



City of Falls City

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

PUBLIC NOTICE: City Council Meeting

Date: Monday, November 09, 2020 **Time:** 6:00 pm

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

How to Attend and/or Participate:

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

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.

AGENDA

1. CALL TO ORDER & ROLL CALL

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

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

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

a. Small Town America Civic Volunteer Award presented to Jeremy Gordon and Dani

Haviland. -----pg. 1-2

b. 2021 Small City Allotments Program Award Announcement -----pg. 3-5

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report -----pg. 6
- b. Falls City Fire Report-----pg. 7
- c. Polk County Sheriff’s Report-----pg. 8

6. REPORTS

- a. Mayor
- b. Council
- c. City Manager -----pg. 9-10

7. CONSENT AGENDA

- a. Approval of the Minutes
 - i. September 28, 2020 Work Session ----- pg. 11-13
 - ii. October 12, 2020 Regular Meeting ----- pg. 14-15
- b. Approval of the Bills----- pg. 16-21

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

- a. Please limit your commentary to three (3) minutes or less.

9. NEW BUSINESS

- a. Agenda Report Park Host-----pg. 22

10. OLD BUSINESS

- a. Agenda Report Warming Center -----pg. 23-26

11. EXECUTIVE SESSION – Employment of City Manager

The Falls City Council will go into Executive Session to discuss employment of City Manager, under ORS 192.660(2)(a). **All discussions are confidential and those present may disclose nothing from the Session.** Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. **Executive Sessions are closed to the public.**

- a. Executive Session Script-----pg. 27

12. EXECUTIVE SESSION

The Falls City Council will go into Executive Session to discuss Real Property Transactions, under ORS 192.660(2)(e). **All discussions are confidential and those present may disclose nothing from the Session.** Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. **Executive Sessions are closed to the public.**

a. Executive Session Script-----pg. 28

13. Consideration of follow-up action from executive sessions

14. ADJOURN

Small Town America Civic Volunteer Award

Certificate of National Recognition

Jeremy Gordon

Is Hereby Honored As A Top 100 National Award Winner
For Outstanding Civic Volunteerism

Awarded on this *5th* day of *October 2020*

B. Rempe

Brian Rempe, CEO, CivicPlus



Small Town America Civic Volunteer Award

Certificate of National Recognition

Dani Flaviland

Is Hereby Honored As A Top 100 National Award Winner
For Outstanding Civic Volunteerism

Awarded on this 5th day of October 2020

B. Rempe

Brian Rempe, CEO, CivicPlus





Oregon

Kate Brown, Governor

Department of Transportation
Transportation Development Division
555 13th Street NE, Suite 2
Salem, OR 97301
Phone: (503) 986-3420
Fax: (503) 986-4173

November 4, 2020

City of Falls City
299 Mill Street
Falls City OR 97344

Subject: 2021 Small City Allotments Program Awards Announcement

Project Name: N Main, Mitchell and Bridge Street Intersection Improvements

In accordance with ORS 366.805 and the recommendation of the Advisory Committee, I am pleased to announce your project was one of 54 selected to be funded. ODOT received 90 eligible applications requesting a total of \$8,793,378 with funding limited to \$5,243,378 it was a very competitive selection process.

The SCA award amount for your project is \$100,000.00

In the next few weeks you will receive materials that are time sensitive and will require a prompt response. We have learned from previous experience that many small cities, eligible for these awards, have limited staff resulting in delayed responses due to vacations, illness, staff turnover, etc. To ensure your responses are timely we ask that you provide us an updated contact list of who should be the primary contact and those that should be copied on correspondence. Please provide names, titles, phone #'s and email addresses. Note, though we recognize that cities may engage an outside entity to perform Project Management duties, for our purposes we request that all contact information provided is for City Staff members.

Please be advised that only work that begins after the effective date of the executed Agreement will be eligible for reimbursement with SCA funds.

Your participation in the program is appreciated and we look forward to seeing your completed project. If you have questions regarding the SCA program please contact me at the number or email address provided below.

