



Notice of Parks and Recreation Committee Meeting

City of Falls City, Oregon

Meeting Location: 320 N Main Street, Falls City

Wednesday, July 15, 2020 at 11:00 AM

Posted on June 13, 2020

Committee Members

Lori Jean Sickles

Janet Propp

Dennis Sickles

Rosie Brownell

Dani Haviland

T.J Bailey

Vacant

AGENDA

1. **Call to order**
2. **Pledge of Allegiance**
3. **Motion to adopt the entire agenda**
4. **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Meeting Minutes February 19, 2020 (pg. 1-2)
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. SR- Arbor Day Follow-up (pg. 3)
 - b. SR- William Sullivan- Clinic Pocket Park (pg. 4-10)
 - c. New Falls City Logo (pg. 11-14)
7. **New Business**
 - a. City Parks Rule and Regulations SR (pg.15-21)
 - b. Spring Clean SR Informational (pg. 22)
 - c. SR-William Sullivan-Committee Handbooks (pg. 23)
8. **Correspondence, Comments and Ex-Officio Reports**
9. **Committee Announcements**
10. **Adjourn**

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www.fallscityoregon.gov

City of Falls City
Parks and Recreation Committee Meeting Minutes
Wednesday February 19, 2020 11:00 am
Meeting Location: 320 N Main Street, Falls City, Oregon

Committee Members Present: Lori Jean Sickles, Dani Haviland, Janet Propp, Dennis Sickles

Staff Present: William Sullivan, Community Development & Outreach Coordinator

Committee Chair L. Sickles called the meeting to order at 11:15 AM

1. Roll Call

Rosie Brownell was absent; there are two (2) open spots on Parks and Recreation Committee available to fill.

2. Pledge of Allegiance

None

3. Motion to adopt the entire agenda

A motion was made by Committee Member Haviland and seconded by Committee Member Propp to adopt the entire agenda approving the meeting minutes from November 20, 2019 Meeting. Motion Passed 4-0-0-1, Lori Jean Sickles, Janet Propp, Dennis Sickles, and Dani Haviland

4. Public Comments

None

5. Old Business

- a. Community Outreach and Developments Coordinator William Sullivan said the Staff Report 2020 Events and leaders list is nearly complete. It is due in April.
- b. The Staff Report Volunteers needed for help in cleaning up the Parks and cemeteries was discussed. Committee Member Haviland said she would get a sign up sheet and solicit volunteers at the Friday Produce give away.

6. New Business

- a. Councilor Jennifer Dill was unable to attend to the meeting to speak about initiating a House Beautification Contest. No action was taken on this event because there was no sponsor or details about it.
- b. It was noted that Jill Anzalone submitted her resignation from Parks and Recreation due to moving out of the. The city and committee thank her for the time she has spent with us in the last five (or so) years
- c. In order for the City to be recognized as a Tree City USA we have to host an annual Arbor Day Event. Parks and Recreation Committee would like to hold that Celebration on Saturday April 25, 2020 (No time was given). Parks and Recreation Committee decided to hold the event at the Dr. Clinic located at 304/306 N. Main ST. Committee with the help of volunteers will clean up the grounds, asses existing tree heath and trim those that need it.

A motion was made by Committee Member Haviland and seconded by Committee Member D. Sickles to adopt the entire agenda approving the meeting minutes from November 20, 2019 Meeting. Motion Passed 4-0-0-1, Lori Jean Sickles, Janet Propp, Dennis Sickles, and Dani Haviland

7. Correspondence, Comments and Ex-Officio Reports

- a. Committee Chair L. Sickles informed Committee that the Annual Easter Egg Hunt is Saturday April 11, 2020. It will be located at the George Kitchin Park (Upper Park). Chair Sickles stated that t donations are needed, those include baskets and paper grass (not cellophane or plastic). Easter baskets will be filled at the Boondocks at noon on April 10th. Falls City Fire Department is in charge of the plastic eggs and filling them. Chair Sickles said she would get with Jon Creekmore to coordinate about distributing those. She said she would also talk with City Manager Corthell about getting a note added to the monthly newsletter asking for donations.

8. Committee Announcements

- a. Parks and Recreation committee meeting will be March 18, 2020 at 11:00 am.

