



# Falls City Oregon City Council Meeting

Monday, September 9, 2024 at 6:00 pm

## Meeting Location

320 N Main St • Falls City, OR 97344

## How to Attend and/or Participate

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in: a. 1-253-215-8782 b. Meeting ID: 878 7406 4319  
You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: Zoom Webinar <https://us06web.zoom.us/j/87874064319>  
You will be muted but may “raise your hand” to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email. a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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### 1. CALL TO ORDER & ROLL CALL

Mayor TJ Bailey, Council President Houghtaling, Councilor Nick Backus, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles

### 2. PLEDGE OF ALLEGIANCE

### 3. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATIONS, & PROCLAMATIONS

### 4. PUBLIC COMMENTS & LETTER COMMUNICATIONS

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

Please limit your commentary to 3 minutes or less.

**5. CONSENT AGENDA**

**a. August 5, 2024 Minutes**

**Attachments:**

- **Minutes** (2024.08.05\_Council\_Minutes.pdf)

**6. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

**a. Mayor's Report**

**b. Councilor Comments**

**c. Park & Rec Committee Report**

**Attachments:**

- **Minutes** (Park\_Minutes.pdf)

**d. Public Works Committee Report**

**Attachments:**

- **Minutes** (PW\_Minutes.pdf)

**e. Historic Landmark Committee Report**

**Attachments:**

- **Minutes** (HLC\_Minutes.pdf)

**f. POLK CDC Fund Discussion**

**Attachments:**

- **MOU 1** (Polk\_CDC\_MOU\_1.pdf)
- **MOU 2** (Polk\_CDC\_MOU\_2.pdf)

**7. REPORTS FROM CITY MANAGER & STAFF**

**a. Falls City Fire Report**

**Attachments:**

- **Report** (FCFD\_Report.pdf)

**b. Falls City Public Works Report**

**Attachments:**

- **Report** (PW\_Report.pdf)

**c. City Manager's Report**

**Attachments:**

- **Report** (2024.09.09\_Monthly\_Manager\_s\_Report.pdf)

**d. Park Restroom Upgrades**

**Attachments:**

- **Staff Report** (2024.09.09\_SR\_Upper\_Park\_Restroom\_Upgrades.pdf)

## 8. RESOLUTIONS

### a. Resolution 11-2024

#### Attachments:

- **Staff Report** (2024.09.09\_SR\_Footbridge\_Dedication\_to\_Rick\_Zunck.pdf)
- **Resolution 11-2024** (Resolution\_11-2024\_-\_Footbridge\_Dedication\_to\_Rick\_Zunck.pdf )

### b. Resolution 12-2024

#### Attachments:

- **Staff Report** (2024.09.09\_SR\_FY\_24-25\_Supplemental\_Budget\_Adjustment\_1.pdf)
- **Resolution 12-2024** (Resolution\_12-2024\_FY\_24-25\_Supplemental\_Budget\_Adjustment\_1\_Sept.\_CC.pdf)

### c. Resolution 13-2024

#### Attachments:

- **Staff Report** (2024.09.09\_SR\_Law\_Enforcement\_Contract\_A\_with\_Polk\_County\_Sheriff\_s\_Office.pdf)
- **Resolution 13-2024** (Resolution\_13-2024\_-\_Sheriff\_Deputy\_Contract\_for\_Rural\_Coverage.pdf)
- **Exhibit B** (2024.09.09\_SR\_Law\_Enforcement\_Contract\_Exhibit\_B\_TIMBER\_AGREEMENT\_2024-26\_Draft\_MG.pdf)
- **Exhibit C** (2024.09.09\_SR\_Law\_Enforcement\_Contract\_Exhibit\_C\_Timber-FC\_totals\_2024.pdf)

### d. Resolution 14-2024

#### Attachments:

- **Staff Report** (2024.09.09\_SR\_Polk\_Co\_City\_of\_Falls\_City\_NHMP\_Adoption.pdf)
- **Resolution 14-2024** (Resolution\_14-2024\_Polk\_Co\_City\_of\_Falls\_City\_NHMP\_Adoption.pdf)
- **FEMA Letter** (2024.09.09\_SR\_Polk\_County\_MJ-NHMP\_FEMA\_APA\_Letter\_07-01-24\_Signed\_07-05-24\_Rcvd\_07-08-24.pdf)
- **Mitigation Plan** (2024.09.09\_SR\_Polk\_County\_MJ-NHMP\_FEMA\_APA\_Review\_07-01-24\_Rcvd\_07-08-24.pdf)

## 9. GOOD OF THE ORDER

## 10. ADJOURN

Posted for Public at the City Hall Bulletin Board, Community Center, Falls City Website, Frink's General Store, Falls City Market, LCB Bulletin Board, Post Office, and City Facebook page

<b>FALLS CITY CITY COUNCIL</b>		<b>MONDAY, August 5 2024</b>
The Falls City City Council met in regular session on Monday, August 5, 2024 at 6:01 p.m. in the Community Center located at 320 N. Main Street		
<b>Council Members Present:</b> Council President Amy Houghtaling, Councilor Nick Backus, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles and Councilor Lori Jean Sickles		
<b>Staff Present:</b> City Manager AJ Foscoli, City Recorder Jeremy Teal		
<b>AGENDA</b>		<b>ACTION</b>
<b>Announcements, Appointments, Appreciations &amp; Proclamations</b>	Mayor Bailey thanked all the volunteers that encompass everything that happens in Falls City.	
<b>Public Comment</b>	<p>Mayor Bailey opened the public comments at 6:08 p.m.</p> <p>Jim Miner asked Councilor Jirovec when the City bought the Hirbeck property. Councilor Jirovec stated in November 2021 for \$1. Mr. Foscoli noted the property on Sheldon Ave. was 2.3 acres.</p> <p>Mr. Minor voiced his concern for the property and the easement that runs through to Lombard. Mayor Bailey stated the property was brought up in multiple Council meetings and was spoken about for months before the City purchased the property.</p> <p>Mr. Miner asked about the thoughts for the property. Mayor Bailey noted that housing was scarce and when Polk County offered the property the City purchased it for \$1 so then the City would have control. Mr. Miner noted a business would be nice. Mr. Foscoli stated the property had water, but no sewer. He mentioned that in order to put a business there that sewer would need to be put in and the property rezoned.</p> <p>Tina Thompson asked the process to rezone the property to commercial. Mr. Foscoli noted there were a lot of rules in rezoning. He noted that an evaluation would need to be done on the different zones in Falls City, but that it could be done.</p>	

Tracy Young asked if Polk CDC could release the funds for the project. Councilor D Sickles stated there was no project in the works for the Sheldon property.

Steve McKee stated the City had owned the property since 2021 and had done nothing with it. He asked if anyone lived there. Council President Houghtaling stated someone lived there on a different piece of property. Mr. McKee asked if there was access to the property. Mayor Bailey advised there was a slice of land giving access.

Mr. McKee noted that the City owned property in town and needed to do a project, but the people don't want what council is pushing.

Councilor Jirovec stated there had been no decision for that property. She noted the City owned several properties but needed to do environmental studies before anything could happen.

Marian Labounty stated that affordable housing was needed. She stated people were concerned about property values, but affordable housing was not slums or trashy. She shared that she had loved Falls City since 2019.

David Drake stated the Polk CDC money should be put back into community. He noted that public works needed help and equipment, fire department needed help. He commented that local jobs should be going to local contractors. He advised that he wanted the community to thrive and grow.

Mr. Foscoli advised the UGB was the same as city limits and that Falls City wouldn't be growing anytime soon. He noted that most contracts in Falls City were from federal agencies, and they were very particular, but if a contractor in town could do work the City would take their proposals.

Councilor Jirovec noted she lived on Hopkins and public works were on site within an hour if

anything happens. She commented that everything they do was for the community. She advised that water and sewer fees were what paid for public works and when people push against costs going up that limits public works salaries.

Ms. Young advised that at Walt's driveway there was a cable hanging down. Mr. Foscoli thanked Ms. Young and asked everyone that if you see something call or email city hall.

Dawn Martin implored anyone thinking about affordable housing to keep an open mind because they were not trashy or ghetto. She noted that Falls City needed stable affordable housing.

Chris Martin noted that affordable housing doesn't mean trashy. He noted that Council would not bring anything into the community that would be a negative impact.

Dana Henry mentioned that affordable housing was a humbling thing to go through. She noted that Falls City needed adequate law enforcement.

Tina Thompson advised that the fire department couldn't get the pump truck up to help put out the trailer. She asked if there was any project in the works for the Sheldon property. Council President Houghtaling responded no. Councilor Jirovec noted that an idea was to put the city shops there.

