



PUBLIC NOTICE

City Council Meeting

A regular meeting of the City Council of Falls City, OR will be held as follows:

Posted: 01/17/20- Frink's, City Hall, Community Center, Website

Meeting Date: Monday, January 20, 2020

Time: 6:00 pm

Location: Falls City Community Center

Address: 320 N Main Street, Falls City, Oregon 97344

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Jeremy Gordon, Mayor___ Dennis Sickles ___ Lori Jean Sickles__

Jennifer Drill ___ Tony Meier___ Cliff Lauder___ TBD ___

3. PLEDGE OF ALLEGIANCE

4. MOTION TO ADOPT THE ENTIRE AGENDA

5. ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, & PROCLAMATIONS

Announcements:

a. Next City Council Meeting: Goal Setting scheduled for January 27, 2020 at 5:00pm

Appointments: None

Appreciation: None

Declarations: None

6. COMMUNITY & GOVERNMENT ORGANIZATIONS

a. Falls City Public Works Report -----pg. 1

b. Falls City Fire Report -----pg. 2

7. REPORTS

a. Mayor's Report

b. Council Reports

c. Community Development & Outreach Coordinator Report -----pg. 3

d. Manager's Report-----pg. 4

8. CONSENT AGENDA

a. Approval of the Bills -----pg. 5-8

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.

9. PUBLIC COMMENTS & LETTER COMMUNICATIONS

This is the time set for Citizens to address the Council regarding items not already on the agenda.

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 five (3) minutes or less.
- Please state your name and city of residence for the record.
- Letters: None.

10. NEW BUSINESS

- a. OLCC Permit Recommendations ----- pg. 9-12
- b. Resolution 01-2020 Council Appointment Process -----pg. 13-19
- c. Resolution 02-2020 Council Interviews & Appointment-----pg. 20-31
 - i. Applicants: Bailey, TJ; Carey, Preston; Flynn, Charles; Sears, Sherrell

11. CITIZEN COMMITTEES

Parks & Recreation

- a. PR Meetings 3rd Wednesday, 11am, in the Community Center.

Public Works

- b. PW Meetings 4th Thursday, 6pm, in the Community Center.

Historic Landmarks

- c. At least 4 meetings per year.

12. OLD BUSINESS

- a. None.

13. ADJOURN

Public Works Staff Report for December, 2019

Sunday, 1 Routine water& sewer.

Monday, 2 Staff report for November, went into Dallas gas, staff meeting.

Tuesday, 3 W/order reread on Forestwiew, meet with Forbes, back flow program, clean intake.

Wednesday, 4 State paper work.

Thursday, 5 Meet with Petersen Plumbing.

Friday, 6 started grading roads and rocking.

Saturday, 7 Rainy season was late, problems WTP

Sunday, 8 switch over from teal to Glaze Cr.

Monday, 9 Meet with Westech about new sewer system going over old mapping and future equipment.

Tuesday, 10 went over mapping for Westech.

Wednesday, 11 Meet Westech , called out WTP influent water problems.

Thursday, 12 W/order high consumption, 464 Frist Ave. replaces lights Upper Park.

Friday, 13 W/order on Montgomery, final read on vacant house, clean intake.

Saturday, 14 Sunday, 15 Routine water & sewer.

Monday, 16 Grade Ellis, Woods, physical shut-offs had twelve.

Tuesday, 17 had alarm at WWTP called out Valley Electric, float out.

Wednesday, 17 Took sewer sample to Corvallis, working on UV system, make preparation for storm tomorrow.

Thursday, 19 City had its first wind and heavy rain, had power outages WTP, pump at WWTP have check valve failed or blockage? UV needs a new sensor, City may be out compliance with state for being over on flow.

Friday, 20 Sewer problems, pump need to switch over, WTP flow influent turbidity is up.

Saturday, 21 Rounds, clean Glaze Cr. Intake.

Sunday, 22 Routine water & sewer.

Monday, 23 Finish meters, Christmas dinner at City Hall.

Tuesday, 24 Routine water & sewer, holiday.

Wednesday, 25 Routine water & sewer, holiday.

Thursday, 26 Clean intake, work at WTP, meter rereads, switch pump WWTP.

Friday, 27 Intake clean, run grader South side of town.

Saturday, 28 & Sunday, 29 Routine water & sewer.

Mac Corthell

From: lorilect@aol.com
Sent: Wednesday, January 8, 2020 12:15 PM
To: manager@fallscityoregon.gov
Subject: Council FD Report

Good Morning, Mac - Here are the stats for December!

