



# City of Falls City

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

## **PUBLIC NOTICE: City Council Meeting**

**Date:** Monday, April 12, 2021 **Time:** 6:00 pm  
**Location:** Telephone, Web Application, in writing

### **How to Attend and/or Participate:**

1. **Call-in:**
  - a. 1-253-215-8782
  - b. Meeting ID: 986 5676 6387
  - c. Passcode: 585730
  - d. You will be muted but may “raise your hand” to indicate you wish to comment.
2. **Web Application: Zoom**
3. <https://zoom.us/j/98656766387?pwd=bEVRRjBwbnlJWVdhQXpITDFpVG9Wdz09>
  - a. Meeting ID: 986 5676 6387
  - b. Passcode: 585730
  - c. You will be muted, but may “raise your hand” to indicate you wish to comment.
4. **Write-In:** Using regular mail or email.
  - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

*The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.*

## **AGENDA**

1. CALL TO ORDER & ROLL CALL  
Jeremy Gordon, Mayor\_\_\_ Dennis Sickles \_\_\_ Lori Jean Sickles\_\_\_  
Jennifer Drill \_\_\_ Tony Meier\_\_\_ Amy Houghtaling\_\_\_ TJ Bailey \_\_\_
2. PLEDGE OF ALLEGIANCE
3. MOTION TO ADOPT THE ENTIRE AGENDA
4. GOOD OF THE ORDER
5. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS'
  - a. Dani Haviland Parks and Recreations Committee Renewal-----pg.-1-2
6. COMMUNITY & GOVERNMENT ORGANIZATIONS
  - a. Falls City Public Works Report-----pg. 3

- b. Falls City Fire Report -----pg. 4
- c. Polk County Sheriff's Report-----pg. 5

**6. REPORTS**

- a. Mayor
- b. Council
- c. Manager Report-----pg. 6-7

**7. CONSENT AGENDA**

- a. March 08, 2021 Council Meeting Minutes -----pg. 9-22
- b. March 29, 2021 Special City Council Meeting Minutes-----pg. 23
- c. Approval of the Bills-----pg. 24-30

**8. PUBLIC COMMENTS & LETTER COMMUNICATIONS**

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

- a. Please limit your commentary to three (3) minutes or less.

**9. NEW BUSINESS**

- a. PNW Douglas Business License Application-----pg. 31-33
- b. EPA Action on Revised Willamette Basin Mercury Total Maximum Daily Load (TMDL) Letter Information-----pg. 34-35

**10. OLD BUSINESS**

None

**11. ADJOURN**



# City of Falls City

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

## Contact Information

Name: Dani Haviland  
Street Address: 248 Sheldon Ave  
Mailing Address:  
City/State/Zip Code: Falls City 97344  
Home Phone: 503-787-7003  
Work Phone:  
E-Mail Address: dani.haviland@gmail.com

RECEIVED MAR 08 2021

## Background

Years of Residence in Falls City: 6 yr  
Place of Employment: Chill Out! Books  
Occupation: Author, Publisher  
Educational Background: Some college  
Prior Civic Activities: Parks + Rec - Sec'y  
FC Thrives - Sec'y

## Committees of Interest

Please check all of the following Committees that interest you:

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

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

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

Small business owner for thirty years.  
Years of community outreach & volunteering

**Motivation**

Discuss your motivation for serving on this Committee.

I want to make improvements where needed & keep the great spirit of Falls City intact.

**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) Dan Haviland  
Signature Dan Haviland  
Date 1/31/21

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



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**Public Works Report  
March of 2021**

**Administration**

*Normal operations.*

**Water Division**

*Storm clean up.*

**Sewer Division**

*Storm clean up.*

**Streets Division**

*Storm clean up.*

**Parks & Cemeteries Division**

*Storm clean up.*

**Non-Sewer Wastewater Division (TMDL)**

*Storm clean up.*



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Jeremy Gordon, Mayor \_\_\_ Dennis Sickles \_\_\_ Lori Jean Sickles \_\_\_  
Jennifer Drill \_\_\_ Tony Meier \_\_\_ Amy Houghtaling \_\_\_ TJ Bailey \_\_\_

### **2. PLEDGE OF ALLEGIANCE**

### **3. MOTION TO ADOPT THE ENTIRE AGENDA**

### **4. GOOD OF THE ORDER**

### **5. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS'**

a. Dani Haviland Parks and Recreations Committee Renewal-----pg.-1-2

### **6. COMMUNITY & GOVERNMENT ORGANIZATIONS**

a. Falls City Public Works Report-----pg. 3

FALLS CITY FIRE AND EMS  
MARCH 2021 ACTIVITY REPORT

For March 2021 Council Meeting

Greetings to all.

After a record breaking call volume for the month of February, the fire dept saw 11 calls for March. All of which were Emergency Medical calls, all patients were transported by ambulance to a receiving hospital.

Four of those calls the fire dept responded as "mutual aid" as they were just outside our City Limit areas. The rest, all in-town calls. Most were priority 1 level calls, more serious in nature.

Engineer Lori Albert and Assistant Chief Sharon Greve have both been busy researching and writing Grants this month. Two grants have been submitted, both of which have a Zero dollar amount match. So if we are lucky enough to be awarded, funds will go towards much needed equipment and training at no cost to the City or tax payers.

Some interesting emergency call statistics for you. Last year, Falls City Fire and EMS personnel responded to over 240 calls, ranging from house fires, motor vehicle accidents, critical medical emergencies, public assist (helping citizens who have fallen, or need help getting back into bed, wheel chairs, etc.) grass and barn fires, conflagration wild land fires, downed power lines and poles, trees across roadways and streets, even helped round up some livestock that accidentally got lose.

Every call consists of at least 1 hour due to the required disinfecting of gear and equipment, (Much more so now with the COVID-19 protocols!), restoring used supplies, washing trucks, etc. More involved or serious calls, may take 2-3 hrs, or a large fire can be an "all nighter" or most of an entire day. Average totals show about 500 hours spent on calls last year. Multiplied by an average of at least 3 responders per call, that is over 1,500 "personnel hours" for calls. (with an additional 200+ hrs towards the conflagration fires last year).

Our 2020 training statistics offered: Volunteers trained for approximately 48 weeks out of the year. We average a minimum of 3 hrs per night training. Add to that many of us partake in on-line classes to increase our knowledge and share with the rest of the crews, as well as often times we train additionally on weekends. Our department training totals for 2020 combining with an average of 25 members per each training session, totaled over 3800 hours.

By these averages, your volunteer fire fighters and medics dedicated at least 5,500 hours in 2020 towards calls and training! Not bad for "volunteers"

We hope that everyone enjoyed a Happy Easter and looking forward to some nice Spring Weather. Stay safe, stay well. And thank you to all of you for your hard work, the many hours of *your time* for our community and citizens of Falls City, and for your continued support for the Falls City Volunteer Fire Department!

