



Falls City Oregon City Council Meeting

Monday, April 10, 2023 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. Passcode: 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

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.

1. CALL TO ORDER & ROLL CALL

Mayor TJ Bailey, Council President Houghtaling, Councilor Nick Backus, Councilor Martha Jirovec, Councilor Tony Meier, 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.

5. CONSENT AGENDA

a. March 13, 2023 Minutes

Attachments:

- **Minutes** (2023.03.13_Council_Minutes.pdf)

b. 7 Star Convenience Store OLCC

Attachments:

- **OLCC Application** (7_Star_OLCC.pdf)

c. Park Reservations

Attachments:

- **Pierson Reservation** (Walter_Pierson_Park_Reservation.pdf)
- **Smith Reservation** (Jena_Smith_Park_Reservation.pdf)

d. Budget Committee Appointments

Attachments:

- **Chris Walls** (Budget_Committee_Application_-_Chris_Walls.pdf)
- **Jeremy Gordon** (Budget_Committee_Application_-_Jeremy_Gordan.pdf)
- **Leanne Merrill** (Budget_Committee_Application_-_Leanne_Merrill.pdf)

e. Street Closure

Attachments:

- **Happy Dance Event** (Happy_Dance_Street_Closure.pdf)

6. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

a. Mayor's Report

b. Councilor Comments

c. Public Works Committee Report

Attachments:

- **March 30, 2023 Minutes** (PW_Minutes.pdf)

7. REPORTS FROM CITY MANAGER & STAFF

a. Falls City Fire Report

Attachments:

- **March Report** (FD_March_Report.pdf)

b. Polk County Sheriff's Report

Attachments:

- **March Report** (SD_March_Stats.pdf)

c. Falls City Public Works Report

Attachments:

- **March Report** (PW_March_Report.pdf)

d. City Manager's Report

Attachments:

- **Manager's Report** (2023.04.10_Monthly_Manager_s_Report.pdf)

8. GOOD OF THE ORDER

9. ADJOURN

Posted for Public at the City Hall Bulletin Board, Community Center, & Falls City Website

Contact: Jeremy Teal, City Recorder (jteal@fallscityoregon.gov 503.787.3631) | Agenda published on 04/06/2023 at 2:37 PM

3 FALLS CITY CITY COUNCIL		MONDAY, MARCH 13,
2023		
The Falls City City Council met in regular session on Monday, March 13, 2023 at 6:12 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 Lori Jean Sickles and Councilor Martha Jirovec was excused. Councilor Dennis Sickles arrived at 6:46 pm		
Staff Present: City Manager AJ Foscoli, City Recorder Jeremy Teal		
AGENDA		ACTION
Announcements, Appointments, Appreciations & Proclamations	Mayor Bailey thanked Mr. Teal for putting the Councilor Resource Binders together.	
Public Comment	There were no comments.	
Sheriff Presentation	<p>Sheriff Garton gave a brief presentation regarding the renewal of the public safety levy for Polk County. He noted the 49.5 cents for an average home would be \$17 annually.</p> <p>Commissioner Gordon explained that going out a year earlier to continue employment for current staff was important. He noted this Increase would allow the department to keep current staff levels over next 5 years. He mentioned there was not 24/7 coverage before the levy.</p> <p>It was moved by Councilor Meier to support The Public Safety Reauthorization levy. The motion was duly seconded by Council President Houghtaling and carried with a vote of 4-0 with Councilors Backus, Meier, LJ Sickles, and Council President Amy Houghtaling voting YES.</p>	
Public Hearing	<p>Mayor Bailey opened the public hearing at 6:22 pm</p> <p>Mayor Bailey read the public hearing.</p> <p>There were no comments.</p> <p>Mayor Bailey closed the public hearing at 6:24 pm</p>	
Consent Agenda	<ul style="list-style-type: none"> a) February 13, 2023 Minutes b) Park Board Application 	It was moved by Council President Houghtaling to approve the Consent Agenda as presented. The motion was duly seconded by Councilor Backus and CARRIED with a vote of 4-0 with