Best regards,

Deanna Edgar
SCA Program Manager
503.986.3441
deanna.edgar@odot.state.or.us

2021 Small City Allotment Awards by City

City	Award
Region 1	
Estacada	100,000
North Plains	100,000
Wood Village	100,000
Total	300,000
Region 2	
Adair Village	98,700
Cannon Beach	100,000
Detroit	100,000
Donald	100,000
Dunes City	100,000
Falls City	100,000
Garibaldi	100,000
Gaston	100,000
Gervais	100,000
Idanha	100,000
Mill City	100,000
Mt. Angel	100,000
Oakridge	100,000
Philomath	100,000
Prescott	100,000
Sodaville	80,000
Tillamook	100,000
Vernonia	100,000
Willamina	100,000
Yachats	100,000
Yamhill	98,200
Total	2,076,900
Region 3	
Butte Falls	100,000
Canyonville	100,000
Drain	100,000
Glendale	100,000
Gold Beach	75,000
Gold Hill	100,000
Lakeside	100,000
Rogue River	100,000
Shady Cove	100,000
Total	875,000

Region 4	
Arlington	100,000
Chiloquin	100,000
Dufur	100,000
Fossil	100,000
Malin	100,000
Merrill	92,000
Metolius	35,000
Wasco	100,000
Total	727,000
Region 5	
Adams	100,000
Athena	100,000
Canyon City	100,000
Cove	100,000
Elgin	100,000
Enterprise	100,000
Heppner	100,000
Imbler	100,000
Ione	94,478
Lexington	100,000
North Powder	70,000
Nyssa	100,000
Ukiah	100,000
Region 5 Total	1,264,478
2021 Program Total	5,243,378



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Public Works Report October of 2020

Administration

Normal operations.

Water Division

On the 20th we had a main break on 3rd street in front of 159 3rd street. We used the back hoe to excavate the hole and repaired the main.

Sewer Division

Normal operations.

Streets Division

On the 28th thru the 30th the paving project on Chamberlin was completed.

Parks & Cemeteries Division

Normal operations.

Jamie Ward

From: lorilect@aol.com
Sent: Thursday, November 5, 2020 10:30 AM
To: Jamie Ward
Subject: October report

Greetings, another busy month on hand as we head toward our holiday seasons. We had a very scaled back Halloween this year as COVID-19 continued to cement it's presence in our lives. Hot drinks and candy were handed out Saturday evening in a grab and go format to a historic low in visitors. Those that came were appreciative of our efforts regardless - they knew we were here for them.

Calls for the month as follows:

Medic - 13

Fire - 11

Public service - 2

MVA - 1

Total - 28

Of these calls, 9 were SWF calls.

Have a great November!

Lori

October 2020 Falls City Stats

Falls City Calls for Service					
Assault		Harassment	1	Misc Crime	
Area Chk		Driving	1	Miss Person	
Animal	2	Domestic Dist	6	Noise	4
911 Hangup		Found Property		EDP	2
Burglary		FIR		Ordin Vio	
Assist Other Agency	10	Fraud		Overdose	1
ATL (attempt to locate)	1	Follow up	1	Natural Gas	
DUI		Community Event		runaway	
Citizen Contact	4	Illegal Park		sex offense	
Civil Paper Service	4	Gen Disturb		Shots Fired	1
Criminal Misch	2	Alarm		Stolen Veh	
				Susp Activity	2
				Susp Person	1
				Susp Vehicle	2
				Theft	
				Trauma	1
				traffic assist	
				Traffic Stops	3
				Trespass	2
				Warrant	1
				Welfare Check	2
				Uncon	

Falls City Calls for Service	65	Of the FC Calls for Service	14	involved crimes	
Total Calls for Service (county wide)	1476	FC Cases Cleared by Arrest	7	50.0%	clearance
Falls City % of Total Calls	4.4%	Total Arrests in Falls City	3	5.8%	of total arrests

Total Service Calls (Polk County)	1476				
	146	Crimes Occ		Junvenile Arrests	0 (county wide)
Cases Cleared by arrest	59	40.4%		Junvenile Arrests	0 (Falls City)
Total Arrests (county wide)	52			(only true crimes reported here)	



City Manager's
Office

Falls City Monthly Report November 9, 2020

Introduction

It appears that I am already near wrapping up my services on behalf of Falls City. Frankly, I am very impressed by your community and had this been earlier in my work career would have enjoyed being your regular City Manager. This is a very attractive location, a fun City Council to serve and an engaged community.

Recruiting – This has occupied the lion's share of my time. As you know, we narrowed the search to five candidates for interviews. Interviewing itself via Zoom was its own challenge but thanks in large measure to the efforts of the Mayor and the assistance from City of Independence, I felt that this worked quite well.

The results of this effort were to narrow the focus to preferred candidates. This was indeed challenging as any of the top three (and perhaps a fourth) provided the necessary skills and fit that could meet the City's needs. Tonight, we will discuss and consider a preferred candidate for possible engagement to serve as the next City Manager.

Wastewater Project – We have established regular meetings roughly twice a month with the team putting together the ultimate application for financing through USDA-RD. I am feeling positive about the likelihood of receiving a previously sought grant award to cover the likely costs of the Cultural Resource Survey through USDA-RD.