Lori

Medic calls - 11
Fire calls - 5
Public service - 1

Fire drill nights - 4
Medic drill nights - 1

Activities:

12/4 - Association business meeting, Sharon announced that she had received the Weyrhouser grant that will finish equipping the brush rig.
12/7 - Toys for Tots, 9-5 at Walmart Dallas. We had a rainy day, but it was wonderful. FCFD brought in over 25 bags of toys and appx. 1250\$ in donations
12/17 - FCFD Santa went to the schools and brought toys and good cheer to the community kids
12/17 - Additional gift pick up in the evening for families who may not have made the Christmas Cheer list
12/18 - Sharon held a CERT orientation class for the High School students who had fun and learned a lot
12/23 - FCFD firefighters handed out Christmas Cheer food boxes at the station Monday am for our community families
12/27 - AFG grant order placed through L.N. Curtis and Son (winning quote!) for 15 new, full SCBA systems. A milestone for our department who turned 107 years old this year! Thank you, Councilors, for your part in this gift of life :)



Community Development & Outreach Coordinator Report January 20, 2020

Dear Honorable Mayor and City Council,

I hope all had a restful, enjoyable Holiday season. I'd like to take a moment to update the City Council on my work over the past month.

Community & Economic Development

- The Steering Committee is continuing to meet monthly. In December, the group held two action planning meetings to prioritize projects of focus for 2020. This year, the group will focus on:
 - Formation of Community/Economic Development 501(c)(3) organization
 - Creating landscaped community space in front of the Luckiamute Clinic (proposal to come before Council in coming months)
 - Preliminary Riverwalk (clearing dirt path) between the 3rd Street Footbridge and the Falls, according to Parks Master Plan
- Unfortunately, Cycle Oregon grant application for bike racks & repair station was denied. I'll be doing brainstorming & outreach with business owners over the Spring to get businesses their bike-friendly certification.
- I have been collecting quotes for Luckiamute Clinic renovations. Given full schedule for February meeting, more information on the Clinic will be presented at Council's March 9th meeting.

Website

- The new website is inching closer and closer to completion. It will go live on February 1st, 2020. All people featured on the website will have to sign release forms, including councilors (only your picture, name, and term in office will be posted).

Land Use & Committee Handbooks

- Handbooks are on track for drafts in Spring/early Summer 2020.

Thank you for your continued support.

Respectfully Submitted,

William Sullivan

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR



CITY MANAGER'S REPORT JANUARY 20, 2020

CITY MANAGER'S
OFFICE

Dear Reader,

The City and Community continue to progress in a very positive direction. Below is a listing of just a few city projects and some highlights to date!

CDBG Wastewater

- I. All easement acquisition letters are out and the City is in the process of negotiating the necessary purchase options with easement owners.
 - a. City Manager Corthell and Mayor Gordon attended the School Board meeting on 1/16/20 to pursue donation of the pipeline easement that will ultimately move the drain field off the HS football field and over to the new lagoons!
 - b. The "one stop" request to determine possible funding sources for the construction of the lagoons has been submitted and the meeting is expected to take place in February or early March.
 - c. There have not been any major environmental or engineering hurdles to date. Hopefully that remains the case.

CDBG Housing

- I. The \$400,000 grant for this program was awarded.
 - a. Polk CDC manages and administers this program and there are currently 30 Falls City families on the wait list for funds.
 - b. Final documents have been signed and submitted!

AFG Self-Contained Breathing Apparatus

- I. The first purchases of SCBA's has been made, delivery is expected in the near future.
 - a. The cost of the SCBA's was less than anticipated and the remainder has been permitted for use on a cart to charge the new bottles. This will be a huge benefit and cost saver for maintaining this new gear!

Weyerhaeuser Fire Grant

- I. The city was awarded a \$10k grant from Weyerhaeuser to help offset the cost of Engine 123. This will allow fire to breath a bit easier on funding for the year and still fully and appropriately outfit the new rig.

New Hire!

- I. The city has welcomed Athena Warren to our staff as part-time utility biller. Athena is a native of Yamhill County and resides in Dallas with her husband and children. She has experience as a biller with the Oregon Contractor's Board, amongst other things, and stood head and shoulders above the other qualified applicants. Her regular schedule will be M, Tu, Th, F from 9am -1pm if you'd like to come say hi.

WOU Social Media Partnership

- I. The City, in conjunction with Professor Schowalter's Social Media class, has begun an initiative to create a social media plan, enhance the effectiveness of our social media platforms, and enlist the assistance of WOU students in management of the city's social media platforms (under the supervision of the City Manager of course).
 - a. The class will be a massive benefit in both effectiveness of community outreach, and mitigation of administrative expenses, as well as promoting a strong partnership with Western Oregon University.

Honorable Mention

- I. OCF Community Grant – Signage
- II. IOF Grant & Timberland Partnership
- III. Currently 13 grants in receipt and management...

