



Falls City Oregon City Council Meeting

Monday, April 11, 2022 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: 1-253-215-8782 Webinar ID: 878 7406 4319
You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: <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; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

1. CALL TO ORDER & ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATIONS, & PROCLAMATIONS

a. Appreciations

Attachments:

- **Anna Scharf Appreciation** (Certificate_of_Appreciation_Anna_Scharf.pdf)

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. PUBLIC HEARINGS

Public comment will be allowed in items appearing on the section of the agenda following a brief staff report representing the item and action requested.

6. CONSENT AGENDA

a. March 14, 2022 Minutes

Attachments:

- **March 14, 2022 Minutes** (2022.03.14_Council_Minutes.pdf)

b. Old Timer's Picnic Park Rental Application

Attachments:

- **Old Timers Picnic Application** (Old_Timers_Picnic_Park_Rental_App.pdf)

c. Thorsted Park Rental Application

Attachments:

- **Thorsted Park Rental Application** (Thorsted_Park_Rental_Application.pdf)

d. Business License - Kristi Amant

Attachments:

- **Business License** (Kristi_Amant_Business_License.pdf)

7. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

a. Mayor's Report

b. Councilor Comments

c. Park & Rec Committee Report

Attachments:

- **March 16, 2022 Minutes** (Parks_and_Recreation_Committee_March_16th.pdf)

d. Public Works Committee Report

Attachments:

- **March 24, 2022 Minutes** (Public_Works_UAB03-24-22_Minutes.pdf)

e. Historic Landmark Committee Report

8. REPORTS FROM CITY MANAGER & STAFF

a. Falls City Fire Report

Attachments:

- **March 2022 Call Record** (FCFD_Call_records_4-2022.pdf)

b. Polk County Sheriff's Report

Attachments:

- **Polk County Call Record** (FCFD_Call_records_4-2022.pdf)
- **Polk County Patrol Stats** (Patrol_Stats_March_2022.pdf)

c. Falls City Public Works Report

Attachments:

- **Public Works Report** (Public_Works_Report_for_March_2022.pdf)

d. City Manager's Report

Attachments:

- **City Manager's Report** (2022.4.11_Monthly_Manager_s_Report.pdf)
- **Audit Report** (Comm_of_Significant_Deficiency_or_Material.pdf)

9. GOOD OF THE ORDER

10. ADJOURN

Posted for Public at Frink's Hardware, City Hall Bulletin Board, Community Center, & Falls City Website

Contact: Jeremy Teal, City Recorder (jteal@fallscityoregon.gov 503.787.3631) | Agenda published on 04/07/2022 at 1:08 PM

Certificate of Appreciation

State Representative

Anna Scharf

With deep & sincere thanks for your invaluable contribution
in supporting Falls City's efforts in funding
their new Wastewater Treatment Facility.

Given this 11th day of April, 2022

Mayor TJ Bailey





FALLS CITY CITY COUNCIL		MONDAY, MARCH 14, 2022
The Falls City City Council met in regular session on Monday, March 14, 2022 at 6:03 p.m. in the Community Center located at 320 N. Main Street		
Council Members Present: Council President Amy Houghtaling, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles. Absent: Councilor Jennifer Drill		
Staff Present: City Manager AJ Foscoli, City Recorder Jeremy Teal		
AGENDA		ACTION
Announcements, Appointments, Appreciations & Proclamations Budget Officer Appointment		Mr. Foscoli noted budget season was upon us and asked the council to appoint him as budget officer. It was moved by Councilor D Sickles to appoint Mr. Foscoli as the budget officer. Duly seconded by Councilor Meier and carried with a vote of 5-0.
Public Comment		There were none.
Public Hearing		There were none.
Consent Agenda a) February 14, 2022 Minutes b) Street Closure		Mr. Foscoli noted Falls City Thrives had asked to close the street for the dance on May 21. It was moved by Councilor Houghtaling to approve the Consent Agenda as presented. The motion was duly seconded by Councilor LJ Sickles and CARRIED with a vote of 5-0 with Councilors Jirovec, Meier, Sickles, Sickles, and Council President Houghtaling voting YES.
Reports or Comments from Mayor and Council Members a) Mayor's Report b) Councilor Comments		Mayor Bailey stated the skate park meeting was a huge success with over 25 people in attendance with a lot of enthusiasm. He mentioned that on April 6 at 6 pm the steering committee would be meeting. He shared that Thrive would be a part of the process and help with the 501c3 status. He noted that he had spoken with the middle school and elementary kids about the park and the upcoming t-shirt design contest. Councilor LJ Sickles stated the Easter egg hunt would be in April. Councilor Meier commented that Main Street needed to show the speed limit ran by solar and blink when over the limit. Councilor LJ Sickles asked Mr. Foscoli to find the cost of solar speed signs.

