



# Notice of Parks and Recreation Committee Meeting

## AGENDA

### CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Meeting Date: Wednesday January 17, 2018 at **6:00 PM**

Posted on January 12, 2018

**New Time**

- 1) **Call to order** Roll Call: Janelle Anzalone\_\_\_ Lori Jean Sickles\_\_\_ Dennis Sickles \_\_\_  
John Hawkins \_\_\_ Janet Propp\_\_\_ Amy Bliss\_\_\_ Dani Haviland
- 2) **Pledge of Allegiance**
- 3) **Motion to adopt the entire agenda**
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
  - a. Minutes October 18, 2017 (p. 1-2)
  - b. Minutes November 15, 2017 (p. 3)
  - c. Minutes December 20, 2017 (p. 4)
  - d. Select Committee Chair (p. 5-7)
- 5) **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matters. 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. George Kitchin Park Host Update (p. 8-15)
  - b. Park Master Plan Adoption Update (p. 16-18)
- 7) **New Business**
  - a. 2017 Park and Recreation Department Accomplishments (p. 19)
  - b. Consider a recommendation to City Council for adoption of a new budget line item: Donations for Park Improvements (p. 20-23)
  - c. Recreational Immunity Overview as it relates to Park Improvements (p. 24-31)
  - d. Consider recommendation for Fiscal Year 2018-2019 Park Projects and funding strategies (p. 32-61)
  - e. Recreational Immunity Restored- SB 237 (p. 62)
- 8) **Correspondence, Comments and Ex-Officio Reports**
- 9) **Committee Announcements**
- 10) **Adjourn**

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.

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday October 18, 2017 11:00 AM  
Meeting Location: 320 N Main Street, Falls City, Oregon

**Committee Members Present:** Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, John Hawkins, Dani Haviland

**Staff Present:** Domenica Protheroe, City Clerk

Chairperson Anzalone called the meeting to order at 11:15 am.

**1) Roll Call**

Janet Propp and Amy Bliss were absent.

**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 L. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, John Hawkins, Dani Haviland

**4) Motion to adopt consent agenda**

A motion was made by Committee Member D. Sickles and seconded by Committee Member L. Sickles to adopt the consent agenda. Motion carried 5-0-0. Ayes: Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, John Hawkins, Dani Haviland

**5) Public Comments**      None

**6) Old Business**

**A. Review Parks Master Plan and consider approval**

Committee members confirmed they had reviewed a physical copy of the final draft of the Parks Master Plan prior to the meeting; a physical copy was delivered to Committee Members on Thursday October 12<sup>th</sup>.

Committee members referred to their copy of the plan. Committee Member D. Sickles thought the plan was easy to read and understand. Chair Anzalone questioned the need for improvement priority 12 – Dog Park. Committee Member L. Sickles stated that the Committee decided to include a dog park as the last improvement priority at the prior meeting. Committee Member Haviland provided several spelling corrections. Clerk Protheroe stated that she can correct clerical (Scrivener's) errors that do not change the content or intent without bringing the Plan back to the committee for approval.

Committee discussed the Capital Improvement plan and the estimate sources. Committee discussed grant application strategies for large grants, such as the Little Luckiamute River Trail where volunteer hours can go towards the match. Committee members thought the Plan would help quantify grant applications which in turn would increase our likelihood of grant award.



Committee discussed the path forward and requested an agenda item for the November Meeting: Select and recommend parks project for the 2018-2019 fiscal year.

Chair Anzalone reported that she serves as the grant writer for parks. Committee Member Haviland offered to proof grant applications. Clerk Protheroe stated grant applications must be approved by City Council and the acceptance of grant awards must be approved by Council.

The Committee was pleased with the plan content and the layout and thought it would serve the City well. Clerk Protheroe congratulated the committee.

A motion was made by Committee Member D. Sickles and seconded by Committee Member L. Sickles that the Parks and Recreation Committee approve the Parks Master Plan, as presented, and make a recommendation to the City Council to adopt. Motion carried 5-0-0. Ayes: Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, John Hawkins, Dani Haviland

**7) New Business**

**A. New Committee Members**

Agenda report contained a copy of Municipal Code Chapter 32.02 Parks and Recreation Committee which defines the Parks and Recreation Committee roll and requirements for reference by new committee members.

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

Committee Chair Anzalone informed the Committee that Committee Member Amy Bliss' new job schedule conflicted with the current Committee meeting time of 11 AM on the Wednesday following the City Council meeting. Committee agreed on a new time of day and kept the original day of the month.

A motion was made by Committee Member Haviland and seconded by Committee Member Hawkins to change the time of the Parks and Recreation monthly meeting from 11:00 AM to 6:00 PM on the Wednesday following the City Council regular monthly meeting. Motion carried 5-0-0. Ayes: Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, John Hawkins, Dani Haviland

Clerk Protheroe advised the Committee that the new George Kitchen camp host site concrete pour had been vandalized. Repairs were made, but the concrete slab is permanently marred. The Committee was disheartened. Committee Member D. Sickles offered to volunteer to take a nighttime guard shift for future projects.

**9) Committee Announcements**

**10) Adjourn**

The meeting adjourned at 11:57 AM

\_\_\_\_\_ Parks Committee Chair J. Anzalone

Attested: \_\_\_\_\_ Parks Committee Member \_\_\_\_\_

42

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
**Wednesday November 15, 2017 6:00 PM**  
Meeting Location: 320 N Main Street, Falls City

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

**Staff Present:** Clerk Protheroe

**1) Roll Call**

Meeting cancelled the meeting due to no quorum. Absences included; Jill Anzalone, Amy Bliss , Dennis Sickles, John Hawkins,

**2) Committee Announcements, Comments and Ex-Officio Reports**

Next Parks and Recreation Committee Meeting: Wednesday December 20, 2017 at 6:00 PM

\_\_\_\_\_ PR Committee Chair Anzalone

**Attested:** \_\_\_\_\_ PR Committee Member

43

**City of Falls City**  
**Parks and Recreation Committee Meeting**  
Thursday December 20, 2017 6:30 p.m.  
Meeting Location: 320 N Main Street, Falls City, OR 97344

The meeting was canceled.

Next meeting scheduled for January 17, at 6:30.

\_\_\_\_\_ Parks and Recreation Committee Chair Anzalone

Attested: \_\_\_\_\_ Parks and Recreation Committee Member

10/4

---

---

**AGENDA REPORT**

---

---

**TO:** Parks and Recreation Committee Meeting  
**FROM:** JoHanna Birr, City Clerk  
**SUBJECT:** Select Committee Chair for 2018  
**DATE:** 1/11/2018

---

**SUMMARY**

Each Committee and Commission appoints a chair at the first meeting of each New Year. Committee Chair Anzalone is not eligible to serve as Chair this term, because she has served for two consecutive terms. Nothing in the Municipal Code Chapter 32.02 prevents Jill Anzalone from serving as chair in future years, providing there is a break in service.

**Municipal Code Chapter 32.02.010 Parks and Recreation Committee Established**

*The parks and recreation committee is hereby established. The committee shall be composed of seven members appointed by the mayor, with the consent of the council. The parks and recreation committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.*

**PREVIOUS COMMITTEE ACTION**

January 2016 Jill Anzalone was appointed Chair of the Parks and Recreation Committee.

Thank you for years of service as Committee Chair Jill Anzalone!

**STAFF RECOMMENDATION** N/A

**EXHIBIT**

Exhibit – A List of City Council, Commission and Committee Members

**PROPOSED MOTIONS**

1. *Chairperson Anzalone asks for nominations for Committee Chair.*
- *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

I move \_\_\_\_\_ be appointed Chair of the Parks and Recreation Committee for 2018.

