



City of Falls City

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

PUBLIC NOTICE: City Council Meeting

Date: Monday, October 12, 2020 **Time:** 6:00 pm

Location: The FC Community Center, Telephone, Web Application, in writing

How to Attend and/or Participate:

1. **In-Person:**
 - a. Falls City Community Center, 320 N. Main St. Falls City, OR 97344
 - b. 10 Person Maximum Capacity
1. **Call-in:**
 - a. (425) 436-6370, Code: 251514(#)
 - b. You will be muted but may "raise your hand" to indicate you wish to comment. Please visit freeconferencecall.com for a tutorial
2. **Web Application:** Download the Freeconferencecall.com web application
 - a. Meeting ID: manager3208
 - b. You will be muted but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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AGENDA

1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___

Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ TJ Bailey ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report ----- pg. 1

- b. Falls City Fire Report-----pg. 2
- c. Polk County Sheriff's Report----- pg. 3

6. REPORTS

- a. Mayor
- b. Council
- c. Manager Report-----pg. 4-5

7. CONSENT AGENDA

- a. Approval of the Minutes
 - i. September 08, 2020 Special Meeting ----- pg. 6-10
 - ii. September 14, 2020 Regular Meeting ----- pg. 11-15
- b. Approval of the Bills----- pg. 16-19
- c. Business License Application- Frinks Market-----pg. 20-22

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. IT Discussion; Jason Kistler, City of Independence

10. OLD BUSINESS

- a. Most Improved Yard Contest Winners ----- pg. 23

11. ADJOURN



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Public Works Report September of 2020

Administration

Normal operations.

Water Division

On the 20th I found a leak on the service line at 5500 Clark RD. due to the size of the leak we had to repair it. We dug up the line to find the 1 ½" PVC line had split. We cut out the area and spliced in a new section.

On the 21st I received a call at 12:35am from 533 Clark street saying they had just lost water pressure. I went to find the problem. I found a main break on Estelle RD. I shut down the main and then called in locates. As soon as the locates were done we called OAWU and had them bring out the Vec- trailer. We uncovered the main to find it had broken near a coupling we repaired the main. The next day we filled the excavation site.

Sewer Division

On the 25th the breakers for the pumps both broke. We tried to get them working but with no success. We had to call Valley Electric to come and diagnose the problem. Carl was able to determine the problem but had to go to Beaverton to get the breakers. As soon as they had the breakers Valley wired them into the system.

Streets Division

Normal Operations.

Parks & Cemeteries Division

Normal Operations.

Non-Sewer Wastewater Division (TMDL)

Normal Operations.

Jamie Ward

From: lorilect@aol.com
Sent: Wednesday, October 7, 2020 3:31 PM
To: David Clyne
Cc: Jamie Ward
Subject: Fire Report

Greetings All - another busy month for everyone. We are running our current Firefighter 1 Academy and Sharon has been doing CPR classes. We sent our brush truck out for the first time on a conflagration, a rewarding experience those who went and something we hope to continue to be able to do in the future. MSA and our rep from Curtis came out to show us how to use and maintain our new airpacks which we were awarded in the 2018 AFG grant - one step closer to getting them in service! No news yet of awards on the 2019 AFG yet.

Calls for the month:

Medic - 15
Fire - 9
Public service - 1
MVC - 2
Total calls - 25

Of these calls, 11 were mutual aid with SWF.

Have a great month -

Sincerely,
Lori Albert

September 2020 Falls City Stats

Falls City Calls for Service					
Assault		Harassment	2	Misc Crime	
Area Chk	1	Driving		Miss Person	
Animal		Domestic Dist	2	Noise	2
911 Hangup		Found Property		EDP	
Burglary		FIR		Ordin Vio	
Assist Other Agency	5	Fraud	1	Overdose	traffic assist
ATL (attempt to locate)	1	Follow up	3	Natural Gas	Traffic Stops
DUI		Community Event		runaway	Trespass
Citizen Contact	3	Illegal Park	1	sex offense	Warrant
Civil Paper Service	1	Gen Disturb		Shots Fired	Welfare Check
Criminal Misch	1	Alarm	1	Stolen Veh	Uncon
Falls City Calls for Service		35		Of the FC Calls for Service	
Total Calls for Service (county wide)		1605		2 involved crimes	
Falls City % of Total Calls		2.2%		FC Cases Cleared by Arrest	
				1 50.0% clearance	
				Total Arrests in Falls City	
				1 1.8% of total arrests	
Total Service Calls (Polk County)		1605		Juvenile Arrests	
Cases Cleared by arrest		180		1 (county wide)	
Total Arrests (county wide)		66		Juvenile Arrests	
		55		0 (Falls City)	
				(only true crimes reported here)	