*Sincerely, Sharon Volk Greve, Assistant Chief FCFD*

### March 2021 Falls City Stats

Falls City Calls for Service							
Assault		Harassment		Misc Crime		Susp Activity	2
Area Chk	1	Driving		Miss Person		Susp Person	3
Animal	5	Domestic Dist	1	Noise	1	Susp Vehicle	2
Community Event		Found Property	1	EDP		Theft	1
Burglary	1	FIR		Ordin Vio		Trauma	
Assist Other Agency	2	Fraud	1	Overdose		traffic assist	4
ATL (attempt to locate)	1	Follow up	2	Natural Gas		Traffic Stops	2
DUI		911 hangup		runaway	1	Trespass	2
Citizen Contact	2	Illegal Park		sex offense		Warrant	
Civil Paper Service	9	Gen Disturb		Shots Fired		Welfare Check	3
Criminal Misch	1	Alarm		Stolen Veh		Uncon	

Falls City Calls for Service	58	Of the FC Calls for Service	4	involved crimes	
Total Calls for Service (county wide)	1621	FC Cases Cleared by Arrest	0	0.0%	clearance
Falls City % of Total Calls	3.6%	Total Arrests in Falls City	2	3.2%	of total arrests

Total Service Calls (Polk County)	1621	Crimes Occ	149	Junvenile Arrests	0	(county wide)
Cases Cleared by arrest	41	27.5%		Junvenile Arrests	0	(Falls City)
Total Arrests (county wide)	62			(only true crimes reported here)		





City of Falls City  
299 Mill Street  
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Ph 503.787.3631

## City Manager's Report March 8, 2021

### **Introduction**

Since our last meeting, we've been very busy with trying to get the city back in shape after the ice storm. Additional challenges have come in the form of bureaucratic hurdles associated with the ice storm and our ongoing Wastewater Treatment Plant Project .

**Wastewater Project** – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we're still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey. As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In order to pay for this administrative requirement, the state's DEQ representative is coordinating with the Army Corps of Engineers in order to identify whether this falls under a programmatic agreement between federal agencies. We will know the outcome of this effort to mitigate upfront costs in the next few weeks. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, we will be looking into an additional CDBG grant, as well as a DEQ interim loan that will then be rolled into the USDA construction funding.

**IT Project** – The work to ensure that council chambers have the ability to livestream council meetings using laptops, microphones and YouTube is complete. We wanted to get the video-camera/microphone set up to be operational for the April meeting, but we are still taking a caution approach regarding in person meetings. According to the Governor's restrictions for Polk County, we may be returning to a High Risk category, from Moderate Risk, so we will be assessing our next steps based on our county's risk category

**Doctor's Office Renovation** – The promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has begun. The RFI (Request for Information) from potential tenants has gone live and we've received interest from at least 9 parties. We have made progress in getting the facility to be Wi-Fi for future tenants and are holding off on adding heating upgrades until next fiscal year.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

u

**Commission & Committee Engagement**– The city’s various commissions and committees in 2020 have had their regular function disrupted by social distancing rules, as well as turnover in membership. At present, the committees with the biggest need for participation are:

- Historic Landmark Commission
- Parks & Recreation Committee
- Budget Review Committee

I’d like to encourage councilmembers to help enlist interested citizens to submit applications for membership.

**Workplace Violence** – Due to a recent instance of verbal abuse by a member of our team toward another member, it has been my sad duty to have had to spend valuable time thoroughly familiarizing myself with our personnel policies regarding workplace violence, instead of focusing on helping Falls City. Since each team member deserves to be in a work environment that is devoid of intimidation, harassment and bullying, it is my sincere intention to ensure that such blatant breach of protocol within our staff is never repeated. If after an investigation of the incident, violations of workplace rules have taken place, the offending team member will be subject to corrective action, up to and including termination.

**Vaccination Event** – Thanks to an amazing collaborative effort initiated by Salem Health, and facilitated by our Mayor Gordon, our community was able to vaccinate over 150 people on April 9<sup>th</sup>. We, as a small community, owe a great debt of gratitude to all of the professional staff of Salem Health who administered the vaccines, as well as the many volunteers who helped make this event a success. We look forward to being able to host another similar event in the future.

Sincerely,



AJ Foscoli

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a “reply all” response, or multiple councilors discussing on the same thread.

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City of Falls City  
City Council Meeting Minutes  
Monday March 08, 2021 6:00 PM  
COVID-19 Related Zoom Meeting

<https://zoom.us/j/91876982425?pwd=K1EzNkw5OTNIRVpyNVZnQldncE94QT09>  
Call in #1-253-215-8782, Meeting ID: 986 5676 6387 Passcode: 585730

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**Council Present:** Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

**Staff Present:** AJ Foscoli, City Manager; Jamie Ward, City Recorder

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:01 p.m. Clerk Ward took roll call.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

A motion was made by Councilor D. Sickles and seconded by L. Sickles to adopt the entire agenda.

An amended motion was made by Councilor T. Bailey and seconded by Councilor D. Sickles to add the addition of LOC training discussion after old business. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

**4. Good of the Order**

None

**5. Announcements**

- a. Mayor Gordon appointed both Guy Mack and Mike McConnell to the Public Works Committee. Both Mr. Mack and Mr. McConnell currently sit as members on the Committee, this will renew their applications until 2024.

A motion made by A. Houghtaling and Seconded by Councilor T. Meier moves that the city council of the city of Falls City appoint both Guy Mack and Mike McConnell to the Public Works Committee. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

**6. Community & Government Organizations**

- a. Public Works Report  
No Comments
- b. Fire Report  
No Comments
- c. Sheriff Report  
No Comments

**7. Reports**

- a. Councilor D. Sickles added that the school has had a volleyball and football game but unfortunately, they can not have spectators.

Councilor T. Bailey said that the volunteers working on developing a Skate Park have deposited two different bottle drop deposits and as soon as those funds are released they will be put in Falls City Thrives 501-c3 bank account. That will be the first deposit made by the skate park volunteers.

- b. City Manager Foscoli read his managers report (see exhibit A)

Councilor D. Sickles asked if there were any community service crews that could help Public Works with storm cleanup.

City Recorder stated that the last time she called Polk County was not running crews due to COVID-19 restrictions.

City Manager Foscoli state that City Staff would reach out and try and contact them again.

Councilor Drill asked when the City was planning on sending the wastewater out to the Public for a vote.

Mayor Gordon stated that as of now City Council is not planning on seeking a levy because Council opted for the USDA loan option at the one stop meeting where council voted at the July 28, 2020 Meeting to direct city staff to write Resolution 20-20 a resolution authorizing the city manager to apply for, receive and administer a USDA rural development loan and grant package to fund construction of a new city wastewater facility. That Resolution passed 6-0-0-0.

- City Manager Foscoli brought to councils' attention a proposal from Kurk and Matesa Bathke (see exhibit B) for a drive-thru service coffee shop. The proposal would use the nurse's quarters and carport to be improved at their expenses. The business would be rent free until the business opens to the public then would move into a tier style rent program as business builds. City Manger Foscoli is asking council to suspend council rules for a one-time purpose of approving this business proposal without public notice.

A motion made by D. Sickles and Seconded by Councilor T. Meier moves that the city council of the city of Falls City suspended council rule under order of business and agenda item 4 for the purpose of the proposed business. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

Mr. and Mrs. Bathke wanted to express their excitement for this new adventure and said that that they have been wanting to make the move out to Falls City for a long time.

Councilor D. Sickles asked if they had any idea of the overhead that could come to from moving to a smaller town.

