



Notice of Parks and Recreation Committee Meeting

City of Falls City, Oregon

Meeting Location: 320 N Main Street, Falls City

Wednesday, September 16, 2020 at 11:00 AM

Posted on September 15, 2020

Committee Members

Lori Jean Sickles	Janet Propp
Dennis Sickles	Rosie Brownell
Dani Haviland	T.J Bailey
	<i>Vacant</i>

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 July 15, 2020 (pg. 1-2)
 - b. Meeting Minutes August 19, 2020- No Quorum (pg. 3)
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- Most Improved Yard Contest Update (pg. 4)
 - b. SR- Bruce Sickles River Walk Plan (pg. 5-9)
7. **New Business**
 - a. SR-Date for SOLVE Event and Parks and Recreation Lead of Event (pg. 10-11)
 - b. SR- Posts installed at both foot bridges (pg. 12)
 - c. Rosie Brownell Resignation (pg. 13)
 - d. CLG Grant Informational (pg. 14-18)
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 July 15, 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, T.J Bailey, Rosie Brownell via phone call.

Staff Present: Jamie Ward, City Clerk

Committee Chair L. Sickles called the meeting to order at 11:05 AM

1. Roll Call

One (1) spot 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 D. Sickles and seconded by Committee Member D. Haviland to adopt the entire agenda approving the meeting minutes from February 19, 2020 Meeting. Motion Passed 6-0-0-0, Lori Jean Sickles, Janet Propp, Dennis Sickles, Dani Haviland, T. J Bailey, Rosie Brownell.

4. Public Comments

- a. Falls City Resident Laura Britton wanted to bring to Parks and Recreation Committees' attention the lack of signage for the Falls City Falls Park. She stated she would love to see one in town directing traffic to the Falls and one at the Falls.
- b. Falls City Resident Bruce Sickles would like Parks and Recreations recommendation to proceed with creating the Riverwalk by using his tractor to remove blackberries and invasive ivy from City owned property along the riverbank. Mr. Sickles would also like permission to remove fallen trees surrounding the Falls Park.

Committee Chair L. Sickles would like to see this come before City Council at the August 10, 2020 Meeting.

No vote was held but Committee all agreed in their recommendation.

5. Old Business

- a. Arbor Day follow-up
Informational only deadline had passed due to COVID-19 cancellations.
- b. Clinic Pocket Park
Informational only deadline had passed due to COVID-19 cancellations. Committee fully supports the approval of the Pocket Park by the City Council.
- c. Falls City Logo
Informational only deadline had passed due to COVID-19 cancellations.

6. New Business

a. City Park Rules and Regulations

Committee held discussion regarding ideas involving the current lack of a park rules resolutions. Parks and Recreation Committee would like City Staff to create a resolution to have go before City Council with unified regulations at all City owned parks except for camping which is currently only available at the George Kitchin Park. Parks and Recreation Committee would also like to have see that the City Administrator can approve applications over having them wait to go before City Council.

b. Spring Clean Informational only.

7. Correspondence, Comments and Ex-Officio Reports

a. Rosie Brownell stated that the Little Library her partner Martin is constructing is almost complete and would like to know if they could use a few of the red bricks Falls City Thrives removed from the Dr. Clinic wall demolition to use as a base for the Little Library. Incorporating the new with the old.

b. T.J Bailey informed Parks and Recreation Committee that he has been in contact with a group of local youths regarding building a Skate Park in the Fay Wilson Park. Committee Member Bailey stated that he has been researching some funding sources and may have found a few leads on some grants. One specific one is the Tony Hawk Grant. He will investigate it more, with the help of Falls City Thrives get back to Parks and Recreation Committee as he learns more information. Committee Member Bailey stated that this was one of City Councils goals and is hopeful to see this project through.

Committee Member Bailey also stated that he was at the Falls Park and noticed the fence protecting people from the cliffs has been torn down. Bailey stated that unsupervised young children were playing close to the edge and he fears that one could potentially fall or be injured. He would like to see some better protection put in there.