*Motion made by:*

*Seconded by:*

*Record the vote:*



# City Council, Commission, and Committee Members

- 1.) City Council
- 2.) Parks and Recreation Committee
- 3.) Public Works Committee
- 4.) Budget Review Committee
- 5.) Historic Landmark Commission
- 6.) Planning Commission

## 1.) City Council

- |    |                              |                       |
|----|------------------------------|-----------------------|
| 1. | Mayor Gordon                 | Term ends: 12/31/2018 |
| 2. | Council President Tony Meier | Term ends: 12/31/2018 |
| 3. | Dennis Sickles               | Term ends: 12/31/2020 |
| 4. | Lori Jean Sickles            | Term ends: 12/31/2018 |
| 5. | Jennifer Drill               | Term ends: 12/31/2018 |
| 6. | Charlie Flynn                | Term ends: 12/31/2020 |
| 7. | Cliff Lauder                 | Term ends: 12/31/2020 |

## 2.) Parks and Recreation Committee

- |    |                               |                       |
|----|-------------------------------|-----------------------|
| 1. | Janelle Anzalone (Chair)      | Term ends: 12/31/2018 |
| 2. | Dennis Sickles (Vice Chair)   | Term ends: 12/31/2018 |
| 3. | Lori Jean Sickles (Secretary) | Term ends: 12/31/2018 |
| 4. | John Hawkins                  | Term ends: 12/31/2018 |
| 5. | Amy Bliss                     | Term ends: 12/31/2018 |
| 6. | Janet Propp                   | Term ends: 12/31/2020 |
| 7. | Dani Haviland                 | Term ends: 12/31/2020 |

## 3.) Public Works Committee

- |    |                             |                       |
|----|-----------------------------|-----------------------|
| 1. | Mitchell Padilla (Chair)    | Term ends: 12/31/2018 |
| 2. | Mike McConnell (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Guy Mack (Secretary)        | Term ends: 12/31/2018 |
| 4. | Terry Ungricht              | Term ends: 12/31/2018 |
| 5. | Jennifer Drill              | Term ends: 12/31/2018 |
| 6. | Cliff Lauder                | Term ends: 12/31/2020 |
| 7. | Tony Meier                  | Term ends: 12/31/2020 |

ple

**4.) Budget Review Committee**

1-7. City Council and Mayor (All seven members)

In addition, seven residents:

- |    |                 |                       |
|----|-----------------|-----------------------|
| 1. | Debera Ellis    | Term ends: 12/31/2017 |
| 2. | Guy Mack        | Term ends: 12/31/2017 |
| 3. | Steve Dixon     | Term ends: 12/31/2017 |
| 4. | Dawn Taylor     | Term ends: 12/31/2017 |
| 5. | Vacant          | Term ends: 12/31/2018 |
| 6. | Amy Houghtaling | Term ends: 12/31/2018 |
| 7. | Patti Sample    | Term ends: 12/31/2019 |

**5.) Historic Landmark Commission**

- |    |                              |                       |
|----|------------------------------|-----------------------|
| 1. | Mike McConnell (President)   | Term Ends:            |
| 2. | Amy Houghtaling (Vice Chair) | Term ends: 12/31/2018 |
| 3. | Guy Mack (Secretary)         | Term ends: 12/31/2019 |
| 4. | Randolph Osman               | Term ends: 12/31/2018 |
| 5. | Bruce Garrett                | Term ends: 12/31/2018 |
| 6. | Rose Bajorins                | Term ends: 12/31/2018 |
| 7. | Open                         | Term ends: -----      |

**6.) Planning Commission**

- |    |               |                                   |
|----|---------------|-----------------------------------|
| 1. | Tracy Young   | Appointed                         |
| 2. | Rose Bajorins | Appointed 2016 (Serves 2016-2019) |
| 3. | Open          |                                   |
| 4. | Open          |                                   |
| 5. | Open          |                                   |
| 6. | Open          |                                   |
| 7. | Open          |                                   |

41



---

---

**AGENDA REPORT**

---

---

**TO:** Parks and Recreation Committee  
**FROM:** Domenica Protheroe, City Clerk  
**SUBJECT:** George Kitchin Park Host Update  
**DATE:** 11/8/2017

---

---

**SUMMARY**

Attached please find a copy of the City Council Agenda Report titled Resolution 25-2017 Park Host for George Kitchin Park.

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT**

Exhibit A - City Council Agenda Report titled Resolution 25-2017 Park Host for George Kitchin Park

**PROPOSED MOTIONS** N/A

*P.S.* *ig*

Exhibit A

---

## AGENDA REPORT

---

**TO:** CITY COUNCIL  
**FROM:** TERRY UNGRICH, MAYOR  
**SUBJECT:** RESOLUTION 25-2017 PARK HOST FOR GEORGE KITCHIN PARK  
**DATE:** NOVEMBER 2, 2017

### SUMMARY

Council directed staff to build a park host site at George Kitchin Park and to recruit a host.

### BACKGROUND

As reported at the last Council meeting Councilor Lauder has finished the concrete pad, the electrician has installed the service, and Public Works has finished the Water and Sewer connections. Council adopted a volunteer resolution covering the volunteer host.

Staff has drafted a Volunteer Service Agreement that has been accepted by the City attorney and a Resolution adopting the agreement. Staff has also drafted an Exhibit A document for Council reference, this document will change with negotiations of the chosen Park Host and acceptance by the City Attorney and CIS Insurance (Exhibits A and B).

### PREVIOUS COUNCIL ACTION

above

### ALTERNATIVES/FINANCIAL IMPLICATIONS

Will increase electrical costs

### STAFF RECOMMENDATION

Adopt Resolution 25-2017

### EXHIBITS

- 1) Resolution 25-2017
- B) Volunteer Service agreement
- C) Draft of Attachment A as an example

### PROPOSED MOTION

I move that City Council of the City of Falls City adopt resolution 25-2017, A RESOLUTION ESTABLISHING A VOLUNTEER SERVICE AGREEMENT AND INSURANCE WAVIER FOR A PARK HOST AT THE GEORGE KITCHIN PARK AND ALLOWING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR A PARK HOST

*PH*  
*49*

Exhibit 1

RESOLUTION 25-2017

**A RESOLUTION ESTABLISHING A VOLUNTEER SERVICE AGREEMENT AND INSURANCE WAIVER FOR A PARK HOST AT THE GEORGE KITCHIN PARK AND ALLOWING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR A PARK HOST**

Findings:

1. Falls City has experienced vandalism in the City Parks.
2. The Falls City Council and the Falls City Parks and Recreation Committee have instructed staff to set policies for a Park Host to help monitor our Parks.
3. Falls City staff working with the City Attorney has developed an agreement and procedures for recruiting a Park Host volunteer.
4. The Falls City Manager will have the responsibility and authority to enter into an agreement and attachment to the agreement specifying Park Host duties.

NOW THEREFORE, THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The attached agreement (Exhibit 1) is adopted covering the Volunteer Service and insurance waiver.

Section 2. The City Manager has authority to enter into a specific duties agreement to be signed by the Park Host and attached as Exhibit B to the adopted agreement.

Section 3. This Resolution shall be effective immediately upon passage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Domenica Protheroe, City Clerk

*PS*  
*Q10*

## Exhibit A

### FALLS CITY PARKS AND RECREATION DEPARTMENT Volunteer Service Agreement and Insurance Wavier for Park Host

As a volunteer volunteering for the City of Falls City, you need to understand the scope of your hosting duties and the extent that you are covered by the City of Falls City's insurance for liability and personal injury.

#### Recitals

- A. The City owns and operates a George Kitchin Park. The Park provides temporary accommodation for travelers.
- B. In order to maintain existing facilities and provide service to Park users, the City elects to have a volunteer "Park Host" reside at the Park.
- C. The Park Host position is a volunteer position. The Park Host will operate under the direction of the City Manager and interact on a daily basis with various City staff.

#### Section

- 1) Host duties will be set by the City with input from the volunteer and will be made attachment A of this document.
- 2) The parties acknowledge and agree that the Park Host is not an employee of the City. The parties further acknowledge and agree that the Park Host is exempt from minimum wage and hour requirements pursuant to ORS 653.020 as a volunteer campground host, as well as pursuant to applicable provisions of the FLSA.
  - The Park Host declares that he or she is motivated by civic, charitable and humanitarian reasons and has no expectations of any monetary compensation.
  - The Park Host acknowledges and agrees that he or she is solely responsible for any taxes associated with compensation provided pursuant to this Agreement. The City will not pay any taxes or withhold for tax purposes any portion of any compensation provided to the Park Host pursuant to this Agreement.
  - The parties acknowledge and agree that this Agreement does not create an employment relationship between the Park Host and the City, its officials, employees, agents, or contractors.
  - The City will provide worker's compensation insurance for the Park Host during the term of this Agreement. The Park Host is not entitled

~~P.K.~~  
8/11

to any other benefits, including but not limited to retirement and health insurance benefits, except as provided in this Agreement.