Tina Thompson asked about low-income housing. Councilor D Sickles noted the City and Council were not even close to a project at that location and that someone had taken what was said and thrown the information completely out of proportion and that had no backbone. Ms. Thompson stated she wasn't against low-income housing, but there was no trust in the Council and them pushing 6 adults in 1 room. Mayor Bailey stated that would never happen and people are taking pieces of the information and blowing it out of proportion. He advised that

	<p>nothing was coming here, and that the Council wanted to provide Falls City residents the best life ever.</p> <p>Councilor Backus stated the Council was firmly against any project that wouldn't make our town better. Ms. Thompson stated the Council wasn't trusted and always do and say things before they think.</p> <p>Mr. Foscoli advised that most citizens don't see what happens at city hall and encouraged citizens to come to city hall and to council and ask questions and not throw accusations. He noted the residents were focusing on negative.</p> <p>Councilor Jirovec noted that everything was open for ideas, but there were no plans and no decisions. She advised that City owned property, and nothing happens on public land until a formal meeting and decision was made. She commented that a lot of people do a lot for this community.</p> <p>Bill Billows asked what the surveying lines were. Mr. Foscoli stated the water mainline replacement project. Mr. Billows asked who was paying for it. Mr. Foscoli noted a federal grant would be replacing all the worst maintained lines in city next summer. He mentioned the contractors would do their best to give access to owners property.</p> <p>Tina Thompson stated the new water meters were going to freeze this winter because there was no dirt to insulate after they installed them.</p> <p>Boyd Lamprecht stated if the city owned so much property then City can do whatever they want on Sheldon. He suggested selling to a developer and get the property on the tax role so we can get taxes for City.</p> <p>Mayor Bailey closed the public comments at 7:00 p.m.</p>
<p><b>Presentation</b></p> <p><b>a) Polk County Sheriff</b></p>	





	<p>Sharon Volk Greve noted that a map with north and south evacuation routes given to everyone would be a big help. She stated education was the key.</p> <p>Council President Houghtaling stated she was curious about the liability issue. Mr. Foscoli mentioned that arrows that point into County land makes Polk County uncomfortable with liability of people evacuating going on county roads.</p> <p>Councilor D Sickles stated people that live here know how to get out of town and the benefit to the signs would be helpful during an evacuation. He asked how the residents would be notified. Ms. Volk Greve stated word of mouth and social media, but panicking wouldn't help and there would be Fire and Sheriffs going door to door.</p> <p>Mayor Bailey stated the goal was to protect everyone here cause the City would be sued no matter what. He asked Mr. Young what he needed from the Council. Mr. Young noted the approval from the Council.</p> <p>It was moved by Councilor D Sickles to move forward with the evacuation signs and to work with city staff to place signs. The motion was duly seconded by Councilor Backus and carried with a VOTE of 6-0 with Councilors Backus, Jirovec, Meier, D sickles, LJ Sickles and Council President Houghtaling voting YES.</p> <p>Mr. Young shared that retired Fire Chief Bill Hahn passed away today and his wife had passed away 2 weeks ago. He noted he was always a strong supporter of Falls City.</p> <p>Councilor D Sickles suggested sending flowers in the name of Falls City Fire Department.</p> <p>Ms. Volk Greve asked if the flag could be put at half-mast. Mr. Teal noted it could.</p>
<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>a) July 1, 2024 Minutes</li> <li>b) Park Application</li> </ul>	<p>It was moved by Councilor Backus to approve the Consent Agenda as presented. The motion was duly seconded by Councilor LJ Sickles and</p>

<p>c) Street Closure – PRIDE d) Street Closure – School Bash</p>	<p>CARRIED with a vote of 6-0 with Councilors Backus, Jirovec, Meier, D sickles, LJ Sickles and Council President Houghtaling voting YES.</p>
<p><b>Reports or Comments from Mayor and Council Members</b></p> <p>a) Mayor’s Report</p> <p>b) POLK CDC Presentation</p>	<p>Mayor Bailey had no report.</p> <p>Rita Grady and Kimberly Lyell from Polk CDC gave a brief presentation regarding the defederalized money in Falls City.</p> <p>Ms. Grady noted that cities didn’t have the knowledge and staff to manage loans. She suggested that Falls City consider throwing their money into a pot and help the fund grow and help Polk CDC acquire its CDFI certification. She noted there were three options for Falls City. She noted the first option was to continue to work with Polk CDC and manage the fund for housing rehab. She stated the second option was to transfer the fund to the regional revolving fund and help go after the CDFI and allow the availability to the money the City may need. She advised the third option was to manage and retain fund at the city.</p> <p>Ms. Lyell explained what it entailed for a city to keep the loan fund. She noted a city would need to be licensed to do loans, report to the State and Federal government, as well as software for servicing and writing loans.</p> <p>Ms. Grady advised there were eight outstanding loans with \$233,000 left to pay at 2% interest. She noted that all communities in the area use the fund and if Falls City kept the money, it would run out, but if they invest will keep turning over and can help people in the community.</p> <p>Councilor Jirovec asked if any of the funds be used for yard cleanup or for home reinnervations. Ms. Lyell noted that the homeowner rehab grant with CDBG funds were very restrictive.</p> <p>Councilor Jirovec asked how the interest came back to City. Ms. Grady stated the City could request the funds 2 times a year.</p>

Ms. Lyell stated she would like to bring all the funds into a pool and allow for different kind of loans.

Council President Houghtaling explained that the fund was not being loaned out to anyone due to previous city administrator. She noted that now CDBG cities can apply for grants and all cities can apply. Ms. Lyell noted that one family in Falls City was being helped through an Independence grant.

Councilor D Sickles stated the Council needed to discuss the 3 options. He noted that either Falls City manages the fund, or Polk CDC manages the fund, or we put the money into the pool.

Ms. Grady noted that releasing the money to the pool increases funds available to the whole County. She noted the wait list would be quicker and there would be more money faster with avenues to generate more revenue. She advised that all the cities in the county were supporting this.

Mayor Bailey asked if the discussion needed to be tabled.

Ms. Grady stated the entire county was supporting this and with managing this money puts Polk CDC in a stronger position to get certified. She noted the loans wouldn't just be housing rehab, but commercial loans, home loans, and financing needs for any community.

Mr. Foscoli asked about the timeline for pooling the funds and Polk CDC achieving CDFI certification. Ms. Grady advised they had already hired a consultant and there were a lot of legal steps.

Jen Drill stated that the City had done an excellent job over the years and would love to see Council keep the money here in Falls City.

It was moved by Councilor Jirovec to table the decision and bring it back to Council with 2 options including allowing Polk CDC to manage

<p>c) Councilor Comments</p> <p>d) Park &amp; Rec Committee</p> <p>e) Historic Landmark Committee</p>	<p>the fund and the costs that would entail for the City, or to give up the money and pool it with the fund and how much would it increase the community access. The motion was duly seconded by Councilor D Sickles and carried with a vote of 6-0 with Councilors Backus, Jirovec, Meier, D sickles, LJ Sickles and Council President Houghtaling voting YES.</p> <p>Councilor D Sickles asked who would bring it back to Council. Mr. Foscoli noted he would confer with Polk CDC and bring back to Council.</p> <p>Councilor LJ Sickles noted that Summer Celebration would be Saturday August 24 from 4-8 pm with a band, food, and cars down by city hall.</p> <p>Councilor Jirovec noted that Thrives would like to rename LCB back to the Old Clinic. She noted the building needed a sign.</p> <p>Steve McKee asked who would pay for the sign. Councilor Jirovec stated that Thrives would pay for it.</p> <p>There were no comments.</p> <p>Council President Houghtaling stated the project was going well.</p>
<p><b>Reports from City Manager &amp; Staff</b></p> <p>a) Falls City Public Works Report</p> <p>b) Code Enforcement Report</p> <p>c) City Manager’s Report</p>	<p>Mayor Bailey thanked the Falls City Public Works for their hard work, and they were very appreciated.</p> <p>Mr. Foscoli noted Mrs. Burchfield was doing a great job connecting and educating herself.</p> <p>Mr. Foscoli gave his report regarding the wastewater treatment plant, Community Resource Center project, the RARE student, code enforcement, and the upper park restroom vandalism. He noted he would be asking the Park Committee and the Public Works Committee for \$10,000 for restroom renovations.</p>

<p>d) Infrastructure Funding Presentation</p>	<p>Mr. Foscoli noted the discussion on Facebook accused the City of not being good stewards of city funds. He noted that utility fees in neighboring cities have so many rate payers, but Falls City has fewer rate payers but also lower overall fees. He stated the big key difference was that water revenue can only be used for water projects, and sewer revenue can only be used for sewer. He advised that there were 477 water accounts and only 178 sewer accounts. He advised the sewer project rate increases will be \$5 for 5 years, but the water increase will be a one-time \$7.28.</p> <p>Nikki McKee asked if the City could partner with Polk CDC. Ms. Grady noted the City could use the money however they needed.</p> <p>Mr. Foscoli stated he was always looking for grants, because if Falls City didn't take the money the other communities would.</p> <p>Vickie Yusem noted the City needed a good grant writer. Mr. Foscoli noted he had received \$7.5 Million so far. He noted that he stayed out of Facebook chats and encouraged everyone to come to City Hall or a Council meeting so we can help the community understand.</p>
<p>Good of the Order</p>	<p>Councilor Jirovec reported she was a member of the CCRLS board for rural libraries to help bring books to rural communities.</p>
<p>Adjourn</p>	<p>There being no further business the meeting was adjourned at 8:48 p.m.</p>
<p>Read and approved this ____ day of _____ 2024.</p> <p>Mayor: _____</p> <p>ATTEST:</p> <p>City Recorder: _____</p>	



