

City of Falls City
City Council Regular Meeting Minutes
February 8, 2018 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

Staff Present: Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder.

Mayor Gordon called the meeting to order at 6:01 pm.

1) Roll Call

Clerk Birr took roll call. Councilor D. Sickles was absent.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Motion to adopt the entire Agenda

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

4) Consent Agenda

City Recorder DeCamp distributed Item H; Resolution 03-2018, Authorizing an Agreement between the City and Oregon Community Trees for Funding of Food and Trees for the Falls City Annual Arbor Day/Solve River Clean Up (Exhibit A), Item I; Resolution 04-2018, Fire Assistance Grant (Exhibit B), Item F; 2016/2017 Budget Audit Report (Exhibit C), and the Sheriff's Report for January (Exhibit D). Item F was moved to Item A to allow the Auditor to speak first as a courtesy.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the Consent Agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

5) Public Comments

None

6) New Business

A. 2016/2017 Budget Audit

Auditor Thomas Glogau handed out a brief report to Council then discussed the 2016-2017 Annual Finance Report. Falls City is in good financial standing, and would be able to absorb any surprise expenditures should they arise. Mr. Glogau said the city is well within normal parameters and has done well paying off its debt.

B. Council President Election

Chapter 3, Section 9 of the Falls City Charter requires Council to nominate and elect a new Council President at its first meeting each year. Council missed the election in January. Councilor L. Sickles nominated Councilor Meier for Council President. Councilor Flynn seconded the nomination. Councilor Drill was nominated, but did not receive a majority vote.

A motion was made by Councilor Lauder and seconded by Councilor Meier to elect Councilor Drill as Council President. Motion carried 2-3-0. Ayes: Cliff Lauder, Tony Meier. Nays: Lori Jean Sickles, Jennifer Drill, Charlie Flynn

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn to elect Councilor Meier as Council President. Motion carried 3-2-0. Ayes: Lori Jean Sickles, Jennifer Drill, Charlie Flynn. Nays: Cliff lauder, Tony Meier

C. Budget Calendar 2018-2019

The budget calendar allows sufficient time to complete the entire budget process before June 30, as is required by ORS 294.408.

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of the City of Falls City adopt the 2018/19 Budget Calendar. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

D. Replacement Pages for Municipal Code

Clerk Birr finished updating the Municipal Code with recent Ordinances adopted by council. Replacement pages were provided for each Councilor's City Resource Book.

E. 2018 Council Goals

Goal-Setting Workshop Results were presented for Council Approval.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City approve the City Council Goals as amended. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

F. Advisory Board Membership

Council requested that Mayor Gordon develop a list of Advisory Board members to appoint to an Advisory Board. The Advisory Board is responsible for presenting Council with options to secure a long-term lessee for the donated 304/306 N Main Street property. Mayor Gordon drafted a mission statement of the Advisory Board for Council approval.

Councilor Lauder asked if the Board would be exclusive or open to anyone else that wants to be involved in the process. City Manager said the Advisory Board is not subject to Public Meetings Law. Councilor Drill commented that she would like to see the Board open for other community members to attend meetings. Mayor Gordon agreed, there needs to be broader community input. Councilor L. Sickles suggested a Town Hall meeting to gather questions and ideas, and then take those to the Advisory Board. Councilor Drill expressed concern that the focus of the Advisory Board would be biased, and that Council may miss other ideas for developing the property as four (4) of the appointed members work for the Falls City School District.

City Manager Ungricht sees this property as an investment so the city can begin to put money into the general fund.

The Advisory Board's goal is to develop profitable uses for 304/306 N Main Street and create City revenue. Mayor Gordon offered to submit a monthly Advisory Board report to Council. City Manager Ungricht recommended adding Councilor Drill to the Board. Mayor Gordon requested amending the motion to add Councilor Drill's name.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City to consent to the board membership to include the individuals listed in the summary of the agenda report with the addition of Jennifer Drill. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

"The mission of the Advisory Board is to present to Council options for a long-term private or non-profit lessee of 304/306 N Main Street who will cover the costs to rehabilitate the property up to standards, provide a needed service for residents, and to ensure the property produces a positive or neutral short and long-term net effect on the City's budget."