Mr. Bathke stated that they had a very large overhead in Dallas and are very prepared for the slow start but have heard a lot of positive feedback already.

Councilor D. Sickles wanted to add to have AJ run the lease agreement by the mayor as a procedural caution.

A motion made by D. Sickles and Seconded by Councilor T. Bailey moves that the city council of the city of Falls City approve City Manager, AJ Foscoli to negotiate a lease agreement with the Bathke' s for a new coffee

shop. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

- c. Mayor Gordon  
None

### 8. Consent Agenda

A motion was made by Councilor A. Houghtaling and seconded by Councilor T. Bailey to approve the Consent agenda items; January 11, 2021 meeting minutes, February 08, 2021 meeting minutes, February 17, 2021 meeting minutes and approval of the bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

### 9. Public Comments

None

### 10. New Business

- a. Resolution 03-2021
- b. City Staff seeks council approval to apply for interim funding from Business Oregon as part of the USDA Rural Developments funding of the City's new wastewater facility. Resolution 04-2020 would give City Manager the authority to apply found accept Business Oregon's Water/Wastewater Financing Program, with \$50,000.00 coming by the way of a 7-year term, 1.06% fixed rate loan.

After council discussion a motion was made

A motion made by Councilor T. Bailey and Seconded by Councilor T. Meier that the City Council of the City of Falls City adopt RESOLUTION 03-2021, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR, RECEIVE AND ADMINISTER BUSINESS OREGON LOAN AND GRANT PACKAGE TO FUND REQUIRED ASSESSMENTS FOR USDA RURAL DEVELOPMENTS FUNDING PACKAGE FOR THE CONSTRUCTION OF A NEW CITY WASTEWATER FACILITY. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays: Jennifer Drill

- c. Resolution 04-2021 will allow the city to apply for and place a Resource Assistance for Rural Environment (RARE) Worker. The application deadline is April 02, 2021. The cost implication for the city would be \$23,500.00 for 11 months of employment.

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickels that the City Council of the City of Falls City adopt RESOLUTION 04-2021, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A RARE CANDIDATE. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays: Jennifer Drill

- d. Appoint City Manager AJ Foscoli as Budget Officer for fiscal year 2021-2022.

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Meier that the City Council of the City of Falls City appoint City Manager, AJ Foscoli, as the Budget Office for Fiscal Year 2021-2022. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

- e. City Staff would like to add a new park host at the George Kitchin' Park (Upper Park). Travis Erwin, a local business owner has expressed interest in taking on this role. With his help the city can look forward to re-opening the park for residents and tourists. As a part of

Resolution 25-2017 Mr. Erwin will undergo a background check and upon satisfactory completion, he will begin his duties on behalf of the city. Mr. Erwin has completed the Volunteer Service Agreement for park host (see exhibit C)

**11. Old Business**

- a. Sean Dasso produces his business plan for council (see exhibit D).

Councilor A. Houghtaling stated he was thankful for the extra work done by City Staff and Mr. Dasso on producing this information and being patient with council on the required information they requested.

A motion made by Councilor A. Houghtaling and Seconded by Councilor D. Sickles that the City Council of the City of Falls City approve the Business License for Evergreen Instruction. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

- b. 2021 Photo Contest had only one submission done by Jaïden Novasio. Miss. Novasio submitted five photos. City Council made the decision with a 4-2 vote to choose "serenity in the falls" votes were as follows.

- L. Sickles – River
- J. Drill- Ice
- T. Meier- River
- A. Houghtaling- Ice
- D. Sickles- River
- T. Bailey- River

- c. Councilor A. Houghtaling gave an update on the virtual LOC training she went to. She really appreciated how it was very black and white on what your jobs are and what your supposed to do. She felt it was very direct and clear guidance, they supported that with educational information.

Councilor T. Bailey really appreciated the principals of a team and how they went into details of that and the other was understanding and demonstrating teamwork. He felt it was good at looking at his own strengths and weaknesses are so he can work on those.

**12. Adjourn**

No motion made.

The meeting adjourned at 7:24 p.m.

\_\_\_\_\_ Mayor, Jeremy Gordon

Attested: \_\_\_\_\_ City Recorder, Jamie Ward

12



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## City Manager's Report March 8, 2021

### Introduction

Since our last meeting, we've had a very eventful month, but as always, staff has risen to the challenge and managed to ensure that vital services to the community have continued uninterrupted. Through multiple water main ruptures, occasional technological issues, and a 109 year worst ice storm, we've maintained our service to excellent standards.

**Wastewater Project** – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we're still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey.

As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In order to pay for this administrative requirement, the state's DEQ representative is coordinating with the Army Corps of Engineers in order to identify whether this falls under a programmatic agreement between federal agencies. We will know the outcome of this effort to mitigate upfront costs in the next few weeks. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, we will be looking into a Business Oregon loan/fund package that can then be rolled into the USDA construction funding.

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**Doctor's Office Renovation** – The promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has begun. The RFI (Request for Information) from potential tenants has gone live and we've generated some interest already. We are now in the process of making sure the facility has heat and Wi-Fi for future tenants.

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- Historic Landmark Commission
- Parks & Recreation Committee
- Budget Review Committee

I’d like to encourage councilmembers to help enlist interested citizens to submit applications for membership.

**Council Goals 2021-2022** – On Feb. 1, the Falls City council met in a workshop to review the council goals from 2019-2020 to assess their status. The workshop helped to fine-tune the 2020-2021 goals so that they are current and achievable to the best of our ability. Several councilors were able to identify actions that they would help to move forward, either personally, or by helping to recruit community volunteers. A report on the council goal review was scheduled to appear as a staff report in the March council meeting, but due to the ice storm disruption to City Hall services, it has been pushed back to the April meeting.

Sincerely,



AJ Foscoli

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## Backroads Coffee

@ nurse's cottage 304 Main St N Falls City, Oregon

We, Kirk and Mateasa Bathke, owners of Pressed Coffee in Dallas, Oregon grew up in Falls City Oregon and are now in the process of making it our home again. For years it has been our desire to serve this community. Our time as coffee shop owners has taught us that the better the relationship with someone, the better you can serve them. That is why we would like to reopen our shop in the small town of Falls City and start building relationship in our hometown again.

### Business Description

It is important to us to only add to the community, not take away. Our services will bring something new, being careful not to take away or compete with other important businesses in Falls City such as the Boondocks or The Bread Board. Here is a list of our proposed services.

- Drive-thru service, small dine-in lobby, and outdoor seating
- Espresso, tea, and Italian sodas
- Smoothies and shakes
- Small food menu, main focus being breakfast, as well as some soups, and sandwiches
- Baked goods (brownies, coffee cake, muffins, Bagels)

### Building Improvements

On our expense, we desire to renovate the nurse's cottage as well as the carport on the back of the property for the use of our drive thru. Exterior renovation would include but not limited to, Trim and siding repair, paint, landscaping, adding back patio for outdoor seating, and installation of another window for our drive thru. Inside, major improvements would be to open the floor plan, and reconfiguring plumbing to fit the needs of a commercial kitchen. (proposed photos on page 2)

### Financial Proposal

It is our desire to rent this property at this time. We ask that in exchange for renovation of the city's property we would be rent free until the business opens. At that time, we hope you would entertain a low rent that increases over time to allow us to build the business.