# Parks and Recreation Committee

Wednesday, August 21, 2024 at 6:00 pm

## Committee Members

Lori Jean Sickles - Dennis Sickles - Dani Haviland - TJ Bailey - Laura Britton - Laura Evans – Chris Martin

## Agenda

1. **Call to Order at 6:03 PM** by Dani Haviland. In attendance were Lori Jean Sickles, Laura Britton, Dani Haviland, TJ Bailey, Chris Martin, Will Cleek
2. **Pledge of Allegiance** was said.
3. **Motion to Adopt the Entire Agenda** moved by TJ, second by Lori Jean Sickles, passed unanimously.
4. **Consent Agenda - Motion Action Approving Consent Agenda Items**
  - a. **July 17, 2024 Minutes**

*Moved by Tj, second by Laura Britton, passed unanimously.*

5. **Public Comments**

*No public comments*

6. **Old Business**

- a. **TJ Bailey- Skate Park Discussion** TJ talked to Dreamland Skateparks about construction. Conversation postponed to a death in Dreamland's agent' family. He has tried to get in touch with with American Ramp but has been stymied by those on vacation, no call backs, etc. TJ will get the contract with American Ramp and share it with Chris Martin. He's a construction contractor and knows about these issues and what should be included.

7. **New Business**

- a. **Park Bathroom Renovations**

*P&R board suggests that upgrades be made to the upper park including an sturdier exterior door that opens out, not in. Water lines upgrade needed. P&R would like itemized list of where money is going. Suggest deadbolt be used for when bathrooms are not available, security cameras and WiFi for cameras to operate. Consensus after discussion was that a keypad access was not a good idea. Lori Jean moved and Chris Martin seconded the motion to renovate the Upper Park bathroom and install new hardware/plumbing lines.*

*7b. Laura Britton said the Summer Celebration would not have a parade this year. There will be live music, crafts and a car show, though.*

8. **Correspondence, Comments and Ex-Officio Reports** None

9. **Committee Announcements**

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10. **Adjourn 6:35 PM**

Respectfully submitted,  
Dani Haviland, Chairman

**City of Falls City**  
**Public Works Committee Meeting**  
Thursday August 22, 2024 6:00PM  
Meeting Location: 320 N. Main Street

**Committee Members Present**

Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Jeff Propp, Gordon Hanson, Guy Mack.

**1) Call to Order**

Chair McConnell called the meeting to order at 6:00 PM, took roll call.

**2) Pledge of Allegiance**

Chair McConnell led the Committee in the Pledge of Allegiance.

**3) Motion to Adopt the entire Agenda**

Member Young moved and Member Propp seconded: **that we approve the entire agenda with the addition of new water meter problems.** Motion carried 7-0-0. Ayes: Mike McConnell, Tony Meier, Tracy Young, Cliff Lauder, Jeff Propp, Gordon Hanson, Guy Mack.

**4) Consent Agenda: Motion Action Approving Consent Agenda Items**

Member Meier moved and member Lauder seconded: **that we approve Consent Agenda Items, PWC Minutes May 16, 2024.** Motion carried 4-0-0. Ayes: Mike McConnell, Tony Meier, Tracy Young, Guy Mack.

**5) Public Comment**

Community member, Steve McKee of East Avenue, expressed his concern that a plastic component of the new water meters might freeze and break during inclement weather. Member Young suggested that the City inform utility users of this possibility and that they might want to wrap their meter with some sort of insulation.

**6) New Business**

**a. Park Bathroom Renovations**

Some members of PWC were of the opinion that the City can not prevent vandalism no matter how much money you spend. PWC would like to tour the Upper (George Kitchen) Park during the next month to see what damage has been done and make recommendations at our next meeting. PWC members tentatively suggested trying:

1. Full time Park Attendant and locking the facilities when they are not present.
2. Metal covers for all product dispensers.
3. High quality video cameras.
4. Remove stall doors, replace with cloth/plastic.

**b. Project Update - FYI**

**c. Problems with new water meters**

Member Young informed PWC that she has heard that some of the newly installed water meters are leaking from a plastic component. Member Lauder moved and member Meier seconded: **that if the City is aware of any new water meters failing that they remove and replace said meters and send on or two to the supplier to determine what caused the malfunction.** Motion carried 7-0-0. Ayes: Mike McConnell, Tony Meier, Tracy Young, Jeff Propp, Cliff Lauder, Gordon Hanson, Guy Mack.

**7) Old Business - None**

**8) Correspondence, Comments and Ex-Officio Reports**

a. Chair McConnell wonders what is going to happen with the old bridge that was replaced on Mitchell Street.

b. Chair McConnell informed the Committee that he had been asked by some community members why the Little Luckiamute has been green or muddied recently. He surveyed the work being done and discovered that riff raff has been being placed in the Little Luckiamute to expand a corner in the road.

c. Member Lauder asked that since Falls City Thrives owns the Old Clinic, why they don't maintain the landscape? Members Meier and Mack informed the Committee that to their knowledge the City, not Thrives, owns the property. Member Lauder stated that the City should do more maintenance so the property is more presentable.

d. Member Lauder questioned why the parking lot (fenced enclosure) at the FCRS was so large and was it going to be used for the unhoused. Member Meier informed the Committee that there was no intention for a homeless encampment and that the area would temporarily accommodate mobile Dental and Medical vehicles.

**9) Committee Announcements**

Next meeting to be held September 19, 2024 at 6:00pm.

**10) Adjourn**

Member Mack moved and member Lauder seconded: **that we adjourn** Motion carried 4-0-0. Ayes: Mike McConnell, Tony Meier, Tracy Young, Jeff Propp, Cliff Lauder, Gordon Hanson, Guy Mack. Meeting adjourned at 7:05.

\_\_\_\_\_ Public Works Committee Chair McConnell

Attested: \_\_\_\_\_ Public Works Committee Member



**City of Falls City**  
**Historic Landmark Commission**  
Monday August 22, 2024 at 5:00 pm  
Meeting Location: 320 N Main Street Falls City

**Commission Members Present**

Amy Houghtaling, Natasha Adams, Nick Backus, Mike McConnell, Guy Mack. Commission was joined by Josh Wagner, communications/Project Leader.

**1) Roll Call**

Chair Houghtaling called the meeting to order at 5:05 PM, took roll call.

**2) Pledge of Allegiance**

Chair Houghtaling led the Commission in the Pledge of Allegiance.

**3) Motion to Adopt the entire Agenda**

Member Backus moved and member Mack seconded **to adopt the Entire Agenda**. Motion passed 5-0-0 Ayes. Amy Houghtaling, Natasha Adams, Nick Backus, Mike McConnell, Guy Mack.

**4) Consent Agenda Motion**

Member Mack moved and member Backus seconded **to approve minutes for 06/24/24**. Motion passed 4-0-0 Ayes. Amy Houghtaling, Nick Backus, Mike McConnell, Guy Mack.

**5) Public Comment - None**

**6) Old Business - None**

**7) New Business -**

**a. Grant Project Updates**

Josh Wagner informed the Commission that he is steadily interviewing individuals but that so far he has only interviewed men and he would like to interview some women. Commission members said they would try to contact women for the project. Diane Beals hasn't photographed any of the interviewees at present. Project Leader Wagner said he was thinking of using his last period of his day at FCHS and have his class watch or assist with the project if the interviewees are willing. He can also do interviews at FCHS from 9 am to 10 am before his classes begin.

**8) Correspondence, Comments and Ex-Officio Report**

Chair Houghtaling showed the Commission three photographs that were found in Klamath Falls, OR and sent to the City.

Member Adams informed the Commission that she has resources to scan old photographs, artifacts, documents or other materials for preservation and archiving. Member Adams volunteered to create a Consent Form for the use of interviews, photographs, etc. Member Adams also mentioned StoryCorps, a non-profit associated with the Library of Congress and the Oregon History Day Program for future or on going projects and mentioned CatalogueIt to store and view any collections. Perhaps Polk County StoryCorps for a future project.

Member McConnell suggested that Josh Wagner show his class the previous videos made by FCHS students for Historical Properties in Falls City. These videos are available on YouTube.

**9) Committee Announcements**

Next meeting will be October 29, 2024 in the Community Center at 5:00 pm.

**10) Adjourn**

Member Mack moved and Member Backus seconded: **we adjourn**. Motion carried 5-0-0 Ayes. Amy Houghtaling, Natasha Adams, Nick Backus, Mike McConnell Guy Mack. Meeting adjourned at 5:54 pm.