City of Falls City
Paid Bills Report
 As of December 9, 2019

	Date	Memo	Account	Class	Amount
CenturyLink	12/09/2019	Acct 50378737679658; 50378747195621	Accounts Payable		-237.37
	12/09/2019	11/19 Telephone/Net- Fire	Utilities	82 FIRE EQUIPMENT/OP LEVY	156.54
	12/09/2019	11/19 Telephone- WTP	Utilities	20 WATER OPERATING FUND	80.83
					0.00
Total CenturyLink					
Dallas Auto Parts	12/09/2019	Acct #3020; Nov Statement	Accounts Payable		-21.98
	12/09/2019	Gloves	Operational Expenses	SHARED SERVICES	21.98
					0.00
Total Dallas Auto Parts					
Edge Analytical	12/09/2019	Nov '19 Statement	Accounts Payable		-563.00
	12/09/2019	Water Labs Nov '19	Professional Services	SHARED SERVICES	238.00
	12/09/2019	Sewer Labs Nov '19	Professional Services	SHARED SERVICES	325.00
					0.00
Total Edge Analytical					
Ferguson Waterworks	12/09/2019	Account: 50936 Invoice: 0805736-1 11	Accounts Payable		-431.48
	12/09/2019	2 Y branches for replacement stock	Operational Expenses	20 WATER OPERATING FUND	431.48
					0.00
Total Ferguson Waterworks					
Mid Willemette Valley COG	12/09/2019	1920214	Accounts Payable		-87.00
	12/09/2019	Planning Fees	Professional Services	01 GENERAL FUND:01.01 Administrativ	87.00
					0.00
Total Mid Willemette Valley COG					
MNOP	12/09/2019	Ticket 10913, 10914	Accounts Payable		-661.88
	12/09/2019	City Hall Heat	Equipment O & M	SHARED SERVICES	129.12
	12/09/2019	Shop fuel	Equipment O & M	SHARED SERVICES	532.76
					0.00
Total MNOP					
National Hose Testing Specialties, Inc	12/09/2019	Inv # 49282	Accounts Payable		-2,093.00
	12/09/2019	Hose and Ladder Testing	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	2,093.00
					0.00
Total National Hose Testing Specialties, Inc					
One Call Concepts, Inc	12/09/2019	Acct #09-0001409, Inv #9110366	Accounts Payable		-4.60
	12/09/2019	Locates Nov '19	Professional Services	SHARED SERVICES	4.60
					0.00
Total One Call Concepts, Inc					
Petro Card	12/09/2019	C521290	Accounts Payable		-100.86
	12/09/2019	PW Fuel	Equipment O & M	SHARED SERVICES	100.86
					0.00
Total Petro Card					
Speer Hoyt LLC	12/09/2019	INV: 53823	Accounts Payable		-532.00
	12/09/2019	Personnel Matter	Professional Services	SHARED SERVICES	532.00
					0.00
Total Speer Hoyt LLC					
Verizon Wireless	12/09/2019	Inv 9842833366	Accounts Payable		-61.92
	12/09/2019	Nov '18 PW Duty Phone	Utilities	SHARED SERVICES	61.92
					0.00
Total Verizon Wireless					
Westech Engineering	12/09/2019	245975, 245974	Accounts Payable		-54,311.28
	12/09/2019	245975	17 CDBG Wastewater (Sewer)	13 SEWER FUND	54,243.28
	12/09/2019	Parry Rd. Main R&R 245974	Water Capital	19 CITY UTILITY RESERVE FUND	68.00
					0.00
Total Westech Engineering					
Williamson & Aebi, LLP	12/09/2019	Nov '19	Accounts Payable		-551.20
	12/09/2019	Nov '19 Payroll Bank Rec	Professional Services	SHARED SERVICES	551.20
Total Williamson & Aebi, LLP					

City of Falls City
Paid Bills Report
 As of December 9, 2019

Date	Memo	Account	Class	Amount
12/16/2019	Account # 1155301; Nov '19	Accounts Payable		0.00
12/16/2019	Nov '19 Power- WTP	Power	20 WATER OPERATING FUND	-238.19
				238.19
12/16/2019	2020 Dues	Accounts Payable		0.00
12/16/2019	OCCMA Dues 2020	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	-164.32
				164.32
12/16/2019	2020 Dues, 2 Certs, Don Poe	Accounts Payable		0.00
12/16/2019	Drinking Water Operator Cert - Poe	Travel/Training/Dues/Statutory	20 WATER OPERATING FUND	-210.00
				210.00
12/16/2019	2020 Dues	Accounts Payable		0.00
12/16/2019	OMA Annual Membership	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.02 City Council	-71.00
				71.00
12/16/2019	multiple accounts, 21091561-006 2	Accounts Payable		0.00
12/16/2019	11/19 Parks Power	Utilities	01 GENERAL FUND:01.03 Parks	-2,521.92
12/16/2019	11/19 Sewer Power	Utilities	13 SEWER FUND	238.42
12/16/2019	11/19 Fire Power	Utilities	82 FIRE EQUIPMENT/OP LEVY	389.64
12/16/2019	10/19 Street Power	Utilities	11 STREET FUND	881.99
12/16/2019	10/19 Water Power	Utilities	20 WATER OPERATING FUND	622.32
12/16/2019	11/19 City Hall Power	Utilities	SHARED SERVICES	73.00
				316.55
				0.00
12/16/2019	7711, 7710	Accounts Payable		0.00
12/16/2019	Vertex Chrome Bezels x 4	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	-98.45
12/16/2019	Antenna & Cable	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	56.00
				42.45
				0.00
12/23/2019	Inv 2866	Accounts Payable		0.00
12/23/2019	St Sweeping Dec '19	Professional Services	11 STREET FUND	-300.00
				300.00
				0.00
12/23/2019	ARF73278	Accounts Payable		0.00
12/23/2019	Richardson Background	Travel/Training/Dues/Statutory	82 FIRE EQUIPMENT/OP LEVY	-40.00
				40.00
				0.00
12/23/2019	C526904	Accounts Payable		0.00
12/23/2019	PW Fuel	Equipment O & M	SHARED SERVICES	-169.02
				169.02
				0.00
12/23/2019	Inv. 0019088121019	Accounts Payable		0.00
12/23/2019	11/10/19-12/9/19 Phone&Net- City Hall	Utilities	SHARED SERVICES	-119.95
				119.95
				0.00
12/23/2019	Account: 4798531214981146	Accounts Payable		0.00
12/23/2019	Wix-WebDesignCo	Operational Expenses	SHARED SERVICES	-248.68
12/23/2019	Certified Mail- Birr	Operational Expenses	01 GENERAL FUND:01.01 Administrativ	204.00
12/23/2019	Meeting Snacks/Drinks	Operational Expenses	SHARED SERVICES	10.18
				34.50
				0.00
12/30/2019	Acct: 7900044080647419	Accounts Payable		0.00
				-89.85