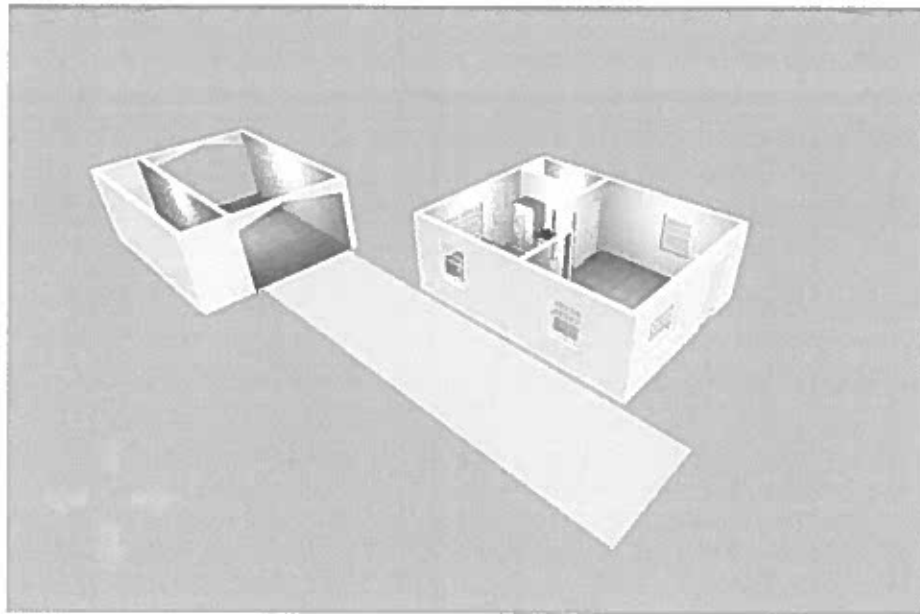
### Timeline

We estimate construction time to be approximately two months. It is our desire to be open for business by June 1<sup>st</sup> 2021. Bringing new business and jobs to the community just in time for summer.

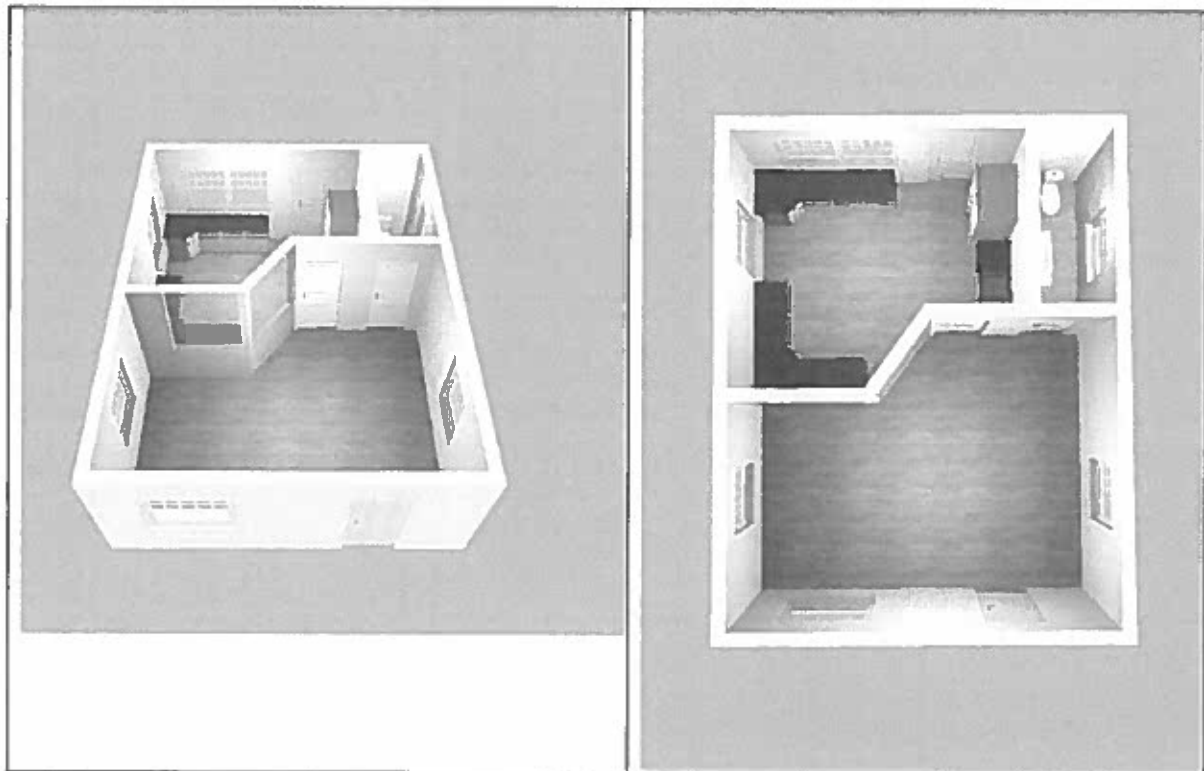
Thank you for your consideration,

*Kirk and Mateasa Bathke*

# Drive thru and additional window



# Interior floor plan



RECEIVED MAR 01 2021

EXHIBIT A TO VOLUNTEER SERVICE AGREEMENT FOR PARK HOST

The undersigned agree to the terms and duties listed below detailing the expectations of the City of Falls City from the volunteer Park Host. If the listed duties are not performed to the City of Falls City's standards the Volunteer Service agreement can be terminated.

- The Park Host will reside in the designated spot on the grounds of the George Kitchin Park.
- Not more than Two (2) adult persons will be allowed to reside in the Park Hosts trailer/motorhome on an ongoing basis.
- The Park Host will supply his/her own recreational vehicle for his or her exclusive occupancy, to be placed in a recreational vehicle parking space designated by the City.
- The RV space assigned to the Park Host will not be used for any commercial purpose, including but not limited to garage sales or posting an automobile for sale without prior written permission from the City Manager.
- The Park Host will be solely responsible to obtain and maintain renter's insurance and/or liability insurance for the Park Host's personal recreational vehicle, automobile(s), and personal property. The City will not be responsible for any loss or damage that occurs to the Park Host's personal recreational vehicle or other personal property while it is located on City property.
- The Park Host is expected to be familiar with City policies and procedures.
- The Park Host will be required to close the Park Gates from Dusk to Dawn, unless there is an approved reservation changing Park usage times for an event.
- The Park Host will notify the City Manager of any absences that will affect the host duties.
- Essential functions of the Park Host include bending, twisting, the ability to lift up to 22 pounds (10 kg.) and other similarly light duties.
- The duties of the Park Host shall include some janitorial duties such as cleaning and stocking of toilet paper in the public restrooms and emptying trash receptacles in the City Parks.
- The Park Host will comply with all applicable local, state and federal laws and regulations, applicable to this Agreement.
- The Park Host plays a key role in customer service for the City. Expectations are that the Park Host will be friendly, considerate, and responsive to the needs of the City's guests, and customers. Professional conduct and a presentable appearance are required of the Park Host at all times.
- The Park Host is responsible for the behavior of the Park Host's invitees and guests while they are on City property. The Park Host is responsible for ensuring that the Park Host's invitees and guests do not disrupt City activities or City guests, or violate City policies.
- The Park Host is not law enforcement and should not confront situations that could turn violent or that pose a danger. The volunteer should instead contact law enforcement and retreat to a safe location.
- The Park Host is required to track time spent on duties for worker compensation insurance purposes.