# MEMORANDUM OF UNDERSTANDING

The City Council of the City of Falls City, Oregon, hereinafter referred to as “Grantor”, hereby grants and conveys unto Polk Community Development Corporation, a non-profit corporation organized in the State of Oregon, hereinafter referred to as “Grantee”, the full Falls City Revolving Loan Fund, hereinafter referred to as the “Fund” as described below:

1. Grantor grants the defederalized Fund inclusive of all cash and outstanding loans and repayments as of the date this Memorandum of Understanding is signed.
2. Grantee agrees to incorporate the Fund into its Regional Revolving Loan Fund which it manages and uses for all purposes approved by its Board of Directors to include housing rehabilitation loans for qualified, income eligible homeowners and to qualified owners of rental property who lease to income eligible families per various State and Federal guidelines.
3. Grantee confirms this grant of the Fund will also be used to strengthen its application upon approval by its Board of Directors to the US Department of the Treasury for certification as a Community Development Financial Institute and once certified will apply for additional funding to be used in conjunction with this grant to increase the loan portfolio available to eligible residents of Falls City and of Polk County.
4. Grantee agrees the previous and outstanding Loan to the City of Falls City from the Fund will be forgiven in full upon approval of this agreement.

**City of Falls City, Oregon**

**Polk Community Development Corporation,**

An Oregon nonprofit corporation

By \_\_\_\_\_

By \_\_\_\_\_

Todd Bailey, Mayor

Rita A Grady, Executive Director

Dated \_\_\_\_\_

Dated \_\_\_\_\_



# MEMORANDUM OF UNDERSTANDING

The City Council of the City of Falls City, Oregon, hereinafter referred to as “Grantor”, hereby grants and conveys unto Polk Community Development Corporation, a non-profit corporation organized in the State of Oregon, hereinafter referred to as “Grantee”, the full Falls City Revolving Loan Fund, hereinafter referred to as the “Fund” as described below:

1. Grantor grants the defederalized Fund inclusive of all cash and outstanding loans and repayments as of the date this Memorandum of Understanding is signed.
2. Grantee agrees to incorporate the Fund into its Regional Revolving Loan Fund which it manages and uses for all purposes approved by its Board of Directors to include housing rehabilitation loans for qualified, income eligible homeowners and to qualified owners of rental property who lease to income eligible families per various State and Federal guidelines.
3. Grantee confirms this grant of the Fund will also be used to strengthen its application upon approval by its Board of Directors to the US Department of the Treasury for certification as a Community Development Financial Institute and once certified will apply for additional funding to be used in conjunction with this grant to increase the loan portfolio available to eligible residents of Falls City and of Polk County.
4. Grantee agrees the previous and outstanding Loan to the City of Falls City from the Fund will be forgiven in full upon approval of this Fund agreement and the granted Fund can also be used by Grantee to pay for land studies representing predevelopment costs on the Sheldon Street property and any other Falls City property viable for affordable housing projects in preparation for Grantee to submit applications for development funding.

**City of Falls City, Oregon**

**Polk Community Development Corporation,**

An Oregon nonprofit corporation

By \_\_\_\_\_

By \_\_\_\_\_

Todd Bailey, Mayor

Rita A Grady, Executive Director

Dated \_\_\_\_\_

Dated \_\_\_\_\_

## Call Volume for Falls City Volunteer Fire Dept. 2024 Calls (JANUARY-DECEMBER)

2024 MONTH	MEDICAL	PUBLIC ASSIST	MVA	STRUCTURE FIRE /	GRASS BRUSH TREE / BURN CO	POWER LINE	SW ASSISTED FCFD CALLS	FALSE ALARM UTL	CONFLAG FIRES	MO. TOTAL CALLS
JAN	16	1	1 SW	1	0	1	0			20
FEB	12	2	0	0	0	0	0			14
MAR	11	1		1	1	0	0			14
APR	7	0	0	0	1	0	0			8
MAY	11	0	0	0	1	0	0			12
JUNE	12	0	0	0	0	0	0			12
JULY	6	0	0	0	1,2	0	0		2	11
AUG	13	0	1	0	1	0	0	1		16
SEPT										
OCT										
NOV										
DEC										
<b>YR TOTALS To Date</b>	<b>88</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>5,2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>107</b>

### Fire Department Report for SEPTEMBER 2024 Council Meeting:

Falls City Fire Dept was deployed on one of the larger Conflagration Wildland fires the “Lone Rock” fire in July. And moved from that fire onto another fire “the Pilot Rock” fire, near Spray Oregon. It was hot, smokey, and hard work but also some good experiences for the crew. The local residents were very appreciative of all the fire support and help in their communities on these fires.

Our new Evacuation Signs have arrived! We are waiting for the steel posts to mount them on. We hope to start installing them in town within the next week or so.

Also, our new street address signs are almost completed and will begin instalations for them very soon! This will help us locate addresses when someone calls for help, saving us valuable minutes on a call.

Thank you all for the support and hard work you do for our department and community!

Hope you had a fun and Safe Labor Day weekend!

Prepared by Sharon Volk Greve, Assistant Chief, Falls City Fire and EMS. Cell: (503) 871-5140Falls



## Public Works Report August of 2024

### **Administration**

*Normal operations.*

### **Water Division**

*Water main break on Hopkins on the 2<sup>nd</sup>.  
New water meters are installed.*

### **Sewer Division**

*Normal operations.*

### **Streets Division**

*Normal operations.*

### **Parks & Cemeteries Division**

*Normal operations.*

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

*Normal operations.*



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

## City Manager's Report September 9, 2024

### **Introduction**

Following July's trend, August has continued to see a lot of construction activity in and around the city, and barring any unforeseen events should lead us to having a new wastewater treatment facility in operation by next spring. There are still some challenges that must be overcome in supply-chain issues, but the engineering team and our construction contractor are doing their due diligence to ensure progress is maintained. Unfortunately, some individuals don't have the community's best interest at heart since they chose to steal thousands of dollars' worth of tools and equipment from the lagoon worksite. Among the items stolen were keys to various large pieces of earthmoving equipment, which almost completely halted work at the site. We sincerely hope that what was stolen is returned to Strider, or that the perpetrators are brought to justice or both. Any assistance in this regard would be of immense value.

**Wastewater Project** – The regular meetings with Strider Construction and our contract engineers are now on a tri-weekly schedule as work is going full steam at the lagoon site, and now within city limits. Most of the subcontractors are working 10-hour days in order to make sure that all of the necessary work on the lagoons will be done this summer, in order to have the “ponds” ready for leakage testing by the fall. According to the latest work schedule, construction at the school campus for the new pump station will begin the middle of September. The HDPE (High-Density Polyethylene Pipe) pipeline installation along Falls City Highway, is underway, and any further hydrostatic pressure issues that “pushed up” the asphalt on N. Main Street have been resolved. The sub-contractor is making relief pressure holes that are keeping the hydrostatic pressure in check. This work will continue to result in one-lane closures during the day (the road is open at night) as the drilling construction to move eastward, until the end of September, to avoid future “pressure pockets” developing along the way. As for the school district's ability to use the football field, though the weather has so far been cooperating, we don't currently foresee any issues with its use for practices. There have been peaking areas that have been dealt with, but that may still prevent actual games from occurring. Public Works is doing its absolute best to ensure games once the season arrives, but alternate arrangements should be made. Maintenance work is ongoing to ensure that the school district's athletic teams have the upper ballpark as a practice facility. Communication with school district staff is continuing on a weekly basis.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a “reply all” response, or multiple councilors discussing on the same thread.

**Community Resource Center Project** – The city’s collaborative effort with several entities (Willamette Health Council, Polk County’s Family & Community Outreach, Falls City Thrives as well as several other resident volunteers) is well into the indoor remodeling phase. The Falls City Resource Center’s building interior is being worked on as quickly as possible, so we expect the operation with service providers to begin by late September. The “soft” Opening is scheduled for September 23 4-7, though some providers may be operating before that. The city will be promoting the event in the newsletter. As the security fence is finally complete, Public Works in collaboration with the center’s staff will begin closing the perimeter for safety reasons. As for landscaping around the building, a volunteer group of master gardeners has taken it upon themselves to come up with a landscape plan for the site, and Public Works will defer to them decisions and maintenance. The city has a \$500 donation from Pacific Power to go toward the dirt and plants for the landscaping.

**RARE Application** – Our TMDL contractor, in collaboration with the RARE program staff, and the participating cities of Falls City, Monmouth & Dallas have chosen a candidate the municipal partners will be sharing. Next up on the RARE calendar is the new participant orientation that will happen in early September, now that the local supervisors’ orientation is behind us. The scope of work that our TMDL contractor Elizabeth Sagmiller is all laid out and we await their arrival on or after September 16 for office orientation.