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City to approve the draft mission statement of the Advisory Board. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

G. Budget Committee Appointment

Falls City Budget Committee has five vacancies. Applicants included Guy Mack, Nick Backus, Alan Kind and Karla Kind.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City appoint Guy Mack, Nick Backus, Alan Kind and Karla Kind to the Budget Committee. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

H. WTP Sand Replacement Bidding Document

Staff has been working on a schedule to replace the sand filters that have reached the end of their life expectancy at the water treatment plant. This has become a difficult process with the cost of replacement for each filter at \$100,000. The bid contract is still in review with the City Engineer and City Attorney, and City Manager Ungricht said that the goal is to start the project by June 15, 2018.

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City Council of the City of Falls City approve the draft of the bid proposal to replace the sand in the City WTP Slow Sand Filter and allow City Manager to work with City Attorney and City Engineer to complete the bid package, sign off on the proposal, and send it to the invited bidders. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

I. Resolution 03-2018, Authorizing an Agreement with the City and Community Trees

Being an active member of Tree City USA has qualified the City of Falls City for a grant opportunity from their partner Oregon Community Trees for \$500.00. The purpose of the grant is to provide financial aid in community Arbor Day celebrations in various ways.

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City of Falls City adopt Resolution 03-2018, A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO CITY MANAGER TO SIGN AGREEMENT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

J. Resolution 04-2018, Fire Assistance Grant

Fire Chief Bob Young addressed Council regarding the Federal Emergency Management Administration (FEMA) grant and needs of the Falls City Fire Department (FCFD). The total cost of equipment requested is \$128,566.00. The City would have a required five percent (5%) match of \$6,122.00, which will be budgeted in the 2018-2019 budget. He was pleased to announce they are now Department of Public Safety Standards and Training (DPSST) certified and medical services were back to normal and fully functioning. The new fire truck donated from Santa Clara will be in service with a few alterations. The City of Albany donated 2,000 feet of one and one-quarter (1 ¼) inch hose. The City of Silverton may soon donate a truck, air

packs, and three (3) inch hose. Southwest Polk Rural Fire District (SWPRFD) donated several air-packs about five (5) years ago to FCFD. These were taken back when negotiations were not reached and the latest contract extension expired. They have since reached out to FCFD and offered to “re-donate” those same air-packs. FCFD is back to having excellent fire and medical service. Mayor Gordon thanked all involved for their leadership, collaboration and is inspired by the donations and how quickly the situation could be resolved.

Chief Young added FCFD has remained the same high Insurance Services Office (ISO) rating of 4. [Range of 1-10 with one(1) being the highest]. He plans on taking all calls west of Falls City, logging emergencies, Black Rock Mountain Bike Area and is considering the Camp, as these areas have no fire protection with SWPRFD. Under Oregon Revised Statutes, they can be billed for services. The areas east and south of the city are unclear as Chief Hertel of SWPRFD has not been available to return Chief Young’s call. Chief Young will attend the next several Council Meetings to give update reports.

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City Council of the City of Falls City adopt Resolution 04-2018, A RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

7) Correspondence, Comments and Ex-Officio Reports

A. Managers’ Report

City Manager Ungricht is in negotiations with a Park Host. Councilor Meier approached City Manager Ungricht regarding the surplus fire engine. City Manager Ungricht thought to have it scrapped during the recent car scrapping events held in the Old Mill Lot. Jeremy Kern has offered \$1,500.00 for the truck. Councilor Meier said the salvage yards he has contacted had no interest in the truck.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to sell the surplus truck. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

City Manager Ungricht will tender his resignation as City Manager as of February 28, 2018. He will be available to transition a new manager in and perform the 2018-2019 Budget. He has enjoyed the challenge the position has brought, but can no longer commit the time to perform job duties. City Manager Ungricht has volunteered for this position since being elected Mayor in 2014 to build up City funds. He added, “It has been an honor working with Council and City Residents”.