If the Park Host does not abide by the terms of the agreement or Exhibit A it will result in the cancellation of the agreement and immediate removal of all personal property and the return of any equipment or keys that is furnished to the host.

Signature(s) of Park Host(s) accepting and agreeing to all listed duties.



Dated 2-26-2021

**Attachment B FALLS CITY PARKS AND RECREATION DEPARTMENT  
Volunteer Service Agreement and Insurance Waiver for Park Host**

**As a volunteer volunteering for the City of Falls City, you need to understand the scope of your hosting duties and the extent that you are covered by the City of Falls City's insurance for liability and personal injury.**

**Recitals**

- A. The City owns and operates a George Kitchin Park. The Park provides temporary accommodation for travelers.
- B. In order to maintain existing facilities and provide service to Park users, the City elects to have a volunteer "Park Host" reside at the Park.
- C. The Park Host position is a volunteer position. The Park Host will operate under the direction of the City Manager and interact on a daily basis with various City staff.

**Section**

- 1) Host duties will be set by the City with input from the volunteer and will be made attachment A of this document.
- 2) The parties acknowledge and agree that the Park Host is not an employee of the City. The parties further acknowledge and agree that the Park Host is exempt from minimum wage and hour requirements pursuant to ORS 653.020 as a volunteer campground host, as well as pursuant to applicable provisions of the FLSA.
  - The Park Host declares that he or she is motivated by civic, charitable and humanitarian reasons and has no expectations of any monetary compensation.
  - The Park Host acknowledges and agrees that he or she is solely responsible for any taxes associated with compensation provided pursuant to this Agreement. The City will not pay any taxes or withhold for tax purposes any portion of any compensation provided to the Park Host pursuant to this Agreement.
  - The parties acknowledge and agree that this Agreement does not create an employment relationship between the Park Host and the City, its officials, employees, agents, or contractors.
  - The City will provide worker's compensation insurance for the Park Host during the term of this Agreement. The Park Host is not entitled

to any other benefits, including but not limited to retirement and health insurance benefits, except as provided in this Agreement.

- 3) Due to the nature of your hosting assignment you are required to pass a criminal background check and a driver's record check may also be required depending on agreed on tasks.
  - 4) You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following conditions:
    - You are performing work on your assigned duties.
    - You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.
- The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300.
- 5) If you use your personal vehicle in the course of your tasks, you are required to have automobile liability insurance to provide for coverage of accidents involving the vehicle.
  - 6) Limited Workers Compensation Insurance is provided by the City under the City's volunteer coverage. Coverage can only be provided to authorized volunteers that have signed the volunteer agreement form provided by the City and only covers injuries incurred while performing authorized tasks.
  - 7) Anytime you are involved in an accident or exposed to a potential liability situation while performing assigned host tasks, you must inform the City as soon as possible.
  - 8) Volunteer agrees to:
    - Be a visible representative of the City at the Park.
    - Review Park rules.
    - Report Emergency situations to the City Manager or Law Enforcement or Emergency Personal as situation requires.
    - Provide proof of vaccinations for approved accompanying pets.
    - Understand and demonstrate safety practices to City prior to performing any volunteer task or assignment.
  - 9) City of Falls City agrees to furnish Electricity, Water, and Sewer to host site for no cost during months of May through October. If Host to stay at site during Winter, City and Host agree to negotiate any increase in Electricity associated with heating.
  - 10) Either party may terminate this Agreement for any reason upon 15 days written notice to the other party. Either party may terminate this

Agreement for violation of any of the terms or conditions of this Agreement effective upon delivery of written notice to the other party.

- 11) In the event of any termination, Park Host shall remove all personal property from City property within 10 days of receipt of notice of termination if termination is initiated by the City and within 20 days of the date of termination, if termination is initiated by the Park Host.

**Park Host Information:**

Name TRAVIS B. Erwin, Telephone # 503-787-4118

Mailing Address 420 N. Main St. Falls City OR 97344

**2<sup>nd</sup> Person if applicable:**

Name <sup>Erwin</sup> Sarah Dineaster, Telephone # 503-787-4118

Mailing Address 420 N. Main St. Falls City OR 97344

Parties agree to Park Host agreement and duties listed under attachment A by the below signatures.

\_\_\_\_\_  
City of Falls City, Manager

\_\_\_\_\_  
Date

Travis B. Erwin  
Park Host(s) Sarah E. Dineaster  
02-26-2021

\_\_\_\_\_  
Date

2/26/21

Proper Greetings,

To clarify my position and intentions - I, Sean Dasso, was applying for a business license because I live within the city and want to support it. I have no intentions of conducting any form of shooting on my premises, which was why I did not include any verbiage about range operations in my application. I was under the impression that the city ordinances were known by the city already and that it was assumed I would abide by them.

As per "Falls City Code of Ordinances"

§ 130.036 DISCHARGE OF WEAPONS.

Except at firing ranges approved by the Chief of Police, no person other than a peace officer shall fire or discharge a gun, including spring or air-actuated pellet guns, air guns, or BB guns, or other weapons which propel a projectile by use gunpowder or other explosive, jet, or rocket propulsion.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999

Evergreen Instruction LLC, has no intentions or desires to, break any laws, ordinances or codes set forth by the city or state of Oregon in regards to firearms.

Evergreen Instruction is an education firm that conducts training and consulting on a myriad of topics, not just those related to firearms. The intention of this license is to conduct classroom style education, training and consulting while abiding within the laws of our city.

NO range operations are intended.

I will be available to the city, for any further clarification required.

Thank you for your time,

  
Sean Dasso

>PLZ see attached

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# Evergreen Instruction's MISSION

1. Create Change Makers
2. Cultivate a Warrior Spirit
3. Increase Awareness - thru Firearms

Life is full of challenges - all kinds of them. Small issues that feel big or Goliath sized ones that you need friends for. Sometimes just getting out of bed is a problem. The world is full of situations that require us as people, to make decisions and create change. I think the real problem is that we don't see our role in this life as change makers and haven't spent anytime growing our strength and skills, so that when challenges come, we are able to overcome them. Not just for ourselves, but the people in those challenges with us.

When I was 21 years old, I didn't have life figured out. I was working jobs I didn't like, I wasn't a strong worker, I was lazy, making choices I didn't like but didn't know how to change the situation I was in. To be transparent, I wasn't going anywhere with my life. I felt sluggish and lackadaisical with my existence. I was floundering and felt horrible.

I wanted.....nope....I knew...that unless something changed, I was going to be a worthless person. SO, I joined the Marines to do the hardest job I thought they had. RECON. Behind enemy lines, surveillance and fighting operations. Over the next 8 years, I went through the most extreme life imaginable. I cannot begin to describe the challenges I faced during that time here, just know that it seared me like a hot iron and I can never go back to who I used to be...The old man in me died. Just like I wanted.