<p>c) Parks & Rec Committee Report</p> <p>d) Public Works Committee Report</p> <p>e) Historic Landmark Committee Report</p>	<p>Council President Houghtaling stated the Health Fair would be on the 3rd Fridays in April, May, June.</p> <p>Councilor Jirovec reminded everyone regarding the smoke filtration grant worth 5 million and no one has applied.</p> <p>Councilor LJ Sickles stated the committee would meet on Wednesday, March 16.</p> <p>Councilor Meier stated the committee discussed a broken sewer line ordinance. He noted that none of the ordinances say property owners were responsible.</p> <p>Committee has not met yet.</p>
<p>Reports from City Manager & Staff</p> <p>a) Falls City Fire Report</p> <p>b) Polk County Sherriff Report</p> <p>c) Falls City Public Works Report</p> <p>d) City Manager</p>	<p>Chief Young stated that he, Mr. Foscoli and Mayor Bailey met about the misunderstanding. He noted that he certainly did not imply wrong doing, but showing no control over his budget that was the biggest thing to bring up. He declared that no one has done anything wrong. He mentioned that he met with Mr. Foscoli and Councilor Jirovec about budgets and found money allocated in different ways and had it all figured it out. He asked for monthly or quarterly reports to keep him on track.</p> <p>Mr. Foscoli thanked Chief Young for coming in and being open and honest with the situation and the reasoning behind it. He noted they looked at the budget and how allocations can get convoluted. He stated the staff turnover and the backtracking for years can be challenging.</p> <p>Mayor Bailey noted that he had encountered citizen interested in joining the fire department. Chief Young stated the contact him or John Gilbert, or Jon Creekmore and to come to Wednesday nights at 7 pm and see what the department does.</p> <p>There was none.</p> <p>There were none.</p> <p>Mr. Foscoli introduced Russ Vandewettering, Falls City's new code enforcement officer starting in April. He noted he was excited that neighboring city was sharing code enforcement with Falls City.</p>

	<p>He stated Mr. Vandewettering would look at city issues in the next few weeks and be community minded for the first few months, then the proactive approach.</p> <p>Mr. Vandewettereing shared his background in law enforcement over the years and his retirement on October 1. He noted he was excited for the code position in Dallas and happy to help a neighboring community. He commented that he was an upfront guy and liked working with people.</p> <p>Council President Houghtaling mentioned that if Mr. Vandewettering needed an inside scoop or advice on approaching residents to email or call the Councilors for help.</p> <p>Mr. Foscoli presented his City Manager’s report covering the wastewater project, TextMyGov, the clinic HVAC and electrical, and CUSI the new utility billing system.</p> <p>Mr. Foscoli reported that he had included the check writing protocol in the packet and that no one person could write a check without a counter signer.</p>
Good of the Order	Mayor Bailey thanked the council and staff for their diligent hard work in this community.
Adjourn	There being no further business the meeting was adjourned at 6:52 p.m.
<p>Read and approved this ____ day of _____ 2022.</p> <p style="text-align: right;">Mayor: _____</p> <p>ATTEST:</p> <p>City Recorder: _____</p>	



PARK RESERVATION REQUEST FORM
GEORGE KITCHEN UPPER PARK

Request Date: 1st Sat in Aug 6th
2nd weekend Falls City + FSS weekend of 12/13/16
Printed Name/Organization: Volseth Runion
Is this Organization Non-profit? Yes No N/A Falls City Old Time School Reunion
Phone Number: 503 787 3114 Email Address: _____
Nature of Event: picnic's overnight Estimated Attendance: _____
Event Date: Aug 6 Aug 11-14 From: _____ a.m. /p.m. to _____ a.m. /p.m.