**Code Enforcement** – As the Budget Committee agreed to expand the Code Enforcement budget to accommodate the possibility of having a 25% FTE Polk County Sheriff’s Deputy allocated to Falls City, coordination with the Sheriff has led to submitting a contract between the city of Falls City and Polk County Sheriff’s Office for City Council review. This development will allow city staff (with its dedicated part-time code enforcement officer) to follow up on code issues, including dangerous buildings and illegal trash fires. The contract between Polk County Sheriff’s Office and the forestry partners, to which the city of Falls City will join as a 25% partner is part of the September meeting agenda. The schedule is to have a deputy in the field as of September 3.

**Upper Park Restroom** – Over the course of the past year, our Park Host (Public Works Worker Inman) has been working on improving the Upper Park restroom. Unfortunately, a lot of the improvement work that has gone into making the facilities cleaner and easier to use, have been for nothing as it has subsequently repeatedly vandalized. The estimate for measures to reduce the likelihood of future vandalism will cost the city about \$10,000. We intend to use part of the remaining ARPA funds to tackle this expenditure, in order to have improved facilities at this vital public space. Both the Parks & Recreation Committee and the Public Works Committee have agreed to some of the same improvement measures.

Sincerely,



Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a “reply all” response, or multiple councilors discussing on the same thread.



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## STAFF REPORT

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** PROPOSED UPPER PARK RESTROOM UPGRADE  
**DATE:** 9/9/2024

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### **SUMMARY**

The city is looking to upgrade the Upper Park restrooms to ensure that individuals will have a much harder time vandalizing the facility.

### **BACKGROUND**

The Upper Park restrooms have recently been very prone to vandalism. The women's restroom is especially susceptible to individuals stealing paper products, clogging up plumbing fixtures and vandalizing the walls (in various ways, including but not limited to marking). Public Works staff have had to repair doors that have been damaged on multiple occasions. In order to reduce these instances of vandalism, the city would like to invest in metal covers for all product dispensers, video-cameras (outside of the building), more secure doors with deadbolts, and plumbing upgrades. Both the Public Works Committee and the Parks and Rec Committee have reviewed staff recommendations and have partially agreed to the aforementioned upgrades (The Public Works Committee would like to tour the facilities to make further recommendations besides metal covers for all product dispensers, video-cameras (outside of the building). Waiting until the Public Works Committee has toured the facility will only slow the process of executing on the portion of the upgrades both committees agree upon, so the recommendation is to move forward with the agreed upgrades. City Council can make a decision about what upgrades should be made in the proposed motion.

### **FINANCIAL IMPLICATIONS**

The hardware purchase and installation will cost between \$9-12,000. The city will do its utmost to buy equipment that is reasonably priced, yet effective in curtailing or preventing future vandalism, and ensure safe and effective use of the facilities.

### **STAFF RECOMMENDATION**

Staff recommends to City Council to support the purchase and installation of various hardware at the Upper Park Restroom to curtail or prevent future vandalism and ensure safe and effective use of the facilities.

### **PROPOSED MOTION**

Recommend a motion to support the purchase and installation of hardware at the Upper Park Restroom to curtail or prevent future vandalism, and ensure safe and effective use of the facilities including items in the following list (based on City Council discretion):

- metal covers for all product dispensers
- video-cameras (outside of the building)
- more secure doors with deadbolts
- plumbing upgrades

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## **STAFF REPORT**

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** FOOTBRIDGE DEDICATION  
**DATE:** 9/9/2024

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### **SUMMARY**

Council Approval to dedicate the footbridge connecting City Hall property with Fay Wilson Park to Rick Zunck.

### **BACKGROUND**

The footbridge between City Hall and Fay Wilson Park was a labor of love that Rick Zunck, a long time Falls City resident, undertook between 1989 and 1990. As a Naval veteran of the Seabees, Mr. Zunck enlisted the help of his fellow Naval Construction Force professionals to volunteer to design and build the bridge. In addition to the volunteer coordination for the labor, he also led the fundraising effort to purchase all of the materials to be used in the construction, so no public money was used. This is all laid out in a meticulously chronicled binder that Mr. Zunck created and that is available for viewing as part of the record, thanks to the generosity of his family.

### **FINANCIAL IMPLICATIONS**

The city proposes to purchase a plaque to affix on or near the footbridge to commemorate Mr. Zunck invaluable contribution to its construction. The cost of the hardware plus installation should be no more than \$1,000.

### **STAFF RECOMMENDATION**

Staff recommends the approval of Resolution 11-2024.

### **PROPOSED MOTION**

Recommend a motion to approve Resolution 11-2024.

### **EXHIBIT**

A- Resolution 11-2024  
B- Footbridge Binder

**RESOLUTION 11-2024**

**A RESOLUTION DEDICATING THE FOOTBRIDGE BETWEEN CITY HALL  
AND FAY WILSON PARK AS THE “RICK ZUNCK MEMORIAL FOOTBRIDGE”**

Whereas, The City of Falls City is indebted to Rick Zunck for his many years of civil and public service; and

Whereas, The City of Falls City would not have a footbridge between City Hall and Fay Wilson Park, if not for Mr. Zunck’s indefatigable effort; and

Whereas, The City of Falls City would like to memorialize Mr. Zunck’s contribution to improving the community that he lived in and loved; and

Whereas, The City of Falls City would like to henceforth refer to the footbridge between City Hall and Fay Wilson Park as the “Rick Zunck Memorial Footbridge”

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

This resolution takes effect immediately upon passage.

**Approved by the City Council of Falls City this 9th day of September 2024.**

Vote:

AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

Attest:

\_\_\_\_\_  
TJ Bailey, Mayor

\_\_\_\_\_  
Jeremy Teal, City Recorder

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## **AGENDA REPORT**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** AJ FOSCOLI, CITY MANAGER  
**SUBJECT:** RESOLUTION 12-2024, FY 24-25 SUPPLEMENTAL BUDGET 1  
**DATE:** SEPTEMBER 9, 2024

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### **SUMMARY**

A budget amendment request to adjust budget during the first financial quarter (Q1) of FY 24-25.

### **BACKGROUND**

Oregon Local Budget Law requires that a city budget be balanced, and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

This supplemental budget does not change any fund's overall expenditures by 10% or more.

### **PREVIOUS COUNCIL ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

None.

### **STAFF RECCOMENDATION**

Staff recommends the City Council approve the resolution allowing the adjustment and making appropriations.

### **PROPOSED MOTION**

I move that the Falls City Council adopt Resolution 12-2024, FISCAL YEAR 2024-2025 SUPPLEMENTAL BUDGET 1

### **ATTACHMENTS**

Exhibit A Resolution 12-2024, FY24-25 Supplemental Budget No. 1

**Falls City 2024-2025 Budget Adjustment 1**

**Resolution 12-2024**

<b>Fund</b>	<b>Account</b>	<b>Original Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
1. General Fund: 01					
Revenues	FEMA Ice Storm Reimbursement	\$ -	\$ 93,599.03	\$ -	\$ 93,599.03
2. General Fund: 1.07 Fire					
Revenues	OSFM (Oregon State Fire Marshal) Gr	\$ -	\$ 10,000.00		\$ 10,000.00
<b>Total</b>					
		\$ -			\$ 103,599.03

- 1. Reimbursement from FEMA for Ice Storm mitigation work by city staff
- 2. Secured Oregon State Fire Marshal for wildfire mitigation

Vote:

AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

Attest:

\_\_\_\_\_  
TJ Bailey, Mayor

\_\_\_\_\_  
Jeremy Teal, City Recorder

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## STAFF REPORT

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** LAW ENFORCEMENT CONTRACT WITH POLK COUNTY SHERIFF'S OFFICE  
**DATE:** 9/9/2024

---

### **SUMMARY**

Council Approval to agree to a law enforcement contract for a 25% FTE (Full Time Employee) Sheriff Deputy.

### **BACKGROUND**

The city of Falls City has not had a law enforcement officer dedicated to the city for several years. During that time, city government staff and the council have unsuccessfully put levies on the ballot to financially support a dedicated officer to enforce city and state laws. This past spring, on behalf of the City Council, staff has re-engaged the Polk County Sheriff's Office about the possibility of limited coverage inside city limits. At the same time, the Polk County Sheriff's Office was approached by several timber companies about coverage on their lands in rural Polk County. A partnership for coverage was suggested and by a pooling of funds, a full time Sheriff Deputy position was achieved. The plan is for this deputy to begin patrols in September.

### **FINANCIAL IMPLICATIONS**

The Polk County Sheriff's Office, along with Polk County Timberland Owners, proposes to financially partner on the funding for a Sheriff Deputy for Rural Coverage. The total cost of the position is \$150,000, of which \$30,000 is for the 25% FTE coverage for Falls City.

### **STAFF RECOMMENDATION**

Staff recommends the approval of Resolution 13-2024.

### **PROPOSED MOTION**

Recommend a motion to approve Resolution 13-2024.