City of Falls City
Paid Bills Report
 As of December 9, 2019

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total NeoPost	12/30/2019	Postage Dec '19	Operational Expenses	SHARED SERVICES	89.85
TerryByte Computer Repair	12/30/2019	Inv: 289	Accounts Payable		0
Van Well Building Supply	12/30/2019	IT Repair	Professional Services	SHARED SERVICES	-49.95
					49.95
Total TerryByte Computer Repair					0
Van Well Building Supply	12/30/2019	Acct: 160503; Dec '19 Statement	Accounts Payable	20 WATER OPERATING FUND	-35.98
	12/30/2019	Supplies for WTP Intakes	Operational Expenses		35.98
Total Van Well Building Supply					0
Dallas Auto Parts	01/06/2020	Acct #3020; Dec Statement	Accounts Payable	82 FIRE EQUIPMENT/OP LEVY	-500.43
	01/06/2020	Firehall Generator Repair	Facilities O & M	11 STREET FUND	390.71
	01/06/2020	Grader & Dump Truck	Equipment O & M		109.72
Total Dallas Auto Parts					0.00
Frink's General Store	01/06/2020	12270019B	Accounts Payable	11 STREET FUND	-74.05
	01/06/2020	Grader Materials and Parts	Equipment O & M		74.05
Total Frink's General Store					0.00
Great American Financial Services	01/06/2020	Inv: 26127540	Accounts Payable	SHARED SERVICES	-189.00
	01/06/2020	Copier Lease Payment 12/19	Professional Services		189.00
Total Great American Financial Services					0.00
One Call Concepts, Inc	01/06/2020	Acct #09-0001409; Inv #9120368	Accounts Payable	SHARED SERVICES	-6.00
	01/06/2020	Locates Dec '19	Professional Services		6.00
Total One Call Concepts, Inc					0.00
Oregon Association of Water Utilities	01/06/2020	Invoice 28021, 27927	Accounts Payable	13 SEWER FUND	-539.86
	01/06/2020	Wastewater Cert Review	Professional Services	20 WATER OPERATING FUND	285.00
	01/06/2020	Membership Dues	Travel/Training/Dues/Stipulatory		254.86
Total Oregon Association of Water Utilities					0.00
Verizon Wireless	01/06/2020	Inv 9844911250	Accounts Payable	SHARED SERVICES	-71.72
	01/06/2020	Dec '19 PW Duty Phone	Utilities		71.72
Total Verizon Wireless					0.00
Xerox Financial Services	01/06/2020	Inv 1906353	Accounts Payable	SHARED SERVICES	-180.75
	01/06/2020	Old Copier Lease Buyout Reimbursable	Professional Services		180.75
Total Xerox Financial Services					0.00
CenturyLink	01/13/2020	Acct 5037873767655; 5037874719562	Accounts Payable	82 FIRE EQUIPMENT/OP LEVY	-237.05
	01/13/2020	12/19 Telephone/Net- Fire	Utilities	20 WATER OPERATING FUND	156.24
	01/13/2020	12/19 Telephone- WTP	Utilities		80.81
Total CenturyLink					0.00
Edge Analytical	01/13/2020	Dec '19 Statement	Accounts Payable	SHARED SERVICES	-334.00
	01/13/2020	Water Labs Dec '19	Professional Services		33.00
	01/13/2020	Sewer Labs Dec '19	Professional Services	SHARED SERVICES	301.00
Total Edge Analytical					0.00
Johanna Blair	01/13/2020	Partial Refund Public Records Deposit 11	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-108.50
	01/13/2020	PR Request 19-5 Partial Deposit Refund Miscellaneous Expense	Miscellaneous Expense		108.50
Total Johanna Blair					0.00