CHECK ALL THAT APPLY:

- Gazebo Rental: Yes No
- Power at Site: Yes No
- Overnight Camping: Yes No *Requires Council approval
- Alcohol: Yes No *Requires Council approval
- Amplified Sound Equipment: Yes No *Requires Council approval

For amenities that require City Council approval, please see the City Recorder to have this park reservation request form put on the council meeting agenda. City Council must approve these amenities prior to your reservation date.

I, _____, have reviewed the City of Falls City Park rules for use and general reservation information, and hereby agree to comply strictly with and be legally responsible for all the rules and regulations of the park.

I, _____, indemnify and hold the City of Falls City, its officers, agents, and employees, harmless from and against all claims, liabilities, demands, damages, or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the use of the park, by the responsible organization, group or individuals.

PRINT FULL NAME: Nancy Kay Hibbs
SIGN FULL NAME: Nancy Kay Hibbs DATE: March 29 2022

FOR CITY STAFF USE ONLY:

APPROVED DENIED DATE: 3/29/22
CASH CHECK CHECK #: _____ RECEIPT #: _____
CONFIRMATION GIVEN TO APPLICANT: YES NO
POSTED ON CALENDER: YES NO



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City of Falls City
Park Reservation Request Form/Application
 299 Mill Street, Falls City, Oregon 97344
 Phone: 503.787.3631 Fax: 503.787.3023
www.fallscityoregon.gov

Date of Application: 4/5/2022
 Organization/Applicant Name: FVMZ Records
 Contact Person for Organization: Mathew James Thorsted
 Address: 535 SE Ash st. City/State/Zip: Dallas OR 97338
 Phone number: 971-719-6927 Alternative Phone Number: 541-452-3891
 E-mail address: mathew.thorsted@gmail.com
 Nature of Event: Camping
 Estimated Attendance: 50-100

Date Requested for Event: 5/13/22 Time Requested-from: 1 PM to: 1 PM
Next day

- Rental of the Gazebo?
- Will Alcohol be served? Requires approval of City Council.
- Will there be monetary gain if Alcohol is served (donations/sale or tip jar)? Requires OLCC License.
- ADDITIONAL LIABILITY requirement for all Gazebo rentals and for any event that offers alcohol. An Insurance Rider naming the City of Falls City as an additional insured is required for all paid rentals and for all events that serve alcohol.

Will there be overnight camping? Requires approval of the City of Falls City.
 Describe camping requirements: We will handle camping requirements

Will there be use of amplified sound equipment? Requires approval of the City of Falls City.

Is power required? Specify use: _____

I have read, understand, and agree to the guidelines and regulations stated in the "The City of Falls City Park Rules for Use" and policies regarding use of the Park. By my signature, I agree to hold harmless and indemnify the City of Falls City, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees.

Applicant's Signature Mathew T Date: 4/5/2022

For Staff Use Only:
 Approved/Denied Approved

Payment Type: Cash Check Check #: _____

Confirmation given to applicant

Date: 4/7/22

Receipt #: _____

Posted on calendar

ALCOHOL – OPTION ONLY AVAILABLE IN UPPER PARK. An alcohol permit must be approved by the City Council. Table wines and malt beverages with an alcohol content of 14 percent or less and packages in less than kegs or cases may be consumed only in areas clearly designated. Any beverage with an alcohol content over 14 percent is not allowed. When serving alcohol the permittee is required to provide OLCC permit. A liability insurance rider naming the City of Falls City as an additional insured is required when serving alcohol. The Insurance Rider must be comprehensive or commercial general liability endorsed for alcohol liability, be not less than \$500,000 combined single limits, name the City of Falls City as additional insured, and be evidenced by a certificate of insurance approved by the City Attorney.

DISCRIMINATION – The City of Falls City, under Title VI of the 1964 Civil Right Act, the U.S. Department of Interior prohibits discrimination on basis of race, color, national origin, sex, or handicap. If you believe that you have been discriminated against in a program, activity, or facility or you desire further information regarding Title VI, please write: The Office of Equal Opportunity, U.S. Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

CLEANUP – Reservation groups, at a minimum, are expected to insure that their reserved areas are picked up and all garbage is deposited in appropriate receptacles. The expenses resulting from any damage or maintenance, which is above the normal level of service, shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

FACILITY COURTESIES

Your public parks and recreation facilities deserve your respect. Please extend the following courtesies.