- 3) Due to the nature of your hosting assignment you are required to pass a criminal back ground check and a driver's record check may also be required depending on agreed on tasks.
- 4) You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following conditions:
  - You are performing work on your assigned duties.
  - You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300.

- 5) If you use your personal vehicle in the course of your tasks, you are required to have automobile liability insurance to provide for coverage of accidents involving the vehicle.
- 6) Limited Workers Compensation Insurance is provided by the City under the City's volunteer coverage. Coverage can only be provided to authorized volunteers that have signed the volunteer agreement form provided by the City and only covers injuries incurred while performing authorized tasks.
- 7) Anytime you are involved in accident or exposed to a potential liability situation while performing assigned host tasks, you must inform the City as soon as possible.
- 8) Volunteer agrees to:
  - Be a visible representative of the City at the Park.
  - Review Park rules.
  - Report Emergency situations to the City Manager or Law Enforcement or Emergency Personal as situation requires.
  - Provide proof of vaccinations for approved accompanying pets.
  - Understand and demonstrate safety practices to City prior to performing any volunteer task or assignment.
- 9) City of Falls City agrees to furnish Electricity, Water, and Sewer to host site for no cost during months of May through October. If Host to stay at site during Winter City and Host agree to negotiate any increase in Electricity associated with heating.
- 10) Either party may terminate this Agreement for any reason upon 15 days written notice to the other party. Either party may terminate this

~~P. 1~~  
P. 12

Agreement for violation of any of the terms or conditions of this Agreement effective upon delivery of written notice to the other party.

- 11) In the event of any termination, Park Host shall remove all personal property from City property within 10 days of receipt of notice of termination if termination is initiated by the City and within 20 days of the date of termination, if termination is initiated by the Park Host.

**Park Host Information:**

Name \_\_\_\_\_, Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

**2<sup>nd</sup> Person if applicable:**

Name \_\_\_\_\_, Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Parties agree to Park Host agreement and duties listed under attachment A by the below signatures.

\_\_\_\_\_  
City of Falls City, Manager

\_\_\_\_\_  
Park Host(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*PS  
P13*

## Exhibit B

### EXHIBIT A TO VOLUNTEER SERVICE AGREEMENT FOR PARK HOST

The undersigned agree to the terms and duties listed below detailing the expectations of the City of Falls City from the volunteer Park Host. If the listed duties are not performed to the City of Falls City's standards the Volunteer Service agreement can be terminated.

- The Park Host will reside in the designated spot on the grounds of the George Kitchin Park.
- Not more than Two (2) persons will be allowed to reside in the Park Hosts trailer/motorhome on an ongoing basis.
- The Park Host will supply his/her own recreational vehicle for his or her exclusive occupancy, to be placed in a recreational vehicle parking space designated by the City.
- The RV space assigned to the Park Host will not be used for any commercial purpose, including but not limited to garage sales or posting an automobile for sale without prior written permission from the City Manager.
- The Park Host will be solely responsible to obtain and maintain renter's insurance and/or liability insurance for the Park Host's personal recreational vehicle, automobile(s), and personal property. The City will not be responsible for any loss or damage that occurs to the Park Host's personal recreational vehicle or other personal property while it is located on City property.
- The Park Host is expected to be familiar with City policies and procedures.
- The Park Host will be required to close the Park Gates from Dusk to Dawn, unless there is an approved reservation changing Park usage times for an event.
- The Park Host will notify the City Manager of any absences that will affect the host duties.
- Essential functions of the Park Host include bending, twisting, the ability to lift up to 22 pounds (10 kg.) and other similarly light duties.
- The duties of the Park Host shall include some janitorial duties such as cleaning and stocking of toilet paper in the public restrooms and emptying trash receptacles in the City Parks.
- The Park Host will comply with all applicable local, state and federal laws and regulations, applicable to this Agreement.
- The Park Host plays a key role in customer service for the City. Expectations are that the Park Host will be friendly, considerate, and responsive to the needs of the City's guests, and customers. Professional conduct and a presentable appearance are required of the Park Host at all times.
- The Park Host is responsible for the behavior of the Park Host's invitees and guests while they are on City property. The Park Host is responsible for ensuring that the Park Host's invitees and guests do not disrupt City activities or City guests, or violate City policies.
- The Park Host is not law enforcement and should not confront situations that could turn violent or that pose a danger. The volunteer should instead contact law enforcement and retreat to a safe location.
- The Park Host is required to track time spent on duties for worker compensation insurance purposes.

If the Park Host does not abide by the terms of the agreement or Exhibit A it will result in the cancellation of the agreement and immediate removal of all personal property and the return of any equipment or keys that is furnished to the host.

Signature(s) of Park Host(s) accepting and agreeing to all listed duties.

Dated \_\_\_\_\_

pp  
p14

*Intentionally left Blank.*

4/15



---

---

**AGENDA REPORT**

---

---

**TO:** Parks and Recreation Committee  
**FROM:** JoHanna Birr, City Clerk  
**SUBJECT:** Status of the adoption of the Parks Master Plan  
**DATE:** 1/10/2018

---

**SUMMARY**

The City Council completed its first reading of Ordinance 551-2017 on November 9, 2017. The second reading took place December 14, 2018 and was passed unanimously by Council.

The Ordinance became effective 30 days of the adoption: January 13, 2018 upon adoption of Ordinance 551-2017 by the City Council and signature of the Mayor.

**PREVIOUS COMMITTEE ACTION**

10/18/2017 Committee approved the Parks Master Plan and made a recommendation to the City Council to adopt the plan.

**STAFF RECOMMENDATION** N/A

**EXHIBIT**

Exhibit A – City Council Agenda Report Parks Master Plan, including Ordinance 551-2017

**PROPOSED MOTIONS** N/A

4/16

**ORDINANCE 551-2017**

**AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON;**

**FINDINGS:**

1. City Council goals have called for a Park Master Plan since 2014.
1. The City of Falls City Comprehensive Plan states the following goal for Recreational Needs:

*GOAL: To provide the necessary facilities, activities and programs to fulfill the recreational needs of community citizens and visitors from surrounding areas.*
2. Municipal Code Chapter 32, Section 02, Subsection 050 defines the purpose of the Parks and Recreation Committee as follows:

*The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and review, and make recommendations on parks and recreation projects.*
3. The City Council of the City of Falls City directed the Parks and Recreation Committee and staff to write a local park and recreation facility plan in 2016.
4. The Parks and Recreation Committee and staff conducted a detailed physical inventory of land currently used for recreation within the city limits.
5. The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.
6. The Parks and Recreation Committee evaluated improvements using quantified methods that resulted in a list of park improvements that support recreational trends, desires, and community needs.
7. The Parks and Recreation Committee members and staff successfully fulfilled their duty by writing the first Parks Master Plan for the City of Falls City.
8. The Parks and Recreation Committee approved the Parks Master Plan and made a recommendation to the City Council to adopt the plan at the October 18, 2017 Park and Recreation Committee Meeting.

417

9. The City Council conducted a public hearing to consider the Parks Master Plan on November 9, 2017, at which time the public was given full opportunity to be present and heard on the matter.

**NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:**

**Section 1.** The adoption of the Falls City Parks Master Plan, as provided in Exhibit A.

**Section 2.** Effective Date. The City Council for the City of Falls City completed its first reading of Ordinance 551-2017 on November 9, 2017; with a second reading and adoption on December 14, 2017, the City of Falls City notes that this Ordinance becomes effective after 30 days of the adoption, and therefore this Ordinance will be in full force and effect January 13, 2018 upon signing of the Mayor.

