



Falls City Oregon City Council Meeting

Monday, October 6, 2025 at 6:00 pm

Meeting Location

320 N Main St • Falls City, OR 97344

How to Attend and/or Participate

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in: a. 1-253-215-8782 b. Meeting ID: 878 7406 4319 You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: Zoom Webinar <https://us06web.zoom.us/j/87874064319> 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; 299 Mill St. Falls City, OR 97344

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1. CALL TO ORDER & ROLL CALL

Mayor TJ Bailey, Council President Houghtaling, Councilor Nick Backus, Councilor Tony Meier, Councilor Tia Scruton, Councilor Dennis Sickles, Councilor Lori Jean Sickles

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATIONS, & PROCLAMATIONS

4. 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.

Please limit your commentary to 3 minutes or less.

a. Catalogit Letter

Attachments:

- **Catloglt Letter to Council** (Catloglt_Letter_to_Council.pdf)

5. CONSENT AGENDA

a. September 8, 2025 Minutes

Attachments:

- **Minutes** (2025.09.08_Council_Minutes.pdf)

6. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

a. Mayor's Report

b. Councilor Comments

c. Public Works Committee Report

Attachments:

- **PW Minutes** (PW_Minutes.pdf)

7. REPORTS FROM CITY MANAGER & STAFF

a. Falls City Fire Report

Attachments:

- **Fire Report** (Fire_Report.pdf)

b. Falls City Public Works Report

Attachments:

- **PW Report** (PW_Report.pdf)

c. City Manager's Report

Attachments:

- **Manager's Report** (2025.10.06_Monthly_Manager_s_Report.pdf)

d. Wagner Library Funds

Attachments:

- **Staff Report** (2025.10.06_SR_Use_of_Wagner_Library_Funds.pdf)

8. GOOD OF THE ORDER

9. ADJOURN

Posted for Public at the City Hall Bulletin Board, Community Center, Falls City Website, Falls City Market, LCB Bulletin Board, and City Facebook page

Natascha Adams
407 & 409 N Main Street
Falls City, OR 97344

September 22, 2025
Falls City City Council

Dear Mayor Bailey and Members of the Falls City Council,

I am writing to you as a resident of Falls City, a member of the Historic Landmarks Committee, and as a museum professional with many years of experience in preserving and exhibiting community history. I want to strongly encourage the Council to support the ongoing funding for CatalogIt, a digital collections management system that would allow us to continue to organize, preserve, and share Falls City's history for generations to come.

CatalogIt is designed to safeguard historic materials by documenting them digitally, ensuring they are both protected and accessible. This is particularly important for small communities like ours, where resources are limited but the richness of local history is invaluable. By investing in this tool, we will be able to continue to preserve photographs, documents, and artifacts in a professional and sustainable way.

As you know, the high school has been participating in preserving local history, and the grant supporting this multi-phase project also allowed for the first payment of CatalogIt. As the digital platform becomes more populated with information, we will be able to share it not only with residents here in Falls City but also globally with anyone interested in learning more about our community's history. The program is a tried-and-true way that museums and historical organizations keep their collections organized. For Falls City, it means that all of our scanned photographs, documents, and stories can be stored safely in one place, labeled clearly, and easy for anyone to access and understand - both now and in the future.

Falls City has a unique and remarkable story to tell, from its industries and families, to its landscape and culture. Without proper documentation and preservation, we risk losing these stories. With CatalogIt, we have the opportunity to capture and safeguard them for future generations, researchers, and community members alike.

I respectfully urge you to consider funding CatalogIt as an investment in Falls City's legacy. This effort is not only about protecting the past, it is about ensuring that our history remains alive and accessible for the future.

Thank you for your time and for your dedication to our community.

Sincerely,



Natascha Adams

Falls City Resident & Historic Landmarks Committee Member
Curator of Exhibitions for the Benton County Historical Society (Corvallis & Philomath Museums)