We also extended our deadline and modified the contract for completion of work under the CDBG Grant with the State of Oregon. This will allow us to pick up the cost of the Biological Assessment required by USDA. This could result in the need for a biological opinion from the Federal government as well. We are proceeding with the understanding and do not see an earlier start date for completing this phase prior to summer of 2021.

We have had two meetings to finalize our proposed easement with the FCSD. The results of those meetings were agreements in principal over the substance of the easement as well as a proposed Intergovernmental Agreement that will be taken up at the same time by the Council. As of this writing, we are holding a placeholder for those documents on your November 9th meeting, but it is currently in the hands of respective legal counsels.

IT Project – Work proceeds on this effort. The contractor has been on site to survey the location and prepare a proposed audio/visual solution for the Community Center. The goal

remains to sufficiently encumber the project funding on this to be able to gain reimbursement through Federal CARES funds.

Doctor's Office Renovation – Work continues within budget on this project and the hope is to be able to complete the work by the end of November, weather permitting, due to the need to repaint the exterior.

Organization – I have completed one organizational change which was to promote Jamie Ward to the newly created position of City Recorder/Finance Manager. I am comfortable with her ability to do this work and believe this will allow the incoming City Manager more of an ability to delegate some of the workload. There were sufficient funds allocated in this year's budget eliminating the need for a supplemental appropriate relative to this adjustment.

Have a Great Day!

- David

City of Falls City
City Council Work Session Meeting Minutes
Tuesday September 28, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: David Clyne, City Manager Pro-Tem; Ross Williamson, City Attorney; Jamie Ward, City Recorder Via Conference line.

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00PM.

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

4. Work Session

- a. Power Point Presentation on Councilor Duties and Responsibilities given by Falls City Attorney Ross Williamson (Scanned copy available at www.fallscityoregon.gov).
- b. City Manager Pro-Tem David Clyne went over the recruiting process and timeline to provide guidelines for the recruiting process (see exhibit A).

5. Adjourn

No Motion Made

The meeting adjourned at 8:04 p.m.

Mayor, Jeremy Gordon

Attested:

City Clerk, Jamie Ward

Proposed Falls City City Manager Hiring Process and Timeline

- Develop Announcement (City Manager Pro Tem)
 - Two forms of announcement to be developed; 1) a community flyer providing information about the city and position; and 2) short advertisement suitable for posting online and in relevant media.
- Place Announcement (CMPT)
 - Announcement placed in League of Oregon Cities website, free and/or low cost recruiting sites (e.g. LinkedIn, etc.) and possibly in target area print media. Also, target-mailed to HR Departments in larger cities in Oregon.
- First Review and selection of interviewees (CMPT and Mayor)
 - An initial deadline will be set for a first review of candidates. The Mayor and CMPT will jointly evaluate and select top three to five for interviews by full in-person City Council interviews. Candidates will be notified by CMPT.
- Interviews and Selection (Mayor and City Council)
 - Council, with assistance from CMPT, will conduct in-person interviews and select the preferred candidate subject to successful background review.
- Contract Negotiations/Background Investigation (CMPT and City Attorney)
 - CMPT will check references and criminal background. Assuming acceptable results, contract negotiations will ensue.
- New CM starts
 - Depending upon notice requirements the candidate will need with the current employer, it is anticipated that the new CM could begin work as early as sometime in November under the proposed timeline.

PROJECT TIMELINE - FALLS CITY CITY MANAGER RECRUITMENT

	September				October				November				December				
	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Develop Announcement																	
Place Announcement																	
Application Response Period																	
First Review and Selection of Finalists																	
Interviews and Selection																	
Contract Negotiation/Background Investigation																	
New CM Starts																	

City of Falls City
City Council Regular Meeting Minutes
Tuesday October 12, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Dave Clyne, City Manager Pro-Tem; Jamie Ward, City Clerk.

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:01 p.m. Clerk Ward took roll call.

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda moving the IT discussion with Jason Kessler to the first item after adoption of agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

4. New Business

Jason Kessler IT Manager from the City of Independence held discussion on upgrading council chambers to allow for digital meetings to occur during COVID-19 restricted times. After Council discussion

A motion made by Councilor D. Sickles and Seconded by T. Meier Councilor to move that the City Council of Falls City move to authorize current City Manager Por-Tem, David Clyne spending authority up to \$20,000.00 to make IT purchases. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

5. Community & Government Reports

a. Public Works

None

b. Fire

None

c. Sheriff's Report

None

6. Reports

- a. Mayor Gordon updated Council on Falls City Thrives regarding the Doctors Clinic. They still are planning on creating a shared place where we can open it up to multiple different kinds of business. Falls City Thrives will design a pamphlet with descriptions of the building in hopes to bring business in.

