



## City Council Meeting

### Minutes

**Monday, August 16, 2021 at 6:00 pm**

Attendees: [jward@fallscityoregon.gov](mailto:jward@fallscityoregon.gov)

[Manager@fallscityoregon.gov](mailto:Manager@fallscityoregon.gov)

### Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

### How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City OR 97344- Masks are Mandatory
  2. Call-in:
    - a. 1 346 248 7799
    - b. Meeting ID: 848 4136 8296
  - c. Passcode: 929339
  - d. You will be muted but may "raise your hand" to indicate you wish to comment.
- 
1. Web Application: Zoom Webinar  
Zoom Link
    - a. 1 346 248 7799
    - b. Meeting ID: 848 4136 8296
    - c. Passcode: 929339
    - c. You will be muted but may "raise your hand" to indicate you wish to comment during Public Comments.
  4. Write-In: Using regular mail or email.
    - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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*reasonable effort to accommodate the need will be made.*

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOTION TO ADOPT THE ENTIRE AGENDA**
- 4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS**

Vacant Council Seat Appointment

**Minutes:**

Martha Jirovec a two and half year Falls City Resident gave a brief description of her experience with city government. She has worked in programs focusing on grant writing, Budgeting, Waste Water, and DEQ. She has also helped serve on local events such as Falls City PRIDE, The Annual Thanksgiving Dinner, and the THRIVES Committee.

Councilor D. Sickles asked if Mrs. Jirovec was aware of the time commitment it took to hold a council seat.

Mrs. Jirovec stated that she was aware and prepared for the commitment.

A motion was made by Councilor A. Houghtaling and seconded by Councilor L. Sickles to appoint Martha Jirovec as City Councilor to fill the vacant seat.

Councilor Drill asked why Mrs. Jirovec wanted to fill the role of Falls City Councilor or if anyone talked her into this role.

Mrs. Jirovec stated that no, no one talked her into the idea. She was looking into this position if it were now or at the next election cycle.

A roll call vote was made Motion carried 5-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles. Nays:

Mayor Bailey Swore Martha Jirovec in as a Falls City Councilor.

**Vote results:**

Ayes: 5 / Nays: 0

**5. COMMUNITY & GOVERNMENT ORGANIZATIONS**

**a. Falls City Public Works Report**

**Minutes:**

No Comments

**b. Falls City Fire Report**

**Minutes:**

Councilor D. Sickles wanted to thank Councilor J. Drill for her wonderful assistance on a fire that was extinguished on his property.

**c. Polk County Sheriff's Report**

**Minutes:**

No Comments

**6. REPORTS**

**a. Mayor**

**Minutes:**

Mayor Bailey reported that he and City Manager Foscoli met with Polk County Administrator Greg Hanson on June 21st. to discuss the wastewater rate increase and see if Falls City could get some funding to offset some of the costs residents will have to pay. Mayor Bailey feels that the meeting was successful and we have a significant chance of receiving some funding.

Mayor Bailey also mentioned that he along with previous Mayor Gordon went to the annual Mayors Conference on July 27, 2021, through August 01, 2021.

Mayor Bailey feels that this was an extraordinary experience for him and has helped him learn more about his duties as Mayor. Mayor Bailey stated there were a couple of workshops he wanted to focus on, council rules being at the top of that list.

Mayor Bailey wanted to mention to the city council that our previous Mayor Jeremy Gordon was presented with the small cities mayor award. He feels it helps bring Falls City into such a positive light.

**b. Council**

**Minutes:**

Councilor J. Drill wanted to follow up on the log that fell into the Luckiamute River near where people jump into the falls. She also wanted to know if there was a way to get some kind of stairs to access the river from the east side of the park.

Councilor J. Drill wanted to let the council know that she has had multiple residents ask why access to the rock ledge was cut off.

Councilor L. Sickles stated that there was still access from the High School football field.

Councilor T. Meier brought to the council's attention that Public Works didn't meet last month due to a death in the City Records family.

Councilor A. Houghtaling would like the City Manager to look into wages of similar cities and see if we can make our wages more competitive for our staff.

Councilor L. Sickles agrees and feels it will help keep employees around for a longer time.

Councilor D. Sickles stated that the school is getting ready to start back up and would like to see the community support at the home football and volleyball games.

**c. Manager Report**

City Manager's Report August 16, 2021

**Minutes:**

City Manager Foscoli read his monthly manager's report (see exhibit A).

Councilor J. Drill asked what the city has planned in the case of a fire that would require residents to evacuate.

