



## City of Falls City

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

### **PUBLIC NOTICE: City Council Meeting**

**Date:** Monday, September 14, 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](http://freeconferencecall.com) for a tutorial
2. **Web Application:** Download the [Freeconferencecall.com](http://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](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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### **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. Falls City Public Works says goodbye to Michael Cooper and hello to Jeremy Winn
5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report ----- pg. 1
- b. Falls City Fire Report -----None Submitted
- c. Polk County Sheriff's Report----- pg. 2

**6. REPORTS**

- a. Mayor, Council
- b. Manager Report -----pg. 3-4

**7. CONSENT AGENDA**

- a. Approval of the Minutes
  - i. July 28, 2020 Special Meeting ----- pg. 5-13
  - ii. August 10, 2020 Regular Meeting ----- pg. 14-25
  - iii. August 25, 2020 Special Meeting ----- pg. 26-31
- b. Approval of the Bills----- pg. 32-39

**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. Res 25-20 CDBG and USDA Signature Authority-----pg. 40-41

**10. OLD BUSINESS**

- a. Most Improved Yard Contest----- pg. 42
- b. Scheduling Council Training

**11. ADJOURN**



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### Public Works Report August of 2020

#### **Administration**

Normal operations.

#### **Water Division**

On the 31<sup>st</sup> we had OAWU come out to help us fix a water leak on 7<sup>th</sup> . We found a hole in the service line for 606 7<sup>th</sup> . We repaired the leak and refilled the hole.

#### **Sewer Division**

Normal operations.

#### **Streets Division**

Normal Operations.

#### **Parks & Cemeteries Division**

Normal Operations.

#### **Non-Sewer Wastewater Division (TMDL)**

Normal Operations.

# August 2020 Falls City Stats

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

<b>Falls City Calls for Service</b>	<b>60</b>	<b>Of the FC Calls for Service</b>	<b>8</b>	<b>involved crimes</b>
Total Calls for Service (county wide)	1725	FC Cases Cleared by Arrest	1	12.5% clearance
Falls City % of Total Calls	3.5%	Total Arrests in Falls City	3	4.1% of total arrests

<b>Total Service Calls (Polk County)</b>	<b>1725</b>	<b>Junvenile Arrests</b>	<b>1</b>	<b>(county wide)</b>
<b>Cases Cleared by arrest</b>	<b>176</b>	<b>Crimes Occ</b>	<b>43.2%</b>	
<b>Total Arrests (county wide)</b>	<b>76</b>	<b>Junvenile Arrests</b>	<b>1</b>	<b>(Falls City)</b>
	<b>74</b>	(only true crimes reported here)		



Manager's Monthly Report  
September 14, 2020

Dear Citizens, Council, and Staff,

My final report comes with mixed emotions of excitement for what is next, and sorrow for what I am leaving behind. We've accomplished a great deal during my tenure, and it is my distinct hope that the groundwork we've laid will be completed with results marking continued progress and modernization for Falls City.

Following is a list of the main projects in-work here in Falls City:

**CDBG Wastewater Project**

1. Land Acquisition
  - a. All land and easements under purchase option except Falls City School District
2. Design
  - a. Approved by DEQ
3. Permitting
  - a. NPDES permit renewed for current plant and proposed new plant
4. Environmental
  - a. In work on:
    - i. Wetland delineation
    - ii. Cultural Resources Survey and Mitigation Determination
    - iii. Endangered Species Bio Opinion Determination
5. Financing
  - a. CDBG Hud grant funding design, engineer and most of environmental
  - b. USDA PPG grant funding has been applied for to pay for Cultural Resources and/or Endangered Species BIO opinion
  - c. USDA RD grant/loan funding selected by council as partial construction funding
  - d. CDBG Hud grant funding selected by council as partial construction funding
  - e. City Funds for partial property acquisition
  - f. DEQ interim funding will need to be sought for construction prior to receiving USDA funds

**Code Services**

1. Most Improved Yard contest ended 9/11/20, winners to be named 10/12/20 council meeting
2. Municipal Court IGA signed with City of Dallas
  - a. Need to establish procedure and policy
3. Some funding budgeted for enforcement officer

**Luckiamute Clinic**

1. Pocket park under development, funded by Oregon Community Foundation grant and work primarily done by Falls City Thrives.
2. Clinic Building being rehabilitated by a private contractor, funded by Community Development funds from the city's revolving loan fund
3. Next step is to determine appropriate use, my recommendation is:
  - a. Move City Hall to main level with records and public works inventory in the basement

- b. Provide top level to Falls City Thrives for \$1/month lease, allow use as a business incubator
  - i. If there is success in the top level, rehab the small building and allow FC Thrives to expand
- c. Sell current City Hall on open market, or concoct a deal with Polk CDC for low income housing development

**Chamberlain Rd.**

- 1. Immediate Opportunity Fund Grant applied for by the City with pledge funds from timber companies and in-kind from the county as match.
  - a. If awarded, the county will engineer and provide grant/project management for the overlay

**Safe Routes to School**

- 1. Named as a regional solutions project, will use 20 SCAG and 21 SCAG as match funding to develop the intersection at Mitchell, Bridge, N. Main, and a pathway on Boundary between the High School and Elementary School
  - a. Total Project would coast approximately \$800,000
- 2. If the Safe Routes Grant is not awarded, the 20 SCAG and 21 SCAG will be stand alone projects

Sincerely,



Macahan "Mac" Corthell, JD  
City Manager  
Falls City, OR

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City of Falls City  
Special City Council Meeting Minutes  
Monday July 28, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

**Staff Present:** Mac Corthell, City Manager; Jamie Ward, City Clerk

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:00PM. 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 D. Sickles and seconded by Councilor C. Lauder to adopt the entire agenda with the addition to amend the June 10, 2019 Meeting Minutes. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**4. Work Session**

- a. City Manager Corthell explained that the purpose of this works session was for council to go over the information gathered at the One-Stop meeting the City Manager, Mayor and Mid-Willamette Valley Council of Governments attended with potential funding partners on July 07, 2020. The objective of the meeting was to discuss funding options for the construction of the new wastewater facility. Corthell went over the excel presentation (See exhibit A) he prepared for the packet.

The presentation came up with three (3) different scenarios. Option one (1) details that Falls City would partner with Business Oregon and Oregon Department of Quality. Option two (2) details if Falls City partnered with Business Oregon and USDA. Option three (3) details if Falls City partnered with Business Oregon only. See exhibit for contributing and financing breakdowns.

Council went over all three (3) options focusing on which one would be the best cost wise for both the City and residents. After council discussion a motion was made directing staff to put together a resolution agreeing to option two (2). They feel that event with the forty (40) year term it was the most particle of the three (3).

A motion made by Councilor J Drill and Seconded by Councilor T. Bailey to move that the City Council of Falls City direct City Staff to write a resolution to choose option two (2). Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

Councilor D. Sickles Left to another meeting at 6:46 PM

**5. New Business**

- a. Approval of Dynamite Design Business License. Dynamite Design is owned by Jo Meza and will be an in-home business selling jewelry, fossils, rocks, coffee, comic books, baseball cards, and collectibles.

A motion made by Councilor J Drill and Seconded by Councilor T. Bailey to move that the City Council of Falls City approve the Business License for Dynamite Design. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, T.J. Bailey.

**6. Old Business**

- a. City Manager Corthell explained that he is requesting Council approval to apply for, receive and administer a USDA grant purposed to complete the required cultural resources survey required for the design of the new wastewater facilities. The USDA grant will provide the necessary funds to complete the CRS so the city can finalize and close the CBDG grant without having to reimburse the funds. There is no match requirement for the grant in question.

A motion made by Councilor L. Sickles and Seconded by Councilor T. Meier to move that the City Council of Falls City adopt RESOLUTION 19-2020, A resolution authorizing the City Manager to apply for, Receive and Administer a USDA Grant to Fund a Cultural Resources Survey. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, T.J. Bailey. Dennis Sickles was absent.

**7. Adjourn**

No Motion was made

The meeting adjourned at 6:50 PM.

\_\_\_\_\_  
Attested: \_\_\_\_\_ Mayor, Jeremy Gordon  
\_\_\_\_\_  
City Clerk, Jamie Ward



ONE-STOP PROJECT SUMMARY

Date July 7, 2020

Client Name City of Falls City

Name of Project Improvement of a sewer treatment facility

**Project Description**  
 Use of failing drain fields resulting in high probability of sub-surface flows surfacing, causing public health and water quality issues, and non-compliance with NPDES Permit and Clean Water Act. DEQ Letter and summary of correspondence.

**Project Solution**  
 Construction of a lagoon style wastewater treatment plant, relocation of the city's wastewater outfall, and associated infrastructure to accommodate both.