	Councilors Backus, Meier, LJ Sickles, and Council President Houghtaling voting YES.
<p>Reports or Comments from Mayor and Council Members</p> <p>a) Mayor’s Report</p> <p>b) Councilor Comments</p> <p>c) Quarterly Financials</p> <p>d) Public Works Committee</p>	<p>Mayor Bailey gave a brief report on the skate park. He noted the committee had met, the survey was on the City website, and grant funding was moving forward</p> <p>Council President Houghtaling mentioned the Happy Dance would be Saturday, May 20th. She noted the plan was to combine the resource event and the happy dance together and bring all the aspects of school involvement, mental health, and community event.</p> <p>Councilor LJ Sickles stated the Easter Egg Hunt would be April 8th at the upper park. She noted the baskets would be put together at noon at the Boondocks on April 7th.</p> <p>Mr. Teal noted the quarterlies were in the agenda as part of the audit work plan the Council signed and agreed to.</p> <p>There were no comments.</p>
<p>Reports from City Manager & Staff</p> <p>a) Falls City Fire Report</p> <p>b) Polk County Sheriff Report</p> <p>c) Falls City Public Works Report</p> <p>d) City Manager</p> <p>e) Main Street Parking Permits</p>	<p>There were no comments.</p> <p>There were no comments.</p> <p>There were no comments.</p> <p>Mr. Foscoli gave his report regarding the wastewater project, LCB, Code enforcement, towing, speed signs, emergency routes to school, air filtration grant and the Community center roof leak, mobile broadband deployment, and excessive domestic sewer pumping.</p> <p>Council President Houghtaling asked about the progress of the Safe Routes to School project. Mr. Foscoli reported the project was moving forward and the City was working with property owners and had come to an understanding.</p> <p>Mr. Foscoli stated the City would like to curtail extended parking on North Main street and implement a resident parking permit system. He noted he was looking for the Council’s blessing to</p>

<p>f) Excessive Septic Tank Parking</p>	<p>move the discussion to the Public Works committee to come up with the criteria.</p> <p>Councilor Meier noted the system would keep residents from moving cars from spot to spot on North Main Street. He suggested making the north side of Main from Ellis to the out of town limit to no parking.</p> <p>Mayor Bailey reviewed that the Public Works committee would come up with the specifics of the system and then bring them back to Council for final approval.</p> <p>Councilor Meier asked about signage. Mr. Foscoli noted the towing company would provide signs at no cost to the city.</p> <p>Council President Houghtaling asked which staff member was going to run the program and enforce it. Mr. Foscoli noted that Mr. Teal would be heading it.</p> <p>It was moved by Councilor Backus to approve the City Manager to pursue an ordinance regarding parking permits. The motion was duly seconded by Councilor Meier and carried with a vote of 4-0 with Councilors Backus, Meier, LJ Sickles, and Council President Amy Houghtaling voting YES.</p> <p>Mr. Foscoli noted that a dozen or so properties in Falls City had multiple septic tank pumpings in the last 5 years which has cost the City an extra \$35,000.</p> <p>Council President Houghtaling asked if the trailers on resident's properties were taken into consideration on the excess use of the septic tanks. She also noted the homelessness could be an issue.</p> <p>Councilor LJ Sickles asked if the three addressed apartment building was considered.</p> <p>Mr. Foscoli noted the plan was to get the Council approval and then instruct the Public Works committee to formulate solutions for the issues.</p>
---	---

g) Budget Officer & Calendar

It was moved by Council D Sickles to approve the City Manager to pursue an ordinance regarding excessive septic tank pumping fees with input from the Public Works Committee. The motion was duly seconded by Councilor Meier and carried with a vote of 4-1 with Councilors Backus, Meier, D Sickles, and LJ Sickles voting YES and Council President Amy Houghtaling voting NO.

Mr. Foscoli noted this was a procedural step to move forward and begin the budget process. Council President Houghtaling stated her concern about the audit and the corrective action and suggested that Councilor Jirovec be appointed Budget Officer.