8. Committee Announcements

a. Parks and Recreation committee meeting will be August 19, 2020 at 11:00 am.

9. Adjourn

No motion was made

Meeting adjourned at 12:00 PM

_____ Parks Committee Chair L. Sickles

Attested: _____ Parks Committee Member _____



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

Committee Members Present: T.J Bailey, Lori J. Sickles

Staff Present: None

1) Roll Call
Meeting cancelled due to no quorum. Absences included; Dennis Sickles, Lori Jean Sickles, Rosie Brownell, Janelle Anzalone

2) Committee Announcements, Comments and Ex-Officio Reports

Next Parks and Recreation Committee meeting: Wednesday September 16, 2020 at 11:00 AM

_____ **PR Committee Chair Lori Jean Sickles**

Attested: _____ **PR Committee Member**

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STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: MOST IMPROVED YARD UPDATE
DATE: AUGUST 17, 2020

SUMMARY

The Most Improved Yard is progressing along but as of today August 17, 2020, we have two submissions. City Staff would like Committee to continue to promote the event to residents and answer questions if needed.

PROCESS

The Most Improved Yard Contest runs from August 01, 2020 – September 11, 2020. Winners will be announced at the Monday October 12, 2020 City Council Meeting.

First prize will be given the 1996 Chevy Tahoe, second prize is a \$250.00 Gift Card, third prize is a \$150.00 Gift Card and last place is 4 Hours of Public Works Help in your yard.

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

PROPOSED MOTION

N/A

STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: "RIVER WALK" PLAN
DATE: SEPTEMBER 13, 2020

SUMMARY

City Staff needs Parks and Recreation Committee to make a formal recommendation to City Council to approve Bruce Sickles Little Luckiamute River Walk clean up plan.

PROCESS

N/A

BACKGROUND

N/A

EXHIBITS

Exhibit A-Bruce Sickles Plan and exhibits

STAFF RECOMMENDATION

N/A

PROPOSED MOTION

I move that the Parks and Recreation Committee recommend to Falls City City Council to approve Bruce Sickles River Walk Clean up Plan.

To any and all concerned and interested parties:

There has been some solid interest expressed in the idea of a "river walk" along the Little Luckiamute River in (and around) Falls City.

There have been a few ideas, and an older plan, circulated that show a workable body of interest to proceed.

Having a sizable interest myself, I have decided to submit and coordinate a team effort to accomplish the goal.

The project would seem to entail some very basic details, ie;

- a preliminary survey of the ground that would be covered
- a dialogue with property owners along the waterway
- a dialogue with engineers
- a finalized plan once the previous steps have been completed

At this point I would like to gain permission to start clearing brush along the waterway so as to get a good look at how the land lays and what (if any) improvements need to be made.

]

I would like to start at the lower park and work along the west side of the river moving toward the Falls and, upon completion of that, move to start preliminary work on the east side of the river from City Hall to Rock Ledge.

I have sent out an invitation to volunteers to assist in the above mentioned projects.

Any concerns or problems anyone may be aware of with the previous plan please let me know.

Thanks

Bruce Sickles

brucendarla@live.com







STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: SOLVE EVENT DATE AND COMMITTEE LEAD
DATE: AUGUST 17, 2020

SUMMARY

The City would like Parks and Recreation Committee to Pick a Day to hold this year SOLVE Event and Choose a lead to work with City Staff.

BACKGROUND

This year is the 5th annual SOLVE River and Beach clean-up. The Solve event has been held on different days in September in prior years.

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Let Staff know what day you would like to hold this event so we can begin working on lunch donations and gathering supplies. If you want staff to apply for a small SOLVE grant we need to hold the event between September 19- October 04 (See exhibit A)

PROPOSED MOTION

N/A

Exhibits

A- SOLVe Small Grant Information



[ABOUT US](#) ▾ [WHY WE CARE](#)

[WHAT WE DO](#) [WAYS TO GET INVOLVED](#) [WAYS TO SUPPORT US](#) [SHOP ONLINE](#) [CONTACT US](#) [SOLVE-OREGON.MYSHOPIFY.COM](#)

Taking Care of Oregon

Please be sure to review and agree to SOLVE's [Volunteer Safety Guidelines \(https://www.solveoregon.org/volunteer-safety-guidelines-covid-19\)](https://www.solveoregon.org/volunteer-safety-guidelines-covid-19) before attending an event.