- b. Councilor Meier updated council on the Public Works Committee stating that there potentially will be a vacant spot if Cliff Lauder resigns.

Councilor Bailey said that the group of kids he is working with on creating a skate park is now working on fundraising ideas. The next meeting is October 25, 2020.

- c. City Manager David Clyne went over his Staff report highlighting on the wastewater project and the recruiting project. With the Wastewater project he will be meeting with the members of that team on November 12, 2020 to get caught up on this effort. Mr. Clyne said the there are number of outstanding matters that will need satisfactory completion pending finalization of this first phase.

Clyne said that first round of applications for the City Manager position will end on October 16, 2020 and would like council to set a date to interview the top 5 candidates. Council agreed to look at Tuesday October 27, 2020 as a tentative time for that meeting.

7. Consent Agenda

A motion made by Councilor T. Meier and Seconded by Councilor D. Sickles to move that the City Council of Falls City adopt the Consent Agenda including September 08, 2020 Minutes, September 14, 2020 Minutes, approval of the bills and a business license for Frinks Market. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

8. Old Business

- a. Most improved yard winners were announced, and prizes were handed out to the Grand Prize Winner.

9. Adjourn

No motion made

The meeting adjourned at 6:58 p.m.

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

City of Falls City
Paid Bills Report
 As of October 9, 2020

Date	Memo	Account	Class	Amount
City of Dallas				
10/09/2020	INV03037, INV03035, INV...	Accounts Payable	01 GENERAL FUND:01.0...	-3,257.30
10/09/2020	E-122 QRV 14 Valve leak r...	Equipment O & M	01 GENERAL FUND:01.0...	412.50
10/09/2020	E-122 R-14 Valve repair	Equipment O & M	01 GENERAL FUND:01.0...	247.50
10/09/2020	E-125 Yearly Reppair	Equipment O & M	01 GENERAL FUND:01.0...	802.15
10/09/2020	E-122 Yearly Repair	Equipment O & M	01 GENERAL FUND:01.0...	721.60
10/09/2020	E-124 Yearly Repair	Equipment O & M	01 GENERAL FUND:01.0...	742.76
10/09/2020	E-125 Yearly Repair	Equipment O & M	01 GENERAL FUND:01.0...	330.79
Total City of Dallas				0.00
Falls City Fire Association				
10/09/2020	Inv 202021	Accounts Payable		-4,500.00
10/09/2020	Point Money 07/01/2020-0...	AFG Match	01 GENERAL FUND:01.0...	4,500.00
Total Falls City Fire Association				0.00
One Call Concepts, Inc				
10/09/2020	Acct #09-0001409, Ref# 0...	Accounts Payable		-73.20
10/09/2020	Locates 07/20 08/20	Professional Services	SHARED SERVICES	73.20
Total One Call Concepts, Inc				0.00
Oregon Department of State Lands				
10/09/2020	WD 2020-0518	Accounts Payable		-466.00
10/09/2020	Wetland Delineation Report	New Sewer	13 SEWER FUND	466.00
Total Oregon Department of State Lands				0.00
Petro Card				
10/09/2020	C642297	Accounts Payable		-185.05
10/09/2020	PW Fuel	Equipment O & M	SHARED SERVICES	185.05
Total Petro Card				0.00
Westech Engineering				
10/09/2020	247303	Accounts Payable		-17,803.49
10/09/2020	Topographic Survey	'17 CDBG Wastewater ...	13 SEWER FUND	6,654.60
10/09/2020	Wetland Delineation	New Sewer	13 SEWER FUND	11,148.89
Total Westech Engineering				0.00

City of Falls City
Paid Bills Report
 As of October 9, 2020

Date	Memo	Account	Class	Amount
10/09/2020	Williamson & Aebi, LLP			
10/09/2020	Sept '20 Accountant	Accounts Payable		-460.00
10/09/2020	9/20 Accountant	Professional Services	SHARED SERVICES	460.00
	Total Williamson & Aebi, LLP			0.00
	Xerox Financial Services			
10/09/2020	2281766	Accounts Payable		-180.75
10/09/2020	Xerox Buyot (reimbursable...	Professional Services	SHARED SERVICES	180.75
	Total Xerox Financial Services			0.00
	TOTAL			0.00