After I left active service, I noticed that I was different. The way I think, the way I act, stand, talk - it is all different now. I spent YEARS, becoming a warrior and now I see life as one and approach challenges that way. I am an overcomer now. I see my life as already being won; I just haven't arrived at the end yet. I noticed that civilians don't train to put a warrior spirit into themselves or their children. As well, society is trying to rob strength from us at every turn. This is horrible and needs to stop.

My mission is to create change. Change our mindsets, our actions and our desires to better reflect the providers and protectors that we naturally are inside. The primary means I am using to do that is with firearms. They are dangerous and have consequences if they are used inappropriately. They require me to use my mind and body to handle them correctly and breed care and concern for my life and the lives of others around me. Can't we see how that correlates out to other areas of my existence? If I miss handle the medical files at my work, I can bring pain to myself and others. If I am in a heated conversation with a friend, chose the wrong words to use, I can cause irreparable damage and maybe lose that friend.

As we see, Firearms, is just a mechanism I am using to open the mind to concepts that are not available to a person any other way. We need to realize that we are directly in control of the goodness and destruction that we cause. My carelessness of the power I possess is the problem and is my fault if I use it incorrectly and hurt others. Just like firearms.

I decided to live my life to my highest ability. I want to help people do the same. I dedicated myself to a few things, but one of them is the creed you see below. It is not a game to me. It isn't just a saying to motivate me to self-betterment.

It creates change. It is a way of life. It the highest goal I can set.



City of Falls City  
City Council Second Special Meeting Minutes

Monday March 29, 2021 6:00 PM

COVID-19 Related Zoom Meeting

<https://zoom.us/j/92866064749?pwd=VmJ4VDdzenppeXlpO0dibHBrSlZWdz09>

(253)-215-8782, Meeting ID: 918 7698 2425 Passcode: 998762

**Council Present:** Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

**Staff Present:** AJ Foscoli, City Manager; Jamie Ward, City Recorder

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:55 p.m. Clerk Ward took roll call. Jennifer drill was absent.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

**3. Consent Agenda**

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to approve the Consent agenda items; March 29, 2021 special meeting minute with changes to add the dollar sign and change 2.17 to \$2.5 million and move the Public Hearing script to the second Public Hearing. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Amy Houghtaling, T.J. Bailey.

**4. Adjourn**

No Motion Made

The meeting adjourned at 7:10 pm.

\_\_\_\_\_  
Mayor, Jeremy Gordon

Attested:

\_\_\_\_\_  
City Recorder, Jamie Ward

City of Falls City  
**Paid Bills Report**  
As of March 15, 2021

Date	Memo	Account	Class	Amount
<b>Edge Analytical</b>				
03/15/2021	Feb '20 Statement	Accounts Payable		-699.00
03/15/2021	Wastewater sample 21-03...	Professional Services	13 SEWER FUND	237.00
03/15/2021	Wastewater sample Speci...	Professional Services	13 SEWER FUND	33.00
03/15/2021	wastewater 20-04692	Professional Services	13 SEWER FUND	84.00
03/15/2021	Monthly Routine-21-04463	Professional Services	13 SEWER FUND	33.00
03/15/2021	Wastewater sample 21-04...	Professional Services	13 SEWER FUND	42.00
03/15/2021	PO MPN 21-04663	Professional Services	13 SEWER FUND	42.00
03/15/2021	wastewater sample 2104691	Professional Services	13 SEWER FUND	42.00
03/15/2021	Wastewater sample 21-04...	Professional Services	13 SEWER FUND	186.00
Total Edge Analytical				0.00
<b>King's Pumping Service</b>				
03/15/2021	18638	Accounts Payable		-465.00
03/15/2021	tank pump, 1101-1200 gal...	Professional Services	13 SEWER FUND	465.00
Total King's Pumping Service				0.00
<b>L &amp; L Equipment</b>				
03/15/2021	Inv 35741/35357/35890/34...	Accounts Payable		-239.19
03/15/2021	Chain Saw filler Cap	Equipment O & M	SHARED SERVICES	7.49
03/15/2021	Chainsaw mix	Equipment O & M	SHARED SERVICES	17.55
03/15/2021	Chainsaw chain 3/8 x 2	Equipment O & M	SHARED SERVICES	48.00
03/15/2021	Chain saw 3/8 Guard x 2	Equipment O & M	SHARED SERVICES	64.00
03/15/2021	Chain saw bar 28in power ...	Equipment O & M	SHARED SERVICES	83.15
03/15/2021	13mm bar nut x 2	Equipment O & M	SHARED SERVICES	3.00
03/15/2021	Chainsaw chain sharpenin...	Facilities O & M	SHARED SERVICES	16.00
Total L & L Equipment				0.00
<b>Local Government Law Group P.C.</b>				
03/15/2021	Inv 58792	Accounts Payable		-600.00
03/15/2021	Review materials with AJ o...	Professional Services	01 GENERAL FUND:01.0...	520.00
03/15/2021	Correspond with AJ roadw...	Professional Services	01 GENERAL FUND:01.0...	80.00
Total Local Government Law Group P.C.				0.00
<b>MNOP</b>				
03/15/2021	Feb' 21 statement	Accounts Payable		-7.56
03/15/2021	Feb Finanace Charge	Equipment O & M	SHARED SERVICES	7.56
Total MNOP				0.00
<b>Office Craft</b>				
03/15/2021	Inv #1043	Accounts Payable		-27.38
03/15/2021	B/W & Color Copies	Professional Services	SHARED SERVICES	27.38
Total Office Craft				0.00
<b>Petro Card</b>				
03/15/2021	C711215	Accounts Payable		-366.64
03/15/2021	PW Fuel	Equipment O & M	SHARED SERVICES	366.64
Total Petro Card				0.00

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City of Falls City  
**Paid Bills Report**  
As of March 15, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>Polk County Public Works</b>				
03/15/2021	Inv 1110201338	Accounts Payable		-68,500.00
03/15/2021	FEMA - Dutch Creek Pay...	'16 Dutch Crk Grant (St...	11 STREET FUND	68,500.00
Total Polk County Public Works				0.00
<b>Rober Eagon Trucking &amp; Excavation</b>				
03/15/2021	Inv #1340	Accounts Payable		-200.00
03/15/2021	1/4" Grit hauled from Sale...	Professional Services	11 STREET FUND	200.00
Total Rober Eagon Trucking & Excavation				0.00
<b>Spectrum Business</b>				
03/15/2021	8751132000019088	Accounts Payable		-184.95
03/15/2021	CityHall phone/internet Ma...	UTILITIES	SHARED SERVICES	184.95
03/15/2021	Inv #0019641022321	Accounts Payable		-114.97
03/15/2021	CC/Fire phone/internet M...	UTILITIES	SHARED SERVICES	114.97
Total Spectrum Business				0.00
<b>TerryByte Computer Repair</b>				
03/15/2021	Inv000987	Accounts Payable		-441.25
03/15/2021	Feb MSP 3 Hours , Remot...	Professional Services	SHARED SERVICES	225.00
03/15/2021	Remote Connection	Professional Services	SHARED SERVICES	25.00
03/15/2021	Power Outage wk. 1.5hr	Professional Services	SHARED SERVICES	112.50
03/15/2021	Travel time	Professional Services	SHARED SERVICES	60.00
03/15/2021	Extra hours 0.25	Professional Services	SHARED SERVICES	18.75
Total TerryByte Computer Repair				0.00
<b>Verizon Wireless</b>				
03/15/2021	Inv 9871939569	Accounts Payable		-60.47
03/15/2021	PW Duty Phone 2/21	Internet/Phone	SHARED SERVICES	60.47
Total Verizon Wireless				0.00
<b>Williamson &amp; Aebi, LLP</b>				
03/15/2021	Feb/21 Accountant	Accounts Payable		-540.00
03/15/2021	02/21 Accountant	Professional Services	SHARED SERVICES	540.00
Total Williamson & Aebi, LLP				0.00
<b>TOTAL</b>				<b>0.00</b>