[DONATE! \(/donate\)](#)

Small Grant Application Form

Hello, Jamie

Due to financial restraints around COVID-19, small grants will only be available to Beach & Riverside Cleanup leaders with projects happening September 17 - October 4. SOLVE will update this page as soon as more become available. To help with event related costs, many SOLVE leaders have had luck asking for kind donations from local businesses. Feel free to use our [In-Kind Donation Form \(https://solveoregon.my.salesforce.com/sfc/p/#11000002vko/a/11000001Zpw/MW9w8FE9nKPE3O5h3R2bV6DaFe9zmYZP_FwzwdZBov\)](#) when inquiring so they can use our tax-id number and we can send them a thank you!

[Return to Managing Opportunities \(/partner-portal/dashboard\)](#)

[Log out \(/logOff\)](#)

Purpose

SOLVE provides reimbursable small grants of up to \$100 to support grass roots and community efforts. A limited number of grants are available to supplement project material and supplies costs, assisting in creating successful and sustainable projects. See the list below for some of the things SOLVE small grants pay for. Individuals must apply for support prior to the deadline in order to be eligible for a small grant.

What's Free

Approved SOLVE projects are eligible to receive free SOLVE supplies. These include bags, sharps containers, vinyl gloves, safety vests and volunteer coordinator handbooks. SOLVE staff are available to provide training and support to make sure you have a successful event.

Eligibility

SOLVE small grants for volunteer projects are limited. Approval for these grants is based on economic need, scope of project, geographic diversity and the sustainability of the project over time.

Each volunteer event coordinator or community group may receive one grant per calendar year.

Grant Use

SOLVE Small Grants are designed to help offset some of the on-the-ground costs for a project.

Examples of how grants can be used:

- Work gloves
- Tools (must be made available for future SOLVE projects)
- Native trees and shrubs
- Mulch
- Plant cages
- Waste disposal fees

Examples of how grants cannot be used:

- Wages
- Volunteer transportation expenses (i.e. fuel, car/bus rental, etc.)
- Food, gifts or parties for volunteers
- Personal equipment, phone bills
- Fundraising activities
- Pesticides or herbicides
- Publication and distribution of promotional items (posters, signs, flyers) - we will update this page if this item is covered again through our small grants.
- Supplies used for activities outside SOLVE's focus areas. SOLVE's focus areas are: cleanup of litter and illegal dumpsites, non-native invasive plant removal, planting of native trees and shrubs, and monitoring and maintenance of restoration sites.

STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: POSTS INSTALLED AT BOTH FOOT BRIDGES
DATE: AUGUST 17, 2020

SUMMARY

During the week of August 10, 2020 through August 14, 2020 Falls City Public Works Director Jon Creekmore, and Public Works employee Michael Creekmore installed one barrier pole at each end of the walking bridges to prevent motorized vehicles from driving over them causing damage to the structure of the bridges. Falls City Public Works also installed nine (9) safety bollard posts along with a chain preventing cars from parking on the edge of the Falls Park (North Side).

PROCESS

In total the job took Public Works a total of 16 hours and roughly \$1935.00 in parts and supplies.

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

PROPOSED MOTION

N/A

Jamie Ward

From: Rosie Brownell <rosiebrownell@gmail.com>
Sent: Wednesday, August 19, 2020 9:16 AM
To: Jamie Ward
Cc: Bailey; Dani Haviland (dani.haviland@gmail.com); D Sickles; Dennis Sickles; Janet Propp; Sickles; Lori-Jean Sickles (loriandlaura@msn.com); Mayor
Subject: Re: Wednesday August 19, 2020 Meeting

Hi All,

Unfortunately, due to work and family commitments I won't be able to serve on the Parks and Rec committee anymore. It was wonderful meeting and working with all of you and I hope to see you at future volunteer events. I'll pass the word around about the vacant seats and hopefully some folks with more time will step in.