City of Falls City
Paid Bills Report
 As of October 21, 2020

Date	Memo	Account	Class	Amount
10/21/2020	Acct 5037874719562B	Accounts Payable		-87.92
10/21/2020	9/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	87.92
Total CenturyLink				0.00
Consumers Power Inc				
10/21/2020	Account # 1155301: Sept '20	Accounts Payable		-168.83
10/21/2020	9/20 Power- WTP	Power	20 WATER OPERATING ...	168.83
Total Consumers Power Inc				0.00
Dallas Auto Parts				
10/21/2020	Acct 3020: Sept '20 State...	Accounts Payable		-736.25
10/21/2020	H2O res. lid Inv 477257	Equipment O & M	20 WATER OPERATING ...	10.69
10/21/2020	H2O Plant HND Pump Inv ...	Equipment O & M	20 WATER OPERATING ...	78.49
10/21/2020	Oil dry Inv. 477600	Equipment O & M	01 GENERAL FUND:01.0...	19.38
10/21/2020	Disp. Glove Inv. 477960	Uniforms and Protectiv...	SHARED SERVICES	24.08
10/21/2020	Eng 122 Inv. 478063	Equipment O & M	01 GENERAL FUND:01.0...	303.68
10/21/2020	Eng 122 Inv. 478143 No in...	Equipment O & M	01 GENERAL FUND:01.0...	1.98
10/21/2020	Gradder Inv. 479004	Equipment O & M	11 STREET FUND	52.71
10/21/2020	Pressure washer parts Inv ...	Equipment O & M	SHARED SERVICES	11.17
10/21/2020	B 123 Inv. 480082 No Invo...	Equipment O & M	01 GENERAL FUND:01.0...	31.76
10/21/2020	B 123 Inv 480092 No Invo...	Equipment O & M	01 GENERAL FUND:01.0...	2.98
10/21/2020	E 122 Inv. 478196 No inv. t...	Equipment O & M	01 GENERAL FUND:01.0...	203.63
Total Dallas Auto Parts				4.30
Frink's General Store				
10/21/2020	Invoice No. 003	Accounts Payable		-36.16
10/21/2020	Small Tools/Supplies	Facilities O & M	SHARED SERVICES	36.16
Total Frink's General Store				0.00
Hach Company				
10/21/2020	12159464	Accounts Payable		-1,292.91
10/21/2020	Digital pH Sensor, H2O Tr...	Operational Expenses	20 WATER OPERATING ...	1,292.91
Total Hach Company				0.00
Mid Willamette Valley COG				
10/21/2020	2021150	Accounts Payable		-90.00
10/21/2020	Land Use and Planning Se...	Professional Services	01 GENERAL FUND:01.0...	90.00
Total Mid Willamette Valley COG				0.00
Net Assets Corporation				
10/21/2020	66-202006/ 66-202008	Accounts Payable		-39.00
10/21/2020	Lien Searches July '20	Professional Services	SHARED SERVICES	13.00
10/21/2020	Lien Searches Aug '20	Professional Services	SHARED SERVICES	26.00
Total Net Assets Corporation				0.00

City of Falls City
Paid Bills Report
 As of October 21, 2020

Date	Memo	Account	Class	Amount
Pacific Power				
10/21/2020	multiple accounts, 210915...	Accounts Payable		-1,552.08
10/21/2020	9/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	105.14
10/21/2020	9/20 Sewer Power	UTILITIES	13 SEWER FUND	218.51
10/21/2020	9/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP ...	370.51
10/21/2020	9/20 Street Power	UTILITIES	11 STREET FUND	623.83
10/21/2020	9/20 Water Power	UTILITIES	20 WATER OPERATING ...	55.96
10/21/2020	9/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	178.13
Total Pacific Power				0.00
Polk Community Development Corporation				
10/21/2020	Loan ID 00092211	Accounts Payable		-2,241.81
10/21/2020	Annual Loan Payment PC...	92211 Land Principal (G...	01 GENERAL FUND:01.0...	1,715.00
10/21/2020	Annual Interest PCDC	92211 Land Purchase I...	01 GENERAL FUND:01.0...	526.81
Total Polk Community Development Corporation				0.00
Polk County Emergency Management				
10/21/2020	Inv 201015-03	Accounts Payable		-277.25
10/21/2020	Qtr 2 Radio Communicatio...	Professional Services	82 FIRE EQUIPMENT/OP ...	277.25
Total Polk County Emergency Management				0.00
Polk IO				
10/21/2020	inv 13409	Accounts Payable		-156.75
10/21/2020	Legal Notice Activity in We...	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	156.75
Total Polk IO				0.00
Spectrum Business				
10/21/2020	0019641092320	Accounts Payable		-184.95
10/21/2020	City Hall phone/internet	Internet/Phone	01 GENERAL FUND:01.0...	184.95
Total Spectrum Business				0.00
Speer Hoyt LLC				
10/21/2020	Inv 57130	Accounts Payable		-3,809.70
10/21/2020	Council Training	Professional Services	SHARED SERVICES	1,640.00
10/21/2020	Employment agreement pr...	Professional Services	SHARED SERVICES	860.00
10/21/2020	memo regarding council q...	Professional Services	SHARED SERVICES	300.00
10/21/2020	School Dist. easement	Professional Services	SHARED SERVICES	440.00
10/21/2020	Attend Council Meeting	Professional Services	SHARED SERVICES	200.00
10/21/2020	update on wastewater proj ...	Professional Services	SHARED SERVICES	220.00
10/21/2020	Follow up question	Professional Services	SHARED SERVICES	60.00
10/21/2020	Travel expenses round trip...	Travel/Training/Dues/St...	SHARED SERVICES	89.70
Total Speer Hoyt LLC				0.00
State of Oregon Employment Department				
10/21/2020	Quarter 20201 Updated E...	Accounts Payable		-164.44
10/21/2020	Rachel Inman Cares act re ...	'20 COVID-CARES (Ad...	01 GENERAL FUND:01.0...	164.44
Total State of Oregon Employment Department				0.00
TOTAL				4.30