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City of Falls City  
**Paid Bills Report**  
As of March 25, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>Polk County</b>				
03/25/2021	Falls City Lagoon Site Utilit...	Accounts Payable		-573.00
03/25/2021	Falls City Wastewater Tre...	'17 CDBG Wastewater ...	13 SEWER FUND	573.00
Total Polk County				0.00
<b>TOTAL</b>				<b>0.00</b>

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**City of Falls City**  
**Check Detail**  
 March 30, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
18101	03/30/2021	Polk County	Falls City La...	US Bank Checking	
	03/30/2021		Falls City Wa...	'17 CDBG Wastewater (Sewer)	-535.00
TOTAL					-535.00
18102	03/30/2021	Cascade Columbia...	801612	US Bank Checking	
	03/30/2021		Sodium Hypo...	Operational Expenses	-1,615.10
TOTAL					-1,615.10
18103	03/30/2021	CenturyLink	Acct 503787...	US Bank Checking	
	03/30/2021		02/20 Teleph...	UTILITIES	-90.48
TOTAL					-90.48
18104	03/30/2021	Consumers Power...	Account # 1...	US Bank Checking	
	03/30/2021		03/21 Power...	Power	-209.24
TOTAL					-209.24
18105	03/30/2021	Ferguson Waterwo...	Inv. SC49729	US Bank Checking	
	03/30/2021		Sensus Servi...	Equipment O & M	-39.00
TOTAL					-39.00
18106	03/30/2021	Great American Fi...	Inv28779150	US Bank Checking	
	03/30/2021		Copier Lease... Late charge-...	Professional Services Professional Services	-189.00 -52.00
TOTAL					-241.00
18107	03/30/2021	L & L Equipment	Inv 35741/35...	US Bank Checking	
	03/30/2021		Chainsaw ch...	Equipment O & M	-24.00
TOTAL					-24.00
18108	03/30/2021	Mid Willamette Val...	Inv #202102...	US Bank Checking	
	03/30/2021		Project #340...	Professional Services	-1,957.50
TOTAL					-1,957.50

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**City of Falls City**  
**Check Detail**  
 March 30, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
18109	03/30/2021	Northside Electric	73243	US Bank Checking	
	03/30/2021		Community C...	Professional Services	-844.20
TOTAL					-844.20
18110	03/30/2021	Oregon Departme...	WQ21DOM-0...	US Bank Checking	
	03/30/2021		2021 Sewer ...	Travel/Training/Dues/Statutory	-2,810.00
TOTAL					-2,810.00
18111	03/30/2021	Pacific Power	multiple acc...	US Bank Checking	
	03/30/2021		03/21 Parks ...	UTILITIES	-54.05
			03/21 Sewer ...	UTILITIES	-469.97
			03/21 Fire Po...	UTILITIES	-356.96
			03/21 Street ...	UTILITIES	-504.08
			03/21 Water ...	UTILITIES	-61.96
			03/21 City Ha...	UTILITIES	-981.56
TOTAL					-2,428.58
18112	03/30/2021	Petro Card	C717260	US Bank Checking	
	03/30/2021		PW Fuel	Equipment O & M	-195.98
TOTAL					-195.98
18113	03/30/2021	Polk County Publi...	Inv 0324211...	US Bank Checking	
	03/30/2021		Diesel, Road ...	Equipment O & M	-154.59
TOTAL					-154.59
18114	03/30/2021	Polk IO	inv 17299	US Bank Checking	
	03/30/2021		Public Notice ...	Travel/Training/Dues/Statutory	-168.63
TOTAL					-168.63
18115	03/30/2021	Sharon Volk Greve	Reimburse...	US Bank Checking	
	03/30/2021		3 sets of AED...	Fire Fighter Retention	-146.97
TOTAL					-146.97

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**City of Falls City  
Paid Bills Report  
As of April 1, 2021**

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>City of Dallas</b>				
04/01/2021	Inv03201	Accounts Payable		-165.00
04/01/2021	Gen. Repair- water pump i...	Equipment O & M	20 WATER OPERATING ...	165.00
Total City of Dallas				0.00
<b>Hach Company</b>				
04/01/2021	HACH600104 Renewal FY...	Accounts Payable		-7,177.00
04/01/2021	Yearly Field Service Contr...	Operational Expenses	20 WATER OPERATING ...	7,177.00
Total Hach Company				0.00
<b>KAMIND IT, Inc.</b>				
04/01/2021	0421-0016	Accounts Payable		-172.00
04/01/2021	03/21Ofc 365	Operational Expenses	SHARED SERVICES	172.00
Total KAMIND IT, Inc.				0.00
<b>TerryByte Computer Repair</b>				
04/01/2021	Inv000987	Accounts Payable		-1,075.00
04/01/2021	Feb MSP 3 Hours , Remot...	Professional Services	SHARED SERVICES	225.00
04/01/2021	Remote Connection	Professional Services	SHARED SERVICES	25.00
04/01/2021	City Manager Laptop	Operational Expenses	SHARED SERVICES	650.00
04/01/2021	Set up CM Laptop	Professional Services	SHARED SERVICES	175.00
Total TerryByte Computer Repair				0.00
<b>United Renals</b>				
04/01/2021	Inv. 191263617-002	Accounts Payable		-1,513.20
04/01/2021	Chipper for Ice Storm Dam...	Operational Expenses	SHARED SERVICES	1,513.20
Total United Renals				0.00
<b>US Bank Visa</b>				
04/01/2021	Account: 47985312149811...	Accounts Payable		-2,194.04
04/01/2021	Safeway Fuel- Ice Storm/O...	Equipment O & M	SHARED SERVICES	177.43
04/01/2021	Battery Backup for H2O Pl...	Equipment O & M	20 WATER OPERATING ...	469.88
04/01/2021	Amazon Monthly	Facilities O & M	SHARED SERVICES	12.99
04/01/2021	Zoom Monthly	Facilities O & M	01 GENERAL FUND:01.0...	14.99

City of Falls City  
**Paid Bills Report**  
 As of April 1, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
04/01/2021	OSI Batteies-small batteries	Equipment O & M	20 WATER OPERATING ...	19.75
04/01/2021	Federal Processing- SAM...	Travel/Training/Dues/St...	SHARED SERVICES	1,499.00
Total US Bank Visa				0.00
<b>Westech Engineering</b>				
04/01/2021	248010	Accounts Payable		-3,215.55
04/01/2021	Engineer VIII- 2 Hours	'17 CDBG Wastewater ...	13 SEWER FUND	201.00
04/01/2021	SWCA Env. Consultants	New Sewer	13 SEWER FUND	3,014.55
Total Westech Engineering				0.00
<b>TOTAL</b>				<b>0.00</b>

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RECEIVED MAR 12 2021



OFFICIAL USE:  
BUSINESS LICENSE NUMBER:  
2021-27

299 Mill Street, Falls City, Oregon 97344  
Phone: 503.787.3631 Fax: 503.787.3023  
[www.fallscityoregon.gov](http://www.fallscityoregon.gov)  
This organization is an equal opportunity provider

**APPLICATION FOR CITY BUSINESS LICENSE**  
**TERM OF LICENSE**  
**JULY 1, 2020 – June 30, 2021**

Check one:  
First Time License:  Renewal:

Falls City Municipal Code 110.01- First time business licenses shall be reviewed and approved by City Council prior to a license being issued to a business for the first time.