Councilor A. Houghtaling stated that she thinks there is a procedure in our

emergency management book and if now council should redo it and add guidelines for residents to follow.

Councilor D. Sickles thinks it is a really good idea and expressed his concerns about residents who do not have access to transportation if that scenario ever came to fruition.

Polk County Commissioner J. Gordon thought it would be a good idea to reach out to Dan Bender and set up a time for him to come to council and go over what the county's emergency plan is.

## **7. CONSENT AGENDA**

### **a. Approval of the Bills**

#### **Minutes:**

A motion was made by Councilor D. Sickles and Seconded by Councilor A. Houghtaling that the City Council of the City of Falls City accept the consent agenda approving the Bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

Nays:

#### **Vote results:**

Ayes: 6 / Nays: 0

## **8. PUBLIC COMMENTS & LETTER COMMUNICATIONS**

#### **Minutes:**

Polk County Commissioner Jeremy Gordon stated that he was in his second week as a Commissioner and it has been fun meeting with department heads and getting to know the operations around the county. There are some exciting things happening due to receiving 16 million dollars in ARPA funds. Gordon stated that there was a wide variety of ideas out there on how to spend the funding. examples include building a new community outreach building across from the courthouse, in hopes that family needs can be handled more efficiently. Hard infrastructure projects including the Falls City Wastewater project. Gordon stated that with every \$500,000.00 donation it would decrease each resident's \$8.00 in rate increases, as well as investing in Grand Ronde Sewer Project. There is a big need for more childcare so they would like to focus on getting more support for home-based childcare providers.

He would like to add that he would love to continue to hear from the council, in order to keep an adventure of communication open.

He will also be the liaison of the homelessness alliance.

## **9. NEW BUSINESS**

### **a. Archive Social Proposal**

Archive Social Proposal

#### **Minutes:**

City Recorder Jamie Ward spoke regarding a proposal for Archive Social. A company that helps track and retain social media information in case of a Public Records Request. Oregon has strict retention schedules and this will help the

city stay up to date with those regulations. Oregon Public Records law includes any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records. prepared, owned, used, or retained by a public body regardless of the physical form of characteristics.

Councilor A. Houtailing stated that the school used the same company for their social media account.

Councilor M. Jirovec would like for city staff to get a few additional quotes from similar companies and bring them back to the council.

**b. Street Closure**

Amy Houghtaling

**Minutes:**

Councilor A. Houghtaling submitted a street closure application for a monthly health fair that will take place in front of the Dr's. Clinic. The street closure is only for the first one, each additional fair will be held in the community center. A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to approve the street closure application Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec

**Vote results:**

Ayes: 6 / Nays: 0

**c. 2020 TMDL Report**

**Minutes:**

City Recorder, Jamie Ward presented the council with the 2020 TMDL letter.

**d. Grant Writing Contract**

**Minutes:**

City Manager Foscoli would like council approval to seek out and hire a dedicated grant writing/managing contractor to meet the various council goals as well as executing on adopted plans with our limited budget.

A motion was made by Councilor A. Houghtaling and seconded by Councilor L. Sickles to recommend a motion to direct the City Manager to negotiate and sign a Grant Writer contractor but not to exceed up to \$25,000.00 for six months of work. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec

**Vote results:**

Ayes: 6 / Nays: 0

**e. Economic Development Tutorial**

**Minutes:**

The video tutorial was not shown due to technical difficulties.

a. None

11. CITIZEN COMMITTEES

a. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.

b. Mask Requirements

12. GOOD OF THE ORDER

**Minutes:**

Councilor A. Houghtaling received notice that the school had not submitted the required street closure application for the dedication of the school. She asked the council to approve it without an application in hand but stated Art Houghtaling would turn one in and pay the fee first thing in the morning. The street would be closed on Prospect from Wood to the playground on August 28, 2021, from 5:00-8:00 p.m. A motion was made by Councilor D. Sickles and seconded by Councilor A. Houghtaling to approve the street closure application from the school district. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec

**Vote results:**

Ayes: 6 / Nays: 0

13. ADJOURN

**Minutes:**


A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to adjourn. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.


Meeting Adjourned at 7:30 p.m.

**Vote results:**

Ayes: 6 / Nays: 0

Contact: Jamie L Ward (jward@fallscityoregon.gov 503-787-3631) | Minutes published on 10/14/2021 at 3:22 PM

  
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TJ Bailey, Mayor

  
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Jamie Ward, City Recorder