City of Falls City
Paid Bills Report
 As of December 9, 2019

Date	Memo	Account	Class	Amount
01/13/2020	Acct: 21632373; Inv: 21600395691, 2160	Accounts Payable		-343.99
01/13/2020	Grader Parts	Equipment O & M	11 STREET FUND	238.99
01/13/2020	E123 Truck Chain	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	106.99
				0.00
01/13/2020	Inv 2747	Accounts Payable		-96.00
01/13/2020	Security Monitoring Jan-Mar 2020	Professional Services	SHARED SERVICES	96.00
				0.00
01/13/2020	ARF73306	Accounts Payable		-40.00
01/13/2020	Inman Background	Travel/Training/Dues/Statutory	82 FIRE EQUIPMENT/OP LEVY	40.00
				0.00
01/13/2020	C531986	Accounts Payable		-229.26
01/13/2020	PW Fuel	Equipment O & M	SHARED SERVICES	229.26
				0.00
01/13/2020	INV: 54269	Accounts Payable		-1,648.48
01/13/2020	Council Vacancy Charter Interpretation	Professional Services	SHARED SERVICES	437.00
01/13/2020	Blir Personnel Matter	Professional Services	01 GENERAL FUND:01.01 Administrativ	1,211.48
				0.00
01/13/2020	246045	Accounts Payable		-15,074.10
01/13/2020	246045	17 CDBG Wastewater (Sewer)	13 SEWER FUND	15,074.10
				0.00
01/13/2020	Dec '19	Accounts Payable		-511.20
01/13/2020	Dec '19 Payroll, Bank Rec	Professional Services	SHARED SERVICES	511.20
				0.00

Total Les Schwab
 Mountain Valley Monitoring

Total Mountain Valley Monitoring
 Oregon DFSST

Total Oregon DFSST
 Petro Card

Total Petro Card
 Speer Hoyt LLC

Total Speer Hoyt LLC
 Westech Engineering

Total Westech Engineering
 Williamson & Aebi, LLP

Total Williamson & Aebi, LLP

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: OLCC PERMIT RECOMMENDATIONS
DATE: JANUARY 20, 2020

SUMMARY

The City Council may make a recommendation to deny an OLCC permit within the City of Falls City based on one of the grounds contained in OAR 845-005-0308(3). If no action is taken, OLCC will consider that a recommendation to grant approval.

BACKGROUND

Each year OLCC sends a list of OLCC permit holders within the city limits. The City Council has the option to recommend denial based on the information contained in page 2 of the attached mailing.

No action taken by the council results in a recommendation for approval of the permits.

A listing of permit holders is found on page 3 of the attached mailing.

STAFF RECOMMENDATION

No Action – Recommend Approval.

FINANCIAL IMPLICATIONS

Each permit holder pays the city \$25 for on-premises permit, and \$25 for off-premises permit.

EXHIBIT

A-Letter from OLCC.

PROPOSED MOTION

None necessary unless recommendation to deny one or all permits.



Oregon

Kate Brown, Governor

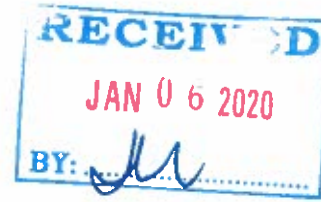
Liquor Control Commission

PO Box 22297

Portland, OR 97269-2297

(503) 872-5000

(800) 452-6522



City of Falls City
FALLS CITY
299 Mill Street
Falls City, OR 97344

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2020**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$25.00 Renewal Fee for ON-PREMISES \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until **3/5/2020** to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **3/5/2020**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.



REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

District 2 Renewals

FALLS CITY

Page 1

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 301422 Prem. 54780	FRINK'S GENERAL STORE FRINK'S GENERAL STORE LLC O - OFF-PREMISES SALES	319 N MAIN ST FALLS CITY, OR 97344 503-787-8036	
Lic. 291529 Prem. 37476	THE BOONDOCKS LOAJEANS LLC F-COM - FULL ON-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 291530 Prem. 37476	THE BOONDOCKS LOAJEANS LLC O - OFF-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 289164 Prem. 48292	THE BREAD BOARD THE BREAD BOARD LLC L - LIMITED ON-PREMISES SALES	404 N MAIN ST FALLS CITY, OR 97344 503-787-1817	

Count for FALLS CITY

4

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 01-2020 COUNCIL APPOINTMENT PROCESS
DATE: JANUARY 20, 2020

SUMMARY

An interview and appointment process to fill City Council seats vacated mid-term.

BACKGROUND

Section 32 of the Falls City Charter allows a maximum of 60 days from the time a Council seat is vacated to the time a new Council member is appointed. The precise language reads as follows:

"Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members within 60 days of the established vacancy. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absence from the city, a majority of the council may appoint a councilor pro tem."

During the December, 2019 City Council meeting a vacancy was declared, and the Council directed staff to propose a process for filling vacancies that could be used, as needed, for this and any future vacancy.

STAFF RECOMMENDATION

Adopt the process, application, and questionnaire included with resolution 01-2020.

EXHIBIT

- A-Resolution 01-2020
- B-Council Application/Interest Form
- C-Interview Questionnaire for Council Candidates

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 01-2020, A RESOLUTION ADOPTING A PROCESS TO FILL COUNCIL VACANCIES.