FALLS CITY CITY COUNCIL		MONDAY, SEPTEMBER 8, 2025
Mayor Bailey called the Falls City City Council into regular session on Monday, September 8, 2025 at 6:01 p.m. in the Community Center located at 320 N. Main Street.		
Council Members Present: Council President Amy Houghtaling, Councilor Nick Backus, Councilor Tony Meier, Councilor Tia Scruton, Councilor Dennis Sickles, and Councilor Lori Jean Sickles arrived at 6:02 pm.		
Staff Present: City Manager AJ Foscoli and City Recorder Jeremy Teal		
AGENDA		ACTION
Announcements, Appointments, Appreciations & Proclamations		There were no comments.
Presentations UrbanForm		Quang Truong at UrbanForm gave a brief presentation regarding their website outlining the property and housing production website implemented in Yamhill County and now moving into Polk County. He noted that SB1537 funding for the program helped create a site for planning and building departments and private citizens aggregating all information on single properties. Nathan Wildfire with UrbanForm worked with Newberg and Yamhill County to create this website now moving to Polk County and including 18 cities when complete. Mr. Truong worked as architect and needed a website like this for all the information needed to complete a project. He showed a live demo of the website and the info on the property. Councilor D Sickles asks what does this do for the city? Mr. Wildfire noted this would allow improved accessibility to our own zoning code. Tina Thompson asked what the service costs the City. Mr. Wildfire stated for the first year it was completely free on the grant and then after 1 year it would be \$1 per parcel per year. Ms. Thompson asked who would receive the fee. Mr. Wildfire stated UrbanForm. Mayor Bailey asked how many parcels Falls City has. Mr. Foscoli stated just over 500.

Polk County FCO

Mr. Wildfire stated that part of the process was to engage with city staff who use the code most and implement anything they would like to see. He reported that McMinnville has the FEMA flood plan map, Coos Bay has their infrastructure, and Independence wanted their historic district.

Mr. Truong noted UrbanForm had the time and funding to work with each community and make their information more useful for the citizens.

Mr. Wildfire encouraged visits to the site before October 1 and let them know what info the City would like added.

Ryan Pollard with Polk County FCO gave a brief presentation regarding the Homeless Prevention and Outreach program in rural Polk County including Falls City. He noted the website was www.pc-paths.com.

Mayor Bailey asked if there was a rapid rehouse for the 0-17 ages. Mr. Pollard stated that was correct.

Councilor D Sickles asked if he worked with the resource center and if the people getting housing were vetted and supplied with employment. Mr. Pollard stated that he was at the resource center every Monday from 8 am to noon. He noted there was a case manager for every person housed.

Ms. Thompson asked if drug or alcohol information was given. Mr. Pollard stated the surveys used don't get that information.

Council President Houghtaling noted the program had been working with landlords to work with the newly housed and be more empathetic. She noted there were classes to educate people on both sides of renting. Mr. Pollard noted the landlords call as soon as they have room. He noted that a lady in Falls City who had a lot of stuff around town now lives in Salem and was clean and looks better than ever.

	Mr. Foscoli thanked Mr. Pollard for all the hard work and always being there and being willing to help.
Public Comment	Mayor Bailey opened the public comments at 6:48 p.m. Joe Schmuker stated August was Overdose Awareness month and he asked if next year he could hang the purple flags on N. Main street next year. Mayor Bailey stated the Overdose Awareness night was a great event and the flags were a great idea. He noted to connect with the City Manager and then come back to Council and get approval. Council President Houghtaling suggested getting sponsors to buy the flags. David Drake asked what was going on with sewer ponds. Mr. Foscoli stated it should be operational by October 1st. Mr. Drake asked if the paving was complete on Prospect. Mr. Foscoli noted that it was. Mr. Drake stated he met with the Mayor and showed him the water flooding his driveway on Saturday. He noted Mr. Foscoli stated the project had \$100,000 extra. Mayor Bailey advised the project was \$100,000 under budget. Mr. Foscoli advised that the Budget Committee approved \$110,000 to do the project and complete it to ODOT standards. He noted the \$300,000 would have given Prospect Ave. curbs and sidewalks. Mr. Drake noted it was illegal to dump water on property. Mr. Foscoli stated he had discussed the water runoff with the contractor, and the project change wouldn't have made it much better. He advised that all roads in town have stormwater runoff challenges that predate city manager actions. He mentioned the Streets budget was \$80,000 annually and with no grants there wouldn't be any street projects. He stated the City would do everything within our power and budget to help mitigate the issue. Mr. Drake stated the water comes from a different street and runs down Prospect into his