Project Background	
Type of Project	Sewer
Compliance Issue	Yes
Business Commitment	No
# Jobs Created/Retained	-

Project Financing	
Estimated Project Cost	\$4,100,000
Local Contribution	\$79,000
Assistance Requested	\$4,021,000
Source of Loan Repayment	User Fees

Water and Sewer Only	
Projected OM&R	\$170,000
Current OM&R	\$170,000
Existing DS	\$0
Current Avg Monthly OM&R + DS per EDU	\$82.36
Current Avg Monthly User Rate per EDU	\$46.00
Property Tax applied to Utility	\$0.00

Demographics	
EDU's	172
Connections	173
Population	980
Unemployment Rate	3.90%
Community MHI	\$39,583
Statewide MHI	\$59,393
Percentage of Statewide MHI	67%
LMI %	53.77%
Distressed Index	Distressed
County	Polk County
Affordability Rate	\$41.23

Term Key	
EDU	Equivalent Dwelling Unit
MHI	Median Household Income
LMI	Low/Moderate Income
OM&R	Operations, Maintenance, Repair
DS	Debt Service

**ONE-STOP SCENARIO #1**

Estimated Project Cost	\$4,100,000
Local Contribution	\$79,000
Assistance Requested	\$4,021,000

Projected Monthly OM&R + Existing DS per EDU  
 Monthly New DS per EDU  
 Projected New Avg Monthly Rate per EDU

\$82.36
\$27.71
\$110.08

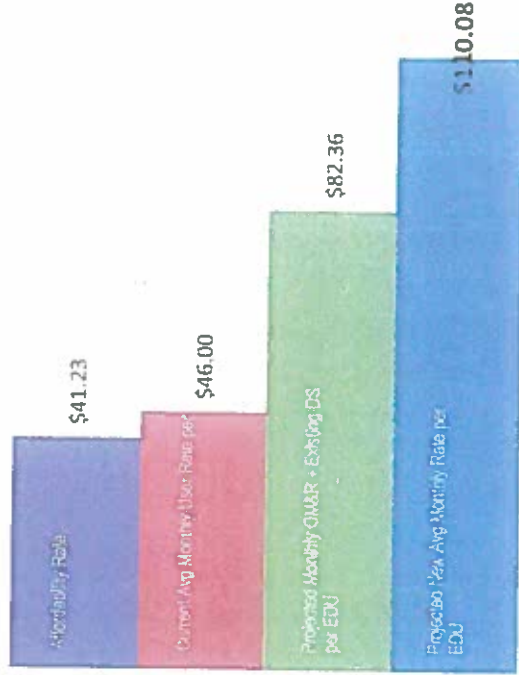
Partner	Program	Total Financing	Grant Amount	Loan Amount	Loan Repayment Term (yrs)	Financing Terms		Annual Debt Payment
						Estimated Interest Rate	Annual Debt Payment	
BizOR	CDBG	\$2,137,436	\$2,137,436	\$0				
DEQ	CWSRF	\$1,883,564	\$500,000	\$1,383,564	30	1.450%		\$57,203

Total Financed **\$4,021,000**

Financing Gap **\$0**

Annual Debt Service **\$57,203**

**Impact per EDU**



	Notes
CDBG	Must be > 51% LMI and meet affordability criteria. Grants limited to \$20K per permanent residential connection for a maximum \$2.5M. This program can only fund design or construction per application
CWSRF	DEQ Rate is "Effective rate" which includes 5% fee. DEQ will require a Debt Service Reserve be established. Fiscal Sustainability Plan and Cost and Effectiveness analysis (both may already be included in the facility plan). Environmental report (requires 30 day public comment period). Comply with federal cross cutting authorities Davis-Racon (or BOLI whichever is more), American Iron and Steel certification. Applications 3 times a year scored regionally. Depending on project timing, may need to document qualifications based procurement for Architectural & Engineering contracts (OR law already requires qualifications based procurements when A&E)

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ONE-STOP SCENARIO #2

Estimated Project Cost	\$4,100,000
Local Contribution	\$79,000
Assistance Requested	\$4,021,000

Projected Monthly OM&R + Existing DS per EDU	\$82.36
Monthly New DS per EDU	\$16.20
Projected New Avg Monthly Rate per EDU	\$98.56

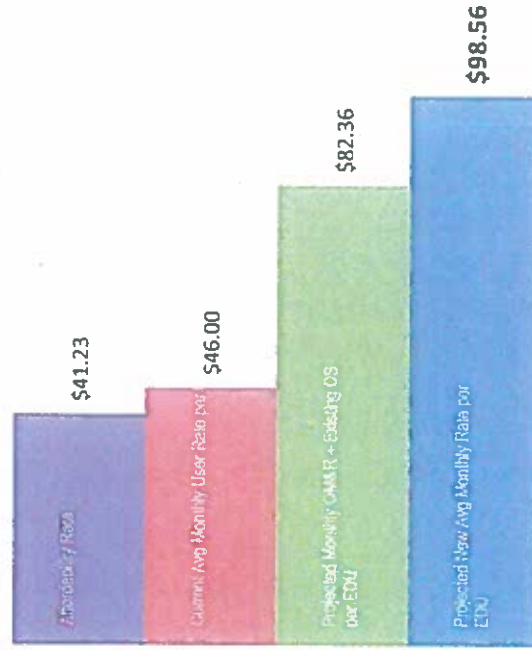
Partner	Program	Total Financing	Grant Amount	Loan Amount	Loan Repayment Term (yrs)	Financing Terms		Annual Debt Payment
						Estimated Interest Rate	Annual Debt Payment	
BizOR	CDBG	\$2,127,436	\$2,127,436	\$0				
USDA	RUS	\$1,893,564	\$893,564	\$1,000,000	40	1.500%		\$33,427

Total Financed **\$4,021,000**

Financing Gap **\$0**

Annual Debt Service **\$33,427**

Impact per EDU



	Notes
CDBG	Must be > 51% LMI and meet affordability criteria. Grants limited to \$20K per permanent residential connection for a maximum \$2.5M. This program can only fund design or construction per application.
RUS	For public body applicants, USDA's Rural Utility Service program typically purchases a Revenue bond. Revenue bonds and Notes (for non-profits) come with a reserve requirement equal to one annual payment that can be established in advance or accumulated over ten years equating to a 110% debt service coverage. GO Bonds have no reserve or coverage requirements. Interim financing is usually necessary. The interest rate is set at the time the funds are reserved. Should the interest rates be lower at the time of project completion, the customer will get the benefit of the lower rate. There are no fees or pre-payment penalties or restrictions. Davis Bacon does not apply. American Iron and Steel requirements do apply.

**ONE-STOP SCENARIO #3**

Estimated Project Cost	\$4,100,000
Local Contribution	\$79,000
Assistance Requested	\$4,021,000

Projected Monthly OM&R + Existing DS per EDU  
 Monthly New DS per EDU  
 Projected New Avg Monthly Rate per EDU

\$82.36
\$26.12
<b>\$108.48</b>

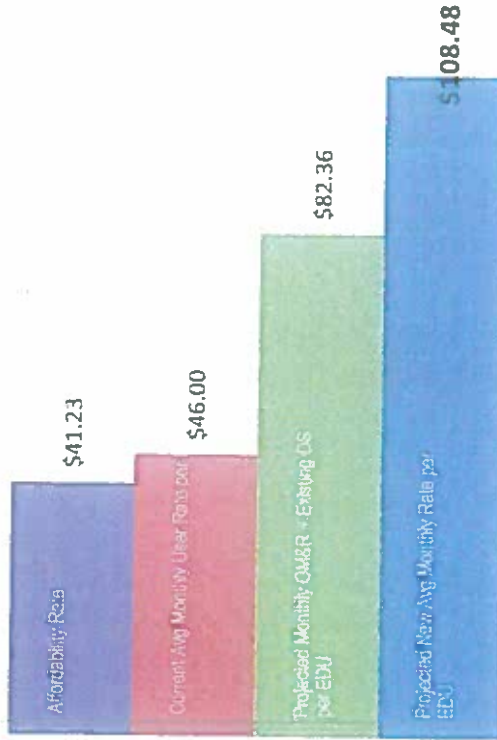
Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
BIZOR	CDBG	\$2,127,436	\$2,127,436	\$0			
BIZOR	WW	\$1,893,564	\$750,000	\$1,143,564	30	2.400%	\$53,911

Total Financed **\$4,021,000**

Financing Gap **\$0**

Annual Debt Service **\$53,911**

**Impact per EDU**



Notes	
CDBG	Must be > 51% LMI and meet affordability criteria. Grants limited to \$20K per permanent residential connection for a maximum \$2.5M. This program can only fund design or construction per application.
WW	Must meet affordability criteria for subsidized interest rate and grant eligibility. Interest rates set quarterly; Oregon Bond Bank rates are set at time of the Bond Sale. If A Board approval required for funding awards >\$3M or grant >\$500,000.

ONE-STOP SCENARIO COMPARISONS

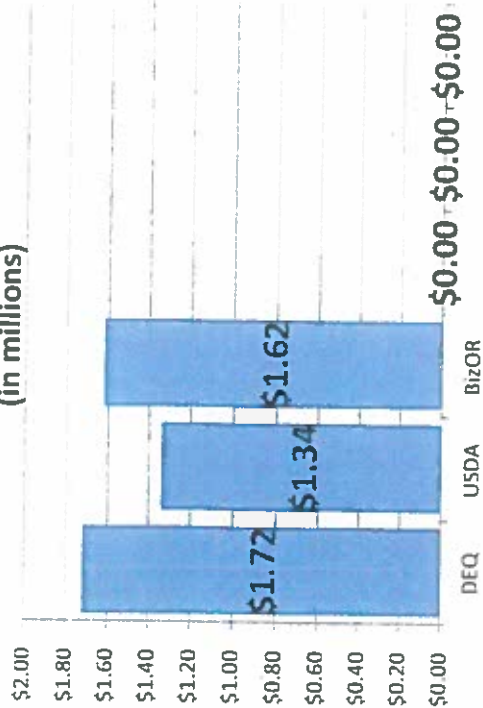
Estimated Project Cost	\$4,100,000
Local Contribution	\$79,000
Assistance Requested	\$4,021,000