City Manager's
Office

Falls City Monthly Report October 12, 2020

Introduction

It's been an interesting beginning in Falls City. Amazingly enough for me, this is our fourth meeting together though the second where I sit in the big seat, such as it is. Below are the highlights for the last several weeks.

Recruiting – Advertisements have been placed in the Itemizer observer, the League of Oregon Cities website, the Mid-Willamette Valley Council of Governments (MWVCOG) website, the Statesmen Journal and on Indeed. The position has been advertised with a hiring range of \$60,000 - \$75,000 with a first review on October 16th of received applications.

Completed applications require a resume, cover letter and city application form. The Mayor and I will review the first grouping and hopefully narrow the list to no more than five prospective candidates to be interviewed by the Council. The Mayor has asked that this process be accessible for public viewing (hopefully remotely through technology).

Wastewater Project – I have had the opportunity to “meet” with the members of our project team and get caught up on this effort. There are a number of outstanding matters that will need satisfactory completion pending finalization of this first phase of the project before we undertake the construction and financing phase(s). I have tentatively set up a public project briefing for the Council at your November 9th meeting with the City Engineer and Renata Wakely from MWVCOG.

A summary of outstanding work in this phase is as follows:

- Completion of easement options acquisition. School District is outstanding at this writing
- Undertaking and completion of a Cultural Resource Survey (AKA Pedestrian Survey) together with grant application to fund this project
- Acceptance of proposed wetland delineation study
- Undertaking of a Preliminary Engineering Report due to use of USDA Rural Development funding for the project and the identification of funding sources to complete this effort

IT Project – I have contacted the City of Independence regarding use of their IT Director to assist with added capacity in the Community Center for future meetings and public engagement. This would be a project that is grant funded most likely assuming the Council wishes to proceed when the costs and sources are better understood.

Chamberlain Overlay – We received informal notification that our grant request was approved. Upon receipt of formal notification, I will contact our funding partners to assure their continued involvement as they are essential to the continuation of the effort. We are also contacting the County who is managing the construction contracts on this effort.

Doctor's Office Renovation – Work continues within budget on this project and the hope is to be able to complete the work by the end of October.

Communication – I have had the opportunity to meet with each of you and get to know a little more about you. Thank you for that. It truly helps me understand how to proceed during my tenure.

Organization – Having worked with this team now for the past several weeks, I can honestly let you know that you have a dedicated team that has a good understanding of customer service. They are thoroughly helpful and well able to perform their respective operations. I have chosen to delegate some of the work that resided directly in the City Manager's Office because frankly, Mac was both a work horse and probably had some skill sets that would be difficult to fill in the recruitment effort. I am doing a high-level overview of the pay structure and may tweak it somewhat as a result of the minor changes.

Have a Great Day!

- David

City of Falls City
Special City Council Meeting Minutes
Tuesday September 08, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Mac Corthell, City Manager; Jamie Ward, City Clerk; Jon Creekmore, Public Works Director

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call. Councilor Cliff Lauder was absent.

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda. Motion carried 4-1-0-1. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, T.J. Bailey. Nay: Nay

A motion was made by Councilor J. Drill to amend the first motion and table New Business item b-Resolution 24-2020, a Resolution directing City Council Training by the City Attorney, to the October 12, 2020 Meeting. Motion did not receive a second. Motion Failed

4. New Business

a. Resolution 23-2020 Employment Contract for City Manager Pro-Tem David Clyne.

Mayor Gordon opened the floor to David Clyne who gave a brief introduction on himself and his previous working experiences.

Mr. Clyne has lived and worked as a City Manager in various locations for over thirty (30) years, but most of his career was spent with the City of Independence. Mr. Clyne stated that small towns are near and dear to his heart and has been a frequent customer of the Breadboard here in Falls City.