All the best,

Rosie

On Tue, Aug 18, 2020 at 10:48 AM Jamie Ward <jward@fallscityoregon.gov> wrote:

Hello everyone,

Here is tomorrows packet, I'll see ya there 😊

Jamie Ward

City Clerk

299 Mill St.

Falls City, Oregon

Ph. 503.787.3631

Fa. 503.787.3023

jward@fallscityoregon.gov

AGENDA REPORT

TO: Parks and Recreation Committee
FROM: Jamie Ward
SUBJECT: CLG Grant Informational
DATE: 09/08/2020

SUMMARY

Mac Corthell, Falls City's City Manager submitted a closing letter to Kuri Gill with State of Oregon Parks and Recreation on September 08, 2020. This closing letter details the original Grant information as well as the amendment that came to fruition due to COVID-19 impacts. I have included some of the details of that letter below.

Original Award. In May of 2019, the City of Falls City was awarded a CLG grant to:

“Develop a mobile application with locations and pictures of historic properties so the community and visitors can explore Falls City historic places in partnership with Falls City High School. Grant administration. Review and compliance.”

The project was to be led by the Falls City High School Computer Programming Instructor and completed by student volunteers in the Computer Programming class. Unfortunately, this project could not be completed due to the COVID-19 pandemic and response.

A status report outlining the progress to date was submitted on May 10, 2020 and shows the significant body of work that had been accomplished prior to schools closing in March 2020. In essence, this report closed the initial project that could not be completed during COVID-19 as it was an in-class project being performed by High School students and a computer programming instructor.

A draw request was submitted on May 28, 2020 to seek reimbursement of costs accrued on the original project totaling \$4440.50, payment in-full was received on June 4, 2020. Photographs and a summary of the work completed on the original project (prior to COVID-19 shutting it down) are attached as (Exhibit A).

1. Amended Project. In May of 2020, with schools closed by law, the original project was no longer feasible, so the City submitted an amended project outline to make efficient use of the remaining \$4,915 dollars in approved funding (in-kind match requirements had already been satisfied through work completed on the original project). The amended project was approved in June of 2020 to:

“Digitize a substantial quantity of historical photographs and documentation and create a public access point via a web page on the City's website.”

More specifically, the city received approval to utilize remaining funds to purchase a research scanner and associated software for batch scanning purposes, and to pay for additional staff hours (not overtime) dedicated to this project, and for grant administration and compliance.

2. Financial. Upon cessation of the original project, a draw request was submitted, approved, and paid out to account for all costs on the original project. The invoices for that Draw 1 are attached and labeled "Original Project, paid – Draw 1." The in-kind match for volunteer hours was also submitted in Draw 1 and meets the total match requirement for all funds under this grant.

The invoices related to the Amended project are attached and labeled "Amended Project." (Exhibit B) These have not been paid yet and they constitute the City's Final Draw Request.

Finally, a summary accounting of costs for both the original and amended projects is included in this report as (Exhibit C) - Table 1.

BACKGROUND:

Falls City applied for and was awarded the CLG Grant in May of 2019. The original award was to develop a mobile application with locations and pictures of historic properties so the community and visitors could explore Falls City historic places in partnership with Falls City High School.

STAFF RECOMMENDATION:

Look at the Falls City website history page and see all the work that was done. You can access that page by going to www.fallscityoregon.gov, hovering the mouse over "Our Community" and clicking on the History tab.

EXHIBITS:

Exhibit A- May 28, 2020 Draw request

Exhibit B- Amended Project Summary of Work Completed

Exhibit C- Table 1

PROPOSED MOTIONS

None



City of Falls City

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May 28, 2020

Kuri Gill
State of Oregon
Parks and Recreation Department
725 Summer St. NE, Suite C
Salem, OR 97301-1271

Re: Amendment of 2019 Certified Local Government Grant (CLG) Award OR-19-11

Dear Kuri,

In May of 2019 the City of Falls City was awarded a CLG grant to:

"Develop a mobile application with locations and pictures of historic properties so the community and visitors can explore Falls City historic places in partnership with Falls City High School. Grant administration. Review and compliance."