9. Adjourn

No motion was made

Meeting adjourned at 11:50 AM

_____ Parks Committee Chair L. Sickles

Attested: _____ Parks Committee Member _____

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: ARBOR DAY TIME AND LEADER
DATE: 03/13/2020

SUMMARY

Parks and Recreations Committee decided on hold this year's Arbor Day Event on Saturday April 25, 2020. City Staff is seeking a time for the event to start, an agenda of what monetary needs you may need for the event to prepare a report for the finance director, and a person who will be in charge of the event that day.

BACKGROUND N/A

PREVIOUS COMMITTEE ACTION N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS N/A

STAFF RECOMMENDATION N/A

EXHIBIT N/A

PROPOSED MOTION N/A

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE
FROM: WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH
COORDINATOR
SUBJECT: CLINIC POCKET PARK
DATE: MARCH 18, 2020

SUMMARY

Falls City Thrives has planned a small pocket park in front of the Luckiamute Clinic building to act as an “outdoor living room” in the North Main Street business area where residents can gather, visitors to Falls City can access resources and information, and that will serve as an anchor for the community’s parks and outdoor recreation activities. The pocket park will feature a community bulletin board that includes interpretive signage detailing outdoor recreation spots, wooden seating (designed to highlight the city’s timber history), wayfinding signage, amenities for cyclists (bike racks and a repair station), and other natural enhancements of the outdoor space (trees, plants, dry river bed). Falls City Thrives will recruit volunteers to assist in construction of the park and students from Falls City High School will also donate volunteer time. Using hardscaping and locally made features (seating, bike rack, etc.), the park is designed to require very little maintenance.

BACKGROUND

Falls City Thrives has met twice with Kate Schwarzler, a landscape architect from Independence, who has assisted in designing the park. A grant to fund the project was submitted to the Oregon Community Foundation on February 20, 2020. A decision is expected in April. If the grant application is denied, the City has another opportunity lined up and can make adjustments to the previous grant application.

In-kind donations have been promised from Western Interlock. Falls City Thrives is soliciting donations of wood seating and a table from local artisans.

PREVIOUS COUNCIL ACTION

William Sullivan, Community & Development Outreach Coordinator, briefly discussed the pocket park project at the March 2, 2020 Council work session as a central hub for Falls City’s outdoor recreations spots and parks.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

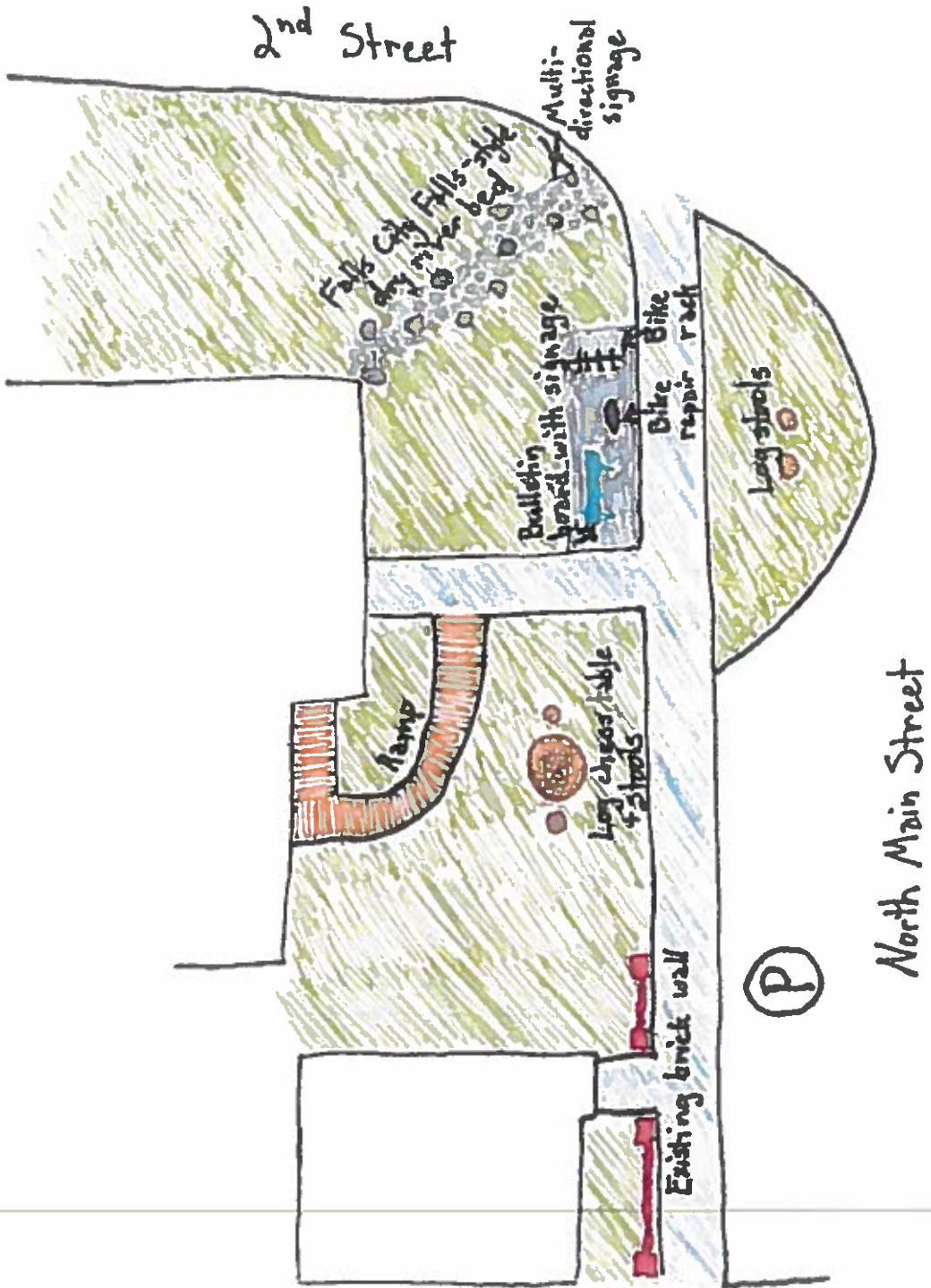
Staff recommends that the Parks & Recreation Committee recommend approval of the pocket park to City Council