Mayor Gordon wanted to make sure that Mr. Clyne knew that Council was here for him as he is for us.

All Council was in favor of the Resolution and excited to work with Mr. Clyne.

A motion made by Councilor T. Bailey and Seconded by Councilor T. Meier to move that the City Council of Falls City adopt Resolution 23-2020 A RESOLUTION, EMPLOYMENT CONTRACT FOR CITY MANAGER PRO-TEM DAVID CLYNE. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, T.J. Bailey

b. Resolution 24-2020, Directing City Council Training by the City Attorney.

A motion made by Councilor T. Bailey and Seconded by Councilor D. Sickles to move that the City Council of Falls City adopt Resolution 24-2020 A RESOLUTION, DIRECTING CITY COUNCIL

TRAINING BY THE CITY ATTORNEY. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, T.J. Bailey.

Councilor T. Bailey read his Agenda Report (see exhibit A).

Councilor J. Drill asked what City Attorney training would look like and how much it would cost. Councilor T. Bailey stated the cost is stated in the Agenda Report and should cost approximately one thousand (\$1000.00) dollars.

Councilor J. Drill asked if Councilor T. Bailey investigated any other training options.

Councilor T. Bailey stated that he had not and preferred our City Attorney host the training because he is educated in the Falls City Charter. Bailey stated he is hopeful that the Attorney will help Council go through and dissect what Council is sworn by, so that each Council will know their roles.

Councilor T Meier added that he believes that other trainings are good as well because they can educate Council to on things that are happening that are not included in the Falls City Charter.

c. Direct Connect Banner

The Direct-Connect bus serving Falls City was forced to cease service due to COVID-19. The service will resume service this month and the County (who funds the bulk of the service) has asked if a banner can be hung in Falls City to notify citizens the bus will resume service.

Councilor J. Drill asked how long the banner would be hung up for.

City Manager Corthell said that he did not hear of an end date but could not imagine it be up for more than a month or two.

A motion made by Councilor D. Sickles and Seconded by Councilor T. Bailey to move that the City Council of Falls City authorize HANGING OF THE DIRECRT CONNECT BANNER. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Councilor T. Bailey wanted to add that he has been working with around nine (9) youths on the skate park. Bailey added that to apply for some of the grants they are looking into one of the requirements are that they need a name for the park. Bailey wanted Council to know that they have chosen the name "Rivers Edge Skate Park".

Mayor Gordon wanted to share that his thoughts are with all the first responders battling the fires across the State.

Public Works Director Jon Creekmore who also is Assistant Chief on Falls City's Volunteer Fire Department added that the new brush rig is already helping on the Blue Ridge fire and that all three of the Fire Trucks are filled and ready to go

should an emergency arise. All three (3) Fire Trucks together hold a total of twenty-seven hundred (2700) gallons of water.

5. Adjourn

No Motion Made

The meeting adjourned at 6:27 pm.

Attested: _____ Mayor, Jeremy Gordon
City Clerk, Jamie Ward

Draft

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY COUNCILOR, TJ BAILEY VIA CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 24-20, COUNCIL TRAINING
DATE: SEPTEMBER 8, 2020

SUMMARY

A resolution to direct council training at the City Attorney's Earliest Convenience.

BACKGROUND

Since late January I have had the honor and privilege of representing our community as a city council member. Since being sworn in I have done my best to represent our city in a professional role while making decisions that best meet the needs of all of our citizens. I understand that I am just one voice and our council works best when we work and act as a body. Unfortunately, there are a select few council members, based on their actions that do not feel the same. These council members have demonstrated that they are above the rules of our charter and are entitled to cross over into the area of inappropriate attempts to influence staff's administrative responsibilities. This greatly concerns me.

Another concern is that a select few council members do not fully understand or respect the "council/manager form of government". In short, council members decide "WHAT" needs to be in policy and goals based on our community's needs and values, whereas the city manager and staff determine "HOW" to implement the policies and goals and deliver day-to-day services due to their experience and training. The select few council members who attempt to influence or direct staff outside a public forum as to how to implement or deliver day-to-day services makes it extremely difficult if not impossible for them to fulfill their responsibilities. This is a clear violation of our charter rules.