Mr. Teal explained that the City Manager or the Finance Manager would need to be the budget officer.

Council President Houghtaling asked if the decision could be tabled until the next meeting. She explained that the audit had a big corrective plan and the state looked at audits. She stated she was just concerned with all the sewer facility funding coming through and having a corrective action on the audit.

Councilor Backus advised that the budget creation was in the charter under the City Manager duties. He noted the duties of city manager was to prepare, oversee and supervise the preparation of the budget.

Council President Houghtaling stated she just wanted the City to be safe.

Councilor D Sickles suggested getting the City Manager some training to help him with the budget.

Mayor Bailey suggested adding the budget creation in collaboration with Councilor Jirovec

It was moved by Council President Houghtaling to appoint Councilor Jirovec as the Budget Officer.

	Sickles, LJ Sickles, and Council President Houghtaling voting YES.
Good of the Order	<p>Councilor Meier stated he was concerned about his absence at the first goal setting session. The council discussed the absence and declared the goal setting session was a workshop and he was absent.</p> <p>Mr. Teal noted the new ordinances would be added in May to the Councilor books. Councilor D Sickles asked what the notebooks were. Mayor Bailey explained they were a one-stop Councilor informational resource. Councilor D Sickles thanked Mr. Teal for his hard work on the books.</p> <p>Councilor D Sickles suggested moving the Council meetings to avoid overlapping meetings with the Falls City School Board. Mt. Teal suggested to avoid the third Mondays of the month as most federal holidays fall on those Mondays.</p> <p>It was moved by Councilor LJ Sickles to move the Falls City Council meetings to the first Monday of each month. The motion was duly seconded by Councilor Backus and carried with a vote of 5-0 with Councilors Backus, Meier, D Sickles, LJ Sickles and Council President Houghtaling voting YES.</p> <p>Council President Houghtaling suggested excluding July to avoid the 4th of July holiday.</p>
Adjourn	There being no further business the meeting was adjourned at 7:58 p.m.
<p>Read and approved this _____ day of _____ 2023.</p> <p>Mayor: _____</p> <p>ATTEST:</p> <p>City Recorder: _____</p>	

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet
 Change of Ownership
 Greater Privilege | Lesser Privilege | Additional Privilege

3-20-23 RE

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

7 Star Convenience Store 7,319 N Main St, Falls City,
97344
3-20-23 RE

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: BDS 2 INC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): 7 STAR CONVENIENCE STORE 7		
Premises street address (The physical location of the business and where the liquor license will be posted): 319 N MAIN ST		
City: Falls 3-20-23 RE FALL CITY	Zip Code: 97344	County: POLK
Business phone number: 5036029868	Business email: 7STARCSTORE@GMAIL.COM	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 319 N MAIN ST		
City: Falls 3-20-23 RE FALL CITY	State: OR	Zip Code: 97344
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to:		
<input checked="" type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input checked="" type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: Amritpal SINGH		
Phone number: 5036029868	Email: 7STARCSTORE@GMAIL.COM	
Mailing address: 319 N MAIN ST		
City: FALL CITY Falls 3-20-23 RE	State: OR	Zip Code: 97344

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

BDS 2 INC

Phone number:

503-787-3535

Email:

7STARSTORE@GMAIL.COM

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

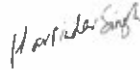
Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

HARPINDER SINGH



1/10/2023

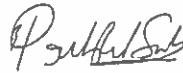
Print name

Signature

Date

Atty. Bar Info (if applicable)

PRITPAL SINGH



1/10/2023

Print name

Signature

Date

Atty. Bar Info (if applicable)

JASPAL SINGH



1/10/2023

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



PARK RESERVATION REQUEST FORM
GEORGE KITCHEN UPPER PARK

Request Date: May 13th 2023
Printed Name/Organization: Walter Pierson / Victoria Tatom
Is this Organization Non-profit? Yes No N/A
Phone Number: (503) 983-1840 Email Address: Walter Pierson@32@gmail.com
Nature of Event: Wedding Estimated Attendance: 100-00
Event Date: May 13th 2023 From: 2 a.m. (p.m.) to 8 a.m. (p.m.)