READ FIRST TIME by the Common Council of the City of Falls City this 9th day of November 2017.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 14th day of December 2017.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Approved:

12/15/17  
Date

Jeremy Gordon, Mayor

Attest:

12/15/2017  
Date

Terry Ungficht, City Manager

4/18

---

---

**AGENDA REPORT**

---

---

**TO:** Parks and Recreation Committee  
**FROM:** Domenica Protheroe, City Clerk  
**SUBJECT:** 2017 Park and Recreation Department accomplishments  
**DATE:** 11/8/2017

---

---

**SUMMARY**

List of Park and Recreation Department accomplishments for the current calendar year:

1. Acquisition of the Michael Harding Park – North Open Space (2016)
2. Michael Harding Park – South additional parking and vehicle barricades
3. Created the first City of Falls City Parks Master Plan
4. Installation of the George Kitchen Park Host Site
5. Tree City USA (Park and Recreation Committee serve as the Tree Board)
6. 2017 Arbor Day Event
7. 2017 SOLVE Little Luckiamute Clean-up Event
8. 2017 Community Easter Egg Hunt

<b>BACKGROUND</b>	N/A
<b>PREVIOUS COMMITTEE ACTION</b>	N/A
<b>STAFF RECOMMENDATION</b>	N/A
<b>EXHIBIT</b>	N/A
<b>PROPOSED MOTIONS</b>	N/A

*Handwritten mark*

*4/19*

---

---

## AGENDA REPORT

---

---

**TO:** Parks and Recreation Committee  
**FROM:** Domenica Protheroe, City Clerk  
**SUBJECT:** Park and Recreation Department Donations Budget Line Item  
**DATE:** 11/8/2017

---

---

### SUMMARY

The Park and Recreation Department is under the General Fund, because it does not have a revenue source (See Exhibit A – ORS 294.361(3)(d)).

The Parks Master Plan recommends the creation of a new Parks and Recreation Reserve Fund to account for the accumulation of funds raised through new strategies. Under State of Oregon budget law, a fund is required to be self-balancing; meaning revenues = expenditures). Until such time that a Park and Recreation revenue source can qualify under ORS 294.361 the Committee may consider:

Recommend that the City Council create a General Fund budget resource line item for Park and Recreation Department Donations in order to accumulate funds collected through individual donations and fundraisers.

### BACKGROUND - OREGON REVISED STATUTES

A budgetary fund, as defined by Oregon Administrative Rule 150-294.352(1)-(A) (implementing ORS 294.388, renumbered from 294.352), is a fiscal and accounting entity of self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

The budget must be constructed so that the total resources in each fund equal the total requirements in that fund [OAR 150-294.352(1)-(B), implementing ORS 294.388, renumbered from 294.352]. When the resources are equal to the requirements, the fund is said to be “in balance.”

Reserve fund A local government may set up a reserve fund to accumulate money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire (ORS 294.346, renumbered from 294.525). Under Local Budget Law, a reserve fund is a way to save money from year to year. Expenditures can be appropriated and made directly from a reserve fund.

The resolution or ordinance creating a reserve fund should state the purpose for which the money in the fund can be spent. At least every 10 years after the establishment of a reserve fund, the governing body must review the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund when it is abolished can be transferred to the general fund or any other fund designated by the governing body.

Money in a reserve fund can only be used for the purpose for which the fund was established. Expenditures for that purpose may be budgeted and appropriated directly from the reserve fund. Transfers may not be made from a reserve fund unless the fund that receives the transfer uses the money for a purpose

HP 420

consistent with the purpose of the reserve fund. Interfund loans can be made from a reserve fund under ORS 294.468 (renumbered from 294.460).

Special revenue fund. Special revenue funds should be set up for dedicated local option tax levies, specific purpose grants and other revenues when required by statute, charter provision, or the terms of a grant. The number of such funds depends upon the activities of the local government and how it is funded. Some city home rule charters provide for a general fund and several other special funds. The general requirement is that dedicated revenues must be used for the specific purpose authorized, and separate funds should be established for them (ORS 311.350). Try to keep the number of special revenue funds to a minimum.

**PREVIOUS COMMITTEE ACTION**

10/18/2017 Committee approved the Parks Master Plan which recommended the creation of a Reserve Fund.

**STAFF RECOMMENDATION**     N/A

**EXHIBIT**

Exhibit A – 2015 294.361 Contents of estimate of budget resources

**PROPOSED MOTIONS**

I move that the Park and Recreation Committee recommend that the City Council create a General Fund budget resource line item for Park and Recreation Department Donations to accumulate funds collected through individual donations and fundraisers.

✓ 421

## 2015 ORS 294.361<sup>1</sup>

### Contents of estimate of budget resources

- (1) Each municipal corporation shall estimate in detail its budget resources for the ensuing year or ensuing budget period by funds and sources.
- (2) Budget resources include but are not limited to:
  - (a) The balance of cash, cash equivalents and investments (in the case of a municipal corporation on the cash basis) or the net working capital (in the case of a municipal corporation on the accrual or modified accrual basis of accounting) that will remain in each fund on the last day of the current year or current budget period;
  - (b) Taxes;
  - (c) Fees;
  - (d) Licenses;
  - (e) Fines;
  - (f) Interest on deposits or on securities of any kind;
  - (g) Endowments;
  - (h) Annuities;
  - (i) Penalties;
  - (j) Sales of property or other assets or products of any kind;
  - (k) Delinquent taxes;
  - (L) Judgments;
  - (m) Damages;
  - (n) Rent;
  - (o) Premiums on sales of bonds;
  - (p) Reimbursement for services, road or other work performed for others;

*Handwritten:* 11/8/17 p22

- (q) Transfer or reverter of unused balances of any kind;
  - (r) Reimbursement for services provided other funds;
  - (s) Rebates;
  - (t) Refunds of moneys heretofore paid on any account;
  - (u) Apportionment, grant, contribution, payment or allocation from the federal government, state government or any other governmental units;
  - (v) Taxes for the ensuing year or ensuing budget period;
  - (w) Interfund revenue transfers; **and**
  - (x) Revenues from any and all other sources of whatsoever kind or character.
- (3) Budget resources do not include:
- (a) The estimate for the ensuing year or ensuing budget period of discounts under ORS 311.505 (Due dates).
  - (b) The estimate of uncollectible amounts of taxes, fees or charges for the ensuing year or ensuing budget period.
  - (c) Moneys accumulated under an approved employee deferred compensation plan and interest or investment returns earned on such moneys.
  - (d) Grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific uses in the year of transfer. However, such grants, gifts, bequests or devises shall be included as budget resources if, by the time the budget committee approves the budget, the amount thereof that will be received in the ensuing year or ensuing budget period can be reasonably estimated. Such grants, gifts, bequests or devises may be placed in a trust and agency fund, to then be appropriated from such fund or funds.
  - (e) Amounts deducted from taxes pursuant to ORS 294.632 (Commission calculation and report of costs). [1963 c.576 §10; subsection (4) enacted as 1965 c.604 §11; 1969 c.612 §3; 1977 c.102 §3; 1979 c.310 §4; 1997 c.308 §8; 1999 c.632 §4; 1999 c.1051 §268; 2001 c.135 §7; 2005 c.22 §223; 2009 c.477 §5; 2009 c.596 §9]

<sup>1</sup> Legislative Counsel Committee, *CHAPTER 294—County and Municipal Financial Administration*, [https://www.oregonlegislature.gov/bills\\_laws/ors/ors294.html](https://www.oregonlegislature.gov/bills_laws/ors/ors294.html) (2015)

19/02/23



**AGENDA REPORT**

**TO:** Parks and Recreation Committee  
**FROM:** Domenica Protheroe, City Clerk  
**SUBJECT:** Recreation Immunity mitigation for park Improvements  
**DATE:** 11/7/2017

**SUMMARY**

Provide Park and Recreation Community education on Recreational Immunity in preparation for 2017-2018 Fiscal Year budget exercise.