EXHIBITS

Falls City Thrives Clinic Landscaping Action Plan
Pocket Park Design Sketches

PROPOSED MOTIONS

I move that the Falls City Parks & Recreation Committee make a recommendation to City Council for the approval of the pocket park planned in front of the Luckiamute Clinic building.

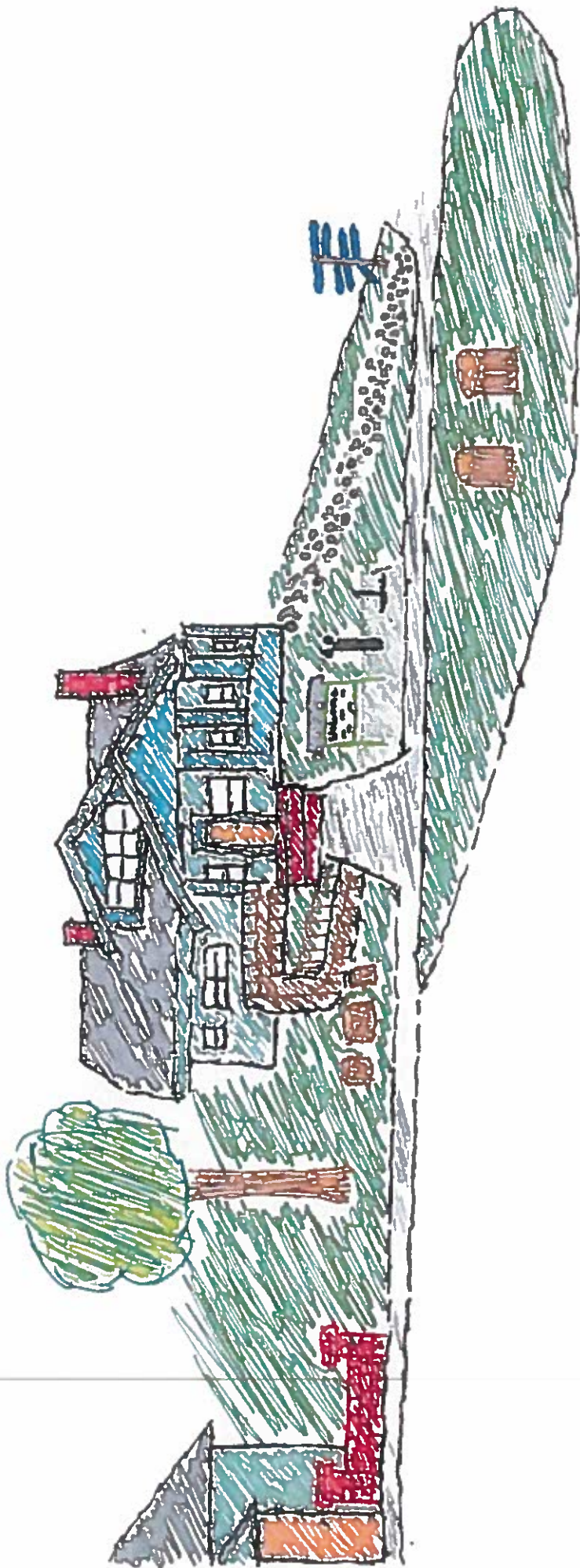


2020 Action Plan: Luckiamute Clinic Landscaping

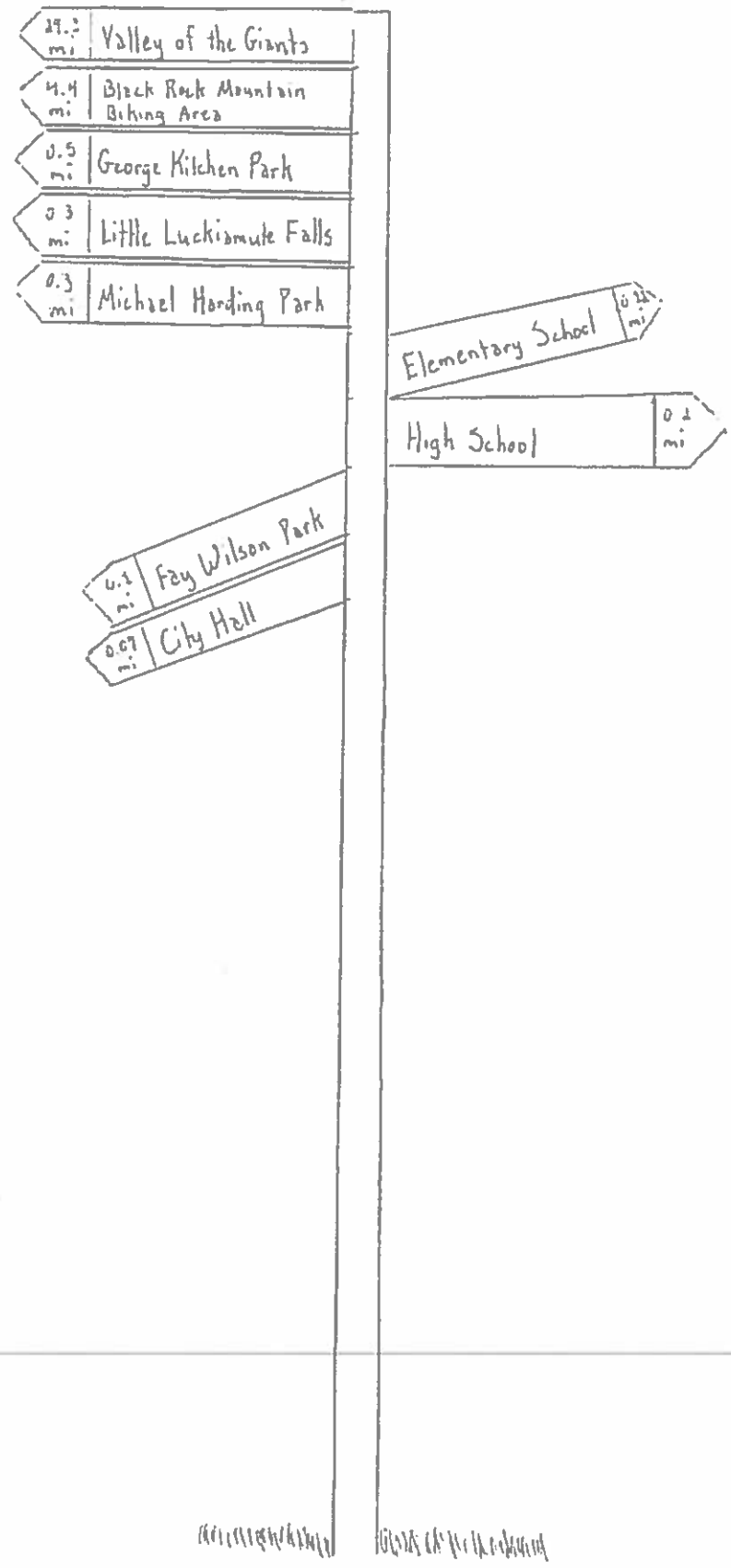
Project Description:	The project will transform the front yard and adjacent bump-out of the unused Luckiamute Clinic into a welcoming community gathering space.				
Project Outcome:	The outcome of the project is to create an attractive community gathering space, using pavers, seating, landscaping, and informational features that highlight community heritage, in front of the Clinic building.				
Objective #1:	To complete landscaping in the front yard and adjacent bump-out curb of the Clinic building				
Indicator for Objective #1:	Completion of front yard landscaping in front of Clinic building				
	Activity	Person(s) Responsible	Target Date	Resources Needed	Stakeholders Needed
1	Initial research and planning	William	January 22, 2020	Public Works' past plans	Kate Schwarzler, City, business owners, & City Council
2	Design the space in front of the Clinic	Steering Committee	February 29, 2020	Budget	Kate Schwarzler and N. Main St. business owners
3	Develop proposal & present to City Council for approval	William (writing proposal) & Steering Committee members	March 15, 2020	N/A	City Hall and City Council
4	Communication & fundraising	Steering Committee & William	March 1 until end of project	Budget & proposal	Community members, grant orgs