CHECK ALL THAT APPLY:

- Gazebo Rental: Yes No
- Power at Site: Yes No
- Overnight Camping: Yes No *Requires Council approval
- Alcohol: Yes No *Requires Council approval
- Amplified Sound Equipment: Yes No *Requires Council approval

For amenities that require City Council approval, please see the City Recorder to have this park reservation request form put on the council meeting agenda. City Council must approve these amenities prior to your reservation date.

I, Walter Pierson, have reviewed the City of Falls City Park rules for use and general reservation information, and hereby agree to comply strictly with and be legally responsible for all the rules and regulations of the park.

I, Walter Pierson, indemnify and hold the City of Falls City, its officers, agents, and employees, harmless from and against all claims, liabilities, demands, damages, or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the use of the park, by the responsible organization, group or individuals.

PRINT FULL NAME: Walter Pierson
SIGN FULL NAME: Walter Pierson DATE: 6/5/22

FOR CITY STAFF USE ONLY:

APPROVED DENIED DATE: _____

CASH CHECK CHECK #: _____ RECEIPT #: _____

CONFIRMATION GIVEN TO APPLICANT: YES NO

POSTED ON CALENDER: YES NO



PARK RESERVATION REQUEST FORM
GEORGE KITCHEN UPPER PARK

Request Date: 03.06.2023

Printed Name/Organization: Jena Smith + Steven Hansen

Is this Organization Non-profit? Yes No N/A

Phone Number: 503.724.9494 Email Address: smith.jena31@yahoo.com

Nature of Event: wedding Estimated Attendance: 75

Event Date: July 21st - 23rd From: 10 (21st) a.m. /p.m. to 5 (23rd) a.m. /p.m.

CHECK ALL THAT APPLY:

- Gazebo Rental: Yes No
- Power at Site: Yes No
- Overnight Camping: Yes No *Requires Council approval
- Alcohol: Yes No *Requires Council approval
- Amplified Sound Equipment: Yes No *Requires Council approval

For amenities that require City Council approval, please see the City Recorder to have this park reservation request form put on the council meeting agenda. City Council must approve these amenities prior to your reservation date.

I, Jena Smith, have reviewed the City of Falls City Park rules for use and general reservation information, and hereby agree to comply strictly with and be legally responsible for all the rules and regulations of the park.

I, Jena Smith, indemnify and hold the City of Falls City, its officers, agents, and employees, harmless from and against all claims, liabilities, demands, damages, or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the use of the park, by the responsible organization, group or individuals.

PRINT FULL NAME: Jena Smith

SIGN FULL NAME: [Signature] DATE: 03.06.2023

FOR CITY STAFF USE ONLY:

APPROVED DENIED DATE: _____

CASH CHECK CHECK #: _____ RECEIPT #: _____

CONFIRMATION GIVEN TO APPLICANT: YES NO

POSTED ON CALENDER: YES NO



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

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

Contact Information

Name: Christopher Walls
 Street Address: 260 S. Main St
 Mailing Address:
 City/State/Zip Code: Falls City, OR 97344
 Home Phone: 503-583-0226
 Work Phone:
 E-Mail Address: Chriswallsb2b@gmail.com

Background

Years of Residence in Falls City: 3
 Place of Employment: Synergize Auto
 Occupation: Business Owner
 Educational Background: H.S. Diploma
 Prior Civic Activities:

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.

Business ownership has equipped me with so many skills and experience around budgeting, finances, critical thinking and more.

Motivation

Discuss your motivation for serving on this Committee.

I have a passion for community and being involved in ways that make a difference to those around me and to my family's life as well. I believe it is our duty as citizens to contribute to our community.