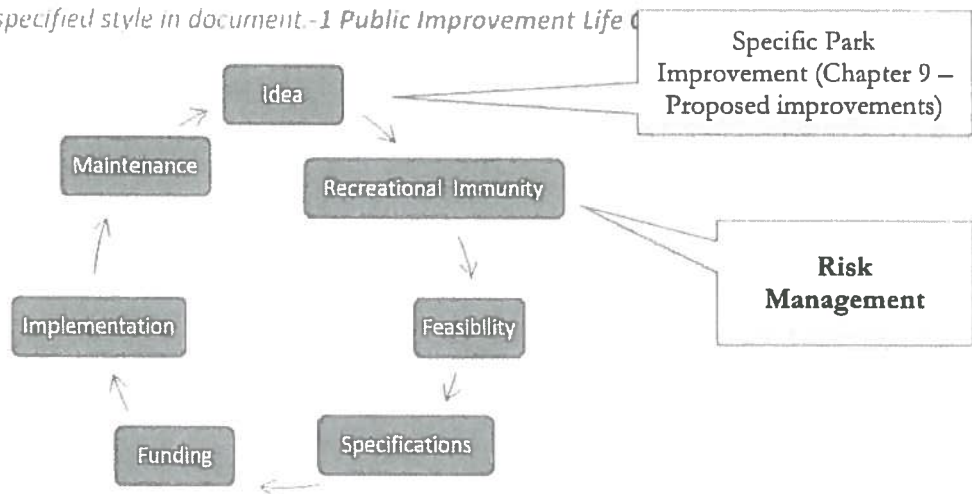
**BACKGROUND**

Excerpt from Parks Master Plan Chapter 13 - PARKS MASTER PLAN CONCLUSION

*“Public Improvement Live Cycle. Consideration of the improvement’s “life cycle” is especially important because of budget constraints and limited staffing levels.*

*When planning recreational improvements, consider the entire “life cycle” of the improvement. City Council, Park and Recreation Committee and staff must consider risk management (recreational immunity), identification of cost to insurance, calculation of the budget to maintain the facility or property, and staffing level allocations for operations and maintenance*

Figure Error! No text of specified style in document.-1 Public Improvement Life Cycle



**PREVIOUS COMMITTEE ACTION** None

**STAFF RECOMMENDATION**

Review recreational immunity concepts with staff for consideration during 2018-2019 park improvements budget recommendation.

**EXHIBIT**

Exhibit A – Excerpts from CIS Recreational Immunity FAQ

Exhibit B - Oregon’s Recreational Immunity is a Citycounty Insurance Services (CIS) memo describes recreational immunity and how we can still collect fees and limit (not mitigate) our liability.

**PROPOSED MOTIONS** N/A

20 424

Exhibit A  
Member = City of Falls  
City

**MAINTENANCE, INSPECTION, AND DOCUMENTATION**

**Q: What constitutes an improvement? A bench? Cutting weeds?**

CIS recommends leaving natural areas alone. If an entity has made an improvement such as a bench, it should be inspected and maintained. Weed control and insect control are not protected by recreational immunity, the member should follow their written programs.

**Q: What if the improvements were not done by the member but rather by the general public?**

If the member did not make the improvements and there is no expectation that the member will maintain the improvements then there is no duty to inspect or maintain. Recreational immunity should apply.

**BEST PRACTICES AND SIGNAGE**

It is a best practice to have warning signs and an inspection and maintenance plan for parks. Below is suggested language for various types of parks.

**Dog Park**

- Use and enjoy park at your own risk
- No children under 14 unless accompanied by an adult
- No aggressive dogs allowed
- No dogs in heat
- Dogs must be under voice control or be in sight of owner at all times
- Oregon law (ORS 105) provides the owner of land is not liable for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity").

**Hiking/Biking Trails**

A best practice to have an inspection plan for improved trails. Consider partnering with a stakeholder group such as a hiking club or scout troop to provide inspections. Hikers should be warned of known hazards. Unimproved hiking trails need not be inspected or maintained. Having an inspection and maintenance plan approved by the elected officials provides a defense of discretionary immunity. Signage is a best practice (see below).

- Primitive trail beyond this point
- Falls on this trail could result in serious injury or death
- Stay on marked trail
- Rough surface
- Watch for falling rock
- Oregon law (ORS 105) provides the owner of land is not liable for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity").

**Ponds**

For natural ponds with no improvements, CIS recommends the member make no improvements. If known swimming or boating, a best practice is to post a sign (see below). If improvements have been made, the member must have an inspection and maintenance plan.

- Swim at your own risks — be warned of possible injury or death
- Water is stagnant and not tested for hazardous conditions
- No lifeguard present
- Possible dangerous conditions

21 425

- Oregon law (ORS 105) provides the owner of land is not liable for injury death or property damage that arises out of use of the land for recreational purposes (known as “recreational use immunity”).

### **Campgrounds**

Usually a fee is charged for campgrounds waiving recreational immunity. A best practice is to place a sign (see below) on trails or areas outside the campground, warning participants that they are leaving the fee area. Campgrounds should have an inspection and maintenance plan.

- Entering free recreational area
- Enter at your own risks — be warned of possible injury or death
- List possible dangerous conditions
- Oregon law (ORS 105) provides the owner of land is not liable for injury death or property damage that arises out of use of the land or recreational purposes (known as “recreational use immunity”).

***Q: What about camping with ATV trails, equestrian, hiking trails adjacent to camping area where fee is charged, but trail is free for trail usage does there need to be different types of signage?***

A best practice to have an inspection plan for improved trails. Consider partnering with a stakeholder group such as a club or vendor. Trail users should be warned of known hazards. Unimproved trails need not be inspected or maintained. Having an inspection and maintenance plan approved by the elected officials provides a defense of discretionary immunity. Signage is a best practice (see above signage for hiking/biking trails). Warn hikers of bikes or ATVs on trails.

If the trails are for distinctive purposes (hiking, ATV) the signage should be specific to each trail use type. The signage should say when the individual leaves the paid area and enters in the free area.

### **NATURAL HAZARDS**

***Q: How about natural hazards and bee stings for instance?***

CIS believes recreational immunity will continue to apply to natural areas. It is unusual for CIS to get a claim for injuries caused by natural events such as bee stings from members of the public. Like all hazards, inspection and maintenance of improved areas is important. Bee hives in improved areas should be removed.

***Q: How do we deal with trees, such as old trees, planted too close together, falling limbs, etc.?***

A best practice is to have trees in maintained and improved areas examined annually by an arborist. A plan should be made for dying, dead, or diseased trees. Most claims involving trees also involve natural causes such as wind storms. It is not typical for CIS to pay for tree claims. Trees in natural areas should be left alone. Tree roots can cause problems by damaging sidewalks. A plan should be prepared to repair member owned sidewalks raised an inch or more.

***Q: How about wild animals — deer, wolves, etc.?***

Recreational immunity should apply in case of wild animals. Of course, if the member knows of a dangerous animal they should work with the appropriate animal control entity to have the animal removed.

### **RECREATIONAL IMMUNITY**

***Q: What is CIS position on high risk recreational activities?***

*zz 4/26*

Please notify CIS of high risk recreation such as ATV parks, water parks, and climbing routes sponsored by the member. ~~Such high risk activities may need to be closed until a fix for recreational immunity can be obtained.~~ Fixed

**Q: What about inappropriate use of a park, for example, the public climbing a building and falling, climbing a tree and falling, etc.?**

An injury for inappropriate use of parks may result in a claim against the member. A best practice is to have inspection and maintenance records. Documentation such as pictures and access to witnesses is necessary for defense. A common defense is "contributory negligence" or failure of parents to supervise children.

**Q: Do cemeteries qualify for recreational immunity?**

Generally, cemeteries do not qualify for recreational immunity since participants are not involved in recreation. Inspection of hazards and maintenance records are important.

**Q: Do fairs, fair grounds, and rodeos qualify for recreational immunity?**

Usually a fee is charged for fairs and rodeos waiving recreational immunity. If a fee is not charged, recreational immunity is a good defense. Inspection and maintenance programs are important defenses.

2/27  
827



citycounty insurance services  
www.cisoregon.org

Exhibit

## Oregon's Recreational Immunity

Oregonians have enjoyed immunity from liability arising from injuries sustained by users of their land for certain recreational purposes (ORS 105.682 et seq.). The immunity was broadly available so long as the land owner did not charge for use of the property and the use was for recreational purposes. This immunity has been a real help in keeping the number and cost of claims down when, for instance, people are injured while using skateboard parks, BMX tracks, play equipment, hiking trails, beaches, etc.