Current Avg Monthly User Rate per EDU \$46.00

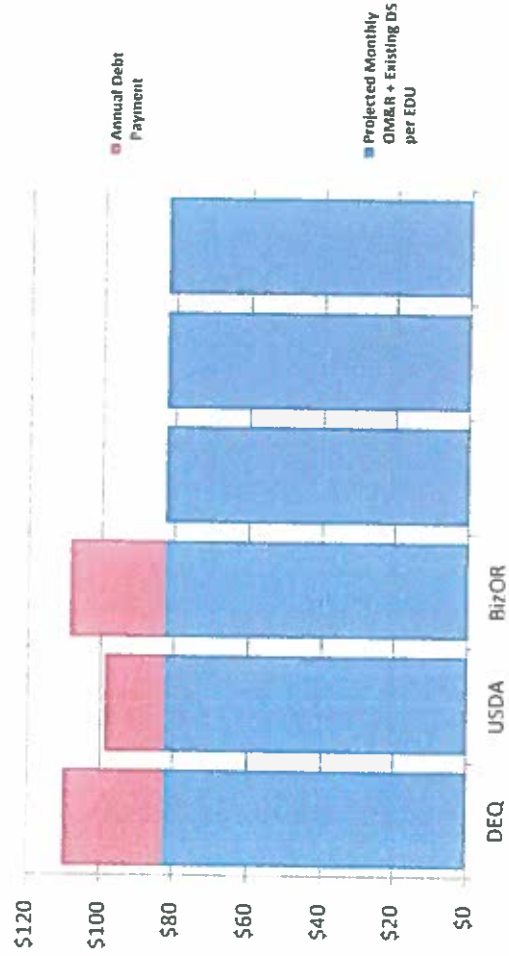
Projected Monthly OM&R + Existing DS per EDU \$82.36

Scenario	Total Financing	Grant Amount	Loan Amount	Annual Debt Payment	Total Payments over Life of Loan	Projected Monthly New DS per EDU	Projected New Avg Monthly Rate per EDU	# of Funding Partners	Rate	Term Years
DEQ	\$4,021,000	\$2,637,436	\$1,383,564	\$57,203	\$1,716,089	\$27.71	\$110.08	2	Various	Various
USDA	\$4,021,000	\$3,021,000	\$1,000,000	\$33,427	\$1,337,084	\$16.20	\$98.56	2	Various	Various
BizOR	\$4,021,000	\$2,877,436	\$1,143,564	\$53,911	\$1,617,327	\$26.12	\$108.48	2	Various	Various

Total Payments over Life of Loan (in millions)



Projected New Avg Monthly Rate per EDU



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**ONE-STOP FUNDING PARTNER INFORMATION**

Partner	Program	Assistance Available	Key Considerations	How to Apply
<a href="#">Business Oregon</a>	<a href="#">SPWF</a> <a href="#">W/W</a> <a href="#">SDWRLF</a> <a href="#">DWSFPF</a> <a href="#">CDBG</a>	Loans, Grants, TA Loans, Grants, TA Loans, Principal Forgiveness Loans, Grants Grants	*Estimated rates; Direct rates are set quarterly Oregon Bond Bank rates are set at time of the Bond Sale Debt Service Coverage Requirement	<a href="#">Contact your local Regional Coordinator</a>
<a href="#">DEQ</a>	<a href="#">CWSRF</a>	Loans, Principal Forgiveness Interim Financing (for USDA) Planning Loans	***DEQ Rate is "Effective rate" which includes .5% fee Debt Service Reserve Requirement	<a href="#">Contact your local Project Officer</a>
<a href="#">USDA</a>	<a href="#">RUS</a>	Loans, Grants	** USDA/RUS will require 10% Annual Debt Service G O or Revenue Bond Debt Service Reserve Requirement	<a href="#">Contact CP Area Specialist</a> <a href="#">Apply online</a>
<a href="#">WRD</a>	<a href="#">Project Feasibility</a>	Grants	Cost-Share 50% required (cash or in-kind)	Contact Becky Williams Grant Program Coordinator <a href="mailto:Becky.S.Williams@oregon.gov">Becky.S.Williams@oregon.gov</a> (503) 986-0869
<a href="#">LOC</a> <a href="#">AOC</a>	<a href="#">Project Implementation</a> <a href="#">Pooled Bond</a>	Loans, Grants Bond, Loans, TA Interim Financing (for USDA)	Cost-Share 25% required for grants (cash or in-kind) administered by Webbush Securities	<a href="#">Contact LOC</a> <a href="#">Contact AOC</a>
<a href="#">SDAO</a>	<a href="#">Services and Programs</a>	Loans, TA	special districts association funding program	<a href="#">Contact SDAO</a>
<a href="#">EDA</a> <a href="#">OHA</a> <a href="#">RCAC</a> <a href="#">OAWU</a>	<a href="#">Public Works</a> <a href="#">DWP</a> <a href="#">Programs and Services</a>	Loans, Grants TA Loans, TA TA	federal financing for public works projects circuit rider for drinking water projects technical assistance water utility assistance	<a href="#">Apply online</a> <a href="#">More Information</a> <a href="#">Contact RCAC</a> <a href="#">Contact OAWU</a>

ONE-STOP CONTACT LIST

Date July 7, 2020

Client Name City of Falls City

Name of Project Improvement of a sewer treatment facility

Name	Title / Role	Representing	Phone	E-mail
Mac Conthel	City Manager	City of Falls City		macconthel@falls-city.org
Jeremy Gordon	Mayor	City of Falls City	602 895 6823	mayor@falls-city.org
Bernita Wakeley	Planning/Grant Administrator	MAPVUE	503 549 1618	bernita@mapvue.com
Chris Bussardo	Project Engineer	Westech Engineering		chris@westech.com
Marielle Dillberry	Regional Project Manager	Business Oregon	503 986 0142	Marielle.Dillberry@biz.or.gov
Arthur Chaput	CDR/ Project Manager	Business Oregon	503 798 5876	Arthur.Chaput@biz.or.gov
Jonna Graham	Public Finance Officer	Business Oregon	503 986 0128	Jonna.Graham@biz.or.gov
Deanne Houde	Regional Development Officer	Business Oregon	503 791 2772	Deanne.Houde@biz.or.gov
Fanni Schaeff	CDR/ Program Policy Coordinator	Business Oregon	503 986 1877	Fanni.Schaeff@biz.or.gov
Ed Tabor	Assistant Manager	Business Oregon	503 949 3523	Ed.Tabor@biz.or.gov
Alexis Cooley	Business Officer	OR DIT	541 687 7341	Alexis.Cooley@biz.or.gov
Holly Halbjan	CP Area Specialist	USDA - RI	541 967 5925	Holly.halbjan@usda.gov
Chris Marko	Program Analyst	OH DIT	503 228 1781	Chris.Marko@ohd.itd.us
Oscar Ornel	DEQ Environmental Quality	State of Oregon	503 229 5858	Oscar.Ornel@state.or.us
Brian MacBowell	Regional Development Officer	Business Oregon		Brian.MacBowell@biz.or.gov
John Schmitt	COO			
Ryan DeGroot	Regional Development Officer	Business Oregon		Ryan.DeGroot@biz.or.gov

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City of Falls City  
City Council Regular Meeting Minutes  
Monday August 10, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

**Staff Present:** Jamie Ward, City Clerk; Jon Creekmore, Public Works Director.

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call. Lori Jean Sickles arrived at 6:05 PM.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

**3. Motion to adopt the entire Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to adopt the entire agenda without changes. Motion carried 5-0-0-1. Ayes: Tony Meier, Jennifer Drill, Cliff Lauder, Dennis Sickles, T.J. Bailey

**4. Announcements, Appointments and Appreciations**

None

**5. Community & Government Organizations**

- a. Polk County Commissioner Lyle Mordhorst gave an update on Council on a few current events happening in Polk County. Polk County Commissioner Mordhorst stated that Polk County did get reimbursed Nine Hundred and Ten Thousand Dollars (\$910,000.00) in COVID-19 funding after being forced to sign a contract.

Polk County Commissioner Mordhorst's focus as a Polk County Commissioner is auto and transpiration connectivity relaying that a few road projects that have come to fruition are the roundabout at the Clow Corner and Highway 99 intersection. There was some conflict at a previous meeting with Oregon Department of Transpersion and some members in Polk County, but the two groups met again and ironed out the issues.

Mr. Mordhorst stated that one of the worst intersections in Polk County is the intersection of Parrydale Rd. and Highway 22. The accident rate has increased over five hundred percent (500%). Residents of that area scheduled a meeting at Parrydale School and more than one hundred (100) people showed up. Those residents have since been writing letters to the local offices demanding something to be done about that intersection. Due to their due diligence Oregon department of Transpiration has begun taking steps to prevent accidents by extending the safety corridor up to butler hill and install a flashing yellow light to add better safety measures.



Councilor J. Drill stated she has been asked by some Falls City residents about finishing the gravel project on Bridgeport Rd. and would like a status update if Mr. Mordhorst had any.

Mr. Mordhorst stated that he did not have any information on that road specifically but informed Drill that there are quite a few roads in the County that need that done and they are determined importance by how often they are traveled each day and the extent of the damage on the road.

Councilor Drill asked if Polk County was still doing Emergency Preparedness and if so, how often do they meet.

Mr. Mordhorst stated that Dean Bender Polk County's Emergency Manager still runs that program and they meet whenever they feel necessary. Mr. Mordhorst forwarded on Mr. Benders contact information to Councilor Drill.

b. Public Works  
No Comments

c. Fire  
Councilor T. Bailey asked what "Mutual Aid" meant?

Public Works Director Jon Creekmore stated it meant that Falls City Fire Department would be called to help with other districts calls. i.e. Car Accident on Kings Valley Highway.

d. Polk County Sheriff  
No Comments

## 6. Reports

a. Council

- Councilor J. Drill wanted to let council know that Falls City's Most Improved Yard contest has kicked off and she has received some positive feedback already.
- Councilor D. Sickles informed council that Oregon Schools Activities Association OSAA has cancelled all Falls sports but will allow for shorter seasons in the Spring. So, the season will have Basketball from January and February. Football in March and April and Spring Sports in May and June.

b. Mayor Gordon reported that he is excited about a meeting he had with Paul Teagan, Bauru of Land Management and Oregon Solutions and is close to submitting a proposal for the Valley of the Giants project.