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)

Christopher Walls

Signature



Date

4/5/23

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



City of Falls City

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

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

Contact Information

Name: Jeremy Gordon
 Street Address: 180 Dayton Street
 Mailing Address:
 City/State/Zip Code: Falls City, OR 97341
 Home Phone: 612-865-6823
 Work Phone:
 E-Mail Address: jeremy.john.gordon74@gmail.com

Background

Years of Residence in Falls City: 2
 Place of Employment: Polk County
 Occupation: Commissioner
 Educational Background: B.A., University of Minnesota
 Prior Civic Activities: - Falls City Thrives, Falls City Parent Group, Board, Community Action, Polk CDC, Volunteering

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.

- Polk County Budget Committee
- " " Commissioner responsible for \$110mil budget
- Falls City Mayor's Budget Committee

Motivation

Discuss your motivation for serving on this Committee.

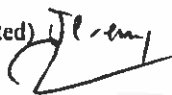
- To ensure fiscal stability & compliance for the City of Falls City.
- Love for Falls City - raising my son here

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) Jeremy Gordon
 Signature 
 Date 4/5/2023

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



City of Falls City

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

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

Contact Information

Name: *Leanne Merrill*
 Street Address: *520 Hopkins Street, Falls City*
 Mailing Address: *same as above*
 City/State/Zip Code: *Falls City, OR 97344*
 Home Phone: *(518) 461-7614*
 Work Phone: *(503) 838-9342*
 E-Mail Address: *Leannemerrill@gmail.com*

Background

Years of Residence in Falls City: *2*
 Place of Employment: *Western Oregon University*
 Occupation: *Math Professor*
 Educational Background: *Ph.D. in Math, University of Oregon
B.A. in Math/Music, State U. of New York*
 Prior Civic Activities: *Board of Directors for 2 nonprofit bookstores
Various University committees
Food Pantry Supervisor in Monmouth
Student Government Leadership*

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.

- Quantitative skills - previous experience with budgets and balance sheets, teach college courses about personal finance, degrees in mathematics
- Teamwork - communication skills - collaboration
- Report and grant writing experience
- Civic/community service - Food Pantry management

Motivation

Discuss your motivation for serving on this Committee.

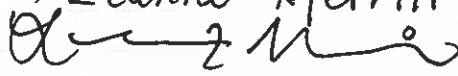
- I love living in Falls City and want to help our community function well and provide opportunities and support for all residents.
- I am curious to learn about local government.
- I would like to meet more residents + neighbors in Falls City!

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) Leanne Merrill
 Signature 
 Date 3/29/23

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



STREET CLOSURE REQUEST FORM

FALLS CITY MUNICIPAL CODE

Sections 91.02 and 91.03 of the Falls City Municipal Code govern street closures. City Council approval is required for all street closures not part of an emergency response, public works, or utility job.

Requirements:

1. Provide this form to City Hall for review no later than one week prior to the regular City Council Meeting preceding your requested closure.
2. Provide a non-refundable fee of \$25 per day the street will be closed.
3. Provide a certificate of liability insurance in an amount to be determined based on the nature of your event, but typically not less than \$1 million per occurrence, and \$2 million aggregate. The certificate of liability MUST name the City of Falls City as an additional insured.
4. Agree to maintain a clear passage for emergency vehicles.
5. Provide adequate sanitation facilities and evidence thereof to the city.

BASIC INFORMATION

Applicant Name: Lynn Sampson-Barley - Falls City Thrives
 Applicant Address: PO Box 174, Falls City

Applicant Phone: 541 231-7355

Date(s) of Requested Closure: 5/20/23

Reason for Closure & Activity to be Conducted: Happy Dance - Mental Health Awareness Street Dance & Resource Fair

Description of the street area to be closed: In front of 304 N. Main to edge of Boardwalks property.

Request Closure Starting: 4:30pm AM/PM; Ending: 9p AM/PM

REPRESENTATIONS BY APPLICANT

[Signature] Initials: It is my responsibility to ensure emergency vehicles have a clear passage and immediate access to and through the area approved for street closure.

[Signature] Initials: It is my responsibility, and I agree to place and remove sufficient barricades and signs to ensure the safety of the area approved for street closure and all those within it.