2020 Action Plan: Luckiamute Clinic Landscaping

5	Present to Council	Member of Steering Committee & William	April 13, 2020	Proposal	City Council & community members
6	Demolition of existing brick wall & clearing of front yard	Committee & volunteers	May 1, 2020	Money	Republic Services, Jeff Prop, & Cliff Lauder
7	Complete hardscaping	Committee & volunteers	July 31, 2020	Money, pavers, gravel, benches, local crafts, etc.	Paving company (Western Interlock)
8	Complete landscaping	Committee & volunteers	September 30, 2020	Money, seeds, low maintenance plants	OSU Extension, Luckiamute Watershed Council
9	Install sign or kiosk	Committee & volunteers	September 30, 2020	Money	Local artisans



Multi-directional signage
(for North Main + 2nd Streets)



STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: NEW FALLS CITY LOGO
DATE: MARCH 10, 2020

SUMMARY

The City started working with Dana Schowalter and her Social Media class on project that had to do with developing and updating our local social media sites. When exploring these sites they noticed our City logo was from our Centennial in 1991. One of the Students Ruben Ramirez Alvarez designed and created the three logos. Staff would like for Parks and Recreation Committee to decide between the three different choices and submit the one you believe fits Falls City's desired motto.

PROCESS

N/A

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

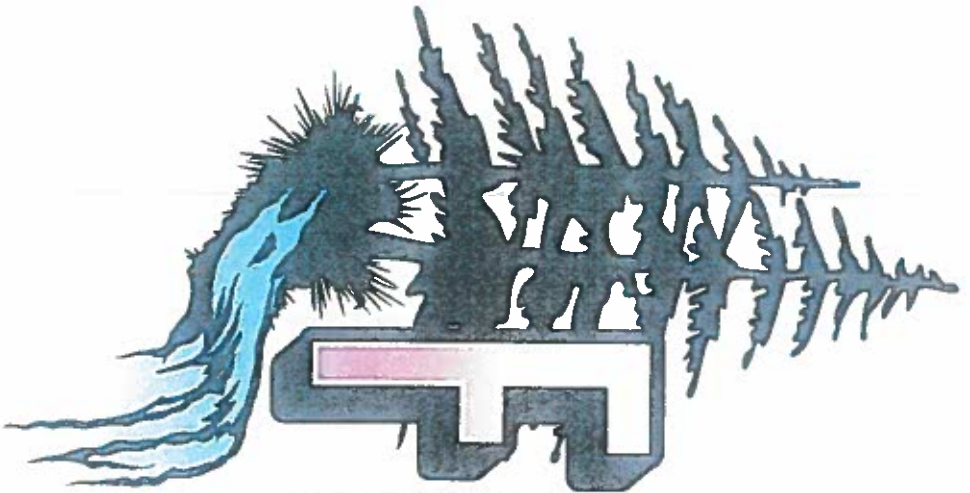
STAFF RECOMMENDATION

Staff recommends that the Parks and Recreations Committee choose one of the three logos to recommend to City Council for approval.