Mayor Gordon also said that he has heard that Oregon Department of Forestry has purchased a parcel of land from Hancock to add a bigger parking lot next to the Blackrock Mountain Biking Trails.

Mayor Gordon wanted to thank Councilor Lauder for the use of his equipment and for volunteer many hours of his time on the pocket park project. Gordon stated that planting

landscaping plants will be done in the Fall as well as the instillation of a dry riverbed. Gordon said the timeline for the remodel to the clinic building should be done by the end of September.

Mayor Gordon also wanted to thank Martin Plumber for building and installing the "Little Library". Stating it was a wonderful addition to the Pocket park.

- c. Community Outreach and Development Coordinator William Sullivan end of RARE service exit letter (See exhibit A)

Mayor Gordon added that Falls City was lucky to get William Sullivan. Sullivan's work was exceptional and will leave a lasting effect on the City.

- d. Mayor Gordon noted on a couple highlights from the Managers report (See exhibit B). Gordon stated the pledges for Chamberlain Rd. Repairs have reached approximately Seventy thousand dollars (\$70,000.00). Gordons stated that was very impressive.

Mayor Gordon also noted on Backflow repairs and it being that staff resourees may be the issue if the city wants to proceed with citizen reimbursement for repairs.

## 7. Consent Agenda

A motion made by Councilor T. Meier and Seconded by Councilor L. Sickles to adopt the consent agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

## 8. Public Comments

None

## 9. Work Session

- a. Council discussed Falls City's current burning ordinance and the suggestions Staff received form the City Attorney Ross Williamson. (see exhibit C). Council agrees that changes need to be made to this ordinance to match state law. Council will schedule a work session at the September Meeting.

Councilor Drill would like Mayor Gordon to bring to City Manager Corthell the idea for a yard debris pile on the mill lot for the Volunteer Fire Department to use as a learn to burn session. Drill would also like staff to come up with some suggestions for residents who do not have trash service who would typically burn their trash. Possibly holding more spring clean dump days.

## 10. New Business

- a. Council to approve of United States Department of Algculture (USDA) Rural Development for partial funding of the City's new wastewater facility. At the July special meeting council directed staff to draft this resolution naming the USDA Rural Development Program as the preferred funding source.

A motion made by Councilor T. Bailey and Seconded by Councilor T. Meier to move that the City Council of Falls City adopt RESOLUTION 20-2020, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR, RECEIVE AND ADMINISTER A USDA RURAL DEVELOPMENT LOAN AND GRANT PACKAGE TO FUND CONSTRUCTION OF A NEW CITY WASTEWATER FACILITY. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**11. Old Business**

- a. A Resolution requesting council approval of an application for Safe Routes to School Grant to fund the Falls City Greenway Project.

A motion made by Councilor and Seconded by Councilor to move that the City Council of Falls City adopt RESOLUTION 21-2020, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR, RECEIVE AND ADMINISTER A SAFE ROUTES TO SCHOOL GRANT TO FUND THE FALLS CITY GREENWAY PROJECT. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- b. Community Outreach Coordinator William Sullivan put together a flyer of three different paint swatches the Falls City Thrives Committee, City Staff and public outreach selected to paint the exterior of the Clinic.

After Council discussion they made a motion. Council agreed that option 2 was the best of the color choices.

A motion made by Councilor T. Bailey and Seconded by Councilor J. Drill to move that the City Council of Falls City choose Option 2 using Universal Khaki as the base and Himalayan Salt for the trim, Fireweed will be used as an accent color. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Councilor C. Lauder wanted to bring to councils' attention that he believes it would take around Twelve Thousand Dollars (\$12,000.00) to finish the rest of the stairs leading to the grade school.

Mayor Gordon recommended that it be put on September's agenda.

**12. Adjourn**

No Motion Made

The meeting adjourned at 7:03 PM.

\_\_\_\_\_  
Attested: \_\_\_\_\_ Mayor, Jeremy Gordon  
\_\_\_\_\_  
City Clerk, Jamie Ward



Community Development & Outreach Coordinator Report  
August 10, 2020

Dear Honorable Mayor and City Councilors,

With the end of my service year in Falls City, I would like to leave a final report detailing all that was accomplished during my time serving in Falls City. With the support and partnership of City Staff and community volunteers, we have been able to get so much done. I have listed below some facts and accomplishments to illustrate how productive this past year was:

Fast Facts

Volunteers Engaged: 25

Total Volunteer Hours Served by Community Members: 257 hours 10 minutes

RARE Hours Required: 1,700 hours

RARE Hours Served: 1,912 hours

Grants Applied for: 5

Grants Awarded: 1 (\$2,765 for the "Outdoor Living Room" Pocket Park)

Grants Pending: 2 (\$589,400 for Safe Routes to Schools, \$50,000 for Falls City Thrives Clinic renovations)

Grants Denied: 2 (\$2,130 for bike equipment for businesses, runner-up for \$40,000 for Falls City Thrives operations and Clinic renovations)

Accomplishments

**Work Plan Project #1:** Facilitate Falls City Community Visioning Steering Committee meetings and meetings for Community Visioning Action Teams (Housing, Downtown Revitalization, and Volunteerism). Set committee projects in motion with Committee's input and under the City Manager's supervision.

- I formed Falls City Thrives, a 501(c)3 nonprofit/public benefit corporation with the following mission:
  - "Falls City Thrives empowers the community of Falls City to live with dignity by working to address issues of housing, downtown revitalization, volunteerism, and personal health faced by the Falls City community."
  - Nonprofit formation involved developing bylaws, drafting and submitting articles of incorporation, establishing a framework for operations, and applying for legal recognition from the Oregon Department of Justice Charitable Activities Section and Oregon Secretary of State and for tax-exemption status from the Internal Revenue Service.
- I facilitated meetings on the following dates for Falls City Thrives (formerly "the Steering Committee"):
 

<ul style="list-style-type: none"> <li>○ September 10, 2019</li> <li>○ October 6, 2019</li> <li>○ November 3, 2019</li> <li>○ November 21, 2019 (Housing Sub-Committee)</li> <li>○ December 1, 2019 (Action Planning for 2020, Part 1)</li> <li>○ December 15, 2019 (Action Planning for 2020, Part 2)</li> </ul>	<ul style="list-style-type: none"> <li>○ January 22, 2020</li> <li>○ January 23, 2020 (with B.R.A.V.E. group)</li> <li>○ February 13, 2020</li> <li>○ March 12, 2020</li> <li>○ April 9, 2020</li> <li>○ May 12, 2020</li> <li>○ June 16, 2020</li> <li>○ July 16, 2020</li> </ul>
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- I increased volunteer capacity by connecting two community volunteers to the Rural Development Initiatives' Rural Skill Builder Conference (November 23, 2019) and one volunteer to their Ready, Set, Grant! grant-writing workshop (February 8, 2020, March 10, 2020, and March 31, 2020).
- I applied for and was awarded the Oregon Community Foundation's Oregon Parks Fund grant for \$2,765.00 to build the "outdoor living room" pocket park in front of the Clinic building at 304 North Main Street. I co-led (with the Falls City Thrives Board of Directors) volunteer events to build the pocket park, which is expected to be completed at the end of Summer 2020.

**Work Plan Project #2:** Overhaul Falls City website (fallscityoregon.gov) to create easy access for residents looking for information and resources.

- I re-designed the City's website at no cost. The new website has a more professional appearance and is more easily navigable for residents. It has been a useful tool in helping City Staff to communicate with the public.

**Work Plan Project #3:** Create handbooks for Parks & Recreation, Public Works, and Historic Buildings citizen committees with all necessary administrative and procedural documents. Also, create a planning handbook for Falls City residents' use.

- I assembled handbooks for City Council, the Land Use Planning Commission, the Parks & Recreation Committee, the Public Works Committee, and the Historic Landmarks Committee. These handbooks will serve as helpful reference guides for those who volunteer their time on City Council and committees.
- Due to operational restructuring, creating the planning handbook would be redundant and would not have served Falls City residents. The City Manager will continue to assist residents until land use planning services are fully transitioned to the Mid-Willamette Valley Council of Governments. Handbooks were instead created for the Land Use Planning Commission to serve as helpful reference during quasi-judicial land use proceedings.

**Miscellaneous Projects (Outside of Work Plan):**

- I met with five separate contractors and solicited three bids for Clinic building renovations. I reported those bids to City Councilors and have acted as liaison to the contractor selected as he begins renovations on the building at 304 North Main Street. City Council authorized the use of up to \$100,000 from the city's Community Development Revolving Loan Fund (managed by Polk Community Development Corporation). In collaboration with Falls City Thrives, I wrote a grant for an additional \$50,000. Falls City Thrives would receive that grant and through a public-private partnership with the city, can use those funds to cover renovations beyond what the city can cover.
- I met with the City Engineer several times, the Safe Routes to Schools Program Manager, the Falls City School District Superintendent & High School Principal, and the Board of the Falls City School District (on November 18, 2019) to plan and organize a grant application for Safe Routes to Schools proposal. The grant application was submitted at the end of July and a decision is expected at the end of 2020.
- I presented the Falls City Greenway Project (connecting the Falls and Lower Park to Main Street, revitalizing North Main Street, and connecting the Elementary and High Schools) to the Mid-Willamette Valley Regional Solutions team, gaining their endorsement for the project and their technical assistance in seeking funding opportunities (including the Safe Routes to Schools proposal submitted).
  - I commissioned four renderings of Greenway Project from a local landscape architect. These were paid for with remaining grant funds that would have had to be returned to the funder, if not spent. These renderings served as brainstorm-starters for building ideas for downtown

revitalization amongst the Falls City Thrives Board of Directors and North Main Street business owners.