1. Confine fires to areas designated for such purposes. (Portable stoves and barbeque grills may be used in any area when operated safely. DO NOT dispose of hot coals in park).
2. Do not discharge firearms of any type in or into any park.
3. Keep dogs and pets on a leash except in the exercise area. Pick up and dispose of pet waste in trash receptacles.
4. Observe all other state laws and city and county ordinances.
5. Deposit litter in the proper receptacles.
6. Clean up the area at the end of use.

PARK FEES

Established by Resolution No. 2013-06 Non Refundable FEES

A. Portion of park/per day	
• Gazebo Rental	\$20.00
B. Booth Spaces	
• Individual/Non Profit	\$15.00
• Commercial Business/For Profit	\$60.00
C. Camping	No fee, but City Approval is required

PLEASE NOTE:

- All fees must be paid in advance.
- Public will not be prohibited from having access to the park during rental.



OFFICIAL USE:
BUSINESS LICENSE NUMBER:
2020 - 0002

299 Mill Street, Falls City, Oregon 97344
Phone: 503.787.3631 Fax: 503.787.3023
www.fallscityoregon.gov
This organization is an equal opportunity provider

APPLICATION FOR CITY BUSINESS LICENSE

TERM OF LICENSE
JULY 1, 2020 - June 30, 2021
22 23

Check one:
First Time License: Renewal:

Falls City Municipal Code 110.01- First time business licenses shall be reviewed and approved by City Council prior to a license being issued to a business for the first time.

Business Name: (none at this time) Zoning: Commercial on lower level

Owner(s): Kristi L. St. Amant, Sole Proprietor of building

Location of Business: 407 N. Main Street (Lower Level), Falls City

Mailing address (if different): same

Business Phone: 503-680-7691 Business Fax: _____

Email Address: krististamant@gmail.com

Website: (none at this time)

Number of Employees: Self-only Part-Time _____ Full-Time _____

Home-Based Business: (Circle one) YES NO

Please review the list of business types below and circle the most appropriate classification.

- | | |
|--|-----------------------------------|
| 110000 Ag, Forestry, Fishing & Hunting | 420000 Wholesale Trade |
| 210000 Mining | 440000 Retail |
| 220000 Utilities | 480000 Transportation Warehousing |
| 230000 Construction | 510000 Information |
| 310000 Manufacturing | 520000 Finance & Insurance |

530000 Real Estate/Rental & leasing
540000 Professional, Scientific, Technical Services
550000 Management of Company & Enterprises
560000 Admin Support/Waste Management & Remediation
610000 Education Services

620000 Health Care & Social Assistance
710000 Arts, Entertainment & Recreation
720000 Accommodation & Food Services
810000 Other Services (excluding Public Admin)
920000 Public Administration

PRODUCTS SOLD OR SERVICES RENDERED

Original Art (and own artistic items) in my personal "gallery" space.

DESCRIBE AVAILABLE PARKING

On street

IMPACT ON LOCAL TRAFFIC

none anticipated

ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)

none - minimal amount of trash/recycling; will add to my household trash & recycling bins.

DOES THE BUSINESS COMPLY WITH REQUIRED BUSINESS RECYCLING AS DEFINED IN FALLS CITY MUNICIPAL CODE SECTION CHAPTER 53.04.150: BUSINESS RECYCLING (See Attached) *see above*

YES NO

OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):

Will alcohol be sold on the premises? (Circle one): YES NO

If YES, provide OLCC PREMISE # _____ OLCC LICENSE # _____

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #: N/A

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

Neither State of OR or Polk County require any licenses for my business type or service/retail establishment.

FEE SCHEDULE. Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME: Kristi St. Amant

BUSINESS NAME: (no DBA at this time)

SIGNATURE OF APPLICANT: Kristi St. Amant

Office Use Only:
RECEIVED BY: <u>JT</u>
DATE: <u>4/7/22</u>
TYPE OF LICENSE: <u>Home</u>
AMOUNT PAID: <u>50.00</u>
RECEIPT #: <u>759514</u>
APPROVED BY: _____
DATE COUNCIL APPROVED: _____
CONDITIONS OF APPROVAL:

Parks and Recreation Committee
Wednesday, March 16, 2022 at 6:00PM
Committee Members

Lori Jean Sickles-Dennis Sickles-Dani Haviland-TJ Bailey-Laura Britton-Georgia Griffith-Laura Evans