Recent court decisions have chipped away at this immunity, however. Many public entities have charged for RV or other camping sites in a park, or for parking while using the park or for cleanup of the park. It had long been believed that these charges were not 'charges for use of the park' and thus the charge would not cancel out the immunity. Now, fees for use of certain areas of the park may result in loss of the immunity in the entire park unless certain steps are taken.

Fees for the use of certain areas in parks and other public lands will no longer result in the automatic loss of recreational immunity for the remainder of the land, if HB 2673 is signed by Governor Kulongoski.

The bill was passed by the Legislature during the recently concluded Special Session; if signed, it will go into effect immediately.

The new law allows for the landowner to charge a fee for permission to use a specific part of the land, without waiving recreational immunity for the remainder of the land. The land owner must provide notice of land use limitations and immunities.

The bill was a response to the 2009 Oregon Supreme Court decision in the case of *Bradley Coleman v. Oregon Parks and Recreation Department*. Mr. Coleman was injured riding a bicycle over a defective bridge in Tugman State Park in Coos County, where the Colemans were camping. The Court found that the state lost

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

24  
428

A membership service of





citycounty insurance services  
www.cisoregon.org

immunity protection because the paying of a fee for camping removed the immunity protection for all other recreational use of the land.

While HB 3673 restores some of the protection lost in the *Coleman* case, it is not without new notice requirements.

For example, suppose that a county operates a county campground with access to sand dunes for ATVs. Under the new law, the county may charge a fee for the campground without waiving recreational immunity for use of the sand dunes. *In order to not waive recreational immunity for the remainder of the land, the county must provide notice by posting or as part of the receipt.*

What should your entity do to protect itself, while providing access to recreational land? Here are some recommendations:

- Consider whether the potential loss of recreational immunity, if all the notice requirements are not met, is worth the revenue received from the fee charged. Even a small clean-up or maintenance fee in one area can waive recreational immunity for the rest of the associated recreational lands and purposes (parks, playgrounds, trails, etc.). However, keep in mind if the fee is for parking and is \$15 or less it does not result in a loss of the immunity.
- If a fee (other than a \$15 or less parking fee) must be charged, we suggest the following:
  - Where practical, separate the fee use area from the non-fee use area by a physical barrier such as fencing or landscaping.
  - Always provide notice "by means reasonably calculated to apprise a person of the limited uses of the land for which the charge is made, ... or the portion of the land which is subject to the charge...", and the immunities that apply to other uses for which no fee is charged. The statute mentions two possible means of providing such notice: "posting" (i.e., signs) and "as part of a receipt." In the sand dunes example above, the following notice procedures would probably satisfy the statutory requirements (we would recommend doing both):

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

A membership service of



25  
p29



citycounty insurance services  
www.cisoregon.org

- ✓ Issue receipts for the camping fee with languages such as

"NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned campsite for camping purposes and for use of the camping-related amenities in the designated campsite area. Other uses of this park, or any use of the property outside the designated campsite area are not subject to a charge and, therefore, \_\_\_(name of public entity)\_\_\_ is not liable for injurys, death, or property damage arising out of such uses of the property for which no specific charge has been made.

- ✓ Post signs in the campground area and elsewhere as appropriate such as:

"NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in this park, such as camping, do not apply to other uses of the park, or to your ability to enter other areas of the park. Therefore, \_\_\_(name of public entity)\_\_\_ is not liable for injuries, death or property damage arising out of any use of this park for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property. .

20  
430

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

A membership service of:





citycounty insurance services  
www.cisoregon.org

By way of reminder, the 2009 Legislature made two other important changes to recreational immunity:

- The immunity provided by the statute now applies to all paths, trails, roads, watercourses and other rights of way being used by a person to reach land for recreational purposes that are on land adjacent to the land to being accessed for recreational purposes.
- Land owners can charge up to \$25 for participation in community gardening without waiving recreational immunity; within the community garden land, a charge of up to \$75 is allowed for woodcutting.

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

2/31



---

---

**AGENDA REPORT**

---

---

**TO:** Parks and Recreation Committee  
**FROM:** Domenica Protheroe, City Clerk  
**SUBJECT:** Consider recommendations for Fiscal Year 2018-2019 park projects  
**DATE:** 11/6/2017

---

---

**SUMMARY**

Consider recommendations for Fiscal Year 2018-2019 park projects:

1. Select park improvement(s); see Exhibit B – Parks Master Plan Chapter 9 – Recommended Parkland improvements
2. Complete Template for Recommended Parkland Improvements and funding strategies for each improvement; see Exhibit A

**Parks Master Plan moto: Bit by Bit, little by little, step by step**

**BACKGROUND**

With the adoption of the Parks Master Plan, the City Council, the Budget Officer, the Budget Committee and the City Manager will rely on the Committee for timely recommendations for fiscal year park improvement projects. Recommendations should reference projects in the park master plan, include estimated cost, identify fundraising strategies, and list considerations for recreational immunity.

It is expected that the Committee may adopt positions of advocacy. The Council's role, however, is to take into consideration the varied and sometimes conflicting public needs and determine what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs. As a result, the Council may accept, reject, or modify recommendations.

Submission of quality reports will enable the Council to act knowledgeably and will reduce the likelihood of the Council referring the report back to the committee for clarification.

No committee or commission has the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval by the City Council. Going forward, the Park and Recreation Committee must make timely requests to Council for authority to submit grant applications and to accept grant awards.

**PREVIOUS COMMITTEE ACTION**

- 10/18/2017 Approved the Parks Master Plan and made a recommendation to Council to adopt.  
11/9/ 2017 City Council held a public hearing and read Ordinance 551-2017 for the first time  
"Ordinance 551-2017 AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON  
Next Action: Second reading and adoption on December 14, 2017, the City of Falls City notes that this Ordinance becomes effective after 30 days of the adoption, and therefore this

Ordinance will be in full force and effect January 13, 2018 upon signing of the Mayor.

**STAFF RECOMMENDATION**

Review Park Master Plan CIP and Chapter 9 and complete the recommendation template(s)

**EXHIBIT**

Exhibit A – Template for Recommended Parkland Improvements and funding strategies

Exhibit B – Parks Master Plan Chapter 9 – Recommended Parkland improvements

Exhibit C – Parks Master Plan Capital Improvement Plan

**PROPOSED MOTIONS**

I move that the Committee requests that the City Manager direct staff to fill out the template for Recommended Parkland Improvements and funding strategies, as specified by the Committee, and submit report(s) to the Park and Recreation Committee for approval at the December 20 2017 Committee Meeting.

21 433

City of Falls City, Oregon  
Park and Recreation Committee  
Parkland Improvement Recommendation

**PART 1: PROJECT INFORMATION**

<b>Funding Fiscal Year:</b>	
<b>Project Description (short)</b>	
<b>Project Location</b>	
<b>Project Number:</b>	
<b>Project Cost Estimate:</b>	
<b>Add 15% Contingency:</b>	
<b>Add 2% fees:</b>	
<b>Total project budget:</b>	
<b>Funding Source:</b>	
<b>Target implementation date</b>	

**Project Description Narrative:**

**Project Materials:**

**Project Labor:**      Public Works       Volunteers       Hire

Service Organization:  \_\_\_\_\_

Other:  \_\_\_\_\_

**Project Costs breakdown:**

**Are project costs firm or soft?**      Firm       Soft       **Explain:**

**Project alternatives:**

**Project unknowns:**

*30*  
*434*

City of Falls City, Oregon  
Park and Recreation Committee  
Parkland Improvement Recommendation

**PART 2: RECREATION IMMUNITY CONSIDERATIONS**

---

**Will a fee be charged to use the improvement?**

**Will there be an option for the public to reserve the improvement with/or without a fee?**

**Will there be paid parking at the improvement?**

**Is the improvement a trail?**

**List natural hazards for site:**

**Describe signage needed to protect recreational immunity:**

21  
4035

City of Falls City, Oregon  
Park and Recreation Committee  
Parkland Improvement Recommendation

**PART 3: FUNDING STRATEGY**

---

**Funding Source(s):** General Fund  Park Improvement Fees  Grant

Fundraiser Campaign  Donations Campaign  Donation Seeking Naming Rights

Joint Public/Private Partnership (List):  \_\_\_\_\_

Other:  \_\_\_\_\_

**Describe strategy:**

*3/24/26*

City of Falls City, Oregon  
Park and Recreation Committee  
Parkland Improvement Recommendation  
**PART 2 A: GRANT**

---

NOTE: Grant applications must be approved by City Council Resolution and grant awards must be accepted by City Council Resolution.