- I led two meetings with the Regional Solutions team about the Greenway project (November 15, 2019 and February 7, 2020). These meetings involved partners from the Governor's Office, the Oregon Department of Transportation, Business Oregon, and the Oregon Parks & Recreation Department.
- I gave a presentation on economic development goals & work-to-date to City Council on March 2, 2020.
- I participated on the action team launching the Great Oaks Food Trail with fellow economic development professionals throughout Polk County. I was also active in the Polk County Tourism Alliance, building relationships with economic development staff in Dallas, Monmouth, and Independence and with local tourism agencies in Polk County, Salem, and throughout the Willamette Valley.
  - I assisted The Bread Board in submitting their application and getting them included on the Great Oaks Food Trail.
- I assisted in the Valley of the Giants project, seeking to bring together diverse stakeholders across public and private spheres to increase access to and stewardship of the Valley of the Giants.
- I participated in Falls City Service Integration Team meetings throughout the past year. I had begun to assist in the planning of Falls City Community Night, but the event was cancelled due to the COVID-19 pandemic.

#### Professional Development

A cornerstone of the RARE AmeriCorps program is the opportunity for program participants to take advantage of various professional development opportunities. Due to the health and safety concerns during the COVID-19 pandemic, many of those opportunities this year unfortunately had to be cancelled, but I was able to attend the following:

- RARE Orientation, Eugene (September 4-6, 2019)
- Oregon Main Street Conference, Tillamook (October 2-4, 2019)
- RARE Fall Training, Cascade Locks (October 21-23, 2019)
- Oregon Economic Development Association Conference, Salem (October 28-29, 2019)
- RARE Winter Training, Roseburg (December 11-13, 2019)
- Mid-Willamette Valley Council of Governments Governance 101 course, Salem (January 16, 2020)
- RARE Spring Training, moved online due to the COVID-19 pandemic (April 29, 2020)
- RARE End of Service Retreat, moved online due to the COVID-19 pandemic (July 31, 2020)

The above lists are not exhaustive and do not capture many smaller, day-to-day accomplishments. I have enormous gratitude for all the community members, City Hall staff, the Falls City Thrives Board of Directors, and partners in neighboring cities for their support and collaboration.

In particular, the community members who took leadership during the city's Community Visioning process and now sit on the Board of Directors of Falls City Thrives are a very special group who have given so much time and effort to this city. They are poised to continue much of the good work that has been started this year and I ask the City Councilors of Falls City to support them and work with them as they continue to turn the public input expressed during the Community Visioning process into results that benefit the community. Your partnership can yield incredible things for the community!

Thank you for your support this year. I wish Falls City continued success!

Respectfully Submitted,

*William Sullivan*

William Sullivan  
Community Development & Outreach Coordinator  
Falls City, OR



## City of Falls City

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

### Manager's Monthly Report August 10, 2020

Dear Citizens, Council, and Staff,

Another highly productive month is in the books! Please read below to learn more about the status of the city's most current projects and initiatives. Please advise if you have additional inquiries. Thank you!

#### FY 2019-2020 Fiscal Audit

1. Each year the city undergoes a financial audit, performed by a state certified local government auditing firm. The audit is purposed to ensure funds are being accounted for appropriately, that local budget law is being followed, and that no improprieties exist in the city's finances.
  - a. The city has had deficiency free audits for the past three years.
  - b. City Staff has provided the required documentation to the auditor.
  - c. Audit set to take place August 28-29, 2020.

#### COVID-19

1. Current Restrictions
  - a. Masks Required in Public Places Statewide
  - b. City Hall- Operating on a full schedule, but access remains limited to the foyer door.
    - i. Hours M-Th 10am-5pm
    - ii. Meetings by appointment only
  - c. City Facilities- Closed for non-city use
    - i. Case by case exceptions for social service organizations
  - d. City Parks- Open, social distancing and mask requirements apply
2. Corona Relief Fund Grant
  - a. Applied for reimbursement for all direct COVID related expenses, approved and awaiting distribution of funds.

#### CDBG Wastewater (Council Goal #1)

1. Property Acquisition-
  - a. School Board to deliberate on pipeline easement at August SB meeting
  - b. Outfall pipeline easement nearing signature
2. Design, Engineering, and Permitting-
  - a. NPDES permit approved, maximum discharge allowance increased
  - b. Preliminary Design submitted to DEQ, awaiting comments
3. Environmental-
  - a. Wetland delineation- additional funding approved by CDBG, project Engineer contracting this work, should begin ASAP.
  - b. Cultural Resources Survey- City Manager applying for grant funding with USDA Rural Development, awaiting USDA review of current comments to determine required scope. After that, the city will pursue contractors using a Request for Proposals.
  - c. Endangered Species Work- City's contract grant administrator consulting NOAA to determine required scope of work. More to come once that determination has been made.
4. Construction Financing



- a. One Stop meeting held 7/7/20 with several funding options.
- b. Council work session held 7/28/20 to discuss funding packages.
- c. Council to vote on proposed funding package at 8/10/20 Council Meeting.

**Code Services (Council Goal #2)**

1. Municipal Court
  - a. IGA in work with City of Dallas, draft contract complete and awaiting Dallas City Manager review.
2. Code Services Program
  - a. City Staff completed database creation and file organization
  - b. Nearly prepared to hire a Code Officer, communicating with other cities on the possibility
3. Most Improved Yard
  - a. Contest underway 8/1/20-9/11/20, advertised on website, flyers disseminated in water bill, and posted around town.

**Greenway Project**

1. 2020 Small City Allotment Awarded for 3<sup>rd</sup> St. improvements (\$50k match for SRTS)
2. 2021 Small City Allotment Applied for N. Main/Mitchell/Bridge St. intersection improvements, including a pedestrian island and cross walks (\$100k match for SRTS)
3. 2020 Safe Routes to School Application final draft complete, final review forthcoming and application will be submitted before end of August.

**Historic Digitization Project**

1. CLG Grant Awarded, new high output scanner and media organization software purchased
2. Working to scan, label, and organize, then will be posted on Historical Page of city website.

**Luckiamute Clinic & Pocket Park Project**

1. Pocket Park is moving along on the steam of an Oregon Community Foundation Grant, Donated Pavers, and Volunteer Labor from our very own Falls City Thrives!
2. Clinic renovations under way, Council to select a paint scheme at the 8/10/20 meeting!

**Backflow Repairs**

1. This initiative was placed on the back burner when COVID-19 hit, staff would like to take a second look at the available options before we proceed.
  - a. Staff resources may be an issue if the city resolves to proceed with citizen reimbursement of repair costs rather than a direct reading of the City Ordinance.

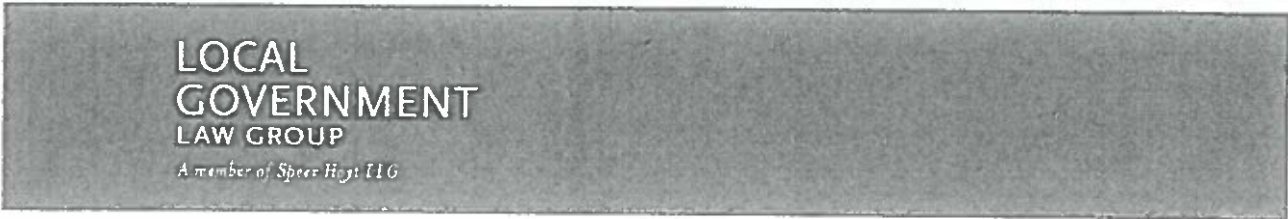
**Chamberlain Rd. Repair**

1. Timber companies provided approximately \$70,000 in pledge funds
2. Polk County pledged \$28,000 in-kind match
3. Immediate Opportunity Fund application submitted to ODOT

Sincerely,

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Macahan "Mac" Corthell, JD  
 City Manager  
 Falls City, OR



# Memo

**CONFIDENTIAL**

To: Mac Corthell, City Administrator

From: Ross Williamson, City Attorney

Date: July 16, 2020

Re: Regulation of Open Burning

*This memo is a confidential communication between attorney and client and as such, it is not subject to disclosure. Discussion of this communication should only take place in an executive session called under ORS 192.660(2)(f) for the consideration of information or records that are exempt by law from public inspection.*

### Question

In the regulation of residential open burning, does Falls City Code Chapter 93 conflict with state law?

### Short Answer

Yes, it appears that the Falls City regulations related to burn permits need to be cleaned-up in relation to current DEQ regulation.

### Discussion

The City asked for a quick review of Code Chapter 93 and whether it may conflict with current state regulations related to open burning. The specific areas of conflict or the solutions for those conflicts are beyond the scope of this memo.

A City Fire Chief plays a role in implementing and enforcing fire regulations. See ORS 476.060 (providing that local fire chiefs are assistant fire marshals). But, since the adoption of the City's local burn permit regulations found in Code Chapter 93, the Oregon Department of Environmental Quality has taken on a much more active role in open burning issues. Some of these DEQ regulations are to the exclusion of local regulations.

Mac Corthell  
July 16, 2020  
Page 2

ORS 468A.085 is the primary statute at issue when comparing local regulation of open burning with the regulations that DEQ now imposes on air quality. The statute leaves open the possibility that a city may impose greater regulations on certain open burning. DEQ regulations on the subject are also found in OAR Division 340-264. In particular, OAR 340-264-0110 sets out regulations related to Polk County and Falls City. From a quick review of the DEQ administrative rules, it appears that Polk County residents need to consult with DEQ before burning domestic waste (household paper products) and can burn yard debris during "burn days." But the burning of wet garbage, plastic, and other types of domestic waste is never allowed.

While there is still room for local regulation of open burning, the City's current regulations appear to overstate the City's authority. For example, it is DEQ that establishes burning periods, not the City. Also, if DEQ prohibits the burning of certain materials, the City would not have the authority to issue a burn permit to allow such burning.