Agenda

1. Call to Order (Committee Chair D. Haviland called meeting to order at 6:08)

In attendance: Dani Haviland, Laura Evans, TJ Bailey, Dennis Sickles, Lori Sickles, Laura Britton **Absent-** Georgia Griffith

2. Pledge of Allegiance

3. Motion to Adopt the Entire Agenda

D. Sickles moved to approve the minutes, L. Sickles second. No discussion. Minutes approved unanimously.

4. Consent Agenda - Motion Action Approving Consent Agenda Items

- Attachments: October Minutes (2021.10.20_P_R_Minutes_Final.pdf)
- November Minutes (2021.11.17_Meeting_Minutes_Final.pdf)

Motion by L. Sickles to approve consent agenda. D. Sickles seconded the motion. No discussion. Motion approved unanimously.

5. Public Comments

Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

6. Old Business

a. Skate Park Discussion

TJ Bailey discussed the progress on the skatepark. On March 9th a community meeting was held at the community center to discuss the development of the skate park. Over 25 people attended. The purpose of the meeting was to gain community awareness and involvement in the skatepark. Community members had an opportunity to sign up for one of the sub-committees including the steering committee, fundraising committee, volunteer committee and communication/marketing committee. A brief overview of the project and goals was discussed, advances and accomplishments thus far, special recognition and thanks to The Boondocks for organizing can and bottle drives, special thanks to Amy Houghtaling for organizing and scheduling bottle drops, and there were many opportunities for questions and answers from the community.

The next skatepark meeting will be held April 6th at 6PM. This will occur again at the community center.

7. New Business

a. Street Beautification

- Laura Britton would like to see, coming into town, flowers including bump outs. Petunias is the flower of choice. All bump outs could have flowers or if you have, a bump out near you could adopt a bump out to take care of them. Residents could volunteer to water the flowers.
- Laura Britton stated it could be a small portion of the bump out. The size of the lot could be two by two.
- Fundraiser, May 15th for Thrives. These will be flowers to beautify the old clinic. There could be left over flowers from the fundraiser.
- Laura would like to have the flowers and the bump outs be unified. Discussion was a purple color.
- The key is to have the flowers all one color and make the town look beautiful and consistent along Main Street.
- **D. Haviland will check to see if Thrives has money to help purchase flowers.**
- **TJ will check about funds that the Parks Committee has on hand.**

b. Easter Egg Hunt

- Baskets will be put together Friday 15th
- 11AM Easter Egg Hunt 16th
- Meet up at 9AM to spread eggs, tape up the facility, and organize the sections.
- Banner will be set up the weekend before the event.

8. Correspondence, Comments and Ex-Officio Reports

- No correspondence, comments and Ex-Officio Reports

9. Committee Announcements

- D. Haviland took pieces of the fig tree that was taken out from the old clinic and will be for sale through Thrives.

- Skatepark link will be added to D. Haviland's fundraising link through Thrives.

10. Adjourn (6:36)

- Lori Sickles motioned to adjourn the meeting, TJ Bailey seconded. No discussion. Meeting adjourned.

City of Falls City
Public Works Committee Meeting
Thursday March 24, 2022 6:00PM
Meeting Location: 320 N. Main Street

Committee Members Present

Tony Meier, Cliff Lauder, Tracy Young, Guy Mack

1) Call to Order

Vice Chair Meier called the meeting to order at 6:03 PM, took roll call.

2) Pledge of Allegiance

Vice Chair Meier led the Committee in the Pledge of Allegiance.

3) Motion to Adopt the entire Agenda

Member Mack moved and member Lauder seconded: **that we adopt the entire Agenda.** Motion carried 4-0-0 Ayes. Tracy Young, Cliff Lauder, Tony Meier, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

Member Meier moved and member Young seconded: **that we approve Consent Agenda Item, PWC Minutes February 24, 2021.** Motion carried 4-0-0 Ayes. Cliff Lauder, Tracy Young, Tony Meier, Guy Mack.

5) Public Comment

6) New Business

A. Meter Replacement

PWC wanted to know if the Replacement program has been implemented and if so, how many meters have been replaced in 2020 and 2021?

7) Old Business

8) Correspondence, Comments and Ex-Officio Report

Vice Chair Meier informed Committee that he had mentioned to the City Council the possibility of placing an electronic Speed Reader Board near the top of the small hill coming into Falls City to help alert drivers to their actual speed and to slow down.