We will block parking & put up

The barricades I will use to block the street are described as follows: City Barricades

AS Initials: I understand that if I require assistance to barricade or remove barricades to the streets, I will be charged for that service and agree to pay the costs enumerated in the City Fee Schedule.

DS Initials: I understand that it is my responsibility to ensure the area approved for closure is free of all tangible materials that were not there prior to the closure (i.e. clean up after yourself).

By signing below, I agree to abide by all provisions of the Falls City Municipal Code and this application. I further agree to hold harmless and indemnify the City of Falls City, its Officers, Agents, and Assigns for any and all liability associated with the street closure herein and the event for which it was sought.

Applicant Signature [Signature] Date 4/4/23

INTERNAL USE ONLY

\$25/day Fee- Cash Check ; Date _____; Amount _____; Receipt # _____; Received by _____.

Fire Review

_____ Initial: I have reviewed the request and DO have concerns DO NOT have concerns.
Concern _____

Public Works Review

_____ Initial: I have reviewed the request and DO have concerns DO NOT have concerns.
Concern _____

City Manager Review

_____ Initial: I have reviewed the request and DO have concerns DO NOT have concerns.
Concern _____

City Council:

Vote Tally- Ayes _____ Nays _____ Abstain _____
Approved Yes No (approval effective on date of signature by Presiding Official)
Signature of Presiding Official _____ Date _____

City Staff:

Notification of Approval

- Falls City Fire
- Public Works
- City Manager
- Sheriff's Office
- Willamette Valley Communications (dispatch)

Name of Staff Completing Notifications _____ Date _____

City of Falls City
Public Works Committee Meeting
Thursday March 30, 2023 6:00PM
Meeting Location: 320 N. Main Street

Committee Members Present

Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Guy Mack. City Manager AJ Foscoli and PWS Jon Creekmore joined Committee. Members absent Jeff Propp, Gordon Hanson.

1) Call to Order

Chair McConnell called the meeting to order at 6:02 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 adopt the entire Agenda.** Motion carried 5-0-0 Ayes. Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

Member Meier moved and member Young seconded: **that we approve Consent Agenda Item, PWC Minutes February 23, 2023** Motion carried 4-0-0 Ayes. Mike McConnell, Tony Meier, Tracy Young, Guy Mack.

5) Public Comment - None

6) New Business - None

7) Old Business

A. Safe Routes to School

City Manager Foscoli informed the Committee that after delays the City has resolved issues with a property owner and that the Safe Routes to Schools are hopefully on schedule to be constructed this summer. City Engineer needs to make minor changes and the project needs to be put out to bid.

General discussion among PWC members as to exact placement of part of the route and mitigating measures to curtail misuse of route by cars, motorbikes and bikes.

B. Excessive Septic Tank Pumping

City Manager Foscoli asked PWC if some individual septic tanks that require more frequent pumping than the DEQ mandate of every five (5) years, should the property owner pay for the added pumping costs? Should the City realign fees according to how many times septic tanks are pumped?

Member Meier moved and member Lauder seconded that: **The apartments at 418 North Main Street pay three (3) sewer fees based upon the three (3) water meters and three (3) apartments being inhabited.** Motion carried 5-0-0. Ayes: Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Guy Mack.

Member Mack questioned why the Commercial (CM1) rate was the same as the Residential (RS1). PWC requires more time and information to come to an equitable solution.

C. Permit Parking on North Main Street

City Manager, Foscoli informed the PWC that the City has come to a tentative agreement with a tree service contractor to remove all tree service vehicles and equipment from North Main Street to the City parking lot at Bridge and Parry in exchange for removal of City owned dead or nuisance trees.

PWC further discussed the implementation of a Parking Permit Program for North Main Street. Decided more information/discussion needed.

Member Meier moved and member Young seconded that: **No parking be permitted on the north side of North Main Street from Ellis Street east to the City Limits.** Motioned carried 3-0-2. Ayes: Tony Meier, Tracy Young, Cliff Lauder. Abstain: Mike McConnell, Guy Mack.