Business Name: PNW Doulas Zoning: \_\_\_\_\_

Owner(s): Annie Willem, Melissa Hardin, Creshea Hilton

Location of Business: 1655 Capitol St NE, Salem - Adding 2nd office in FC at old Clinic

Mailing address (if different): PO Box 478, Falls City 97344

Business Phone: 503 877 4815 Business Fax: \_\_\_\_\_

Email Address: annie@pnwdoulas.com

Website: pnwdoulas.com

Number of Employees: Self-only 3 Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_

Home-Based Business: (Circle one) YES NO

Please review the list of business types below and circle the most appropriate classification.

- |  |                                   |
|--|-----------------------------------|
| 110000 Ag, Forestry, Fishing & Hunting | 420000 Wholesale Trade            |
| 210000 Mining                          | 440000 Retail                     |
| 220000 Utilities                       | 480000 Transportation Warehousing |
| 230000 Construction                    | 510000 Information                |
| 310000 Manufacturing                   | 520000 Finance & Insurance        |

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530000 Real Estate/Rental & leasing  
540000 Professional, Scientific, Technical Services  
550000 Management of Company & Enterprises  
560000 Admin Support/Waste Management & Remediation  
610000 Education Services

620000 Health Care & Social Assistance  
710000 Arts, Entertainment & Recreation  
720000 Accommodation & Food Services  
810000 Other Services (excluding Public Admin)  
920000 Public Administration

**PRODUCTS SOLD OR SERVICES RENDERED**

Labor and postpartum support, childbirth education, pregnancy support, infant feeding support

**DESCRIBE AVAILABLE PARKING**

very little needed

**IMPACT ON LOCAL TRAFFIC**

very little

**ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)**

none

**DOES THE BUSINESS COMPLY WITH REQUIRED BUSINESS RECYCLING AS DEFINED IN FALLS CITY MUNICIPAL CODE SECTION CHAPTER 53.04.150: BUSINESS RECYCLING (See Attached)**

YES  NO

**OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):**

Will alcohol be sold on the premises? (Circle one): YES  NO

If YES, provide OLCC PREMISE # \_\_\_\_\_ OLCC LICENSE # \_\_\_\_\_

**COUNTY AND STATE LICENSING INFORMATION:**

State Business Registry #: 1441946-93

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

Traditional Health Worker with OHA

**FEE SCHEDULE.** Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME: Annie Willemms

BUSINESS NAME: PNW Doukas

SIGNATURE OF APPLICANT: A Willemms

Office Use Only:

RECEIVED BY: JW

DATE: 03/12/2021

TYPE OF LICENSE: 620000

AMOUNT PAID: \$ 100.00

RECEIPT #: 893785

APPROVED BY: \_\_\_\_\_

DATE COUNCIL APPROVED: \_\_\_\_\_

CONDITIONS OF APPROVAL:

*Handwritten mark*



# Oregon

Kate Brown, Governor

Department of Environmental Quality  
Agency Headquarters  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232  
(503) 229-5696  
FAX (503) 229-6124  
TTY 711

Certified Mail 7017 0530 0000 7760 7480

March 3, 2021

RECEIVED MAR 04 2021

Falls City, City Council  
299 Mill St.  
Falls City, OR. 97334

Re: EPA takes final action on *Revised Willamette Basin Mercury Total Maximum Daily Load*

Dear City Council Members:

This letter provides notification that the U.S. Environmental Protection Agency (EPA) released the *Total Maximum Daily Load (TMDL) for Mercury in the Willamette Basin, Oregon* on Feb. 4, 2021. EPA notified DEQ that, "EPA has established this TMDL and is hereby providing it to the State for implementation."

The EPA's TMDL says that the required reasonable assurance of implementation for the TMDL relies on DEQ's Water Quality Management Plan. The WQMP was issued on Nov. 22, 2019 as part of the DEQ *Final Revised Willamette Basin Mercury Total Maximum Daily Load*. You received this letter because DEQ listed the City of Falls City as a Designated Management Agency in the WQMP. Therefore, the City of Falls City is responsible for implementing strategies to reduce mercury according to requirements identified in the WQMP that are specific to the City of Falls City.

DEQ submitted its TMDL and associated documents to EPA for review and action on Nov. 22, 2019. EPA disapproved DEQ's TMDL on Nov. 29, 2019. On Dec. 30, 2019, EPA established the Willamette Basin Mercury TMDL, which was in effect until EPA released the revised TMDL on Feb. 4, 2021. EPA's 2019 TMDL, as revised in Feb. 2021, and DEQ's 2019 TMDL WQMP are in effect and apply to the City of Falls City. DEQ's WQMP and additional information can be accessed at: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhgtmdlac2018.aspx>

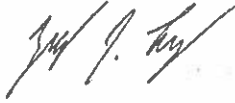
As a DMA, the City of Falls City is required under OAR 340-42-080 to prepare a TMDL implementation plan to incorporate implementation requirements in the WQMP based on several criteria. TMDL implementation plans must be submitted to DEQ for review and approval by Sept. 3, 2022, which is 18 months from the date of this letter. Should the City of Falls City fail to submit the plan by this date, this matter may be referred to the Department's Office of Compliance and Enforcement for formal enforcement action, including the assessment of civil penalties and/or a Department Order. Please note that civil penalties can be assessed for each day of violation.

Please contact your basin coordinator, Nancy Gramlich, to determine what your specific requirements are and to discuss any questions you may have. Your basin coordinator will work closely with you to support your submittal of all TMDL- required documents and reports.

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We appreciate the City of Falls City involvement in TMDL implementation to reduce mercury in the Willamette Basin in order to protect people who regularly eat fish and shellfish from streams and lakes across the basin.

Sincerely,



Zach Loboy  
Water Quality Manager DEQ, Western Region  
(541) 687-7425, [Zach.LOBOY@deq.state.or.us](mailto:Zach.LOBOY@deq.state.or.us)  
165 E. 7<sup>th</sup> Ave. Ste. 100, Eugene, OR. 97401

Nancy Gramlich  
Willamette Basin Coordinator DEQ, Western Region  
(503) 378-5073, [Nancy.H.GRAMLICH@deq.state.or.us](mailto:Nancy.H.GRAMLICH@deq.state.or.us)  
4026 Fairview Industrial Dr. SE, Salem, OR. 97302

cc: Jeremy Gordon, Mayor, City of Falls City