Vice Chair Meier also informed Committee that the new Code Enforcement Officer would start in the second week of April 2022. It was the consensus of the Committee: **That the Officer take an active start with chronic offenders who have not complied with previous citations or notices.**

Member Young suggested that City Council, Staff or a Special Committee should study current City Ordinances for revisions and updating of text.

9) Committee Announcements

Next meeting to be held **Thursday April 28, 2022** at 6:00 pm, at the Community Center.

10) Adjourn

Member Mack moved and member Lauder seconded: **we adjourn.** Motion carried 4-0-0 Ayes. Tony Meier, Cliff Lauder, Tracy Young, Guy Mack Meeting adjourned at 6:35

_____ Public Works Committee Chair McConnell

Attested: _____ Public Works Committee Member

Report of Fire Dept Calls for February 2022
 For Council Packet, April 11th, 2022

	Medic Calls	Structure Fires	Chimney Fires	Grass Fires	Burn Co	Public Assist	MVA	SW Calls we assisted to	Totals
	12	1	0	0	0	0	1	0	14
Yrly Totals to Date	35	1	1	0	3	2	4	3 MVA 1 Burn Comp	46

Greetings all.

This Spring is our EMR Renewals. I always apply for a fee waiver which saves the City/Tax payers about \$450. Per renewal 😊. This is a special the State offers to certain rural, volunteers that fit a very specialized criteria . I have been successful with this waiver for 20 years, saving us over \$8,000.00 ! Well worth the time and efforts of about three days of work.

Sincerely,
 The Volunteers of Falls City Fire and EMS
 Submitted by
 Sharon Volk Greve,
 Assistant Chief
 Cell (503) 871-5140

Report of Fire Dept Calls for February 2022
 For Council Packet, April 11th, 2022

	Medic Calls	Structure Fires	Chimney Fires	Grass Fires	Burn Co	Public Assist	MVA	SW Calls we assisted to	Totals
	12	1	0	0	0	0	1	0	14
Yrly Totals to Date	35	1	1	0	3	2	4	3 MVA 1 Burn Comp	46

Greetings all.

This Spring is our EMR Renewals. I always apply for a fee waiver which saves the City/Tax payers about \$450. Per renewal 😊. This is a special the State offers to certain rural, volunteers that fit a very specialized criteria . I have been successful with this waiver for 20 years, saving us over \$8,000.00 ! Well worth the time and efforts of about three days of work.

Sincerely,
 The Volunteers of Falls City Fire and EMS
 Submitted by
 Sharon Volk Greve,
 Assistant Chief
 Cell (503) 871-5140

Patrol Stats		March 2022	
Total Calls Generated	1755	Traffic Crashes	18
Total Arrests	48	Traffic Stops/Citations Issued	413/141
911 Calls	623	Reports Generated	182



Public Works Report March of 2022

Administration

Kody Grahams last day was the 25th of February. Brian lotts first day was the 28th of February.

Water Division

On the 17th we fixed a service leak at 259 6th street. on the 25th we installed a water service at 260 Lombard Street.

Sewer Division

Normal operations.

Streets Division

Normal operations.

Parks & Cemeteries Division

The park host moved out of state in an effort to keep the park clean and safe we are locking it at night until a new park host is found.

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 April 11, 2022

Introduction

As Daylight Saving Time has made its annual return (possibly for the last time), the days are getting longer and the weather seems to be slowly improving. This is a blessing and a curse since though sunny days are nice for most activities, less and less precipitation means that our watershed has the potential for producing less water that the community relies on. During my tenure here, we've not had serious concerns during our annual shift from Glaze Creek to Teal Creek, nonetheless the city is susceptible to dry spells that could affect our water production. Fortunately, we have an extremely capable Public Works Superintendent who diligently monitors the situation to ensure that water service is constant and reliable. In the meantime, we're also looking to the future by submitting status reports to federal & state agencies that describe our infrastructure and the costs of upgrading these systems (specifically Water), so that when funding becomes available, we will be in the cue for financial assistance for upgrades we decide to undertake.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. We are continuing to forward with the Preliminary Engineering Report (PER) and its various components. We are currently going through the process for the 401 Water Quality Certification to DEQ. As this process involves cross-jurisdictional determinations, DEQ is confirming with the Department of State lands around potential mitigation requirements. Once this is complete, we will have navigated one of the biggest hurdles in this project. In a related note, I am continuing to engage the Polk County Board of Commissioners regarding our formal request for ARPA funding assistance for the wastewater treatment facility project. In light of the \$2.5 million in infrastructure funding support we've been earmarked thanks to our State Representative Anna Scharf, we will need to confer with the PCBOC regarding the timeline of their potential financial assistance to the project.