**Describe Grant:**

**Grant match requirements:**

**Grant application deadline:**

**Grant award date:**

**Who will write the Grant Application?**

**PART 2 B: FUNDRAISING/DONATION STRATEGY**

---

**Describe Fundraising and/or Donation Campaign:**

Naming Rights  Required Donation Amount for Naming Rights: \_\_\_\_\_

Event(s)  Direct mailing  Face to Face  Phone Solicitation

Donation Plaque  Other  \_\_\_\_\_

**Fundraising manager:**

**Fundraising time frame if limited to a specific period:**

**Fundraising Communication Plan** (e.g., newsletter articles, visual tools like a fundraising thermometer, press releases, etc.)

*3/5  
4/3/7*

## Chapter 9 RECOMMENDED PARKLAND IMPROVEMENTS

Falls City is a nature-rich city that offers open spaces, parks and the treasured Little Luckiamute River. Nevertheless enhancements are needed to improve the level and quality of parks to meet the needs of current and future residents.

### Inventory

A detailed inventory of recreational spaces and what each space offers was prepared by members of the Park and Recreation Committee and staff through a physical inspection of each recreational site within city limits (Chapter 3). This inventory served the baseline from which to assess improvement needs.

### Process used to determine park improvements

The Park and Recreation Committee considered all Parks Master Plan Chapters during the quantitative assessment of park improvement.

- ✓ Executive Summary. The mission statement and the motto provided a test for all findings.
- ✓ Chapter 1 Planning Steps and methods were used to guide the planning process.
- ✓ Chapter 2 Community Demographics illustrated the need for facilities and trails compliant with ADA requirements because the U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates reported that 30.50% of residents have a disability (margin of rate +/-5.8).
- ✓ Chapter 2 Community Demographics reported that the results of 2014 Portland State University Income study and the U.S. Census Bureau, 2011-2015 American Community Survey 5-Year estimates noted the high percentage of people with low or moderate income levels suggests that the City should explore ways to target parks and recreation services, and their benefits, towards lower-income residents.
- ✓ Chapter 3 The Current Park System served as the logical baseline for planning by documenting recreation lands and facilities are currently available to residents.
- ✓ Chapter 5 Recreational Trends, Chapter 6 Community Needs Assessment, Chapter 7 Level of Service Analysis and Chapter 8 Park System Goals and Objectives drove the selection process and the prioritization of park improvements.

### Conditional Assessment

- ✓ Some parks and all open spaces lacked amenities such as restrooms, picnic tables, benches, and BBQ's
- ✓ Playground equipment items need to be replaced or repaired
- ✓ Unhealthy trees
- ✓ The effects of vandalism

### Vandalism Mitigation

Parks and open spaces should be inviting and welcoming to families and groups. The more people use park facilities, the fewer problems we'll see from criminals, who generally don't want witnesses to their crimes.

3A  
438

Chapter 8 Goals and Objectives identified several objectives, if met, will help to discourage vandalism including:

- ✓ Keep parks clean to avoid a neglected appearance. When graffiti or vandalism does occur, be sure to take care of it quickly. If you don't, it encourages further problems.
- ✓ Build or purchase products made of durable materials that can stand up to some degree of vandalism and daily wear and tear, such as patrons standing and jumping on picnic tables and benches.
- ✓ Look for materials with a protective coating that can be cleaned without destroying the integrity of the surface. Dark colors also help to deter graffiti artists, as their work will be less visible.

### Minimal Park Standards

Many of our recreational areas do not meet minimal standards for recreation:

- ✓ Parks and open spaces without trash collection. Fay Wilson Memorial Park, Michael Hardy Memorial Park North and South and City Hall Open Space. Volunteer distribute blue trash barrels and collect trash during the summer season.
- ✓ Parks without picnic tables. Fay Wilson Memorial Park (picnic table vandalized), Michael Hardy Memorial Park North and South, City Hall Open Space.
- ✓ Parks without benches. Michael Hardy Memorial Park North and City Hall Open Space.
- ✓ Parks without bike racks. George Kitchen Park, Michael Harding Memorial Park North and South.
- ✓ Parks without site built restrooms connected to city sewer. All Parks and Open Spaces.
- ✓ Parks without ADA compliant restrooms. There are no restrooms in compliance with ADA requirements with one exception; Michael Harding Memorial Park South offers a seasonal ADA compliant portable toilet. George Kitchin Park is the only park that provides a site built public restroom, but it is not ADA compliant.
- ✓ Parks without ADA compliant parking. Fay Wilson Memorial Park, Michael Harding Memorial Park North and South, and George Kitchin Park.
- ✓ Parks and Open Space without signage. Michael Hardy Memorial Park North and South, Fay Wilson Memorial Park, City Hall Open Space and additional signage needed at George Kitchen Park. Improve directional signage for all parks, open spaces, and the Falls.
- ✓ Parks that can benefit from river restoration and erosion prevention projects. The Little Luckiamute River is part of the Luckiamute watershed. The river travels through the center of Falls City in an easterly direction. Fay Wilson Memorial Park, Michael Hardy Memorial Park North and South, Old Mill Public Works Yard, and City Hall Open Space combined have approximately 3560 feet of river frontage. This uniquely positions Falls City to contribute to protecting the Luckiamute watershed by restoring natural habitat including the planting native trees to shade the river to protect fish habitat.



## Recommended Parkland Improvements

### Request Trash Collection Service at all Parks and Open Spaces

Consider making a request to Republic Services for dumpsters and waste collection at Fay Wilson Memorial Park, Michael Harding Memorial Park North and South, and City Hall Open Space as this service is provided under the franchise agreement at no cost and with no penalty. Explore recycling. *Municipal Code CHAPTER 53: SOLID WASTE MANAGEMENT, Section 01.110 FRANCHISEE OBLIGATIONS. (E) City Service.*

*(1) The franchisee shall provide collection services to property owned, controlled or operated by the city at no cost to the city, including parks and bus stops.*

*(2) All services provided by the city (including the operating costs associated with provision of park and bus stop collection services) shall be considered a cost of doing business and part of the rate base to be considered in future rate adjustments. The franchisee shall provide documentation supporting said operating costs to the city.*

### Repairs (priorities not assigned)

Project #	Location	Repair
GK-R1	George Kitchin Park	Replace Slide
GK-R2	George Kitchin Park	Rebuild horseshoe pits
GK-R3	George Kitchin Park	Inspect/Remove Douglas Fir Tree showing signs of disease located west of the restrooms on the left hand side of the road
FW-R1	Fay Wilson Memorial Park	Replace basketball hoops with durable materials to deter vandalism
FW-R2	Fay Wilson Memorial Park	Remove vandalized picnic table and replace with a picnic table made of durable materials
FW-R3	Fay Wilson Memorial Park	Repair or replace toddler fire truck
FW-R4	Fay Wilson Memorial Park	Inspect/remove two deciduous trees that are leading
MS-R1	Michal Harding Park South	Install parking bollards or parking stops to prevent someone from driving off the edge of the parking area located on Parry.

### Parkland Small Improvements

Priority	Project #	Location	Improvement
1	FW-S1	Fay Wilson Memorial Park	Relocate power above the kick zone and cover with a pedestal, designed specifically for public spaces, to cover power utilities. This applies to three areas.
2	MS-S1	Michael Harding Memorial Park South	Plant grass seed in the open area near the fence line to define a picnic area. Initially install two picnic tables made of durable materials and two BBQ's with locking grills.
3	FW-S2	Fay Wilson Memorial Park	Install a picnic table made of durable materials and one BBQ with locking grills on the existing cement slab.
4	MS-S2	Michael Harding Memorial Park South	Install two benches made of durable area overlooking the river.
5	GK-S1	George Kitchin Park	Install a picnic table made of durable materials and a BBQ with locking grill on existing cement slab west of playground.