City of Falls City
Paid Bills Report
 As of November 2, 2020

Date	Memo	Account	Class	Amount
Ferguson Waterworks				
11/02/2020	Account: 50936 Invoice: 0...	Accounts Payable		-243.84
11/02/2020	Part Restock	Equipment O & M	20 WATER OPERATING ...	243.84
Total Ferguson Waterworks				
0.00				
Great American Financial Services				
11/02/2020	Inv 28023183	Accounts Payable		-189.00
11/02/2020	Copier Lease Payment 10/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				
0.00				
KAMIND IT, Inc.				
11/02/2020	1020-10534	Accounts Payable		-172.00
11/02/2020	12/20 Ofc 365	Operational Expenses	SHARED SERVICES	172.00
Total KAMIND IT, Inc.				
0.00				
L & L Equipment				
11/02/2020	Inv A27693	Accounts Payable		-388.48
11/02/2020	Fire Department Chainsaw...	'19 Weyerhaeuser Gra...	01 GENERAL FUND:01.0...	388.48
Total L & L Equipment				
0.00				
Petro Card				
11/02/2020	C650953	Accounts Payable		-159.72
11/02/2020	PW Fuel	Equipment O & M	SHARED SERVICES	159.72
Total Petro Card				
0.00				
TerryByte Computer Repair				
11/02/2020	Inv 664	Accounts Payable		-678.50
11/02/2020	Oct MSP 3 Hours , Remot...	Professional Services	SHARED SERVICES	225.00
11/02/2020	Remote Connection	Professional Services	SHARED SERVICES	25.00
11/02/2020	Mileage	Professional Services	SHARED SERVICES	96.00
11/02/2020	City Manager Monitor	Equipment O & M	01 GENERAL FUND:01.0...	135.00
11/02/2020	Repair Laptop	Equipment O & M	01 GENERAL FUND:01.0...	160.00
11/02/2020	Overtime .50 Hour	Professional Services	SHARED SERVICES	37.50
Total TerryByte Computer Repair				
0.00				

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City of Falls City
Paid Bills Report
 As of November 2, 2020

Date	Memo	Account	Class	Amount
US Bank Visa				
11/02/2020	Account: 47985312149811...	Accounts Payable		-1,928.32
11/02/2020	Landscape Shoppe - Bike ...	OCF Pocket Park Gran...	01 GENERAL FUND:01.0...	1,405.00
11/02/2020	Polk County Clerk CTR Da...	Professional Services	SHARED SERVICES	365.89
11/02/2020	Office Supply- Printer Paper	Operational Expenses	SHARED SERVICES	131.96
11/02/2020	Indeed Initial week City Ma...	Professional Services	SHARED SERVICES	25.47
Total US Bank Visa				0.00
West Coast Cross Connection				
11/02/2020	Inv 17	Accounts Payable		-405.00
11/02/2020	Backflow Testing (18)	Professional Services	20 WATER OPERATING ...	405.00
Total West Coast Cross Connection				0.00
TOTAL				0.00

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY RECORDER, JAMIE WARD
SUBJECT: CAMP HOST
DATE: NOVEMBER 6, 2020

SUMMARY

Unfortunately, Wayne Scott, the camp host for the George Kitchin Park, will no longer be able to continue his duties as host. City Staff would like to seek Councils consent to close the park for the winter and investigate obtaining a new one in that time.

BACKGROUND

November 2017 approved Resolution 25-2017, a Resolution establishing a volunteer service agreement and insurance wavier for a park host at the George Kitchin. Arthur Wayne Scott sign that volunteer service agreement February 22, 2018 and has been doing a great job ever since.