PROPOSED MOTION

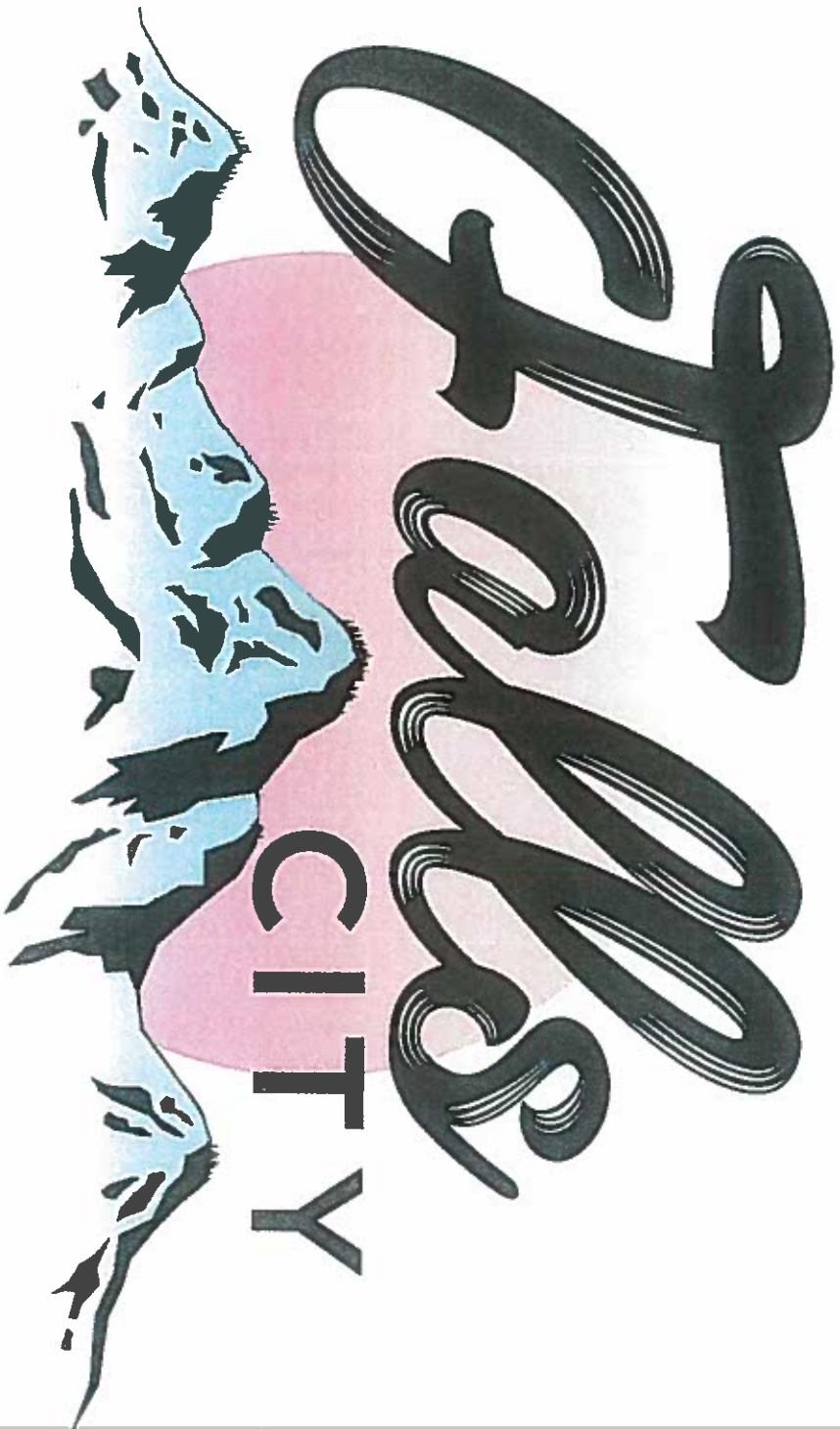
I move that the Falls City Parks and Recreations Committee to make a recommendation to the City Council for the approval of a new Falls City Logo.





FALLS GATE

End of the road, start of your adventure



End of the road, start of your adventure

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: PARK RULES
DATE: 7/13/2020

SUMMARY

City Staff would like for the Parks and Recreation Committee to review the existing park rules and make recommendations for Council to make changes where they see fit.

BACKGROUND

The City of Falls City has the following Ordinance and Resolutions explaining the City Park rules and or regulations. Ordinance 99-475 added 130.053 (See Exhibit A) Public Park Hours to the Municipal Code. Resolution 2009-09 (See exhibit B) is used in the current Park Reservation Request Form/Application (See exhibit C).

ALTERNATIVES/FINANCIAL IMPLICATIONS

Park and Recreation Committee can recommend changing or keeping the rules as written.