8) Correspondence, Comments and Ex-Officio Report

9) Committee Announcements

Next meeting April 27, 2023.

10) Adjourn

Member Mack moved and member Meier seconded: **that we adjourn.** Motion carried 5-0-0 Ayes. Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Guy Mack. Meeting adjourned at 7:29..

_____ Public Works Committee Chair McConnell

Attested: _____ Public Works Committee Member

Call Volume for Falls City Volunteer Fire Dept. 2023 Calls (JANUARY-DECEMBER)

2023 MONTH	MEDICAL	PUBLIC ASSIST	MV A	STRUCTURE FIRE	GRASS BRUSH TREE FIRE	POWER LINE	SW CALLS FCFD RESPOND ON	SW ASSISTED FCFD CALLS	MO. TOTAL CALLS
JAN	6	1	0	0	0	1	0	0	8
FEB	6	0	1 SW	0	2	0	0	1 med 1 mva	9
MAR	7	0	0	2	0	0	0	1 fire	9
APR									
MAY									
JUNE									
JULY									
AUG									
SEPT									
OCT									
NOV									
DEC									
YR TOTALS									

Fire Department Report for April 2023 Council Meeting:

Happy Spring and Easter!

The new Brush Truck is headed to the shop to start putting the fire components on the truck. It most likely will take at least two months or more to complete.

We have 6-7 volunteers whose training certifications are submitted this month to DPSST for Fire Fighter One certification. Completed training for this certification takes about two years to do. Many hours of hard work by our fire instructors, and fire candidates to make this happen! John Gilbert personally took this project on last year to get our candidates trained and certified.

Our new project with the OSFM office to obtain (free) funds to purchase and support our Emergency Evacuation Program for Falls City is slowly progressing. Paper work is being completed and soon funds will be available to start the projects.

It's time to renew our EMT/Paramedic's licenses next month. Sharon applies annually for fee waivers with the state, Saving about \$5-700.00 each year. This makes the 20th year, saving the city \$7,800.+. Keeping good records, completing applications and grant qualifications and maintaining volunteer training criteria has helped us achieve those savings.

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

Prepared by Sharon Volk Greve, Assistant Chief, Falls City Fire (503) 871-5140

March 2023 Falls City Stats

Falls City Calls for Service							
Animal	7	Check Welfare	1	Fire/EMS	2	Shots	2
Assist Other Agency	3	Crime (misc)	1	Found Property	1	Stolen Vehicle	1
Area Check	1	Criminal Mischief	1	Follow Up	3	Susp. Person	1
ATL	1	Disturbance	2	Hang Up	2	Theft	3
Burglary	2	Domestic Dist.	5	Harassment	2	Traffic Stop	1
Citizen Contact	7	EDP	2	Hit & Run	2	Warrant	1
Civil	4	FIR	1	Illegal Parking	1		

Falls City Calls for Service	60	Of the FC Calls for Service	20	involved crimes
Total Calls for Service (county wide)	2,024	FC Cases Cleared by Arrest	13	65.0% clearance
Falls City % of Total Calls	3.0%	Total Arrests in Falls City	5	8.2% of total arrests

Total Service Calls (Polk County)	2,024	Crimes Occ	144	Juvenile Arrests	2	(county wide)
Cases Cleared by arrest	90	62.5%	90	Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	61			(only true crimes reported here)		

© 2023 Polk County Sheriff's Office



City of Falls City

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

Public Works Report March of 2023

Administration

Normal operations.

Water Division

Normal operations.

Sewer Division

Normal operations.

Streets Division

Normal operations.

Parks & Cemeteries Division

Normal operations.

Non-Sewer Wastewater Division (TMDL)

Jon Creekmore went to a class on BMP use in Salem.



