



City Council Meeting

Minutes

Monday, September 13, 2021 at 6:00 pm

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
2. Call-in:
 - a. 1-253-215-8782
 - b. Meeting ID: 986 5676 6387
 - c. Passcode: 585730
 - d. You will be muted but may "raise your hand" to indicate you wish to comment.
3. Web Application: Zoom
 - a. Meeting ID: 986 5676 6387
 - b. Passcode: 585730
 - c. You will be muted but may "raise your hand" to indicate you wish to comment 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

Minutes:

The meeting was called to order at 6:00 p.m. All Councilors were present

2. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Bailey led Council in the Pledge of Allegiance.

3. MOTION TO ADOPT THE ENTIRE AGENDA

Minutes:

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

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

Minutes:

Councilor A. Houghtaling wanted to let council know that the back to school bash was a huge success and to thank council for approving the street closure for both the back to school bash and the dedication at the school. Houghtaling also stated that the mini health fairs start on Friday October 15, 2021.

Mayor Bailey wanted to let council know how much he appreciated city staff and all that they do. He mentioned that he went on a tour with Public Works Director Jon Creekmore and got a first hand view of all it takes to keep our city up and running. He wanted to give a special shout out to Athena Warred, Jamie Ward, Jon Creekmore and Rob Kapple for doing such an excellent job.

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

a. Falls City Public Works Report

Minutes:

Councilor M. Jirovec wanted to ask if there is a timeline for when our Public Works Employees will be certified in water and wastewater.

b. Falls City Fire Report

c. Polk County Sheriff's Report

Minutes:

No comment

6. REPORTS

a. Mayor

Minutes:

Mayor Bailey mentioned in his verbal report that on August 27, 2021 we went on a tour with Public Works Director, Jon Creekmore of our wastewater and water facilities and recommends to council to do it also. It was very eye opening to see how our citizens get our water as well as the hike it takes to get to where our water comes from.

Mayor Bailey stated that he received message from a gentleman that is from the Eugene area stating how extremely proud and excited he is in Falls City for recognizing Pride Month in the month of August. He say the article in the Statesman Journal describing how Falls City display's flags up and down North Main St. during the third week of August. He stated that he and his son will be visiting Falls City in the near future.

b. Council

Minutes:

Council L. Sickles brought up a concern she heard from a customer visiting her restaurant. She stated that she had received a letter for Polk County and called to ask questions and was told that there will be a foul smell from the that will omit from the new lagoon wastewater systems and that the lady from Polk County (could not remember the lady's name is) that they do not care that it will decrease the property value.

Councilor T. Meier stated that on his trip to the "Rickerall" lagoon system there was only one very small spot that omitted a foul odor, other than that there was no order at all.

Councilor T. Meier also brought up that Public Works Committee would like to adjust the previous Ordinance regarding street parking.

Councilor D. Sickles stated that the dedication of the Dunaway building went really well, and that the closing of the street worked out great. He also stated that Mrs. Dunaway was really overwhelmed and appreciative.

Councilor D. Sickles reminded council that the annual SOLVe event is this coming Saturday at 9 a.m. and that it would be really nice for community members to show support and offer some time out of their day and volunteer.

Councilor M. Jirovec asked if she could get a year to date of budget verse actual report? .

c. Manager Report

Minutes:

City Manager Foscoli went over his managers report (see exhibit A)

City Councilor M. Jirovec asked f there was going to be a delay in the wastewater project due to Westech scheduling.

City Manager Foscoli said no there wasn't going to be any scheduling conflicts

7. CONSENT AGENDA

Minutes:

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Meier that the City Council of the City of Falls City accept the consent agenda approving the July 12, 2021 City Council Minutes, and the Bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

Nays:

a. Approval of the Minutes

b. Approval of the Bills

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

Minutes:

John Schoon, Salem Oregon Oregon House of Representatives from the 34th district. 1979-1995. Mr. Schoon stated that he worked for the Oregon House of Representatives and served Falls City for 18 years during his terms. He is here this

evening to provide a check in the amount of Fifty Thousand Eight Hundred and Twenty-Two Dollars (\$50,822.00) to pay off the loan for the North Bank Falls Park, in addition to that he provided a check for Five Thousand Dollars (\$5000.00) to make any improvements that the City deems fit. Mr. Schoon stated that he has been wanting to do this for a long time but until now has not had the money to do it. He feels very grateful for the opportunity to donate to such a great place. Mr. Schoon also wanted to congratulate council members and Mayor for volunteering to serve. Schoon stated that he learned serving his term that it is the volunteers that make the world go round and thanked the council for their service.