	issues, code enforcement was setting up an IGA with Dallas for court, resource center had the first decrease in visitors since it had opened, trash burning ban, water conservation, upper park trees, town hall meeting October 27, and the outlined project timeline.
Resolutions Resolution 06-2025	Mr. Foscoli passed thrash burning ordinance and this resolution will impose fines. It was moved by Council President Houghtaling to approve Resolution 06-2025 imposing trash burning fines. The motion was duly seconded by Councilor D Sickles and CARRIED with a ROLL CALL vote of 6-0 with Councilors Backus, Meier, Scruton, D Sickles, LJ Sickles and Council President Houghtaling voting YES.
Good of the Order	Councilor D Sickles gave accommodation to whoever painted the Falls City sign coming into town. He noted it looked way better, and he had his son weed-eat all the weeds around it. Mr. Foscoli noted it was Mayor Bailey. Mr. Foscoli stated that Falls City had a great Mayor and the town was lucky to have him.
Adjourn	There being no further business, the meeting was adjourned at 7:22 p.m.
Read and approved this ____ day of _____ 2025. Mayor: _____ ATTEST: City Recorder: _____	

**City of Falls City
Public Works Committee Meeting**

Thursday September 25, 2025 6:00PM
Meeting Location: 320 N. Main Street

Committee Members Present

Mike McConnell, Tony Meier, Marty Haviland, Jeff Propp (6:03) Guy Mack. .Absent Gordon Hanson, Cliff Lauder. City Manager AJ Foscoli joined the PWC.

1) Call to Order

Chair McConnell called the meeting to order at 6:01 PM, took roll call.

2) Pledge of Allegiance

Chair McConnell led the Committee in the Pledge of Allegiance.

3) Motion to Adopt the entire Agenda

Member Mack moved and member Meier seconded: **that we approve the entire agenda with the additions of discussing change of meeting date and the continued absence of member Hanson.** Motion carried 4-0-0. Ayes: Mike McConnell, Tony Meier, Marty Haviland, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

Member Meier moved and member Propp seconded: **that we approve Consent Agenda Items, PWC Minutes July 17, 2025.** Motion carried. 5-0-0. Ayes: Mike McConnell, Tony Meier, Jeff Propp, Marty Haviland, Guy Mack.

5) Public Comments - None

6) New Business

a. Change of Meeting Day

City Manager Foscoli stated that due to family situation that it is better for him if meetings are on Tuesdays instead Thursdays but that he could always attend the meeting electronically. Consensus was to leave it on Thursdays with Manager Foscoli joining PWC through electronic means.

b. Member Hanson's Absences

City Charter states that any member not present for three consecutive meetings are automatically removed from Committee. PWC decided that Chair McConnell will contact member Hanson and ask if he wants to remain on the Committee and will be able to attend. If not a new member can be recruited.

7) Old Business

a. Project Updates

Wastewater Treatment Facility Project:

City Manager Foscoli informed the Committee that the Polk Counting Plumbing Inspector conducted an inspection and discovered a couple of specification problems. Either engineer West Tech or Striders' inspector didn't realize specification problems and this will be researched to determine who is responsible which could lead to a possible delay in project.

Chair McConnell said that the pump station located at the High School is located at the lowest point of the system and that if we experience a loss of electric power, generator failure or an EMP, Electrical Magnetic Pulse, if the City could discharge the effluent into the Little Luckiamute River. Manager Foscoli said that Polk County has a big generator that the City could borrow to keep pumping to lagoons.

Safe Routes to School Pedestrian Island and ADA Sidewalk Project

Manager Foscoli stated the project has been delayed until Century Link can relocate a telecommunication box before the project can continue. No estimate when this will happen.

Water Mainline Replacement Project

Manager Foscoli informed PWC that Trench Line Excavations Inc. is doing a great job and that completion will come in lower than estimated. City is exploring the possibility of enlarging the project to complete other major water line problems but the City would have to borrow approximately \$100,000+.

Dayton Street Pedestrian/Infrastructure Project

City was unable to obtain funding through the State Legislature for the project but replacement of the bridge will be the next major City infrastructure project

8) Correspondence, Comments and Ex-Officio Reports

9) Committee Announcements - Next meeting October 23, 2025 at 6:pm.

10) Adjourn

Member Propp moved and member Haviland seconded: **that we adjourn.** Motion carried 5-0-0. Ayes: Mike McConnell, Tony Meier, Jeff Propp, Marty Haviland, Guy Mack. Meeting adjourned at 6:51.

