental Relations

Must be able to relate to and develop good working relationships with other governmental entities, including other cities, the County, schools, state and federal agencies.

PROPOSED
CITY OF FALLS CITY
CITY MANAGER RECRUITMENT
SCHEDULE

| STEPS | ESTIMATED TIME | TARGETED COMPLETION |
|--|--|--|
| 1. Develop position profile | | April 9th |
| 2. Prepare advertisement and determine placement | | April 13th |
| 3. Closing Date | Position should be advertised for 4 weeks. | Wednesday, May 8th |
| 3. Prepare and send acknowledgment letters | One week after closing | May 15th |
| 4. Screen applicants | One week after closing | May 15th |
| 5. Council to select candidates for backgrounds or interview | One week after receiving applications | Special Council Meeting (Executive Session) Week of May 18th – 22nd |
| 6. Conduct backgrounds and reference checks (if conducted before interviews) | 2 weeks | June 5th |
| 7. Finalize candidates for interview | | Council Meeting (Executive Session) June 11th |
| 8. Candidate Interviews | | End of June – Beginning of July |

Information from 2012

CITY OF FALLS CITY-CITY ADMINISTRATOR SALARY SURVEY INFORMATION

| City | Job Title | Pop. | Current Salary | Salary Range | PERS/Other Retirement | 6% EE portion - paid by City | Deferred Comp | Hire Date |
|---------------|--------------------|-------|----------------|--|---|------------------------------|---------------|-----------|
| Coburg* | City Administrator | 1,040 | \$55,000 | | | | | |
| Halsey | City Administrator | 910 | \$63,772 | \$48,876 - \$63,772 | PERS | Yes | No | Mar-01 |
| Scio | City Manager | 840 | \$63,065 | n/a | No - Pay \$4,160/year - n/a ret. plan of choice | n/a | No | Sep-07 |
| Adair Village | City Administrator | 840 | \$57,500 | Part of compensation package of \$60,000 | PERS | Yes | \$2,340/year | Oct-07 |
| AVERAGE | | | \$59,834 | | | | | |

Current Recent Openings

Ranges in 2012

North Plains (pop. 1970) - Advertised at \$71,000-\$90,000
 Gearhart (pop. 1465) - Advertised at \$65,000-\$75,000
 Amity (pop. 1480) - Advertised at \$55,000 - \$70,000
 Rockaway Beach (pop. 1315) - In 2008 was advertised at \$60,000-\$70,000.
 Recently advertised at \$50,000-\$60,000 - did not fill - talking to LOC about increasing the range.

*Coburg (pop. 1040) - Advertising for City Administrator/Director of Planning - \$55,000+ depending on experience.
 Donald (pop. 980) - Advertised at \$50,000 - \$60,000
 Wheeler (pop. 420) - Advertised at \$45,000-\$55,000
 Banks (pop. 1775) - Advertised at \$65,000 - \$75,000
 Heppner (pop. 1290) - Advertised at \$50,500 - \$56,000
 Cascade Locks (pop. 1145) - Advertised at \$60,000 - \$70,000

Current
 Burns (2,729) \$50,000 - \$62,000
 Junction City (5,532) \$85,000 - \$105,000

Current salary - 24.23 per hour

20 hrs per week \$25,199.00

24 hrs per week \$30,239.00