Mayor’s Report

Mayor Gordon met with Commissioner Wheeler and discussed partnerships with Polk county and Falls City. He was given contact information for the Polk County Administrator and Polk County Public Works. Falls City Public Works Supervisor Don Poe will be involved with the process.

Sixteen (16) people in the Falls City area came for homeless supplies at the Community Center event held recently. Cold weather items and food were given out. It was done in partnership with Polk County Sheriff’s Office, Mobile Crisis Unit as this is a countywide effort.

8) Council Announcements

Councilor Drill announced on school athletics. The high school boys’ basketball team will be going to districts.

Sheriff's Report

Sheriff Garton had nothing to add to his Annual Report . Council had no questions.

9) Adjourn

The Regular Meeting adjourned at 7:02 pm.

Mayor Gordon led Council into Executive Session. The City Council of Falls City will now meet in executive session for the purpose of reviewing and evaluating the City needs for replacing the City Manager position, pursuant to ORS 192.660(2) (i).

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state generally the subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and close the meeting, we will not be taking any action. City Recorder DeCamp, Clerk Birr and the general public were excused.



Mayor Jeremy Gordon

Attested:



City Recorder Cody DeCamp
City Clerk, Johanna Birr

AGENDA REPORT

TO: COUNCIL
FROM: MANAGER UNGRICH THROUGH MAYOR GORDON
SUBJECT: RESOLUTION 03-2018 A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO CITY MANAGER TO SIGN AGREEMENT
DATE: 02/05/2018

SUMMARY

The Falls City Parks and Recreation Committee Chairperson submitted a grant for help with the Arbor Day celebration.

BACKGROUND

The City of Falls City was successful in obtaining a grant from Oregon Community Trees to help cover costs and purchase a couple of trees for the annual Arbor Day/SOLVE river clean up event which is scheduled for the weekend after Labor Day each year.

The Parks and Recreation Committee teams up with SOLVE to host this event for volunteers to take part in cleaning up the City Parks, Stairway, and the banks along the Little Luckiamute River. The City has covered the cost of the food in the past, this grant will fund the food and a couple of trees to plant in the newly formed North side of Michael Harding Park.

There is no matching cost to the City, Community Trees just requests to have pictures and a report sent to them after the event.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

Saves the City purchasing food for the event.

STAFF RECOMMENDATION

Accept agreement.

EXHIBIT

1) Agreement between the City of Falls City and Oregon Community Trees.

PROPOSED MOTION

I move the City Council of the City of Falls City approve Resolution 03-2018 A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO City MANAGER TO SIGN AGREEMENT.



Oregon Community Trees Oregon Arbor Week Booster Grant Agreement

This Agreement is between Oregon Community Trees (OCT), a non-profit professional organization, and the Tree City USA (City) designated below. The mission of OCT is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. We assist community groups, local governments and schools with our expertise to promote urban and community forestry, an often overlooked and very valuable resource that cost-effectively protects Oregonian's quality of life.

OCT's Oregon Arbor Week Booster Grant funds are to be used to celebrate Oregon Arbor Week in your community. Funds shall be used as outlined in your grant application or otherwise approved by Oregon Community Trees.

Distribution of Funds by OCT to Grant Recipient

Funds will be available immediately following signature by both parties to this Agreement, and will be mailed to the project coordinator (unless another recipient is designated by the City in writing).

Requirements of the Grantee at the End of the Project

By May 18, 2018 grantees must provide OCT with documentation (a written description) of how funds were spent, along with digital photos or videos of the Arbor Day/Week activity – preferably of people using, enjoying or participating in the celebration. These images and the information provided on the application will be used to promote the grantees' Tree City USA and the Arbor Week Booster Grant Program via OCT's website and annual conference. Permission for OCT to use the material in this way shall be automatically granted on acceptance of the award, and it shall be the City's responsibility to obtain any necessary permission when taking the required photos or videos.