_____ Public Works Committee Chair McConnell

Attested: _____ Public Works Committee Member

**HAPPY
FALL!!**



Call Volume for Falls City Volunteer Fire Dept. JAN-DEC 2025

2024 MONTH	MEDICAL	PUBLIC ASSIST	MVA	STRUCTURE FIRE /	GRASS BRUSH TREE / BURN CO	POWER LINE/ MISC	Burn Complaint	FALSE ALARM UTL	CONFLA G FIRES	MO. TOTAL CALLS
JAN	7	2	0	0	3	0	0	1	0	13
FEB	14	0	0	0	0	0	0	0	0	14
MAR	5	0	1	Chim 1	0	0	0	0	0	7
APR	5	0	0	0	1	1 Gas	0	0	0	7
MAY	9	0	0	RV1	0	1	4	0	0	15
JUNE	6	0	0	0	2	0	0	0	0	8
JULY	9	Std by	2	0	2	0	3	0	(1)	18
AUG	17	0	0	0	0	0	1	0	0	18
SEPT	12	2 Std By	0	0	1Car	0	5	3	(1)	24
OCT										
NOV										
DEC										
YR TOTALS To Date	85	5	3	2	9	2	13	4	(2)	124

September was a busy month for responders with 23 calls, plus one of our Wild land fire crews and B123 were invited to attend one conflagration fire in N. California. It was a short assignment and are back home safe. September, we did lots of fire and medical training and are now shifting into Fall and Winter type call preparations. In Sept and Oct., we provide medical stand by for our home football games, which also gives the kids an opportunity to get to know us better.

October is always a busy month, not only with trainings, but also one of our biggest Community Service type months. October is Public Ed month, where we visit the school and offer education on fire safety, lots of information handed out as well with a free fire extinguisher and smoke detector.

October is also our big Halloween open house party for all the trick or treaters and their parents and family. We have been doing this now for over 25 years and each year it grows and gets better. We provide a safe, warm and dry place where children (of all ages) can celebrate and enjoy Halloween in their favorite costumes, or come as you are. Lots of treats, prizes and fun. Typically, we have about 2-300 visitors each year!

The dept is working on getting our “new- to- us” Engine from Dallas Fire, equipped and ready for service. We hope to have it ready soon and are looking forward to having an added great resource for the dept, and our community!

***Thank you for all of your hard work and continued support for our fire department
and our community!***

Prepared by Sharon Volk Greve, Assistant Chief



Public Works Report September of 2025

Administration

Normal operations.

Water Division

Fixed a leak on the service line at 5800 Teal Creek Road on the 30th.

Sewer Division

Normal operations.

Streets Division

Normal operations.

Parks & Cemeteries Division

Normal operations.

Non-Sewer Wastewater Division (TMDL)

Normal operations.



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report Oct. 6, 2025

Introduction

September was another very busy month in Falls City with a great deal of mobilization from the three major contractors and several subcontractors trying to bring their projects to a close or beginning new ones. The near-completion of the Lagoon project will have start-up and switch over delayed by a month due to a continuing computer module reprogramming, plus a plumbing issue that needs attention, the water mainline as well as Safe Routes to School project projects are progressing steadily. These projects, once completed, will improve the quality of life in Falls City through better service delivery of water, wastewater and transportation.

Wastewater Project – The regular meetings with Strider Construction and our contract engineers are still on a tri-weekly schedule as work is progressing steadily at the lagoon site, and within city limits. Paving at the school campus' new pump station's electrical conduit site, and the approach of the lagoon site have been completed, though troubleshooting of the computer controlling modules is ongoing to resolve compatibility challenges. Once the new modules are in synch, both facilities will be ready for continuity testing sometime in October. Once the testing is complete, Strider will begin the switch-over and begin the demolition of the decommissioned facilities (old treatment equipment, the gravel filter and recirculating tank). In a recent plumbing inspection, a couple of issues were flagged for remediation which will happen in October as well.

Code Enforcement – Our Code Enforcement Officer has been coordinating with the Polk County Sheriff's Office Deputy to address several code compliance instances. In particular, a new RV has been parked illegally on the city's right of way and both officers have worked on its removal that was supposed to happen by the end of last month. As mentioned before, the city has no budget to dispose of RV's (ranging from \$3,000~5,000/RV), therefore it explores all avenues to get to voluntary removal from RV owners. The owner of the RV has stated multiple times that they are more than willing to leave the city, if the RV could be functional, so the city is exploring avenues to make this happen. Work is also continuing on getting the Ellis Street non-compliance issue of accumulating garbage under control and is working directly with property owners on mitigation. The latest estimate for the clean-up is \$3,500 and we are working on a timeline to expedite that before the fall's rains. The city is continuing to pursue an Intergovernmental Agreement to contract with one of the Polk County neighboring cities for municipal court services, to handle non-compliant cases.