Attached is a DEQ "fact sheet" about open burning in Oregon. The fact sheet provides some additional information on the control exercised by DEQ in this regulatory area.

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City of Falls City  
Special City Council Meeting Minutes  
Tuesday August 25, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

**Staff Present:** Mac Corthell, City Manager; Jamie Ward, City Clerk; Ross Williamson, Falls City Attorney via teleconference.

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:00PM. 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 C. Lauder to adopt the entire agenda with changes; Moving Agenda item ten (10) Public Comments to item seven (7). Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**4. New Business**

- a. City Manager Corthell explained his staff report (See exhibit A) and David Clyne's resume (See exhibit B). Corthell went on to say from his personal experience with Mr. Clyne he would be an amazing asset to the City in helping keep grant funding sources secure and helping choose the next City Manager. Mr. Clyne has more than thirty (30) years' experience working in government service.

Mayor Gordon added that he reached out to Rick Rogers the City of Newburg Mayor and John McArdle the City of Independence Mayor and both gave great reviews on Mr. Clyne. Mr. Rogers stated that Mr. Clyne would be very valuable to Falls City.

Councilor T. Bailey commented that he spoke with a few different coworkers who know Mr. Clyne and said he is a man of character with high morals and all around an outstanding guy.

Councilor J. Drill asked what his salary look like.

City Manager Corthell stated that would be determined when contract negotiations began.

Councilor Drill asked when contract negotiations would begin.

Corthell stated he would like to have the contract drafted before the September 14, 2020 Meeting.

Councilor J. Drill asked if Corthell was taking any vacation time before that meeting.

Corthell stated he was not planning on it.

Councilor C. Lauder asked if Mr. Clyne had any indication of how many hours, he would work each week.

Corthell stated that he did not think he would be here fourth (40) hours per week. Mr. Clyne is here just to keep operations running smoothly.

Councilor J. Drill asked if she could submit questions to Corthell to ask Mr. Clyne.

Councilor L. Sickles stated she would like to see those questions before they get asked. She does not want one councilor speaking for council.

Paul Dasso, of 49 East Ave asked who would be apart of contract negotiations.

Corthell stated the resolution states that he and Falls City's attorney Ross Williamson would oversee drafting up the contract, but City Council has final say in negotiations.

Councilor J. Drill stated she would like to not have the same situation that happened during Corthell's contract renewal.

Sean Dasso, of 49 East Ave. asked if anyone has met Mr. Clyne.

Mayor Gordon said he had met him numerous times at Mayors breakfasts.

Councilor J. Drill asked if there could be a meet and greet with Mr. Clyne.

Corthell stated he would get in contact with him and try and arrange that.

Corthell added that it is important to add that Mr. Clyne is doing this out of altruism. Mr. Clyne feels that he is a neighbor to Falls City having lived in Independence for over twenty-five years.

A motion made by Councilor T. Bailey and Seconded by Councilor T. Meier to move that the City Council of Falls City adopt Resolution 22-2020, A RESOLUTION APPOINTING DAVIED CLYNE CITY MANAGER PRO-TEM, SUBJECT TO CONTRACT APPROVAL, AND APPOINTING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND DRAFT A MANAGER PRO-TEM CONTRACT FOR COUNCIL APPROVAL. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**5. Adjourn**

No Motion Made

The meeting adjourned at 6:28 pm.

\_\_\_\_\_ Mayor, Jeremy Gordon

Attested: \_\_\_\_\_ City Clerk, Jamie Ward

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## STAFF REPORT

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** APPOINTING A MANAGER PRO-TEM (INTERIM)  
**DATE:** 8/25/20

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### SUMMARY

Requesting the City Council Appoint David Clyne to the position of Manager Pro-Tem subject to contract approval, and effective September 14, 2020.

### BACKGROUND

City Manager, Mac Corthell tendered his resignation on August 19, 2020, with an effective date of September 21, 2020.

The Falls City Charter deals with the City Manager position in Section 33 which provides the following in pertinent part:

- The council must fill the office [of City Manager] by appointment as soon as practicable after the vacancy occurs.
- When the office of manager becomes vacant, the council must appoint a manager pro-tem.
- The manger pro tem will be the Mayor until another manager pro-tem is appointed.
- The manager pro tem has the authority and duties of manager, except that a pro-tem manager may appoint or remove employees only with council approval.
- A majority of the council must appoint and may remove the manager.
- The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

David Clyne is an International City Manager's Association Certified City Manager with over 30 years of experience in the field. In December 2018 he retired from the City Manager post in Independence and became the Oregon City County Manager Association's "Circuit Rider" in retirement. This means Mr. Clyne would travel throughout the region assisting current City Managers with difficult or complex situations and mentorship as needed. Most recently, Mr. Clyne served as the Manager Pro-Tem for the City of Newberg after their City Manager retired.

Mr. Clyne is well known and well respected in Polk County, and the greater Mid-Willamette Valley Region. His presence as Manager pro-tem would certainly lend itself to continuity of governance through operational and project expertise, as well as strong relationships with community partners and funding agencies. Mr. Clyne has intimated that he is willing to take the role on an hourly basis, without benefits, and while he would certainly keep operations afloat and projects moving forward, his primary goal would be to assist the Council in determining a process and finding a set of suitable candidates for the Council to select from in filling the City Manager position long-term.

**STAFF RECCOMENDATION**

Adopt Resolution 22-2020 Appointing David Clyne City Manager Pro-Tem effective 9/14/20, subject to contract approval. This would create 5 business days of overlap with outgoing Manager, Mac Corthell, to ensure a smooth transition.

**FINANCIAL IMPLICATIONS**

Though it would need to be finalized in contract negotiations and approved by the City Council, Mr. Clyne has intimated a willingness to take an hourly rate, without benefits or retirement, that would likely see the liability of the city reduced in comparison to the Current City Manager's pay and benefits.

Additionally, Mr. Clyne has intimated that he would likely work less than 40 hours per week, unless duties require it, so there would likely be an additional cost savings based on the arrangement.

**EXHIBIT**

A- Resolution 22-2020

B- David Clyne Curtailed Resume

**PROPOSED MOTIONS**

I move that the City Council of Falls City adopt Resolution 22-2020, A RESOLUTION APPOINTING DAVID CLYNE CITY MANAGER PRO-TEM, SUBJECT TO CONTRACT APPROVAL, AND APPOINTING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND DRAFT A MANAGER PRO-TEM CONTRACT FOR COUNCIL APPROVAL.

**DAVID CLYNE, ICMA-CM<sup>1</sup> - Retired**

195 Independence Way  
 Independence, OR 97351  
 (541) 905-3230 (cell)  
[davidclyne29@gmail.com](mailto:davidclyne29@gmail.com)

**SUMMARY OF QUALIFICATIONS**

- ICMA Credentialed Manager
- 40 years public service
- 30 years City Management Experience, including three as Deputy City Manager
- Private sector experience includes operating my own small law practice and consulting services
- Masters in Public Administration
- Juris Doctor (law degree)
- Certified Mediator
- Board Member (past) – League of Oregon Cities
- 2x Board Member (past) – Oregon City/County Managers Association
- Licensed Attorney – Colorado (inactive)
- Licensed Water/Wastewater Operator – Colorado (expired)
- Licensed Real Estate Broker – Colorado (expired)
- Licensed Title Examiner – Colorado (expired)
- Numerous collective bargaining contracts
- Accomplished negotiator, communicator, team player, mentor and lifelong student

**SELECTED ACCOMPLISHMENTS**

- Led City of Independence to All America City designation
- Led City of Independence renaissance resulting in 2018 LOC Award of Excellence
- Helping City lead in Internet of Things innovation economy in a number of ways
- Created successful bi-cultural equity program in City to engage our 35% Latino community
- Developed improved relationship with Confederated Tribes of Grand Ronde
- Successfully recruited Oregon State Hospital together with \$30,000,000 intergovernmental agreement to develop related infrastructure resulting in over hundreds of new permanent jobs to the community (Junction City)
- Helped passage of general obligation measures in two Oregon communities (Independence and Brownsville)
- Founding member Oregon Small Cities Network
- Initiated Statewide scenic byway program (Colorado)
- Secured many millions of dollars in grants over career and oversaw the construction of hundreds of millions in capital improvements
- Produced fiscally sound budgets in numerous communities with annual operating budgets ranging in size from approximately \$50,000,000<sup>2</sup> to as low as \$1,000,000

<sup>1</sup> International City Management Association Credentialed Manager

<sup>2</sup> In 1980s Dollars.