RESOLUTION 01-2020

A RESOLUTION ADOPTING A PROCESS TO FILL COUNCIL VACANCIES

Whereas, The City of Falls City Charter calls for 6 Councilor's, elected at large from the constituency; and

Whereas, A City Council seat may be vacated from time to time under the terms of the City Charter; and

Whereas, The City of Falls City Council is required by City Charter to fill the position within 60 days of the vacancy, by a majority vote of the remaining Council; and

Whereas, There is currently no official process for filling vacancies.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. Upon Council Declaration of Vacancy.

- 1) On the next business day after the public meeting at which the vacancy is declared:
 - a) City Staff will post the vacancy on the town reader board, at City Hall, on the City Website, on the City Facebook page, and at all locations where council meeting notices are posted.
 - b) City Staff will make available to all members of the public, at City Hall, a City Council Interest/Application form.
 - i) City Council Interest/Application forms will be accepted at City Hall until 5 business days before the next Regular City Council meeting after the vacancy is declared, or a date determined by the City Council.

Section 2. Upon timely receipt of a City Council Interest/Application form.

- 1) City Staff will ensure that the applicant is qualified under Section 27 of the City Charter.
 - a) If an applicant does not meet the Section 27 qualifications they will be notified of the reasons by City Staff.
 - i) City Staff will include a list of non-qualified applicants and the reason for disqualification in the City Council packet for the meeting in which Council Applicants are to be interviewed.
 - b) If an applicant meets the Section 27 qualifications their application will be included in the City Council packet for the next regular meeting after the date by which applications must be received, or at a special meeting as previously determined by the City Council.

Section 3. Qualified Applicants will be interviewed at the next regular meeting after the date by which applications must be received, or at a special meeting as previously determined by the City Council.

- 1) Interview Process
 - a) The City Council will interview the applicants one at a time using a panel style process.

- b) The questions to be posed are those included in the interview questionnaire attached to this resolution, or a superseding questionnaire as determined by the City Council.
 - i) Each question posed to one candidate must be posed to all, so councilors must stick to the script other than the free question (but remember, if you ask one, you must ask all, so be sure to ask the first one!).

Section 4. At the conclusion of the interview process, the Council will deliberate on appointment..

1) **Appointment Process**

- a) Each councilor will share their top pick and discussion/deliberations will begin.
- b) Upon conclusion of deliberations, a motion to appoint will be made, and a vote of the Council will ensue.
- c) If a majority of the council cannot reach consensus
 - i) The Council may motion to extend the application timeline and revisit the matter so long as reconsideration is viable within the 60 day time limit; or
 - ii) The Council may motion to utilize a rating system with 1 being the most favored, 2 the second most favored, and so on for the total number of interviewees. Each number may only be utilized once by each councilor.
 - (1) At the conclusion, the candidate with the lowest total will be considered appointed by the City Council.

Section 5. Effective Date.

- 1) This resolution becomes effective immediately upon passage.

Approved by the City Council of Falls City this 20th Day of January, 2020.

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

Jeremy Gordon, Mayor

Jamie Ward, City Clerk



CITY OF FALLS CITY

CITY COUNCIL APPLICATION

The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: _____

MAILING ADDRESS: _____

STREET ADDRESS: _____

EMAIL: _____ PHONE: _____

OCCUPATION: _____

HOW LONG HAVE YOU CONTINUOUSLY RESIDED IN FALLS CITY: _____

Have you ever served in an elective or appointive office? yes no

What other public boards or commissions have you served on?

Have you ever resigned or left a board/commission/council position prior to the end of your term?
If YES, please explain:

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING:

UTILITY OPERATIONS (e.g. water, sewer, streets):

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING:

OTHER MUNICIPAL OPERATIONS:

Have you ever written, worked with or had to interpret laws, rules, and/or policies?
If YES, please explain:

Have you ever presided over or chaired a public body, meeting or committee?
If YES, please explain:

What are the top three priorities you think the City should accomplish in the next two years?

Have you ever been convicted of a crime (include type of crime, year, and brief explanation)?

What else should the Council know about you and your qualifications?

I certify that I filled out, or caused this form to be filled out, and all of the information contained herein is true and valid.

Print: _____

Sign: _____ Date: _____

City Council Interview Questions:

1. Why do you want to be a City of Falls City Councilor?
2. What do you believe, in your background, training and experience qualifies you to help govern the affairs of a city of 1,000 people?
3. What experience related to city government would you bring to the Councilor Position?
4. What do you believe are the major issues/priorities/needs and concerns of particular importance to the city and how would you address them?
5. To the best of your knowledge, describe the functions of the City Council versus the functions of the City's appointed administration.
6. What can the City do to help local businesses address their major concerns?
7. What are your ideas for improving the livability for the citizens of Falls City?
8. What do you see as the major issue facing the City and how will you propose to address it?
9. What do you feel is the biggest strength of the community?
10. What do you feel is the biggest challenge facing the community?
11. Do you have the available time to perform the duties of City Councilor?
Attend multiple meetings per month?
12. One indicator of an effective municipal government is the ability of Elected Officials to place the well-being of the constituency above their own. If you are selected, how would you engage the community to serve their interests? What if the communities vision contrasts with your own?
13. Each Councilor can ask a specific question of all candidates.
This must be asked of each candidate if asked of any.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 02-2020 COUNCIL APPOINTMENT
DATE: JANUARY 20, 2020

SUMMARY

A list of applicants for the vacant City Council seat and an affirmation of their qualifications as required by the City Charter.