Community Resource Center Project – The Falls City Resource Center's operation is busy as with several service providers assisting clients at the building. The Federal reduction in

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.

assistance for rural healthcare has impacted many jurisdictions and organizations, and the Resource Center is no different. There will be a change in the staffing as Flora Hernandez will be operating in the Monmouth Center. In September, there were 286 total interactions (down 257 from August): 21 set appointments, 126 Youth coming for snacks & activities, 51 adults getting snacks, food/MREs. Only 18 were non-Falls City residents.

Water Rate Study –

As part of the ongoing Water Mainline Replacement project, the city is conducting a Water Rate Study with Donovan Consulting, the same company that assisted the city with its Wastewater Rate Study for the lagoon project. Since the scope of the project is smaller and the number of water customers is higher, the water rate increase will be much smaller than for the sewer rate. Mr. Donovan is scheduled to present his findings at the December council meeting, at which time the council will be able to ask questions about the rate increase that will complement the water mainline project. At that time, discussion on future water conservation, and a tiered rate system to discourage overuse will take place.

Upper Park Trees – The city is working with a contractor to cut the trees in the park. After the Department of Forestry will review the documentation with the contractor for the 5 trees that will be brought down, the contractor will notify the city of the timeline (most likely before the middle of October). When the schedule is decided, Public Works staff will coordinate with the community to ensure everyone's safety by putting up signs and by limiting access to the park.

Town Hall Meeting – Next Town Hall Meeting is planned for Monday, October 27 at 6:00pm.

Summer 2025 Infrastructure Construction Projects –

Safe Routes to School Pedestrian Island and Path Project:

- North Santiam Paving is waiting for Centurlink to relocate a telecom panel and pole before road work on the 3-way intersection at Bridge/N. Main/Mitchell intersection can continue
- Construction is slated to continue for a period of 120 days (from the start time)

Water Mainline Replacement Project:

- Trench Line Excavation Inc. has been replacing several failing water lines at:
- Hopkins Avenue, portions of 2nd, 3rd, 4th Streets, Pine Street, alley between Pine Street & N. Main Street, and Estelle, Clark, East Clark, and Forest View Lane.
- Hopkins Avenue is complete and will be put into service in next 7-10 days
- Business Oregon has approved additional water lines for replacement, therefore work will continue for an additional 2-3 months at the following locations: Parry Road, Fairview & Terrace Street, Mill Street, Pine Street and 1st/2nd Street connection

Sincerely,



STAFF REPORT

TO: HONORABLE MAYOR, AND CITY COUNCIL
FROM: CITY MANAGER, AJ FOSCOLI & CITY COUNCIL PRESIDENT, AMY HOUGHTALING
SUBJECT: PERMISSION TO USE WAGNER LIBRARY FUNDS FOR LIBRARY SERVICES
DATE: 10/6/2025

BACKGROUND

The Wagner Library Funds have been unavailable to the Falls City community due to a lack of a library facility since the closing of the Falls City Library. With the opening of the Falls City Resource Center, the community now has a space to resume limited library services with the collaboration of Polk County's Family & Community Outreach.

SUMMARY

The use of the Wagner Library Fund is limited to library services. As there hasn't been a library in Falls City for several years, the funds have been sitting in the city's accounts waiting for an eligible allocation (Library Services).

Since the Falls City Resource Center's opening, the community has gained a facility to address many vital services, and it is a logical extension that the space be used to assist residents with their literary needs. Council President Houghtaling has been at the forefront of conversations with the various partners to bring back limited library services to Falls City. These would include:

- Procuring books and bookcases
- Digital hardware to check-in/check-out library materials
- Any eligible supplies necessary for library services

There are currently \$92,215 in the Wagner Library Fund. These are ample funds for supporting library services for several years, depending on how the services are managed. Council President Houghtaling has more details as to what the annual budget might be, based on recent conversations with the relevant partners.

RELEVANT COUNCIL ACTION

A motion to approve use of Wagner Library funds for library services at the Falls City Resource Center.

STAFF RECOMMENDATION

I move that City Council to approve the use of Wagner Library funds for library services at the Falls City Resource Center.

ATTACHMENTS

None