The project was to be led by the Falls City High School Computer Programming Instructor, and completed by student volunteers in the Computer Programming class. Unfortunately, this project could not be completed due to the COVID-19 pandemic and response.

A status report outlining the progress to date was submitted on May 10, 2020 and shows the significant body of work that had been accomplished prior to schools closing in March, 2020.

A draw request was submitted on May 28, 2020 to seek reimbursement of costs accrued to date. Additionally, the draw request accounts for in-kind contributions by volunteer students, and historical commission members.

Proposed Amendment

As you can see from the table 1 below, the City has approximately \$4,915 dollars in approved funding remaining (assuming draw 1 is approved), and has met the promised in-kind match contributions on the project. Unfortunately, the project cannot be completed due to the ongoing pandemic and response. As such, the City respectfully requests the following amendment:

Summary

The City of Falls City has a substantial quantity of historical photographs and other documentation. The remainder of the grant funds (\$4,915) would be used to facilitate

Amended Project Summary of Work Completed

Utilizing grant funds, the city was able to inventory, determine historical value, digitize and organize more than 6 boxes of historical photographs and documents. The city was able to develop a professional historical page on the city website to replace a rudimentary page with very little historical data.

In total, 301 photographs, 69 documents, 32 newspaper articles, and 267 postcards were deemed historically valuable and/or relevant. All of these items were digitized, organized, and placed on the new historical page.

The City also created a visually pleasing, well organized, professional historical page on it's website with copious information and historical documentation contained therein. The new page includes multiple automatic/manual side scrolling photo bars, logical flow and compartmentalization of information, and an updated color scheme to go with the additional information. The prior web page was very elementary, contained little information, and was not well organized.

All of these outcomes were achieved through multiple in-person meetings with the City Manager, design and organization meetings with the City's Community Development Coordinator, and extensive hands on labor to sort through disorganized boxes of documentation and parse out the historically valuable items, then digitizing it through scanning, organizing and/or enhancing it as needed using photoshop then placing it in the appropriate location on the webpage.

Creating the web page required designing a page on the new city website, mapping and organizing it in a logical, user friendly way, determining appropriate color scheme and font, and finally filling it with information and text.

This work has made historical documents, 669 of them, that were previously inaccessible to the public, globally accessible via the internet. It has also ensured preservation in case of some sort of casualty like water damage or fire, and laid the groundwork for continued development of the city's historical and cultural resources.

A sampling of the old and new web pages is attached to this report, and you are encouraged to visit <https://www.fallscityoregon.gov/history> to experience the full splendor of this achievement!

Table 1 - Summary Accounting

Item	Original Project Budget	Original Project - Draw 1	Amended Project Budget	Amended Project - Final Draw
Admin - Staff Time	\$ 800.00	\$ 558.00	\$ 500.00	\$ 465.00
Pub Ed - Material & Equipment	\$ 2,500.00	\$ 1,439.99	\$ 900.00	\$ 699.98
Pub Ed - Contractor	\$ 5,455.00	\$ 2,256.51	\$ 3,340.00	\$ 1,300.00
Compliance - Staff Time	\$ 600.00	\$ 186.00	\$ 275.00	\$ 232.50
Total	\$ 9,355.00	\$ 4,440.50	\$ 5,015.00	\$ 2,697.48

Paid 6/4/20

In Kind Match Items

Pub Ed - Volunteer R&D	\$ 5,500	\$ 5,500.00
Compliance - Volunteers	\$ 360	\$ 356.00
Total	\$ 5,860	\$ 5,856.00

*Independentsector.org sets volunteer time at a value of \$25.43/hour unless special or management skills are exercised. Then it is a case by case analysis.

Thank you for your time and consideration, please advise if any additional or modified information is needed.

Sincerely,

/s/ Macahan CortHELL, JD - 9/8/20

Macahan "Mac" CortHELL
City Manager