SUMMARY OF LOCAL GOVERNMENT EXPERIENCE

<b>CITY MANAGER</b> – Independence, OR	8/10 – 12/18 (retired)
<b>CITY ADMINISTRATOR</b> – Junction City, OR	8/06 – 8/10
<b>CITY ADMINISTRATOR</b> - Brownsville, Oregon	8/02 – 08/06
<b>TOWN ADMINISTRATOR</b> - Morrison, Colorado	9/99 – 2/02
<b>TOWN ADMINISTRATOR</b> - Buena Vista, CO	6/98 – 9/99
<b>DEPUTY CITY MANAGER</b> - Central City, CO	6/92 – 4/95
<b>TOWN MANAGER</b> - Nederland, CO	1/87 – 5/91
<b>TOWN ADMINISTRATOR</b> - Olathe, CO	6/84 – 11/85
<b>BUDGET DIRECTOR</b> – Arapahoe County, CO	11/80 – 6/84
<b>STAFF ASSISTANT:</b> League of Arizona Cities – Phoenix, AZ	7/78 – 8/80

SUMMARY OF OTHER PROFESSIONAL QUALIFICATIONS

<b>CERTIFIED MEDIATOR (OR)</b>	2014 - Present
<b>ATTORNEY AT LAW (CO)</b>	1991 - 1998
<b>REAL ESTATE BROKER/TITLE EXAMINER (CO)</b>	1996 - 1998
<b>V.I.S.T.A. VOLUNTEER (CA)</b>	1976 - 1977
<b>WAREHOUSE MANAGER/CLERK (CA)</b>	1968 - 1975

SUMMARY OF EDUCATIONAL QUALIFICATIONS

<b>JURIS DOCTOR</b> <i>University of Denver</i>	1991
<b>MASTER OF PUBLIC ADMINISTRATION</b> <i>California State University, Long Beach</i>	1980
<b>BACHELOR OF ARTS – Political Science</b> <i>University of California at Los Angeles</i>	1978
<b>GENERAL COLLEGE STUDIES</b> <i>Skyline Community College, San Bruno, CA</i>	1975

COMMUNITY ENGAGEMENT EXPERIENCE - INDEPENDENCE

- Rotary Member
- Chamber of Commerce Board of Directors
- Lions Club Member
- Independence Downtown Association Member
- MINET Board of Directors
- Hop and Heritage Festival Board
- Latino Round Table participant
- Regional Tourism Solutions Team
- Polk Tourism Board
- Regional City Managers meetings

**City of Falls City**  
**Paid Bills Report**  
As of August 16, 2020

Date	Memo	Account	Class	Amount
<b>CenturyLink</b>				
08/16/2020	Acct 5037874719562B	Accounts Payable		-90.35
08/16/2020	7/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	90.35
Total CenturyLink				0.00
<b>City of Salem</b>				
08/16/2020	Inv 2304668	Accounts Payable		-1,859.03
08/16/2020	Fy 20-21 1st qtr 911	Professional Services	SHARED SERVICES	1,859.03
Total City of Salem				0.00
<b>Donovan Enterprises, Inc</b>				
08/16/2020	1345	Accounts Payable		-465.00
08/16/2020	Rate Study (1345)	'17 CDBG Wastewater ...	13 SEWER FUND	465.00
Total Donovan Enterprises, Inc				0.00
<b>Edge Analytical</b>				
08/16/2020	July '20 Statement	Accounts Payable		-581.00
08/16/2020	Water Labs 7/20	Professional Services	SHARED SERVICES	75.00
08/16/2020	Sewer Labs 7/20	Professional Services	SHARED SERVICES	506.00
Total Edge Analytical				0.00
<b>Ferguson Enterprises, Inc</b>				
08/16/2020	Account: 50936   Invoice: 0...	Accounts Payable		-958.33
08/16/2020	Estelle Rd. Repair	Operational Expenses	20 WATER OPERATING ...	794.38
08/16/2020	Falls City Rd. Repair	Operational Expenses	20 WATER OPERATING ...	163.95
Total Ferguson Enterprises, Inc				0.00
<b>General Rental Center of Dallas</b>				
08/16/2020	121032	Accounts Payable		-300.00
08/16/2020	121032, Trencher, Estelle ...	Operational Expenses	20 WATER OPERATING ...	300.00
Total General Rental Center of Dallas				0.00
<b>King's Pumping Service</b>				
08/16/2020	18067	Accounts Payable		-465.00
08/16/2020	77 Prospect tank pump, 20...	Professional Services	13 SEWER FUND	465.00
Total King's Pumping Service				0.00
<b>Net Assets Corporation</b>				
08/16/2020	66-202007	Accounts Payable		-50.00
08/16/2020	Lien Searches July '20	Professional Services	SHARED SERVICES	50.00
Total Net Assets Corporation				0.00
<b>Office Craft</b>				
08/16/2020	AR13216	Accounts Payable		-292.35
08/16/2020	Copies 7/20	Professional Services	SHARED SERVICES	292.35
Total Office Craft				0.00

City of Falls City  
**Paid Bills Report**  
As of August 16, 2020

Date	Memo	Account	Class	Amount
<b>Pacific Power</b>				
08/16/2020	multiple accounts, 210915...	Accounts Payable		-1,664.99
08/16/2020	7/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	110.85
08/16/2020	7/20 Sewer Power	UTILITIES	13 SEWER FUND	241.44
08/16/2020	7/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	396.76
08/16/2020	7/20 Street Power	UTILITIES	11 STREET FUND	623.59
08/16/2020	7/20 Water Power	UTILITIES	20 WATER OPERATING ...	57.77
08/16/2020	7/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	234.58
Total Pacific Power				0.00
<b>Petro Card</b>				
08/16/2020	C614346	Accounts Payable		-259.40
08/16/2020	PW Fuel	Equipment O & M	SHARED SERVICES	259.40
Total Petro Card				0.00
<b>Speer Hoyt LLC</b>				
08/16/2020	Inv 56548	Accounts Payable		-400.00
08/16/2020	Open Burning Ordinance	Professional Services	SHARED SERVICES	400.00
Total Speer Hoyt LLC				0.00
<b>ULINE</b>				
08/16/2020	Inv 122869467	Accounts Payable		-1,562.71
08/16/2020	Parks Barricades	Facilities O & M	SHARED SERVICES	1,562.71
Total ULINE				0.00
<b>Van Well Building Supply</b>				
08/16/2020	Inv 66474/6	Accounts Payable		-105.60
08/16/2020	Parks Barricades	Facilities O & M	SHARED SERVICES	105.60
Total Van Well Building Supply				0.00
<b>Williamson &amp; Aebi, LLP</b>				
08/16/2020	July '20 Accountant	Accounts Payable		-416.00
08/16/2020	7/20 Accountant	Professional Services	SHARED SERVICES	416.00
Total Williamson & Aebi, LLP				0.00
<b>TOTAL</b>				<b>0.00</b>

City of Falls City  
**Paid Bills Report**  
 As of August 16, 2020

Date	Memo	Account	Class	Amount
<b>KAMIND IT, Inc.</b>				
08/16/2020	0820-8229	Accounts Payable		-172.00
08/16/2020	9/20 Ofc 365	Operational Expenses	SHARED SERVICES	172.00
Total KAMIND IT, Inc.				0.00
<b>Westech Engineering</b>				
08/16/2020	247103, 247104	Accounts Payable		-3,312.50
08/16/2020	CDBG Wastewater	'17 CDBG Wastewater ...	13 SEWER FUND	2,787.50
08/16/2020	SRTS Design	RARE Project	01 GENERAL FUND:01.0...	525.00
Total Westech Engineering				0.00
<b>TOTAL</b>				<b>0.00</b>

City of Falls City  
**Paid Bills Report**  
As of August 16, 2020

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>Consumers Power Inc</b>				
08/16/2020	Account # 1155301; Julu '20	Accounts Payable		-177.31
08/16/2020	7/20 Power- WTP	Power	20 WATER OPERATING ...	177.31
Total Consumers Power Inc				0.00
<b>US Bank Visa</b>				
08/16/2020	Account: 47985312149811...	Accounts Payable		-1,480.79
08/16/2020	Scanner for CLG Grant	'19 CLG Hist Grant(Ad...	01 GENERAL FUND:01.0...	699.98
08/16/2020	Pocket Park Materials	OCF Pocket Park Gran...	01 GENERAL FUND:01.0...	183.28
08/16/2020	Pocket Park Rocks	OCF Pocket Park Gran...	01 GENERAL FUND:01.0...	487.32
08/16/2020	Yoke for Mower	Equipment O & M	SHARED SERVICES	44.99
08/16/2020	Office Supplies	Operational Expenses	SHARED SERVICES	65.22
Total US Bank Visa				0.00
<b>TOTAL</b>				<b>0.00</b>

City of Falls City  
**Paid Bills Report**  
As of August 24, 2020

Date	Memo	Account	Class	Amount
<b>Cascade Columbia Distribution Company</b>				
08/24/2020	778889	Accounts Payable		-1,578.48
08/24/2020	Sodium Hypochlorite 8x 53...	Operational Expenses	20 WATER OPERATING ...	1,578.48
Total Cascade Columbia Distribution Company				0.00
<b>F.V.M. Company</b>				
08/24/2020	0178793	Accounts Payable		-43.30
08/24/2020	Eng 122	Vehicle Maintenance/R...	01 GENERAL FUND:01.0...	43.30
Total F.V.M. Company				0.00
<b>General Rental Center of Dallas</b>				
08/24/2020	121243	Accounts Payable		-250.00
08/24/2020	Safety Ballards - Bridges &...	Professional Services	01 GENERAL FUND:01.0...	250.00
Total General Rental Center of Dallas				0.00
<b>MNOP</b>				
08/24/2020	Acct: 01-0012589 Inv: CL5...	Accounts Payable		-64.87
08/24/2020	Fire Fuel	Equipment O & M	01 GENERAL FUND:01.0...	64.87
Total MNOP				0.00
<b>Petro Card</b>				
08/24/2020	C621009	Accounts Payable		-160.28
08/24/2020	PW Fuel	Equipment O & M	SHARED SERVICES	160.28
Total Petro Card				0.00
<b>Rickreall Farm Store</b>				
08/24/2020	53458	Accounts Payable		-41.50
08/24/2020	Tractor Yoke	Equipment O & M	01 GENERAL FUND:01.0...	41.50
Total Rickreall Farm Store				0.00
<b>Spectrum Business</b>				
08/24/2020	0019088081020	Accounts Payable		-184.95
08/24/2020	Cityhall Phone/Net 8/20	Internet/Phone	SHARED SERVICES	184.95
Total Spectrum Business				0.00
<b>Van Well Building Supply</b>				
08/24/2020	66625/6	Accounts Payable		-99.54
08/24/2020	Parks Barricades	Facilities O & M	01 GENERAL FUND:01.0...	99.54
Total Van Well Building Supply				0.00
<b>TOTAL</b>				<b>0.00</b>