While being elected to a city council, and in my case voted in by the council, is an honor bestowed upon us by the voters, a select few of us do not keep that "honor" in perspective. Citizens elected the council and trust that judgments made represent the interests in community decision-making. They **DID NOT** elect us because they felt we were personally deserving of *special rights* or *privileges*. Unfortunately, there are some council members who feel they are **entitled** to such special rights and privileges. Those council members expect the city manager and staff to assist them in ways outside their formal role on the city council. In order for our city to run effectively, this false notion from certain council members needs to stop immediately.

Additionally, I believe that one of the least favorite tasks for a city manager is to tell an individual council member or the council as a whole something they don't want to hear. We will never be well served by a manager who will not tell us when something is not appropriate or cannot be achieved simply to avoid appearing uncooperative. It is

very helpful for certain council members to understand that the manager has a professional obligation to give council advice contrary to what one would like to hear when he/she is required to do so. The city manager and staff are required to faithfully carry out the direction of the city council, regardless if particular council members did or did not recommend it and regardless if some council members oppose it. Council members should not misrepresent the truth or side with community members to save face when decisions are made that they disagree with nor should they cry foul when decisions are not in their favor.

In closing, I have touched briefly on a few, not all, of the ethical violations I have seen by a few council members in my short time on council. It is time to hold council members accountable for their behavior. If we continue to choose to ignore the blatant disregard to our charter rules we risk never hiring a qualified city manager and shedding the negative perception of our city from neighboring communities that still haunt us today. Due to the actions of a few, we have an unstable council/manager relationship that could have led to more serious negative consequences besides losing an outstanding individual who has done so much for our city. We need to understand that our actions greatly impact not only the council but the citizens we swore to represent. City managers in Falls City historically don't last long and it's time to break the pattern of dysfunction so we can thrive as a city while building a positive reputation as a place to live, work and play. Our service on council is a unique honor, not a privilege. We must conduct ourselves in a manner that when our time on council is over we can look back with pride, not only for what we accomplished, but also the way in which we conducted ourselves.

The first step in having a professional functioning council is making sure all council members know their role and abide by the rules of our charter which is one of our goals for council. Therefore, I make a motion to schedule trainings on roles, rules and responsibilities of our elected council as soon as possible.

PREVIOUS COUNCIL ACTION

- Council Training Adopted as Council Goal #4 for 2020-2021

ALTERNATIVES/FINANCIAL IMPLICATIONS

- Council Training was budgeted under Professional Services in the General Fund: Administrative. Approximate cost \$1,000.

STAFF RECCOMENDATION

Adopt.

ATTACHMENTS

Resolution 24-2020, Directing Council Training by the City Attorney.

PROPOSED MOTION

I move that the Falls City Council adopt Resolution 24-2020, DIRECTING CITY COUNCIL TRAINING BY THE CITY ATTORNEY.

City of Falls City
City Council Regular Meeting Minutes
Monday September 14, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey

Staff Present: Mac Corthell, City Manager; David Clyne, City Manager Pro Tem; Jamie Ward, City Clerk; Jon Creekmore, Public Works Director

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call. Councilor J. Drill was absent, Councilor L. Sickles arrived at 6:35

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier to adopt the entire agenda. Motion carried 4-0-0-2. Ayes: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

4. Announcements, Proclamations

- a. City Manager Corthell explained to City Council that unfortunately Michael Cooper put in his notice and his last day for the Public Works Department was Friday September 08, 2020. Although It was a hit to the City to lose such a dependable employee, we were fortunate to pick up Jeremy Winn. Mr. Winn was a close second in the interview process that originally presented Cooper with the position.
- b. Mayor Gordon read a proclamation (See exhibit A) he had written for Corthell in honor of his hard work and service to the City over his tenure.

5. Community & Government Organizations

- a. PW
No Comments
- b. Fire report was not submitted.
- c. Polk County Sherriff's Report
No Comments

6. Reports

- a. Mayor Gordon added that he has not received a final draft of the pre-assessment form for the Valley of Giants project.
- b. Councilor T. Bailey wanted to give a quick update on the youth project he has been working with around 16 local children on in finding funding sources and building a skate park for local youths to enjoy. The group is meeting on Sunday September 20, 2020 if any councilors would like to join in.

c. Corthell read his staff report (See exhibit B)

7. Consent Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey the City Council for the City of Falls City adopt the consent agenda. Motion carried 4-0-0-2. Ayes: Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

8. Public Comments

None

9. New Business

a. Resolution 25-20, A resolution granting Authorized Signer and Certifying Officer authority to the City Manager position.