TIMELINE & PLAN

City Staff will lock the bathrooms and gate until Council decides to reopen in early Spring. City Staff will also check on the condition of the Park regularly to make sure there is no destruction of property due to no camp host supervising the grounds.

City Staff has already had to clean up messes made by people dwelling in the bathrooms and within the grounds.

STAFF RECCOMENDATION

Adopt the proposed motion to close the George Kitchin Park during the winter months or until we establish a new park host.

PROPOSED MOTION

I move that the City Council for the City of Falls City authorize City Staff to lock the Geroge Kitchin park including all facilities to public access for the winter months or Until a new Park Host can be placed.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY RECORDER, JAMIE WARD
SUBJECT: COMMUNITY CENTER USE FOR WARMING CENTER
DATE: NOVEMBER 5, 2020

SUMMARY

Community Center to be used as a warming center for the winter season.

BACKGROUND

Last year City Council approved the use of the Community Center for a warming center. The same organization would like approval to do the same during the 2020-2021 Winter Season.

Due to the State of Emergency issued around COVID-19 City Council with staff reconditions closed all City owned facilities to non-essential uses. City Council has the authority to allow the use of facilities on a case by case basis.

TIMELINE & PLAN

Volunteers will be responsible for setting up and tearing down the warming center, ensuring proper COVID-19 cleaning measures are met. Volunteers are also required to enforce all precautionary measures set by ARCHES. The warming center will be open on nights the overnight temperature is predicted to be below freezing

STAFF RECCOMENDATION

Adopt the proposed motion to allow the community center to be used as a warming center.

PROPOSED MOTION

I move that the City Council for the City of Falls City authorize the use of the Community Center for a warming center with the understanding that all COVID-19 precautionary measures are followed.

EXHIBITS

- A- Falls City Current Measures and Recommendations from the 05/19/2020 special council meeting.
- B- COVID-19 Guidelines for Warming Facilities.
- C- COVID-19 Shift Lead Protocol for Symptomatic Guests.

Current Measures & Associated Rules	Options/Information	Staff Recommendation	Resource Impacts
<p>City Hall Business Conducted through the foyer only</p> <p>[EO 20-12]</p>	<p>Can be cancelled at any time, but social distancing requirements remain in place</p>	<p>Leave restriction in place until social distancing requirements are lifted (likely Phase III)</p> <p>Alternative 1: Lift restriction, construct appropriate barriers in City Hall</p>	<p>No material impact to financial or human resources.</p> <p>Alternative 1: Construction costs of barriers (approx. \$1,500), plus costs for employees to deep clean inside of City Hall daily and between customers</p>
<p>Utility Fees and Shut-Offs Waived</p> <p>[Res 07-2019]</p>	<p>Scheduled to expire in conjunction with State's emergency declaration</p>	<p>Begin implementing fees and shut-offs after 5/25-6/25 billing cycle. This provides staff time to notice in newsletter, web, utility bill, reader board, bulletin boards</p> <p>Alternative 1: Leave fee/shut-off embargo in place through state's emergency declaration or some other time trigger</p>	<p>Late fee, shut-off, turn-on related revenues restart</p> <p>Alternative 1: Lack of incentive to pay bill on-time may result in multiple month bill accrual and large costs to overcome upon restoration of fee structure</p>
<p>Park structures closed, green spaces open with signage</p> <p>[EO 20-12]</p>	<p>Will be automatically cancelled when Polk County enters Phase 1</p>	<p>When Polk Co enters Phase I, Re-open all park structures for use, continue signage</p>	<p>No material impacts</p>
<p>City owned facilities closed to non-essential uses</p> <p>[Res 08-2020] [EO 20-12]</p>	<p>Scheduled to expire in conjunction with State's emergency declaration. Council may lift the restriction entirely when Polk County enters Phase 1</p>	<p>Leave restriction until social distancing lifted, but allow for conduct of City Council meetings (with social distancing) Continue to restrict other uses until social distancing restrictions are lifted.</p>	<p>Staff attention to Council Chambers will carry costs around \$150 per meeting. Other events would carry more extensive costs due to the need to ensure social distancing and proper clean up</p>
<p>Falls City Emergency Declaration</p> <p>[Res 09-2020]</p>	<p>Expired 4/28/2020. Staff sees no current need to be under an emergency status.</p>	<p>Re-Declare Emergency if the City sees an emergent situation or costs related to the County, State, or Fed declaration</p>	<p>The City does not anticipate additional COVID-19 related costs at this time</p>
<p>Falls City Events Cancelled through June 2020</p> <p>[Res 09-2020] [EO 20-12]</p>	<p>Gatherings of all types are restricted based on the Phase of the County. Falls City events are set to reopen July 1, 2020</p>	<p>After July 1, 2020 allow for events that meet the restrictions of the given phase, and can be properly planned and monitored by volunteers</p>	<p>Some staff costs to ensure additional planning is sufficient to meet relevant restrictions.</p>