Requirement to Use OCT Logo

OCT also requires that the grant recipient display the OCT logo on any materials (printed materials, banners, t-shirts, etc.) produced with grant funds. OCT will supply electronic copies of the logo to each grant recipient. OCT also requires the attribution of OCT grant funding in any press release relating to the City's Arbor Week project. Please include the statement **"This project is supported with funding from Oregon Community Trees."**

Changes to the Grant Project

In the event that significant changes will need to be made to the grant project due to changes in material costs, changes of event location, etc., please contact OCT via email at octgrants@gmail.com to inform of the changes.

1. Tree City USA: City of Falls City
2. Project Coordinator Name: Janelle Anzalone
3. Project Coordinator Email: jillianof9@yahoo.com
4. Project Coordinator Phone: (503) 991-2380
5. Project Coordinator Mailing Address: _____
6. Grant Amount: \$215.00 Make check out to: _____

AGENDA REPORT

TO: CITY COUNCIL
FROM: MANAGER UNGRICH THROUGH MAYOR GORDON
SUBJECT: RESOLUTION 04-2018 FEMA, FIRE ASSISTANCE GRANT
DATE: 2/5/2018

SUMMARY

Staff working with Fire Department volunteers has submitted the 2017 Fire Assistance Grant.

BACKGROUND

The City of Falls City Fire Department and staff met to discuss the equipment needs of the Department. Self-Contained Breathing Apparatus's were identified as the highest priority for replacement and equipping the new fire truck. We ran up on the timeline to submit and need Council permission to adopt the Resolution to apply for the grant. If Council does not approve we can pull this year's grant submission, but we will not be able to reapply.

Resolution 04-2018 and the application (exhibit 1) is this year's application. We submitted the application for an Emergency Rescue Response Kit, which is used to rescue a downed fire fighter, and various equipment to equip the donated truck (s) under the equipment category, page 13 to 16 of application. We also submitted for the 11 self-contained breathing apparatuses and 11 extra tanks, under PPE, pages 21-23. The total cost for this equipment is \$128,566; our match is \$6,122 (5%) which will be budgeted in the 2018-19 budget.

PREVIOUS COUNCIL ACTION

Discussed needs of Fire Department

ALTERNATIVES/FINANCIAL IMPLICATIONS

Falls City will be able to purchase needed safety equipment valued at \$128,566 for a cost of \$6,122 if grant is awarded.

STAFF RECOMMENDATION

Pass Resolution 04-2018.

EXHIBIT

Grant application

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt resolution 04-2018, A RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANT.

Exhibit C

City of Falls City
 financial ratios
 June 30, 2017 and 2016

explanation		2017	2016	benchmark
how do our rainy day funds look?	😊	13	17	6 months
are we getting out of debt, or going further in?	😞	44,865	(28,761)	negative number
who paid for this year's governmental services - current recipients or prior years'?	😊	92%	123%	95% to 105%
will our revenue bond investors be pleased with our ability to pay them over time?	😞	1.71	2.12	> 2.00

January 2018 Falls City Stats

Falls City Calls for Service					
	DOA	1	Msg	1	Susp Activity
Accident	FIR	1	Noise	1	Susp Person
Assault	Domestic Dist	3	Misc Crime	1	Susp Vehicle
Animal	Drug		EDP		Theft
911 Hangup	FIR		Ordin Vio		Trauma
Assault	Fire/EMS	3	Overdose		traffic assist
Assist Other Agency	Follow up	5	prowler		Traffic Stops
ATL (attempt to locate)	Found Prop		runaway		Trespass
Dog Bite	Found Person		sex offense		Warrant
Citizen Contact	Gen Disturb	2	Shots Fired		Welfare Check
Civil Paper Service	Harassment		Stolen Veh	1	Unclass
Criminal Mischief					

Falls City Calls for Service	80	Of the FC Calls for Service	4	involved crimes
Total Calls for Service (county wide)	1128	FC Cases Cleared by Arrest	2	50.0% clearance
Falls City % of Total Calls	7.1%	Total Arrests in Falls City	3	2.3% of total arrests

Total Service Calls (Polk County)	1128	Junvenile Arrests	8	(county wide)
Cases Cleared by arrest	175	Crimes Occ	66.3%	
Total Arrests (county wide)	116	Junvenile Arrests	0	(Falls City)
	128			(only true crimes reported here)

Exhibit D