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier move that the City Council of the City of Falls City adopt Resolution 25-2020, NAMING THE CITY MANAGER POSITION BOTH AUTHORIZED SIGNER AND CERTIFYING OFFICER. Motion carried 4-0-0-2. Ayes: Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

10. Old Business

a. Most Improved Yard packets have been given out and council needs have their ballot forms filled out and turned into the City Clerk by October 01, 2020. Winners will be announced at the October 12, 2020 Meeting.

b. Corthell gave council a few days Ross Williamson, City Attorney would be available to come and do council training. His available dates include September 22, 24, 25, 28, 29, October 1, and October 2. City Council stated they would research their schedules and get back to Corthell.

c. Corthell stated that the supplemental budget public notice was not posted properly so it will need to go on a later meeting.

11. Adjourn

A motion made by Councilor D. Sickles and Seconded by Councilor T. Bailey to move that the City Council of Falls City Adjourn. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

The meeting adjourned at 6:42 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

City of Falls City

Proclamation

Whereas: Macahan "Mac" Corthell served the City of Falls City with excellence, honor, and utmost integrity in his capacity as City Manager from May of 2018 to September of 2020; and,

Whereas: Manager Corthell faced every obstacle as an opportunity, championed every community asset, and represented the City with high degrees of expertise and professionalism; thereby raising the level of trust and partnership with government entities, the business community, foundations, and nonprofit organizations; and,

Whereas: Manager Corthell led the City in its awards of several major grant projects including over \$1,000,000 in grant funding for our streets, wastewater and water systems, and fire department, \$400,000 in a regional housing rehabilitation grant, and leaving the City in a good position to be awarded over \$3 million in grant funding for the wastewater construction project and \$800,000 for a Safe Routes to School grant to slow traffic and increase pedestrian safety on North Main Street and between the High School and Elementary School; and,

Whereas: Manager Corthell exceeded his fiduciary responsibility to the City in part by increasing staff efficiency and clarity of staff roles and responsibilities, defined the City's organizational structure by program, department and division, and led the development and implementation of a Master Utility Right of Way Ordinance; and,

Whereas: Manager Corthell furthered operational efficiency and community vitality by assuming city planner duties and advising the City Council on multiple legal matters, thereby saving residents over \$30,000/year in professional services costs; applied for and received funds to undergo the City's Economic Resiliency Plan; helped lead a community visioning process and subsequent action plans in partnership with Rural Development Initiatives, and led in the acquisition, supervision, and mentorship of a RARE member; and,

Whereas: Manager Corthell increased government transparency and ethical practices by updating the City's website, creating land use handbooks to guide citizens through complicated land use processes, helped develop committee handbooks and best practices, clarified accounting and budgeting practices ensuring the integrity of fund boundaries and good faith budgetary estimates, guided the City Council toward its proper statutory roles through trainings and mentorship, applied City processes and procedures uniformly and fairly, and ensured sound governmental ethical practices; and,

Whereas: Manager Corthell accomplished all of these milestones, and many more not mentioned, while maintaining the critical, routine, demanding, and varied operations of the City; and, finally,

Whereas: Mac Corthell will always be welcome back with open arms as a lifelong friend of Falls City's.

Now, Therefore, We It Proclaimed that I, Jeremy Gordon, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the City of Falls City is grateful to Mac Corthell for his service to the Falls City Community.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Falls City to be affixed on this 14th day of September, 2020.

Jeremy Gordon , Mayor



City of Falls City

299 Mill St • Falls City, Oregon • 97344
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Manager's Monthly Report September 14, 2020

Dear Citizens, Council, and Staff,

My final report comes with mixed emotions of excitement for what is next, and sorrow for what I am leaving behind. We've accomplished a great deal during my tenure, and it is my distinct hope that the groundwork we've laid will be completed with results marking continued progress and modernization for Falls City.