Kurt Brees, Falls City Mr. Brees stated that he has had some issues paying his bills via his online bill pay and there have been three (3) times in the past year where he has sent his check as soon as he received his bill and has still received a late fee penalty due to it taking a month to get to the cities office. The way he is seeing it is it is certainly not the city's fault and it's certainly not his fault but that it is the Postal Services' fault. Mr. Brees stated that the first two times this has happened the city has waived the penalties but this third time the city was not willing to do it a third time. Mr. Brees stated that he called the Postal Service and didn't receive any additional support on paying the late fees and that there is no guarantee that the mail will get somewhere on time unless it is paid for. Mr. Brees asked when or if the city was still not charging penalties due to COVID. Councilor A. Houghtaling stated that was something the council was going to have to look into and have city staff get back to him.

Councilor T. Meier stated that his bank sent a notice saying to pay early due to the postal service getting payments delivered late.

Councilor A. Houghtaling stated they will have city staff reach out to him or figure out how to get questions answered.

Councilor D. Sickles stated he has had the same issue sometimes, and it is a problem that we need to deal with.

Mayor T. Bailey stated he would follow up with Mr. Brees.

There is a letter submitted by Kelsey Davis (See exhibit B)

Mayor T. Bailey called a break at 6:39 p.m. Mayor T. Bailey ended the break at 6:44 p.m.

9. NEW BUSINESS

a. Lynn Sampson- Bailey

Discussion on Clinic Building being renamed

Minutes:

Lynn Sampson-Bailey was representing Thrives a local nonprofit that has been partnering with the city to get tenants into the clinic building to provide different services to residents. Mrs. Sampson-Bailey would like to ask the council for approval to put out a poll to city residents regarding changing the name of the Luckiamute Clinic building. Mrs. Sampson-Bailey stated that she would bring the results back to the council for them to vote on a decision.

A motion was made by Councilor M. Jirovec and Seconded by Councilor L.

Sickles that the City Council of the City of Falls City allow the Thrive Committee to run a poll throughout the city in regards to renaming the Clinic building.

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

10. OLD BUSINESS

a. Archive Social Proposal

Price differences

Minutes:

City Staff was asked to bring back a price comparison for another social media records archive company. Staff received a quote from Brolly. The prices are comparable to Archive Social but offer less number covered of records per month.

The "Maven" plan comes in at \$399/mo. (same as our plan) but only allows for 1,000 new records/mo. and does not include the agency's website. The "Juggler" plan comes in at \$699/mo. and allows for 3,000 new records/mo. but also does not include the website.

Council realized the importance of having a records archive company but would like to table the idea until they can do more research.

Mayor Bailey stated that it would be a good idea to reach out to the League of Oregon Cities and see what kind of training they offer, hoping the council could hold a work session.

b. Grant Writing Contract

Minutes:

City Manager Foscoli read his agenda report stating that Falls City, in order to achieve the various council goals, as well as executing on the adopted Plans, needs to enhance its limited budget through a comprehensive grant funding strategy that can be achieved with a dedicated grant writing/managing contractor. Unfortunately, given that ARPA dollars cannot be used to support this position, we would be put in a position of having funding only to begin the grant writing process, but not its execution. This lack of continuity would put undue strain on the currently limited administrative capacity, leading to failures in grant management. Since at this time any American Recovery Plan Act dollars CANNOT be used for contract work that isn't directly tied to COVID recovery, for the time being, our community will have to continue pursuing grant writing on a case-by-case basis.

Foscoli recommended pausing the Grant writing contract to the 2022-2023 Fiscal Year.

c. Municipal Court & Code Services

Minutes:

City Manager Foscoli read his agenda report stating that he has been in continuing discussions with Dallas city staff for the possibility of Falls City resuming court services, by holding official proceedings at Dallas' municipal court. This service is a necessary step to resuming a code services program in the city so that any non-compliance issues/citations have the proper legal venue to be adjudicated. The city of Dallas has graciously offered a proposal to bundle their court services with code services, in order to streamline the process for identifying, citing, and adjudicating non-compliance issues in Falls City. As the city of Dallas proposal is within the current adopted budget for code services and could be implemented within 30 days of execution, it would be beneficial to the community to enter into the agreement with the city of Dallas for the remainder of the fiscal year. Upon successful review of the program, to be undertaken within the Fiscal Year 2022/23 budget calendar timeframe, a code services contract could be renewed annually in line with the fiscal year. City Manager Foscoli stated that the Code Enforcement office would work with the council's wishes to have a soft start and focus on educating residents for the first three (3) months and then begin issuing citations.

Councilor M. Jirovec asked how many days/ hours a week they would be out here.

Foscoli stated it would not be any less than five (5) hours any given week.