Luckiamute Clinic Business Space – I am very happy to report that the heating and electrical issues at this building are finally behind us! City Hall worked on getting the proper power to the building with Northside Electric, and Custom Comfort Heating & Air to install a heat pump and room units. The system is working as intended, which has led one of our former tenants to be able to resume her operation. City Hall is still working with Falls City Thrives on their application to Polk County for their Economic Development Grant to offset the full cost of the HVAC project, thus having no fiscal impact to the city.

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.

Code Enforcement & Municipal Court – Our new Code Enforcement Officer Russ Vandewettering has had a chance to familiarize himself with the community and has started reaching out to some of the properties in town with high-priority health and safety issues. Since he will be able to allocate 10 hours per week to Falls City in addition to his duties in Dallas, we have decided to take a progressive approach to communicate, educate and then mitigate non-compliance issues in the city. Since there are several instances to deal with, we will focus on the most visible and impactful non-compliance instances on Main Street, and then work our way outward. We will make sure to appraise the council of the work being done on a monthly basis to show the progress. Russ will have floating office hours at City Hall, but primarily on Mon-Tue, so if there are any questions or comments that you would like to direct at him, please reach out by email at Russ Vandewettering rvand@fallscityoregon.gov.

Towing Services – Thanks to an introduction by Officer Vandewettering, the city has reached out to TRS towing to discuss the possibility of a service contract. The reason for contacting them is specific to their expertise in dealing with RV and boats, in addition to non-operating passenger vehicles. We will be working with vehicle owners in the next 2-3 months to make sure we get compliance in removing illegally parked vehicles before towing.

Emergency Escape Routes out of Falls City – No update this month.

TextMyGov Implementation – City staff has worked with TextMyGov to get the flyers and widgets embedded in our website to help people navigate how to use the texting download of FAQs, documents and event schedules. We are now live and encourage folks to sign up for updates.

CUSI Billing Software Implementation – City staff has been working with CUSI to get the updated software integrated with our website, as well as get the training needed to help customers use all of the new features available to them. The tentative schedule is to have the system upgraded by the next billing cycle.

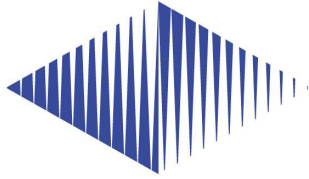
Air Filtration Grant – City has contacted Oregon Buys in order to create a profile account to apply for this grant opportunity.

Audit – City staff has been working with Grove, Mueller & Swank P.C. to get FY 2020-21 fiscal audit completed. This process took longer than anticipated since the information within it spanned staff turnover of the former city manager and city clerk. Attached is a letter highlighting the results of the audit review.

Sincerely,



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GROVE, MUELLER & SWANK, P.C.

Certified Public Accountants and Consultants

475 Cottage Street NE, Suite 200, Salem, OR 97301
(503) 581-7788 • FAX (503) 581-0152 • www.gms.cpa

March 31, 2022

Honorable Mayor and Members of the City Council
City of Falls City
299 Mill Street
Falls City, Oregon 97344

In planning and performing our audit of the basic financial statements of the City of Falls City (the “City”) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City’s financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City’s internal control to be a significant deficiency:

Noncompliance with Oregon Minimum Standards

During our audit, we noted several instances of Oregon Minimum Standard budget violations. These are repeat findings from prior years. Based upon our review, the City was not in compliance with the following provisions of the Minimum Standards for Audits of Oregon Municipal Corporations:

- Expenditures in excess of Council approved appropriations in various funds.
- Ending deficit fund balances in various funds.

- Noncompliance with public contracts and purchasing.
- Various noncompliance in Oregon local budget law related to the FY22 adopted budget.

This communication is intended solely for the information and use of management, City Council, others within the organization, and the State of Oregon and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Grove, Mueller & Swank, P.C.

CERTIFIED PUBLIC ACCOUNTANTS