STAFF RECCOMENDATION

None

EXHIBIT

- A. Falls City Municipal Code 130.053 Public Park Hours.
- B. Resolution 2009-09
- C. Park Reservation Request Form/Application

PROPOSED MOTION

None

Falls City, OR Code of Ordinances

No person other than a peace officer performing a lawful duty shall enter upon land or into a building used in whole or in part as a dwelling not his or her own without permission of the owner or person entitled to possession thereof and while so trespassing, look through or attempt to look through a window, door, or transom of the dwelling or that part of the building used as a dwelling with the intent to violate the privacy of any other person.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999

§ 130.052 MISCHIEF.

No person shall, with intent to cause substantial inconvenience to the owner or to another person, and having no right to do so nor reasonable ground to believe he or she has the right, tamper, interfere with, or damage property of another.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999

§ 130.053 PUBLIC PARK HOURS.

(A) No person shall go upon or be in any city park between the period of dusk to dawn the following day.

(B) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DAWN. Thirty minutes before official sunrise.

DUSK. Thirty minutes after official sunset.

OFFICIAL SUNSET and OFFICIAL SUNRISE. Those times as established for civil aviation at the Independence, Oregon, State Airport.

(C) This provision shall not apply to public employees or public officials while carrying out, or on their way to or from, their official duties, or persons or groups to whom a park use permit has been issued by the city. Permit requirements and fees for use of city parks and for consumption of alcoholic beverages in city parks shall be set by resolution of the Council, as may be amended from time to time. The existing lease with the Epworth League for use of the Upper Park shall constitute a permit for park use for the purposes of this section.

(Ord. 366, passed 3-3-1975; Ord. 99-475, passed 10-25-1999) Penalty, see § 130.999

§ 130.054 REMOVAL OR DESTRUCTION OF TREES OR SHRUBS.

It shall be unlawful for any person, company, or corporation to in any manner cut, or otherwise mutilate, injure, or destroy, any ornamental tree, shrub, vine, bush, flower, or other plant growing in any public park, street, alley, park strip, or thoroughfare within the corporate limits of the city, without first having obtained the permission therefor from the Street Committee of the city.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999

MINORS

RESOLUTION 2009 - 09.

A RESOLUTION AUTHORIZING CHANGES TO THE CITY PARKS FEE SCHEDULE AND SETTING PARK FEES BEGINNING NOVEMBER 02, 2009

WHEREAS, the City of Falls City through the Parks & recreation Committee has determined the need to set fees for the use of the City parks, and

WHEREAS, the Parks & Recreation Committee has developed a fee schedule to help offset the cost of the operation of the parks.

NOW THEREFORE, BE IT RESOLVED by the Falls City City Council, to approve the user fee chart, attached as Exhibit A.

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Falls City City Council, this 2nd day of November 2009, by the following vote:

Ayes: 6

Nays: 0


Absent: 0

APPROVED BY THE MAYOR this 05th day of November 2009.



Darrin Fleener, Mayor

ATTEST:



~~Debi Zeitner, City Clerk~~
City Administrator

**Parks and recreation committee
Proposal for Park Fees Changes**

	Fees (non refundable)	Deposit (refundable)
A. Portion of park / per day		
• Falls City Residents / Non-Profit (Must show non-profit status)	\$10.00	\$20.00
• Non Residents	\$20.00	\$40.00
• Commercial Vendors	\$60.00	\$120.00
• Additional Weekends Reserves	\$5.00	N/A
 B. Entire Park / per day	 \$75.00	 \$300.00
 B. Booth Spaces		
• Falls City Residents / Non-Profit (Must show non-profit status)	\$10.00	N/A
• For Profit / Non Residents	\$20.00	N/A
• Commercial	\$60.00	N/A

NOTICE:

- All fees must be paid in advance.
- Public will not be prohibited from having access to the park when a group/party is renting a portion of the park.



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: _____

Organization/Applicant Name: _____

Contact Person for Organization: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Alternative Phone Number: _____

E-mail address: _____

Nature of Event: _____

Estimated Attendance: _____

Date Requested for Event: _____ Time Requested-from: _____ to: _____

- 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: _____
- 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 _____ Date: _____

For Staff Use Only:	
Approved/Denied _____	Date: _____
Payment Type: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check #: _____	Receipt #: _____
<input type="checkbox"/> Confirmation given to applicant	<input type="checkbox"/> Posted on calendar

CITY OF FALLS CITY

PARK RULES FOR USE AND GENERAL RESERVATION INFORMATION

"Agency" means the City of Falls City acting as the City of Falls City Parks and Recreation Agency

City of Falls City parks include:

Fay Wilson Memorial Park located on South Main Street, also known as our downtown park. This park runs along the Little Luckiamute River and has a wonderful walking bridge over the river with access to the downtown shopping. The park has a basketball court and play equipment. There are no sanitary facilities, except in summer months. This park is available for use without reservation between dawn and dusk.