A motion was made by Councilor A. Houghtaling and Seconded by Councilor t. Meier that the City Council of the City of Falls City approves the motion to direct the City Manager to enter into a code services contract with the city of Dallas for the remainder of the current fiscal year 2021/22. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec. Nays Jennifer Drill

11. CITIZEN COMMITTEES

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

Minutes:

Parks and Recreation Committee- Councilor L. Sickles stated that Laura Evens had some great suggestions but it was all for Public Works Committee. Laura attended the Public Works meeting and made her recommendations to them regarding Falls City parking Ordinances.

Councilor L.Sickles also stated that the SOLVe event went really well.

Public Works Committee- Councilor T. Meier followed up on the visit from Parks and Recreation Committee member Laura Evens stating they were looking into the surrounding city's Parking Ordinances and would follow up at the next meeting.

Historic Landmarks Commission- Councilor A/ Houghtaling stated that the Historic Landmarks Commission has not met yet but is planning their first meeting soon.

12. GOOD OF THE ORDER

Minutes:

J. Drill wanted to follow up on the penalties and asked if they were being charged again.

City Recorder Jamie Ward stated that we were charging them again.

13. ADJOURN

Minutes:

A motion was made by Councilor T. Meier and Seconded by Councilor L. Sickles to move that the City Council of Falls City adjourn at 7:37 p.m. Motion carried 6-0-0-0.


Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, Martha Jirovec.

Meeting Adjourned at 7:37 p.m.


Vote results:

Ayes: 6 / Nays: 0

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631) | Minutes published on 11/03/2021 at 11:27 AM



TJ Bailey, Mayor



Jamie Ward, City Recorder



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

City Manager's Report September 13, 2021

Introduction

This summer has had its ups and downs with good news mixed in with the bad. (Very) hot weather has been followed by a return to normalcy from statewide restrictions, which were then reimposed due to spikes in COVID cases. As I follow the numbers from the state regarding hospitalizations, I can't help but think we need all the good news we can get, but we can only do what we can do in our small community, so we will rally together and forge on.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Thanks to the unprecedented federal funding from the American Recovery Plan Act, the city will receive funds that can help in paying for the various required assessments for USDA-RD funding of the project. Thanks to these funds, and the approved CDBG grant dollars we will receive for this project, we are moving forward with the Preliminary Engineering Report (PER). This planning document is required by state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. In addition, based on guidance from our state and federal partners, we will apply part of the CDBG funding to pay for USDA's Cultural Resource Survey, and the USDA SEARCH grant to pay for the aforementioned PER. This will ensure that all grant funding options available to the city are applied for eligible portions of the project, in order to meet all state and federal requirements. Once these milestones are completed, the project will move out of the design phase into the construction phase with a bidding process aimed at the next construction cycle. The latest meeting with our city's contract engineers laid out the plan to undertake the various required assessments for the PER. DEQ's regional representative was part of that meeting and was encouraged by the professionalism of the team in place in assisting Falls City in meeting our USDA milestones.

Luckiamute Clinic Business Space – We are working with Polk County partners to submit a business assistance grant that would allow businesses in the Luckiamute Clinic Business Space access to technical support for their operations. This assistance would range from in-depth/technical expertise on financials, to general operations to marketing etc. We hope to hear soon about the result of these collaborative efforts in the coming months. In the meantime, we are also continuing talks with Salem Health to see if they can provide direct health and wellness and/or telemedicine services to Falls City. Updates the council will follow as more progress is made.

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.

Cemetery Clean-up – Thanks to the gracious and generous offer by the Polk County Cemetery Savers, who have helped Falls City in the past by cleaning up the Falls City Lower Cemetery, clean up of the Upper Cemetery is ongoing steadily. Updates on this group’s progress can be found on Falls City community Facebook pages. Anyone interested in supporting these community volunteers is encouraged to reach out to the Polk County Cemetery Savers.

Municipal Court – Falls City staff is continuing discussions with Dallas city staff for the possibility of Falls City resuming court services, by holding official proceedings at Dallas’ municipal court. A staff report outlining a proposal by the City of Dallas for municipal court, as well as code services can be found in the agenda. As stated previously, it is the city’s goal to develop a communication plan to help educate residents on the health & safety aspect of our development code, as well as schedule mitigating efforts with city assistance for those in non-compliance within 2021.

Masked in-person council meetings – In spite of 70% of the Oregon population having received at least one COVID-19 vaccination shot, due to the recent surge in COVID-19 hospitalizations from unvaccinated individuals, restrictions on in person meetings have returned. In line with our other Polk County communities, masked in-person / hybrid meetings will be the norm in Falls City for the foreseeable future. This hybrid system necessitated by restrictions on indoor participation & social distancing will help us maintain civic engagement during these difficult times.

Sincerely,



AJ Foscoli

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