### **EXHIBIT**

- A- Resolution 13-2024.
- B- Contract for Sheriff Deputy for Rural Coverage
- C- Total Cost Breakdown of Sheriff Deputy for Rural Coverage

**RESOLUTION 13-2024**

**A RESOLUTION AGREEING TO A CONTRACT BETWEEN THE CITY OF FALLS CITY WITH  
POLK COUNTY SHERIFF'S OFFICE FOR A 25% FTE SHERIFF DEPUTY**

Whereas, The City of Falls City has decided to sub-contract with Polk County Sheriff's Office for 25% FTE Sheriff Deputy, as laid out in the contract agreement between the City of Falls City and Polk County Sheriff's Office;

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

This resolution takes effect immediately upon passage.

**Approved by the City Council of Falls City this 9th day of September 2024.**

Vote:

AYE\_\_\_\_\_ NAY\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

Attest:

\_\_\_\_\_  
TJ Bailey, Mayor

\_\_\_\_\_  
Jeremy Teal, City Recorder

AGREEMENT

This agreement is entered into, among and between the undersigned entities for the purpose of securing enhanced law enforcement services on timber lands owned and/or managed by the Polk County Timber and Wood Products Landowners and the city of Falls City Oregon. The parties agree that there presently exists a general law enforcement need (due to criminal activities) to focus patrols in and around these timber properties and the city of Falls City. Parties to this agreement: Polk County Timberland Owners (PCTO); Polk County Sheriff (PCS); Polk County (POLK) and the City of Falls City (FALLS).

PCTO consists of numerous private and public landowners that have collectively formed a private, Co-op. Individual members and respective assessments are described in Appendix A attached hereto and incorporated by reference.

I. AUTHORITY

- A. POLK and PCS are authorized pursuant to ORS to enter into agreements with private citizens and entities to provide enhanced law enforcement services in and around areas that are subject to ongoing patterns of criminal activity.
- B. PCTO may enter into private agreements with POLK for any lawful purpose.

II. TERM

The term of this agreement is July 1, 2024, through June 30<sup>th</sup>, 2026

III. CONDITIONS

- A. PCS has the authority to enforce state and local laws for Polk County on all lands within Polk County.
- B. PCTO and FALLS mutually agree that in return for financing 60% of the annual operational cost of deploying a deputy sheriff, that PCS will supply additional levels of law enforcement services to those areas of land owned by FALLS and/or maintained by PCTO within Polk County. This enhanced law enforcement will be provided by sworn deputy sheriff(s) commensurate to one FTE deputy position. For the calendar year 2024, the annual operational cost will be \$150,000. For subsequent calendar years increases may occur annually in accordance with the COLA/wages, *not to exceed 4% annually*, and benefits that Polk County negotiates with the Deputy Sheriff's Association (DSA).
- C. PCS will invoice PCTO and FALLS in February of each calendar year and each individual timber owner and FALLS will pay their share of the overall



costs divided equally based on the number of landowners within the PCTO and their respective acreage. Invoices are due and payable upon receipt.

- D. PCS will work with PCTO to review and/or update any acreage changes before sending out that years invoice. The reported acreage for the first calendar year of this agreement is attached to this agreement. PCS and PCTO agree that the acreage list may change from year to year and would be updated at the end of this agreement without each PCTO having to sign a new agreement. Acreage changes between PCTO members will be updated in the acreage list for the following calendar year.
  
- E. If a non-member timber owner submits a request to participate in this agreement, PCTO and PCS will work with the new company to review the program and its expectations. The new company will be required to sign an addendum to this agreement and pay the appropriate acreage assessment on any new lands not already contained within this agreement for the next calendar year to begin enforcement services on their property, If the new company acquires land already referenced in this agreement and the assessment has already been paid, the new company won't be charged again until the following calendar year,
  
- F. Sworn deputies of the PCS performing services under this agreement in enforcing State, and local laws are, and will remain under the supervision, authority and responsibility of the PCS, which shall retain the right to alter the day to day responsibilities of the sworn deputies based upon crime patterns and community need. However, the primary intent of this full-time position is to respond to law enforcement needs in the rural, forested lands as described in Section IV below and within the city of Falls City. The primary mission of this position is to achieve solutions to illegal activities in the area of Section IV below and to meet the law enforcement needs of PCTO and FALLS, including but not limited to theft, illegal dumping, vandalism, trespass and enforcement of PCTO terms of access.
  
- G. PCTO and FALLS acknowledge that if the assigned deputy becomes ill or has scheduled vacation time throughout the year, that the position may not be backfilled with another deputy. However, the PCS agrees they will make every effort to backfill that position without using overtime. Every effort may include temporary assignment by another deputy for the day or week, based on current patrol staffing. PCS agrees that if the assigned deputy has a scheduled absence (vacation, prolonged illness) they will communicate that with the PCTO and FALLS and that the PCS will attempt to reassign a patrol deputy temporarily into this position. PCTO and FALLS acknowledges that if there is a temporary assignment that monthly reports or other

communication outlined in section V below, may be delayed until the regularly assigned deputy returns to work.

- H. Services provided by POLK or PCS shall not be considered as coming within the scope of Federal employment and none of the benefits of Federal employment will be conferred under this agreement.
- I. No party shall be liable to any other or to its agents or employees for any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement, except to the extent required by law and subject to any conditions imposed by law. PCS and POLK shall save and hold harmless, and indemnify, PCTO and FALLS, and each of them, from any and all claims, suits or actions at law, including attorneys fees, which may arise out of any injury to or death of persons, or damages to property, caused by, arising from or in any manner connected with the professional police services provided under this agreement.
- J. Each party to this agreement covenants to cooperate, in good faith, with all others and agrees that any disputes arising under this agreement shall be mediated before the Polk County Board of Commissioners.
- K. PCS acknowledges that some of the property subject to this Agreement is used for logging, forestry and industrial operations and maintained only to standards required for such use. The PCTO makes no representations as to the present or future condition of such property or the nature or condition of, or traffic on, any roads or trails, and PCS assumes all risks of personal injury or property damage to PCS and its employees, contractors, agents and invitees, in connection with the performance of this Agreement.
- L. PCTO agree to designate two individuals to act as the representative of the Co-op. These individuals would be the point of contact for the Sheriff's Office if the need arises. This would pertain to contractual related issues and not day to day operations. By having two designated representatives, it will allow ease of communication between Sheriff's Office command staff and the PCTO as the designated individuals will have up to date contact information for the respective land owners and the Sheriff's Office may not.
- M. FALLS agrees to designate the city manager as the point of contact for any FALLS related issues.
- N. For day to day operations, if there is an issue, a call should be made to the assigned deputy or their sergeant at 503-623-9251.

#### IV. BOUNDARIES

The coverage area for this agreement will be signified by the boundaries of Polk County. Nothing in this agreement shall restrict the ability of a deputy to use discretion during their shift to enforce laws of the State of Oregon in surrounding counties, as long as there is a connection to an issue in Polk County.

V. REPORTING and COMMUNICATION

PCS will provide monthly activity reports to the PCTO and FALLS. The activity report will highlight local law enforcement activity to date and seek PCTO and FALLS feedback.

PCS expects the assigned deputy to maintain frequent and timely contact with all the PCTO and FALLS. All parties agree that without communication this program will not be as successful.

The assigned deputy should work with the PCTO to determine if seasonal type meetings should occur. Seasonal type meetings include, the beginning of various hunting seasons, fire seasons or other times throughout the year that are of significance to any of the parties of this agreement.

The assigned deputy should work with FALLS to determine if the deputy is needed at community or city council meetings. PCS expects that the deputy should make every effort to attend those meetings if PCS presence is needed or requested.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Mark Garton, Polk County Sheriff

DATED: \_\_\_\_\_

\_\_\_\_\_  
Craig Pope, Chairman  
Polk County Board of Commissioners

DATED: \_\_\_\_\_

\_\_\_\_\_  
TJ Bailey, Mayor  
City of Falls City

DATED: \_\_\_\_\_

\_\_\_\_\_  
Weyerhaeuser Company

DATED: \_\_\_\_\_

\_\_\_\_\_  
Miami Corporation

DATED: \_\_\_\_\_

\_\_\_\_\_  
Oregon Department of Forestry

DATED: \_\_\_\_\_

\_\_\_\_\_  
Starker Forests, Inc.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Hampton Resources, Inc.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Oregon State University

DATED: \_\_\_\_\_

\_\_\_\_\_  
Franklin-Clarkson Timber

DATED: \_\_\_\_\_

\_\_\_\_\_  
Giustina Resources

DATE: \_\_\_\_\_

\_\_\_\_\_  
Stimpson Lumber Company

DATE: \_\_\_\_\_

\_\_\_\_\_  
Manulife Forest Management

DATED: \_\_\_\_\_

\_\_\_\_\_  
Separate BLM agreement on file

Approved as to form:

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County Counsel

# Exhibit C

POLK COUNTY FOREST DEPUTY PROGRAM  
2024-25  
APPENDIX A - COST SHARE

Participating Company	Acreage	%	Assessment 2024-25
BLM	41,538	19.6%	\$ 11,733.61
Miami Corp	8,129	3.8%	\$ 2,296.27
Hampton Tree Farms, Inc.	26,770	12.6%	\$ 7,561.96
Oregon Department of Forestry	7,763	3.7%	\$ 2,192.88
Guistina Resources	2,000	0.9%	\$ 564.96
Stimson Lumber Company	270	0.1%	\$ 76.27
Manulife Forest Management	46,328	21.8%	\$ 13,086.68
Starker Forests, Inc.	6,040	2.8%	\$ 1,706.17
Weyerhaeuser	72,094	33.9%	\$ 20,365.03
Franklin-Clarkson Timber(Campbell)	864	0.4%	\$ 244.14
OSU	609	0.3%	\$ 172.03
	212,405	100.0%	\$ 60,000.00
2024-25 Cost per acre =	0.2825		
100% cost of full time Deputy (wages/beny)	\$ 150,000.00		
40% shared cost of full time Deputy	\$ 60,000.00		
Falls City (20%)	\$30,000		
Timber (40%)	\$60,000		
County (40%)	\$60,000		
	\$150,000		

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## **STAFF REPORT**

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** POLK COUNTY NATURAL HAZARDS MITIGATION PLAN ADOPTION  
**DATE:** 9/9/2024

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### **SUMMARY**

Council Approval to sign on to the Polk County Natural Hazards Mitigation Plan.

### **BACKGROUND**

The city of Falls City has been a signatory of previous Polk County Natural Hazards Mitigation Plans. This is a requirement as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs.

### **FINANCIAL IMPLICATIONS**

Without signing on to Polk County's current Natural Hazards Mitigation Plan, the city of Falls City would not be eligible for any FEMA emergency mitigation grants.

### **STAFF RECOMMENDATION**

Staff recommends the approval of Resolution 14-2024.

### **PROPOSED MOTION**

Recommend a motion to approve Resolution 14-2024.

### **EXHIBIT**

A- Resolution 14-2024

Resolution # 14

**A Resolution Adopting the City of Falls City Representation in the Updates to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan**

**Whereas**, the City of Falls City recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

**Whereas**, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

**Whereas**, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

**Whereas**, the City of Falls City has fully participated in the FEMA prescribed mitigation planning process to prepare the *Polk County, Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

**Whereas**, the City of Falls City has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of the City of Falls City to the impacts of future disasters within the *Polk County, Multi-Jurisdictional Natural Hazards Mitigation Plan*; and

**Whereas**, these proposed projects and programs have been incorporated into the *Polk County, Multi-Jurisdictional Natural Hazards Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Polk County; and

**Whereas**, the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Polk County, Multi-Jurisdictional Natural Hazards Mitigation Plan* and pre-approved it (dated, July 1, 2024) contingent upon this official adoption of the participating governments and entities;

**Whereas**, the NHMP is comprised of three volumes: Volume I -Basic Plan, Volume II – Jurisdiction Addenda, and Volume III – Appendices, collectively referred to herein as the NHMP; and

**Whereas**, the NHMP is in an on-going cycle of development and revision to improve it's effectiveness; and

**Whereas**, City of Falls City adopts the NHMP and directs the City Manager to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.



**Now, therefore, be it resolved,** that the City of Falls City adopts *the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

**Be it further resolved,** that the City of Falls City will submit this Adoption Resolution to the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

Adopted this 9th day of September, 2024.

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*Certifying Official*



FEMA

July 1, 2024

Stephen Richardson, State Hazard Mitigation Officer  
Oregon Department of Emergency Management  
3930 Fairview Industrial Drive SE  
Salem, Oregon 97302

Reference: Adoption Required to Finish Polk County Multi-jurisdictional Natural Hazard Mitigation Plan Process

Dear Officer Richardson:

In accordance with applicable<sup>1</sup> laws, regulations, and policy, the United States Department of Homeland Security’s Federal Emergency Management Agency (FEMA) Region 10 has determined the Polk County multi-jurisdictional hazard mitigation plan meets all applicable FEMA hazard mitigation planning requirements except its adoption by:

Polk County	City of Dallas	City of Falls City
City of Independence	City of Monmouth	

Local governments, including special districts, with a plan status of “Approvable Pending Adoption” are not eligible for FEMA mitigation grant programs with a hazard mitigation plan requirement.

The next step in the approval process is to formally adopt the hazard mitigation plan and send a resolution to the state for submission to FEMA. Sample adoption resolutions can be found in Appendix B of the Local Mitigation Planning Policy Guide.

An approved hazard mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program (HMGP)
- Hazard Mitigation Grant Program Post-Fire (HMGP-PF)
- Building Resilient Infrastructure and Communities (BRIC)
- Flood Mitigation Assistance (FMA)
- High Hazard Potential Dams Grants Program (HHPD)

<sup>1</sup> Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

Officer Richardson

July 1, 2024

Page 2

Participating jurisdictions that adopt the plan more than one year after Approvable Pending Adoption status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

We look forward to receiving the adoption resolutions and discussing options for implementing this hazard mitigation plan. If we can help in any way, please contact the FEMA Region 10 Hazard Mitigation Planning Team at [FEMA-R10-MT\\_Planning@fema.dhs.gov](mailto:FEMA-R10-MT_Planning@fema.dhs.gov).

Sincerely,

Wendy Shaw, P.E.  
Risk Analysis Branch Chief  
Mitigation Division

Enclosures

cc: Jason Gately, Oregon Department of Emergency Management

JF:JG:wls

# Local Mitigation Plan Review Tool

## Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA’s evaluation of whether the plan has addressed all requirements.

*For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of the Local Mitigation Planning Policy Guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of that Guide.*

Plan Information	
Jurisdiction(s)	Polk County
Title of Plan	Polk County Multi-Jurisdictional Natural Hazard Mitigation Plan
New Plan or Update	Update
Single- or Multi-Jurisdiction	Multi-jurisdiction
Date of Plan	5/14/2024
Local Point of Contact	
Name and Title	Austin McGuigan, Planning Director
Agency	Polk County
Address	850 Main St. Dallas, OR 97338
Phone Number	(503) 623-9237
Email	Mcguigan.austin@co.polk.or.us

Additional Point of Contact	
<b>Name and Title</b>	Michael Howard
<b>Agency</b>	Institute for Policy Research & Engagement
<b>Address</b>	1209 University of Oregon
<b>Phone Number</b>	541.346.8413
<b>Email</b>	mrhoward@uoregon.edu

Review Information	
State Review	
<b>State Reviewers</b>	Jason Gately
<b>State Review Date</b>	Click or tap to enter a date.
FEMA Review	
<b>FEMA Reviewer(s) and Title</b>	Joshewa Fulton, Hazard Mitigation Planner
<b>Date Received in FEMA Region</b>	5/23/2024
<b>Plan Not Approved</b>	Click or tap to enter a date.
<b>Plan Approvable Pending Adoption</b>	7/1/2024
<b>Plan Approved</b>	Click or tap to enter a date.

# Multi-Jurisdictional Summary Sheet

In the boxes for each element, mark if the element is met (Y) or not met (N).

#	Jurisdiction Name	A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. HHPD Requirements	H. State Requirements
1	City of Dallas	Y	Y	Y	Y	Y		Y	
2	City of Falls City	Y	Y	Y	Y	Y		N/A	
3	City of Independence	Y	Y	Y	Y	Y		N/A	
4	City of Monmouth	Y	Y	Y	Y	Y		N/A	
5	Polk County	Y	Y	Y	Y	Y		Y	

## Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of the *Local Mitigation Planning Policy Guide*.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

### Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))</b>		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved?	Acknowledgements; Plan Summary, p. i-ii; Vol. I, Sect. 1, p. 1-4; Vol II, Appendix B; Vol. III Jurisdictional Addenda, Process, Participation, and Adoption	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	Acknowledgements; Plan Summary, p. i-ii; Vol. I, Sect. 1, p. 1-4; Vol II, Appendix B; Vol. III Jurisdictional Addenda, Process, Participation, and Adoption	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))</b>		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?	Acknowledgements; Plan Summary, p. i-ii; Vol. I, Sect. 1, p. 1-4; Vol II, Appendix B; Vol. III Jurisdictional Addenda, Process, Participation, and Adoption	Met
<b>A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))</b>		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	Vol. I, Sect. 4, p. 103; Vol II, Appendix B, p. B-7-16; Vol. III Jurisdictional Addenda, Attachment A: Public Involvement Summary	Met
<b>A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))</b>		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	Vol. I, Sec. 3, Risk Assessment; Vol. II, Appendix C, Community Profile; Vol. III Jurisdictional Addenda, Risk Assessment; footnotes throughout plan	Met
<b>ELEMENT A REQUIRED REVISIONS</b>		
Required Revision:		



## Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p><b>B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))</b></p>		
<p>B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?</p>	<p>Vol. I, Plan Summary, iv; Sect. 2, p. 7-75; Vol. II Jurisdictional Addenda, Hazard Analysis, Hazard Characteristics</p>	<p>Met</p>
<p>B1-b. Does the plan include information on the location of each identified hazard?</p>	<p>Vol. I, Sect. 2, p. 7-75, Location and Extent, Maps; Vol. II Jurisdictional Addenda, Hazard Characteristics, Maps</p>	<p>Met</p>
<p>B1-c. Does the plan describe the extent for each identified hazard?</p>	<p>Vol. I, Sect. 2, p. 7-75, Location and Extent, Maps; Vol. II Jurisdictional Addenda, Hazard Characteristics, Maps</p>	<p>Met</p>
<p>B1-d. Does the plan include the history of previous hazard events for each identified hazard?</p>	<p>Vol. I, Sect. 2, p. 7-75, Figure 7 &amp; 8, History; Vol. II Jurisdictional Addenda, Hazard Characteristics</p>	<p>Met</p>

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?	Vol. I, Sect. 2, p. 7-75, Future Climate Projection, Probability Assessment; Vol. II Jurisdictional Addenda, Hazard Characteristics	Met
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?	Vol. II Jurisdictional Addenda, Hazard Characteristics	Met
<b>B2. Does the plan include a summary of the jurisdiction’s vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))</b>		
B2-a. Does the plan provide an overall summary of each jurisdiction’s vulnerability to the identified hazards?	Vol. I, Sect. 2, p. 7-75, Vulnerability Assessment, Vol. II Jurisdictional Addenda, Hazard Characteristics	Met
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	Vol. II Jurisdictional Addenda, Hazard Characteristics	Met
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	Vol. I, Sect. 2, NFIP p. 43-44; Vol. II Jurisdictional Addenda, Hazard Characteristics, NFIP	Met
<b>ELEMENT B REQUIRED REVISIONS</b>		
Required Revision:		

## Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))</b>		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	Vol. I, 93-99; Vol. II, Appendix C, Political Capacity, pp. C-2 to C-7; Vol. III, Jurisdictional Addenda, Implementation through existing programs	Met
C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?	Vol. I, 93-99; Vol. II, Appendix C, Political Capacity, pp. C-2 to C-7; Vol. III, Jurisdictional Addenda, Implementation through existing programs	Met
<b>C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	Vol. I, Sect. 2, NFIP p. 43; Vol. II Jurisdictional Addenda, Hazard Characteristics, NFIP, sentence before table.	Met
<b>C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))</b>		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	Vol. I, Sect. 3, p. 77	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	Vol. I, Sect. 3, Figure 26; Vol. III Jurisdictional Addenda, Table 1	Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?	Vol. I, Sect. 3, Figure 26; Vol. III Jurisdictional Addenda, Table 1	Met
<b>C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))</b>		
C5-a. Does the plan describe the criteria used for prioritizing actions?	Vol. I, Sect. 3, pp. 78-81, Sect. 4, pp. 100-103;  Vol. II Appendix D Vol. III Jurisdictional Addenda, statement before Implementation through Existing Programs.	Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	Vol. I, Sect. 3, Figure 26, "Lead"; Vol. III Jurisdictional Addenda, Table 1, "Lead"	Met
<b>ELEMENT C REQUIRED REVISIONS</b>		
Required Revision:		

## Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))</b>		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	Vol. I, Sect. 4, pp. 103-104;  Vol. III Jurisdictional Addenda, statement before Implementation through Existing Programs.	Met
<b>D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))</b>		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	Vol. I, Sect. 4;  Vol. III Jurisdictional Addenda, NHMP Implementation and Maintenance	Met
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	Vol. I, Sect. 4, p. 105-106, Figure 29;  Vol. III Jurisdictional Addenda, NHMP Implementation and Maintenance	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	Vol. I, Sect. 4, p. 100-106;  Vol. III Jurisdictional Addenda, NHMP Implementation and Maintenance, statement before Implementation through Existing Programs.	Met
<b>D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))</b>		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	Vol. I, Sect. 4, pp. 91-99;  Vol. III Jurisdictional Addenda, Implementation through Existing Programs, and statement before this section	Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	Vol. I, Sect. 4, pp. 91-99;  Vol. III Jurisdictional Addenda, Implementation through Existing Programs, and statement before this section	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	Vol. I, Sect. 4, pp. 91-99; Vol. III Jurisdictional Addenda, Implementation through Existing Programs, and statement before this section	Met

**ELEMENT D REQUIRED REVISIONS**

Required Revision:

**Element E: Plan Update**

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))</b>		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	Vol. I, Sect. 2, Inset boxes after heading for each hazard; Vol. III Jurisdictional Addenda, sentence in each hazard vulnerability assessment section	Met
<b>E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))</b>		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	Vol. I, Sect. 3, p. 80-81; Vol. III Jurisdictional Addenda, statement before Implementation through Existing Programs.	Met

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	Vol. II, Appendix B, Mitigation Strategy, pp. B-4-6; Vol. III Jurisdictional Addenda, Attachment A	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	Vol. I, Sect. 4, p. 91-99 Vol. III Jurisdictional Addenda, statement before Implementation through Existing Programs.	Met
<b>ELEMENT E REQUIRED REVISIONS</b>		
Required Revision:		

## Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F1-a. Does the participant include documentation of adoption?	to be accomplished later	Choose an item.
<b>F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	Documents of adoption to be included once adopted	Not Met



**ELEMENT F REQUIRED REVISIONS**

Required Revision:

Will be marked as “Met” once formally adopted by all jurisdictions.

**Element G: High Hazard Potential Dams (Optional)**

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?</b>		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44; Vol. II, Appendix C, Dams, pp. C-36 to C-38 Vol. III, Dallas Addendum, pp. DA 32-33	Met
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43; Vol. II, Appendix C, Dams, pp. C-36 to C-38 Vol. III, Dallas Addendum, pp. DA 32-33	Met

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD2. Did the plan address HHPDs in the risk assessment?</b>		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44; Vol. II, Appendix C, Dams, pp. C-36 to C-38 Vol. III, Dallas Addendum, pp. DA 32-33, Table DA-1	Met
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44; Vol. II, Appendix C, Dams, pp. C-36 to C-38 Vol. III, Dallas Addendum, pp. DA 32-33, Table DA-1	Met

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?</b>		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44;  Vol. II, Appendix C, Dams, pp. C-36 to C-38  Vol. III, Dallas Addendum, pp. DA 32-33, Table DA-1	Met
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44;  Vol. II, Appendix C, Dams, pp. C-36 to C-38  Vol. III, Dallas Addendum, pp. DA 32-33, Table DA-1	Met
<b>HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?</b>		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Section 3, Figure 26, Action Items 1, 5, 6, 21, 44;  Vol. III, Dallas Addendum, pp. DA 32-33, Table DA-1, Actions 1 & 2	Met

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	Vol. I, Sect. 3, p. 99-102	Met
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	Vol. I, Sect. 2, High Hazard Potential Dams, pp. 40-43, Vol. III, Dallas Addendum, DA-32	Met
<b>HHPD Required Revisions</b>		
Required Revision: Click or tap here to enter text.		

### Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>This space is for the State to include additional requirements.</b>		
The State of Oregon imposes no additional requirements upon local NHMPs	n/a	Choose an item.

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# Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

## Element A. Planning Process

### Strengths

- Use of social media and other forms of outreach helps to reach a wide swath of communities
- Thorough discussion on how previous plans and other plans/policies have been reviewed and incorporated into this plan. Good practice for help to fine tune future plans and adapt to changes in the county
- Planning process is well documented.

### Opportunities for Improvement

- No comments for improvement at this time.

## Element B. Risk Assessment

### Strengths

- Overall hazard identification and risk assessment ties in with each jurisdiction's hazards profile
- Comprehensive ranking system
- The plan uses maps, graphs, and tables to effectively convey information in way that is easily digestible.

### Opportunities for Improvement

- No comments for improvement at this time.

## Element C. Mitigation Strategy

### Strengths

- Narrative description of duties and responsibilities of agency/jurisdiction personnel
- Mitigation Successes section(s) provide additional context and show the impact of mitigation strategies in practice.

### Opportunities for Improvement

- No comments for improvement at this time.

## Element D. Plan Maintenance

### Strengths

- The plan provides detailed steps for NHMP evaluation.
- Good use of OPDR Natural Hazard Mitigation Plan Update Toolkit to monitor plan effectiveness.

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**Opportunities for Improvement**

- No comments for improvement at this time.

**Element E. Plan Update****Strengths**

- Plan addresses mitigation actions that were completed, incomplete, or no longer relevant. Action Item tables clearly present this information
- Uses callout boxes to highlight key changes from the previous plan.

**Opportunities for Improvement**

- No comments for improvement at this time.

**Element G. HHPD Requirements (Optional)****Strengths**

- [insert comments]

**Opportunities for Improvement**

- [insert comments]