Following is a list of the main projects in-work here in Falls City:

CDBG Wastewater Project

1. Land Acquisition
 - a. All land and easements under purchase option except Falls City School District
2. Design
 - a. Approved by DEQ
3. Permitting
 - a. NPDES permit renewed for current plant and proposed new plant
4. Environmental
 - a. In work on:
 - i. Wetland delineation
 - ii. Cultural Resources Survey and Mitigation Determination
 - iii. Endangered Species Bio Opinion Determination
5. Financing
 - a. CDBG Hud grant funding design, engineer and most of environmental
 - b. USDA PPG grant funding has been applied for to pay for Cultural Resources and/or Endangered Species BIO opinion
 - c. USDA RD grant/loan funding selected by council as partial construction funding
 - d. CDBG Hud grant funding selected by council as partial construction funding
 - e. City Funds for partial property acquisition
 - f. DEQ interim funding will need to be sought for construction prior to receiving USDA funds

Code Services

1. Most Improved Yard contest ended 9/11/20, winners to be named 10/12/20 council meeting
2. Municipal Court IGA signed with City of Dallas
 - a. Need to establish procedure and policy
3. Some funding budgeted for enforcement officer

Luckiamute Clinic

1. Pocket park under development, funded by Oregon Community Foundation grant and work primarily done by Falls City Thrives.
2. Clinic Building being rehabilitated by a private contractor, funded by Community Development funds from the city's revolving loan fund
3. Next step is to determine appropriate use, my recommendation is:
 - a. Move City Hall to main level with records and public works inventory in the basement

- b. Provide top level to Falls City Thrives for \$1/month lease, allow use as a business incubator
 - i. If there is success in the top level, rehab the small building and allow FC Thrives to expand
- c. Sell current City Hall on open market, or concoct a deal with Polk CDC for low income housing development

Chamberlain Rd.

1. Immediate Opportunity Fund Grant applied for by the City with pledge funds from timber companies and in-kind from the county as match.
 - a. If awarded, the county will engineer and provide grant/project management for the overlay

Safe Routes to School

1. Named as a regional solutions project, will use 20 SCAG and 21 SCAG as match funding to develop the intersection at Mitchell, Bridge, N. Main, and a pathway on Boundary between the High School and Elementary School
 - a. Total Project would coast approximately \$800,000
2. If the Safe Routes Grant is not awarded, the 20 SCAG and 21 SCAG will be stand alone projects

Sincerely,



Macahan "Mac" Corthell, JD
City Manager
Falls City, OR

City of Falls City
Paid Bills Report
As of September 14, 2020

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Cascade Columbia Distribution Company				
09/14/2020	787526	Accounts Payable		-1,603.94
09/14/2020	Sodium Hypochlorite 8x 53...	Operational Expenses	20 WATER OPERATING ...	1,603.94
Total Cascade Columbia Distribution Company				0.00
Complete Wireless Solutions				
09/14/2020	S94099	Accounts Payable		-280.00
09/14/2020	4 Motorola Radio Batteries	Operational Expenses	01 GENERAL FUND:01.0...	280.00
Total Complete Wireless Solutions				0.00
Consumers Power Inc				
09/14/2020	Account # 1155301; Aug '20	Accounts Payable		-166.66
09/14/2020	8/20 Power- WTP	Power	20 WATER OPERATING ...	166.66
Total Consumers Power Inc				0.00
Dallas Auto Parts				
09/14/2020	Acct 3020; July '20 Statem...	Accounts Payable		-733.05
09/14/2020	Fire Department	Operational Expenses	01 GENERAL FUND:01.0...	733.05
Total Dallas Auto Parts				0.00
Les Schwab				
09/14/2020	Inv Quote - 21600426044	Accounts Payable		-3,155.26
09/14/2020	E125 Tires	Equipment O & M	01 GENERAL FUND:01.0...	3,155.26
Total Les Schwab				0.00
Quadient				
09/14/2020	Acct: 7900 0440 8064 7419	Accounts Payable		-300.00
09/14/2020	Postage & Machine 8/20	Operational Expenses	SHARED SERVICES	300.00
Total Quadient				0.00
Speer Hoyt LLC				
09/14/2020	Inv 56917	Accounts Payable		-1,000.00
09/14/2020	Open Burning Ordinance	Professional Services	SHARED SERVICES	700.00
09/14/2020	Wastewater - FCSD Ease...	New Sewer	19 CITY UTILITY RESER...	300.00
Total Speer Hoyt LLC				0.00
Van Well Building Supply				
09/14/2020	67162/6, 67114/6	Accounts Payable		-12.36
09/14/2020	W124	Equipment O & M	01 GENERAL FUND:01.0...	12.36
Total Van Well Building Supply				0.00
Westech Engineering				
09/14/2020	274151	Accounts Payable		-5,958.10
09/14/2020	CDBG Wastewater	'17 CDBG Wastewater ...	13 SEWER FUND	5,958.10
Total Westech Engineering				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of September 16, 2020