BACKGROUND

Appointment to fill the council seat vacated by David Radke in December, 2019 and previously vacated by Charlie Flynn. The new Councilor's term in office will conclude January 2022.

Qualified Candidates

1. Bailey, TJ
2. Carey, Preston
3. Flynn, Charles
4. Sears, Sherrell

Non-Qualified Applicants

1. None

STAFF RECOMMENDATION

All applicants have been screened for qualification under Falls City Charter, Chapter 7, Section 27(a)-(d), and have been found qualified to fill the position.

Qualifications:

Qualified Elector, resident in Falls City for 1 year prior to appointment, not a City Employee, Council is final judge of the election and qualifications of its members.

EXHIBIT

- A-City Council Applications
- B-Resolution 02-2020

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 02-2020, A RESOLUTION APPOINTING A CITY COUNCILOR TO FILL THE CURRENT COUNCIL VACANCY.



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM

RECEIVED

JAN 10 2020

BY: JM

The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: T. J. Bailey

MAILING ADDRESS: _____

STREET ADDRESS: _____

EMAIL: _____ PHONE: _____

OCCUPATION: High School Teacher LENGTH OF RESIDENCY IN CITY 2 years

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? Central Youth Sports Board Member, Blue Mountain Athletic Conference Secretary / Treasurer

Have you ever resigned or left a board/commission/council position prior to the end of your term?
 NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: As athletic director for two school districts I managed our athletic budget. The budget included salaries, transportation, equipment, and facility maintenance and improvements.

UTILITY OPERATIONS such as water and sewer services: NA

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: I have no
community development experience. However, more role as an educator
revolves around planning, specifically strategic planning.

Have you ever written, worked with or had to interpret ordinances? NA

Have you ever presided over or chaired a public body, meeting or committee? My role as
a special education teacher is all about facilitating meetings.

What are the top three priorities you think the City should accomplish in the next two years?

1. Upgrading our infrastructure. Specifically our water, sewer and electrical systems.
We need safe and reliable water and sewer systems for our community.
2. Business and Community Development. In our community we need to provide our
citizens opportunities for employment. We also need to get our community members more involved
in solving common problems.
3. Youth Opportunities. We need to provide our youth with athletic, service and learning
opportunities outside the school setting.

What else the Council should know about you and your qualifications I am an outside the
box thinker who looks at both the pros and cons of an important decision. I work
extremely well with diverse groups of people. When difficult decisions are to be made I am
at my best.

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed:  Date: 1-3-20



CITY OF FALLS CITY

CITY COUNCIL APPLICATION

RECEIVED
JAN 10 2020
BY: *[Signature]*

The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: Preston Carey

MAILING ADDRESS: [Redacted]

STREET ADDRESS: [Redacted]

EMAIL: [Redacted] PHONE: [Redacted]

OCCUPATION: Manufacturing

HOW LONG HAVE YOU CONTINUOUSLY RESIDED IN FALLS CITY: 2 Years +

Have you ever served in an elective or appointive office? yes no

What other public boards or commissions have you served on?

I have not served on a public board or commission.

Have you ever resigned or left a board/commission/council position prior to the end of your term?
If YES, please explain:

No.

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING:

I have experience in finance and budgeting including use of tools such as Quickbooks and Excel.

UTILITY OPERATIONS (e.g. water, sewer, streets):

I have some knowledge of these topics. I have been around water and sewer systems, especially in residentially construction settings.

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING:

I have extensive experience in planning and strategy.

OTHER MUNICIPAL OPERATIONS:

N/A

Have you ever written, worked with or had to interpret laws, rules, and/or policies?

If YES, please explain:

I have worked with and created policy and rules. I have some familiar and understanding of legal documents and laws. I also have an Associates degree in Criminal Justice.

Have you ever presided over or chaired a public body, meeting or committee?

If YES, please explain:

I have not presided over a public body, meeting or committee. With that being said, I have presided over countless meetings and served as the head of a safety committee.

What are the top three priorities you think the City should accomplish in the next two years?

1. Continue to focus on cleanliness.
2. Drive business opportunity to Falls City.
3. Look at Community outreach programs in an effort to help our townspeople.

Have you ever been convicted of a crime (include type of crime, year, and brief explanation)?

I have never been convicted of a crime.

What else should the Council know about you and your qualifications?

I am interested in getting involved in my community. I have essentially lived in Falls City since I was born. Now I am raising a family here and am expecting to live here long term. I would like to volunteer to to serve with a team of people who feel the same way.

As they say, "Individual commitment to a group effort--that is what makes a team work, a company work, a society work, a civilization work." ...