The Michael Harding Park located on Parry Road. This small park sits above The Falls. There are no sanitary facilities, except in summer months. This park is available for use without reservation between dawn and dusk.

The George Kitchen Upper City on Park Street sits atop a beautiful tree covered hill. The park has restroom facilities, playground equipment, horseshoe area, a baseball field and a large gazebo. There are picnic tables scattered throughout the park. There are limited electrical hook up for the gazebo area. There are no shower facilities. The George Kitchen Upper Park gazebo is the only park facility that can be rented and reserved. This park is available for use between dawn and dusk. Overnight dry camping is available with approval from the City of Falls City.

Polk County Sheriff's Department patrols our city and we have a **volunteer Fire Department** for emergencies. Cell phone use is limited in this area.

RESERVATION HOURS – the hours of the permittee's reservation use are stipulated on the agreement. The user must adhere to the hours stated on the agreement, including the time necessary for setup and cleanup.

RESERVATION CHANGES

- Once the permit has been filed, no changes in hours will be allowed less than five working days in advance of the scheduled use, except in emergency cases. The City Administrator must approve such exceptions.
- The City reserves the right to cancel any scheduled or reserved park or facility due to unforeseen circumstances or emergencies. If the reservation is canceled by the City, the applicant may choose a full refund or request to be rescheduled.

LIABILITY – 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.

- All persons and groups to whom a "Use" permit has been granted must agree to hold harmless and indemnify the City of Falls City and, with respect to Falls City parks only, from any and all liability for injury to person or property occurring as a result of this permit's activity, and agree to be liable to said City for any and all damage to any park, facility, building, equipment, and furniture owned or controlled by the City which results from the activity or permittee or is caused by any participant in said activity.
- Each permittee shall be fully responsible for the physical condition in which the facility is left. 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.

SOUND EQUIPMENT/NOISE – Use of amplified sound equipment must receive prior approval from the City Administrator and may require a Noise Variance Permit. Noise that violates City Ordinance is not allowed.

VIOLATIONS – Any person(s) or reservation group in violation of any applicable Oregon law or any ordinance or regulation pertaining to parks adopted by the City of Falls City shall be subject to ejection from any park, and to any and all available civil and criminal remedies.

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.

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: SPRING CLEAN AND CITY WIDE GARAGE SALE
DATE: 7/13/2020

SUMMARY

City Staff had only 19 days to put together this year's Annual Spring Clean and City Wide Garage Sale and it went off without a hitch. We were able to get 133 truckloads, over 32 senior and disabled curbside pickups and more than 292 tires to be recycled. None of that could have been done without the help of our 16 resident volunteers, donations from Papa Murphy's in Dallas, and Republic Service employees.

Local Volunteers

Jim Minor
Jeremy Winn
Claude Vincent
Pete Veronesi
Guy Mack
Jon Creekmore
Athena Warren
Amy Houghtailing
Amara Houghtailing
Jeremy Gordon
T.J Bailey
Tara Cooper
James Hibdon
Lori Albert
Elaine Shorter

ALTERNATIVES/FINANCIAL IMPLICATIONS

None

STAFF RECCOMENDATION

None

EXHIBIT

None

PROPOSED MOTION

None

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE
FROM: WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH
COORDINATOR
SUBJECT: COMMITTEE HANDBOOKS
DATE: JULY 15, 2020

SUMMARY

In an effort to provide more resources to city committees and help committees to be as effective as they can be, handbooks have been made for each committee. These handbooks are meant to serve as a helpful reference guide for committee members in case of any questions. They also will help to orient those who are newly appointed to this committee and familiarize them with important city documents and the scope of the Parks & Recreation Committee's work. While not required, it may be helpful for at least one committee member to have their handbook with them during a meeting, in case any questions arise. City staff appreciate the time you volunteer for this committee and hope that this handbook will be helpful to you!

Please take your handbook home with you, review it, and refer to it when needed. If you resign from the Parks & Recreation Committee, please return your handbook to City Hall so that city staff can pass it on to a future committee member.

PROPOSED MOTIONS

N/A