Date	Memo	Account	Class	Amount
Cascade Fire Equipment				
09/16/2020	Inv 110331	Accounts Payable		-250.00
09/16/2020	Phos Check 5 gal x 2	Operational Expenses	82 FIRE EQUIPMENT/OP...	250.00
Total Cascade Fire Equipment				0.00
CenturyLink				
09/16/2020	Acct 5037874719562B	Accounts Payable		-87.90
09/16/2020	8/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	87.90
Total CenturyLink				0.00
MNOP				
09/16/2020	Inv A389550-IN less \$452....	Accounts Payable		-60.91
09/16/2020	Water Plant Fuel	Equipment O & M	20 WATER OPERATING ...	60.91
Total MNOP				0.00
Polk County Public Works				
09/16/2020	Inv 0915201324	Accounts Payable		-231,518.90
09/16/2020	FEMA - Dutch Creek Pay...	'16 Dutch Crk Grant (St...	11 STREET FUND	231,518.90
Total Polk County Public Works				0.00
US Bank Visa				
09/16/2020	Account: 47985312149811...	Accounts Payable		-2,182.95
09/16/2020	Landscape Shoppe - Rock...	OCF Pocket Park Gran...	01 GENERAL FUND:01.0...	419.00
09/16/2020	Lowes - Park Barricade Wi...	Facilities O & M	SHARED SERVICES	63.12
09/16/2020	Dallas Towing - Tow PW T...	Equipment O & M	SHARED SERVICES	197.00
09/16/2020	Officesupply.com - PW Pri...	Operational Expenses	SHARED SERVICES	97.47
09/16/2020	Capitol Chevy - Module & ...	Equipment O & M	SHARED SERVICES	1,006.36
09/16/2020	Dot Gov - .gov website reg...	Operational Expenses	SHARED SERVICES	400.00
Total US Bank Visa				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of September 29, 2020

Date	Memo	Account	Class	Amount
City of Dallas				
09/23/2020	IN03007	Accounts Payable		-300.00
09/23/2020	AUG20 Sweeping	Professional Services	11 STREET FUND	300.00
Total City of Dallas				0.00
Complete Wireless Solutions				
09/23/2020	S94099	Accounts Payable		-280.00
09/23/2020	4 Motorola Radio Batteries	Operational Expenses	82 FIRE EQUIPMENT/OP...	280.00
Total Complete Wireless Solutions				0.00
Ferguson Waterworks				
09/23/2020	Account: 50936 Invoice: 0...	Accounts Payable		-1,498.85
09/23/2020	Meters & Part	Water Capital	19 CITY UTILITY RESER...	1,498.85
Total Ferguson Waterworks				0.00
Mike McCallister				
09/23/2020	Overpayment on Acct # 20...	Accounts Payable		-2,391.25
09/23/2020	Overpayment on Acct #2035	Operational Expenses	SHARED SERVICES	2,391.25
Total Mike McCallister				0.00
MNOP				
09/23/2020	CL59035	Accounts Payable		-44.81
09/23/2020	Fire Gas	Operational Expenses	82 FIRE EQUIPMENT/OP...	44.81
Total MNOP				0.00
Oregon Government Ethics Commission				
09/23/2020	AIE 12495	Accounts Payable		-548.87
09/23/2020	OGEC FY 20-21	Travel/Training/Dues/St...	SHARED SERVICES	548.87
Total Oregon Government Ethics Commission				0.00
Pacific Power				
09/23/2020	multiple accounts, 210915...	Accounts Payable		-1,555.41
09/23/2020	8/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	88.22
09/23/2020	8/20 Sewer Power	UTILITIES	13 SEWER FUND	213.58
09/23/2020	8/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	382.13
09/23/2020	8/20 Street Power	UTILITIES	11 STREET FUND	623.59
09/23/2020	8/20 Water Power	UTILITIES	20 WATER OPERATING ...	55.86
09/23/2020	8/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	192.03
Total Pacific Power				0.00
Petro Card				
09/23/2020	C635244	Accounts Payable		-159.97
09/23/2020	PW Fuel	Equipment O & M	SHARED SERVICES	159.97
Total Petro Card				0.00