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

City Manager's Report April 10, 2023

Introduction

Though much of the country has been battered by extreme weather, and though our County's Emergency Manager has shared several dire forecasts for our region, none of them have fortunately come to pass, so our operations have been largely unaffected. We hope that this trend continues in what tends to be our wettest season, which in turn affects our water treatment abilities. This year, with the help of our contract engineers, we will be constructing a revamped water intake device at Glaze Creek to allow for uninterrupted water intake, especially during heavy rain and wind events that clog our current device.

Wastewater Project – Having successfully fulfilled all of the obligations for DEQ funding for the facility, we are now moving into the bidding phase of the project. Our contract engineer Westech have published the bid documents in all relevant publications, and we've already begun receiving inquiries from potential vendors. Though we cannot verify at this stage that the construction can take place in 2023, we are moving under that assumption until we get word otherwise. Parallel to these efforts, we are finally working on purchasing the property that will house the lagoons for our new system, as well as working with the property owner whose land borders the lagoon site and has given us an outflow easement to the Little Luckiamute. Staff is also continuing to lobby both state and county organizations to bring that loan amount down as much as possible.

Luckiamute Community Building – We have been working with Polk County partners to bring a Business Resource Fair to the Luckiamute Community Building so as to extend business support opportunities to our local companies. The tentative date for this event is Friday, May 12. We would be grateful for additional promotion of this to the local community, so as soon as we receive the flyer for this event, we will share with all council members. The work our current tenants have been doing in the building is helping to make the space usable for a variety of activities, such as the resource fair and are actively recruiting other businesses for additional temporary uses of the space.

Code Enforcement & Municipal Court – Polk County Sheriff’s Office has recently hired someone for the Community Service Deputy position so we are confident that there will be a resumption of towing of vehicles that are illegally parked within city limits. In addition, we have identified a local resident who is interested in the Code Enforcement position and will be looking at helping City Hall deal with additional code infractions. We have a tentative agreement to put together a program that will address as many of the code issues as is possible with the funding that we currently have in place.

Towing Services – In order to have more leverage to deter extended parking, reviewing a permit-only parking zone program on Main Street was brought up to the March council meeting which then instructed the City Manager to liaise with the Public Works Committee on what can be done on N. Main Street. The committee deliberated at their March meeting over what a permit-only parking program would look like on N. Main Street. There were several proposals and one motion to change part of N. Main to “No Parking”. The committee will be meeting again in April to come up with a final set of guidelines to present to the City Council for review.

Safe Routes to School Project – The Safe Routes to School project elicited several comments from the Public Works Committee about the design and how it potentially impacts planned streets that are in our transportation plan. The concerns stemmed from how planned roads would be affected by the walking path up Boundary Street, which due to lack of funding have never been improved. The contract engineers have done their best to take into consideration all access needs and are working through alternatives to ensure that the new pathway between the High School and Elementary School is as safe and accessible as the topography allows.

Community Center Roof Leaks – Staff is working with construction professionals to set up a time to repair the roof above the Community Center. This is usually dry weather work, so it will most likely be scheduled for later in the spring/early summer.

Excessive Domestic Sewer Pumping – The Public Works Committee deliberated at their March meeting over how to deal with excessive domestic sewer pumpings. The discussion revolved around enacting fees which would be equitable and not penalize residents who are on shared tanks. As there were many factors to consider, the committee has chosen to bring several proposals at the next meeting and discuss the merits of each. One possible motion that will come from the committee will be to possibly increase the city’s sewer fees for Commercial customers, as it is currently in line with residential ones though they have a higher impact on the system. The committee will be meeting again in April to identify which motions to present to the City Council for consideration.

Sincerely,



Clerk's Report

City Hall

- **New printer** in City Hall was installed and is a lower cost to the city

Public Works

- **Speed signs** will be installed when the weather improves
- **Speed test** will be conducted next spring by the County
- **Mill lot fence** has been put on hold to install cameras to monitor the lot
- **Rumble strips** are ready to install as soon as we get some warmer weather
- **Old Grader liquidation** – continuing work with State Surplus
- **Tree Removal** – widow maker removed on Lombard and Chamberlain

Luckiamute Community Building

- **Exterior cameras** are ready to install as soon as we get some decent weather