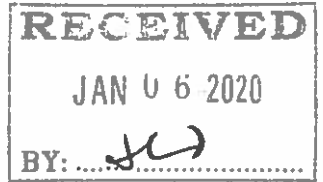
I certify that I filled out, or caused this form to be filled out, and all of the information contained herein is true and valid.

Print: Preston Carey

Sign:  Date: 1-9-2019



CITY OF FALLS CITY
CITY COUNCIL INTEREST FORM



The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: CHARLES FLYNN

MAILING ADDRESS: [REDACTED]

STREET ADDRESS: SAME

EMAIL: [REDACTED] PHONE: [REDACTED]

OCCUPATION: RETIRED LENGTH OF RESIDENCY IN CITY 5 yrs

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? CITY COUNSELOR OF FALLS CITY, JOHNSON CITY SCHOOL DISTRICT BOARD

Have you ever resigned or left a board/commission/council position prior to the end of your term?
 NO YES. If YES, please explain: NEW JOB, NEW HOURS, COULD NOT ATTEND MEETINGS. THIS IS NOW RESOLVED

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: CITY OF FALLS CITY

UTILITY OPERATIONS such as water and sewer services: NONE

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: CITY OF FALLS CITY

Have you ever written, worked with or had to interpret ordinances? YES

Have you ever presided over or chaired a public body, meeting or committee? NOT REALLY

What are the top three priorities you think the City should accomplish in the next two years?

CITY WIDE SEWER

ECONOMICALLY - BRING IN JOBS

BRING LONG TERM (CONSISTANT) LEADERSHIP

What else the Council should know about you and your qualifications IM BACK.

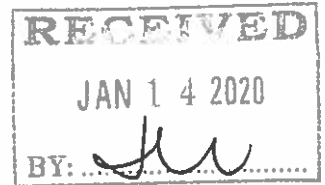
I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: 

Date: 1-7-2020



CITY OF FALLS CITY CITY COUNCIL APPLICATION



The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: Sherrell Sears

MAILING ADDRESS: [REDACTED]

STREET ADDRESS: [REDACTED]

EMAIL: [REDACTED] PHONE: [REDACTED]

OCCUPATION: Transportation dispatcher

HOW LONG HAVE YOU CONTINUOUSLY RESIDED IN FALLS CITY: 2 years

Have you ever served in an elective or appointive office? yes no

What other public boards or commissions have you served on? N/A

Have you ever resigned or left a board/commission/council position prior to the end of your term?
If YES, please explain: No

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING:

Budgeting of the city's finances are an important role. And in the process where decisions are allocated to resources to fund vital public services and facilities.

UTILITY OPERATIONS (e.g. water, sewer, streets):

An important part of the growth of Falls City is the public utilities. Helping growth in this area will help the growth of our town.

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING:

Helping the community to understand the laws and policies for future growth in our town.

OTHER MUNICIPAL OPERATIONS:

All areas of the city's policies. Ordinances, Taxes, Organization and record keeping.

Have you ever written, worked with or had to interpret laws, rules, and/or policies?

If YES, please explain:

I have worked in several jobs that I have had to interpret the laws. I currently dispatch for a company that is federal mandated. And I have to oversee and interpret the laws and policies of ODOT and ODE on hours of service.

Have you ever presided over or chaired a public body, meeting or committee?

If YES, please explain:

No

What are the top three priorities you think the City should accomplish in the next two years?

1. Upgrading public works
2. Improving streets
3. Code enforcement cleaning up our town.

Have you ever been convicted of a crime (include type of crime, year, and brief explanation)?

Yes. 1993 I wrote a bad check and was charged with Theft.

What else should the Council know about you and your qualifications?

I love this town, I plan on living in this city with my family for a long time. I want to play an active role in making sure Falls City is a great place for the children of our community as they grow. I also feel this is a great way for me to give back to my community.

I certify that I filled out, or caused this form to be filled out, and all of the information contained herein is true and valid.

Print: Sherrell Sears

Sign:  Date: 1/14/2020

RESOLUTION 02-2020

**A RESOLUTION APPOINTING A CITY COUNCILOR TO
FILL THE CURRENT CITY COUNCIL VACANCY**

Whereas, The City of Falls City Charter calls for 6 Councilor's, elected at large from the constituency; and

Whereas, The City of Falls City Council declared the Council Seat of David Radke vacant on December 09, 2019; and

Whereas, The City of Falls City Council is required by City Charter to fill the position within 60 days of the vacancy, by a majority vote of the remaining Council; and

Whereas, The City of Falls City Council publicly adopted an interview and appointment process; and

Whereas, The adopted processes are fair, equitable, and were followed during this selection process; and

Whereas, Each candidate presented was vetted for qualifications in accordance with the City Charter, by City Staff.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council names _____ to fill the City Council seat vacated by Councilor Charlie Flynn on May 13, 2019, and Councilor David Radke on December 09, 2019.

Section 2. The term for the vacated seat will expire on December 31, 2021.

Section 3. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 20th day of January, 2020.

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

Jeremy Gordon, Mayor

Jamie Ward, City Clerk

Resolution 02-2020 Filling Council Vacancy
Effective 01/20/2020