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City of Falls City
Paid Bills Report
As of September 29, 2020

Date	Memo	Account	Class	Amount
Polk IO				
09/23/2020	inv 13081	Accounts Payable		-7.13
09/23/2020	Legal Notice	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	7.13
Total Polk IO				0.00
Rugged Wear				
09/23/2020	Inv 574522	Accounts Payable		-339.85
09/23/2020	Jeremy Wynn Initial Issue	Operational Expenses	SHARED SERVICES	339.85
Total Rugged Wear				0.00
Saffron Supply Company				
09/23/2020	A25571	Accounts Payable		-21.00
09/23/2020	Trench Shovel	Small Tools & Supplies	SHARED SERVICES	21.00
Total Saffron Supply Company				0.00
Spectrum Business				
09/23/2020	0019088091020	Accounts Payable		-184.95
09/23/2020	City Hall Phone/Net 08/20	UTILITIES	SHARED SERVICES	184.95
Total Spectrum Business				0.00
Westech Engineering				
09/21/2020	274151	Accounts Payable		-5,958.10
09/21/2020	CDBG Wastewater	'17 CDBG Wastewater ...	13 SEWER FUND	5,958.10
Total Westech Engineering				0.00
TOTAL				0.00



OFFICIAL USE:
BUSINESS LICENSE NUMBER:
2020 - 24 - -

299 Mill Street, Falls City, Oregon 97344
Phone: 503.787.3631 Fax: 503.787.3023
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: FRANK'S MARKET Zoning: Commercial

Owner(s): FER MARKETING CORP.

Location of Business: 319 MAIN ST N. FALLS CITY, OR

Mailing address (if different): _____

Business Phone: 503-787-8036 Business Fax: _____

Email Address: FAD1632001@MSN.COM

Website: N/A

Number of Employees: Self-only _____ Part-Time 2 Full-Time 2

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

GROCERY, DELI, CIGARETTES, TOBACCO, BEER & WINE,
OTHERS.

DESCRIBE AVAILABLE PARKING

On property and Street

IMPACT ON LOCAL TRAFFIC

None

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

N/A

**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 # Temp Permit OLCC LICENSE

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #: 1715401-99

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

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: Christopher S. Schaaf

BUSINESS NAME: Frink's MARKET

SIGNATURE OF APPLICANT: 

Office Use Only:

RECEIVED BY: Jamie Ward

DATE: 10/07/2020

TYPE OF LICENSE: 440000

AMOUNT PAID: \$ 100.00

RECEIPT #: 893709

APPROVED BY: _____

DATE COUNCIL APPROVED: _____

CONDITIONS OF APPROVAL:

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JAMIE WARD, CITY CLERK
SUBJECT: MOST IMPROVED YARD CONTEST
DATE: OCTOBER 06, 2020

SUMMARY

The most improved yard contest deadline was on September 11, 2020. All entries were submitted to Council for ranking and the deadline to return was on October 01, 2020. City Staff tallied the rankings and found the votes go as followed.

- **Grand Prize of the 1996 Chevy Tahoe is 592 Woods with 09 votes - Charlie Flynn and Joy Whitney.**
- **Second Place of a \$250.00 visa gift card- 161 3rd St. with 15 votes- Shaniko Jackson and Georgia Griffin.**
- **Third Place of a \$150.00 visa gift card- 18 N. Main St. with 19 votes- Douglas and Rudy Church.**
- **Last Place receiving 4 hours of Public Works help - 285 N. Main St. with 20 Votes- Ramil and Jo Meza.**

PREVIOUS COUNCIL ACTION

- January 2020- Council adopts code services as #2 goal and advocates for first step to be a beautification initiative.
- February 2020- Council agrees to prize structure and contest outline.
- July 2020- The most improved yard contest began.

EXHIBITS

A-2020 Most Improved Yard Council Voting Ballots and staff tally form