City of Falls City  
**Paid Bills Report**  
As of August 31, 2020

Date	Memo	Account	Class	Amount
<b>Cascade Fire Equipment</b>				
08/31/2020	Inv 109410	Accounts Payable		-415.00
08/31/2020	Fire Foam Backpacks	Operational Expenses	82 FIRE EQUIPMENT/OP...	310.00
08/31/2020	Reducers for all Engines	Equipment O & M	01 GENERAL FUND:01.0...	105.00
Total Cascade Fire Equipment				0.00
<b>Frink's General Store</b>				
08/31/2020	08182020B	Accounts Payable		-46.96
08/31/2020	Small Tools/Supplies	Facilities O & M	SHARED SERVICES	46.96
Total Frink's General Store				0.00
<b>Great American Financial Services</b>				
08/31/2020	Inv 27639678	Accounts Payable		-189.00
08/31/2020	Copier Lease Payment 08/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				0.00
<b>John Creekmore</b>				
08/31/2020	Rickreally Farm Supply Rei...	Accounts Payable		-41.50
08/31/2020	Tractor Yoke	Equipment O & M	SHARED SERVICES	41.50
Total John Creekmore				0.00
<b>Oregon DPSST</b>				
08/31/2020	ARF73588	Accounts Payable		-80.00
08/31/2020	Creekmore & Wagner Fing...	Operational Expenses	82 FIRE EQUIPMENT/OP...	80.00
Total Oregon DPSST				0.00
<b>Spectrum Business</b>				
08/31/2020	0019641082320	Accounts Payable		-79.97
08/31/2020	Fire Phone/Net 08/20	Internet/Phone	82 FIRE EQUIPMENT/OP...	79.97
Total Spectrum Business				0.00
<b>Van Well Building Supply</b>				
08/31/2020	67603/6	Accounts Payable		-29.46
08/31/2020	Bridge Barricades	Facilities O & M	SHARED SERVICES	29.46
Total Van Well Building Supply				0.00
<b>Xerox Financial Services</b>				
08/31/2020	2239103	Accounts Payable		-180.75
08/31/2020	Xerox Buyot (reimbursable...	Professional Services	SHARED SERVICES	180.75
Total Xerox Financial Services				0.00
<b>TOTAL</b>				<b>0.00</b>

City of Falls City  
**Paid Bills Report**  
As of September 8, 2020

Date	Memo	Account	Class	Amount
<b>Edge Analytical</b>				
09/08/2020	August '20 Statement	Accounts Payable		-273.00
09/08/2020	Water Labs 8/20	Professional Services	SHARED SERVICES	33.00
09/08/2020	Sewer Labs 8/20	Professional Services	SHARED SERVICES	240.00
Total Edge Analytical				0.00
<b>KAMIND IT, Inc.</b>				
09/08/2020	0920-9333	Accounts Payable		-172.00
09/08/2020	10/20 Ofc 365	Operational Expenses	SHARED SERVICES	172.00
Total KAMIND IT, Inc.				0.00
<b>L &amp; L Equipment</b>				
09/08/2020	Inv A27693	Accounts Payable		-15.95
09/08/2020	Weed Eater Blade Kit	Equipment O & M	SHARED SERVICES	15.95
Total L & L Equipment				0.00
<b>Mid Willamette Valley COG</b>				
09/08/2020	2021092	Accounts Payable		-400.00
09/08/2020	Title Search for FCSD Eas...	'17 CDBG Wastewater ...	13 SEWER FUND	400.00
Total Mid Willamette Valley COG				0.00
<b>Office Craft</b>				
09/08/2020	AR13318, AR13344	Accounts Payable		-154.41
09/08/2020	Copies 8/20 & Toner Cartri...	Professional Services	SHARED SERVICES	154.41
Total Office Craft				0.00
<b>Petro Card</b>				
09/08/2020	C628343	Accounts Payable		-237.25
09/08/2020	PW Fuel	Equipment O & M	SHARED SERVICES	237.25
Total Petro Card				0.00
<b>Sharon Volk Greve</b>				
09/08/2020	Reimbursement COVID & ...	Accounts Payable		-193.65
09/08/2020	Outfitting BR123 - Reimbur...	'19 Weyerhaeuser Gra...	01 GENERAL FUND:01.0...	170.67
09/08/2020	Storage Totes - Reimburs...	Equipment O & M	01 GENERAL FUND:01.0...	22.98
Total Sharon Volk Greve				0.00
<b>TerryByte Computer Repair</b>				
09/08/2020	Inv 615	Accounts Payable		-250.00
09/08/2020	Monthly IT Support	Professional Services	SHARED SERVICES	250.00
Total TerryByte Computer Repair				0.00
<b>True North Emergency Equipment</b>				
09/08/2020	Inv A05771	Accounts Payable		-144.35
09/08/2020	Eng 124	Equipment Maintenanc...	01 GENERAL FUND:01.0...	144.35
Total True North Emergency Equipment				0.00



City of Falls City  
**Paid Bills Report**  
 As of September 8, 2020

Date	Memo	Account	Class	Amount
<b>Van Well Building Supply</b>				
09/08/2020	66625	Accounts Payable		-99.54
09/08/2020	Concrete for Road Work	Facilities O & M	11 STREET FUND	99.54
Total Van Well Building Supply				0.00
<b>Verizon Wireless</b>				
09/08/2020	Inv 9861427934	Accounts Payable		-53.12
09/08/2020	PW Duty Phone 8/20	Internet/Phone	SHARED SERVICES	53.12
Total Verizon Wireless				0.00
<b>West Coast Cross Connection</b>				
09/08/2020	Inv 15	Accounts Payable		-2,025.00
09/08/2020	Backflow Testing (90)	Professional Services	20 WATER OPERATING ...	2,025.00
Total West Coast Cross Connection				0.00
<b>Williamson &amp; Aebi, LLP</b>				
09/08/2020	Aug '20 Accountant	Accounts Payable		-940.00
09/08/2020	8/20 Accountant	Professional Services	SHARED SERVICES	940.00
Total Williamson & Aebi, LLP				0.00
<b>TOTAL</b>				<b>0.00</b>

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** RESOLUTION 25-20, CDBG & USDA SIGNATURE AUTHORITY  
**DATE:** SEPTEMBER 14, 2020

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### **SUMMARY**

A resolution granting Authorized Signer and Certifying Officer authority to the City Manager position.

### **BACKGROUND**

The City is in receipt of a CDBG grant to design the new sewer plant and will soon apply for additional CDBG and USDA funding to construct said plant. To administer such grants the City is required to have an Authorized Signer and a Certifying Officer.

City Manager CortHELL has been filling these roles, but with his departure the city will need to name a new individual to fulfill these duties. This resolution will provide the signature authority of the Authorized Signer and Certifying Officer to the position of City Manager so that when Manager Pro-Tem Clyne finds a replacement, this work will not need to be redone.

### **PREVIOUS COUNCIL ACTION**

- N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

The Council must name an Authorized Signer and Certifying Officer in order to close the existing grant and administer the forthcoming grants.

### **STAFF RECCOMENDATION**

Adopt.

### **ATTACHMENTS**

Resolution 25-2020, Directing Council Training by the City Attorney.

### **PROPOSED MOTION**

I move that the Falls City Council adopt Resolution 25-2020, NAMING THE CITY MANAGER POSITION BOTH AUTHORIZED SIGNER AND CERTIFYING OFFICER

**Resolution 25-2020**  
NAMING THE CITY MANAGER POSITION BOTH  
AUTHORIZED SIGNER AND CERTIFYING OFFICER

Whereas, The City of Falls City is in the process of utilizing CDBG Administered HUD funding; and

Whereas, The City will soon apply for additional CDBG Administered HUD funding as well as USDA Rural Development funding; and

Whereas, These funding agencies require an Authorized Signer and a Certifying Officer to execute various documents related to funding; and

Whereas, The City Manager is the city's Business Manager per the ordained job description; and

Whereas, Centralizing signing authority in the City Manager position is both logical and efficient.

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

Section 1. The City Council names the City Manager position as the Authorized Signer for both Community Development Block Grant purposes and USDA Rural Development Grant/Loan purposes.

Section 2. The City Council names the City Manager position as the Certifying Officer for both Community Development Block Grant purposes and USDA Rural Development Grant/Loan purposes.

Section 3. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of the Mayor.

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jamie Ward, City Clerk

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** MAC CORTHELL, CITY MANAGER  
**SUBJECT:** MOST IMPROVED YARD CONTEST  
**DATE:** SEPTEMBER 14, 2020

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### **SUMMARY**

The most improved yard contest deadline was on September 11, 2020. All entries are being provided to the Council for ranking. The final tally and winners will be declared at the regular meeting on October 12, 2020.

### **NEXT STEPS**

The Council is being provided photographs for each entry to the "Most Improved Yard Contest."

Each Council Member will individually rank the improvement of each entry 1 for the most improved, 2 for second most, and so on until ALL entries have been ranked.

No later than October 1<sup>st</sup>, each councilor will provide a list to the City Clerk indicating the ranking for each contestant.

The City Clerk will tally up the rankings, a 1<sup>st</sup> place ranking will be worth one point and so on...

The yard with the least amount of total points will be declared the grand prize winner, second least will be second place and so on...

The City Clerk will present the results in a staff report at the October 12, 2020 meeting. Thereafter, the City Clerk and City Manager will disseminate prizes to the winners (and last place)!

### **PREVIOUS COUNCIL ACTION**

- January 2020- Council adopts code services as #2 goal and advocates for first step to be a beautification initiative.
- February 2020- Council agrees to prize structure and contest outline.
- July 2020- The most improved yard contest began.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

1<sup>st</sup> Place Tahoe – was declared surplus property and approved as the grand prize for this contest.

2<sup>nd</sup> & 3<sup>rd</sup> Place Money – Was budgeted under "City Events"

Last Place PW Assistance – To be arranged by the City Manager and PW Director