COVID-19 Precautionary Measures: ARCHES Project (WARMING)

COVID-19 Guidelines for WARMING FACILITIES

- Each guest must wear a face covering unless they are on their cot
- Masks are provided to all guests with a need
- Removal of hospitality tables and chairs is preferred
- Guests and volunteers are expected to maintain 6 foot distance from others
- Each facility will reach capacity determined by the Fire Marshall and MWVCAA
- All persons must submit to temperature monitoring and survey at check-in
- Symptomatic guests will be referred to other programs for self-isolation and COVID testing
- Symptomatic/COVID positive guests will not be permitted into facility
- Plastic bags containing guest belongings may only be touched by volunteers wearing gloves
- Guests are not permitted to handle food, cups, condiments
- All coffee must be poured by volunteers wearing gloves
- Coffee refills must have a clean cup each time
- Guests will be provided any food items, utensils or condiments by volunteer wearing gloves
- Facility is staged to allow physical spacing among guests
- One person in the bathroom at any time, even restrooms with multiple stalls
- Deep cleaning/disinfection should take place between each volunteer shift
- Regular (hourly preferred) disinfecting areas should include doors, handles, tables, chairs, restrooms
- Volunteers should wear PPE including face coverings and gloves
- Cots must have a barrier/protector between cots when possible
- Cot barriers should be disinfected between uses
- Hospitality area is staged to allow distancing between chairs
- Chairs will be cleaned between each use
- Signage from OHA will be posted throughout warming facility
- Guests waiting to enter facility must wait with 6 foot distance outside
- Floor markers may be placed throughout the building
- Guests should handle their own blankets and place them in laundering bags
- A mask disposal station may be available and masks can be laundered at ARCHES
- One person allowed entry at a time for screening purposes

COVID-19 Precautionary Measures: ARCHES Project (WARMING)

Shift Lead Protocol for Symptomatic Guests

1. Volunteer shares symptomatic information with you
2. Lead guest for isolation in:
 - a. Isolate in a room, or
 - b. Remain outside distant from all others
3. Notify guest Yellow Cab transportation will be coming to transport to Shilo Inn
4. Contact Yellow Cab for transport 503-362-2411
5. Notify Yellow Cab they will transport a warming guest from (provide physical address) to Shilo Inn (3304 Market Street NE)
6. Notify Dawn at Shilo Inn the name of the guest in transit to their hotel
 - a. Ask Dawn for the guest's room number, if available
7. Notify the guest of their directions
 - a. Notify them they must agree to take a COVID test to stay in the hotel
 - b. ARCHES staff will reach out about resources and options
 - c. If they do not follow the warming guest expectations at the hotel, they will be asked to leave
 - d. They will not be able to return to the warming center
 - e. Obtain a verbal agreement of items a-d
8. Once items 1-7 are complete, email Lindsay.dent@mwvcaa.org and state:
 - a. The name of the guest transported
 - b. The results of the survey
 - c. A narrative of what happened and what steps were taken
 - d. A list of persons within 6 feet of the symptomatic guest for 10 minutes or more
 - e. The time transit arrived for pick up
 - f. The room number guest was provided, if available
9. If guest doesn't accept transport or won't agree to participate:
 - a. Provide them cold weather items, if available (hot hands, hats, gloves, tent)
 - b. Do not allow them near others or in the facility
 - c. Contact Lindsay.dent@mwvcaa.org with information on 8.a through 8.d
10. If guest isolated in a space indoors, the space must be thoroughly disinfected using approved disinfectant and proper PPE (gloves, other barriers) and host site should be notified

EXECUTIVE SESSION SCRIPT

Executive Session:

[Open Executive Session]

The City Council of Falls City will now meet in executive session pursuant to ORS 192.660(2)(a), which allows the Council to meet in executive session to discuss and review employment applications of Public Officers, Employees, and Agents.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed to disclose nothing from the session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

[Conduct City Manager Interview Discussion]

[Close executive session]

EXECUTIVE SESSION SCRIPT

Executive Session:

[Open Executive Session]

The City Council of Falls City will now meet in executive session pursuant to ORS 192.660(2)(e), which allows the Council to meet in executive session to deliberate with a persons designated by the governing body to negotiate real property transactions.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed to disclose nothing from the session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

[Conduct City Manager Interview Discussion]

[Close executive session]