36  
40

Table 9-1 Parkland Improvement Priorities

Priority	Project #	Location	Improvement
1	Dev-1	All Parks	Site built ADA restroom connected to city water and sewer. The Park and Recreation Committee identified Restrooms #1 to resolve public health concerns, improve community livability and protect the Luckiamute Watershed.
2	Dev-2	Little Luckiamute River	Develop a Little Luckiamute River Trail along the north side of the river. The Parks and Recreation Committee identified trails #2 due to interest expressed in surveys and because recreational trends position trails number one priority for both park providers and users. (Appendix A-2)
3	Dev-3	Michael Harding Memorial Park North	Develop a picnic pavilion that includes site built ADA restroom connected to sewer, BBQ area, electricity, trails, ADA parking and general parking. (Appendix A-1)
4	Dev-4	George Kitchin Park	Develop a campground
5	Dev-5	City Hall Open Space	Construct a simple amphitheater and ADA trail leading to the amphitheater from Mill Street (Appendix A-3)
6	Dev-6	City Wide	Develop Equestrian Trails
7	Dev-7	George Kitchin Park	Develop a 9-hole Disc Golf Course
8	Dev-8	Right-of-way	Develop a Skateboard Park in the right-of-way located between 217 and 281 N. Main Street
9	Dev-9	To be determined	Develop a new playground or expand an existing playground.
10	Dev-10	George Kitchin Park	Rehab the baseball field; add drainage, grade, add top soil, plant turf and install bases and benches.
11	Dev-11	Little Luckiamute River	Created a designated paddle route
12	Dev-12	To be determined	Created a dog park

The Project # is referenced in the Capital Improvement Plan.

Little Luckiamute River Trail

Appendix A-2 – Conceptual Drawing of the Little Luckiamute River Trail

The proposed length of the Little Luckiamute River Trail will be approximately two (2) miles and will extend from the Falls City High School to the Dutch Creek Crossing on Mitchell Street at the west boundary of town. The trail will run along the north side of the river, except, a spur trail will run from the City Hall Open Space, across the 3<sup>rd</sup> Street footbridge to Fay Wilson Memorial Park. The path will travel along the river to Bridge Street, cross Bridge Street, and run along Parry Street to and through Michael Harding Memorial Park South. During summer months, trail walkers can cross the river and access the trail on the north side of the river. From Bridge Street the main trail will lead across the

3/1  
4/1

bridge and along Mitchell Street to Michael Harding Memorial Park North. There the trail will enter the woods and run along the north side of the river to the Dutch Creek Culver.

The preferred trail alignment will roughly follow the Little Luckiamute River drainage on the north side of the river and will be entirely separated from roadways, except a section of the trail will cross over Bridge Street and travel to Michael Harding Memorial Park North and South. However, because the preferred alignment is a long-term vision and contingent upon future land use changes and/or private property owner cooperation, the Little Luckiamute River Trail will include on-street for sections until the preferred alignment can be fully implemented.

All trail sections do not need to be paved, but the system should offer diverse experiences to those who may be more physically challenged than others. Sections of the trail should be compliant with ADA requirements wherever possible.

1. Partner with the Falls City School District to restore the river trail that surrounds the Falls City High School Football Field
2. Work with private property owners adjacent to Little Luckiamute River to negotiate access easements, land dedication and inform the landowner they may convey the rights to create a trail, open it for public use, and maintain it without the owner giving up ownership and enjoyment of the land through which the trail passes.
3. Install benches, overlooks, trailhead kiosks, and interpretive/ directional signs, where funding is available

#### Community Trails Network

This improvement focuses on increasing connectivity between parks and points of interest in the city with the use of multimodal paths, sidewalks, footbridges, streets and public right-of-ways. It will ensure that all parks are accessible to everyone.

1. Priority should be given to Safe Routes to Schools.
2. Improve the George Kitchin Park trail along the north boundary of the park to the Alan Street right-of-way.
3. Design and construct paths and trails within parks, on public property, and within right-of-ways.
4. Expand the trail plan to include recommended walking routes that connect key services and landmarks, such as the stairs, schools and downtown.
5. Install benches, overlooks, drinking fountains, lighting, trailhead kiosks, and interpretive/ directional signs, where funding is available.
6. Construct paths and trails that are compliant with ADA requirement to connect parking areas to park improvements and event areas.

Consider the future of the old city dump site. The Parks and Recreation Committee recommends reevaluation of the 16.33 acre old city dump property (Map 8.6.17 Taxlot 01300) during the next full update of the Falls City Comprehensive Plan to determine if this property could better serve the community if zoned Public (P) instead of the current zoning of Commercial Industrial (CI).

138  
442

Consider pursuing State Park designation for Michael Harding Memorial Park North and South. Mayor Terry Ungricht recommends pursuing State Park designation for the public open spaces surrounding the Falls. The land is zoned Public (P). The creation of a State Park would allow the land to be developed for recreation and would be operated under the State's budget. The State could best protect the land for recreation use in perpetuity. Participants at the Parks Master Plan Open House on August 26, 2017 were asked if they supported a long-term goal of State Park status for Michael Harding Memorial Park North and South and responded: Four-Yes, One-No, One-Maybe

29  
843

**Falls City Parks Master Plan Capital Improvement Plan  
Capital Improvement (Development Projects totaling over \$5,000)**

Campground												
Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
4	Dev-4	Campground	Grants, Fundraising, Donations, Naming Rights for major contribution	Improvement	Plan, Materials, Build, install		Costs could not be estimated without a conceptual plan.	1		\$	\$	\$
										<b>SUBTOTAL</b>	\$	
										Add 15% Contingency	\$	
										Add 2% fees	\$	
										<b>TOTAL</b>	\$	

40  
244

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

City Hall Open Space simple amphitheater with ADA Trail leading to the amphitheater from Mill Street

Priority Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
Dev-5	Amphitheater	Grant Donation Naming right for major contribution Volunteer Labor General Fund	Improvement	Plan, Material, Build	Source City Engineer Estimate: three tier grass amphitheater (seating for 75-100), with 1700 square foot raised cement slab/stairs, power, \$125,000 assuming at total footprint of 13,000 square feet and no cover over the stage		1	Each	\$ 125,000.00	\$ -	\$ 125,000.00
Dev-5	Bike Rack	General Fund, Grant, Donation	Improvement	Purchase Install	ULINE H-2544 (5 bikes)	FCZDO 2.202.3 Minimum of two (2) or one (1) per every 10 vehicle parking spaces, whichever is greater	1	Each	\$ 450.00	\$ 89.00	\$ 539.00
Dev-5	ADA paved trail	Grant	Improvement	Plan, Material, Build	Source City Engineer Estimate: ADA Trail design/construction per linear ft. 10 feet wide, hard surface. \$65 per lineal foot.		500	Linear Feet	\$ 65.00	\$ -	\$ 32,500.00
									<b>SUBTOTAL</b>		<b>\$ 158,039.00</b>
									Add 15% Contingency		\$ 23,705.85
									Add 2% fees		\$ 474.12
									<b>TOTAL</b>		<b>\$ 182,218.97</b>

AT  
8045

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Equestrian Trails												
Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
6	Dev-6	Equestrian Trails	Grants, Fundraising, Donations, Naming Rights for major contribution	Improvement	Plan, Materials, Build, install		Costs could not be estimated without a conceptual plan	1		\$ -	\$ -	\$ -
										<b>SUBTOTAL</b>	\$ -	\$ -
										Add 15% Contingency	\$ -	\$ -
										Add 2% fees	\$ -	\$ -
										<b>TOTAL</b>	\$ -	\$ -

*Handwritten signature/initials*

**Falls City Parks Master Plan Capital Improvement Plan  
Capital Improvement (Development Projects totaling over \$5,000)**

**9-Hole disk golf course**

Priority	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
7	9-Hole disk golf course	Grants, Fundraising, Donations, Naming Rights for major contribution	Improvement	Plan, Materials, Build, install	Source City Engineer Rough Estimate without design specifications	Baskets: Disc Pole Holes, Locking Collar Assembly, Anchor Assembly; Concrete (Approx. 1 cu. ft. Per. hole) Tee Pads: Each concrete pad is approximately 5 feet wide by 10 feet long and 4 inches thick Concrete (Approximately 17, 60 lb. bags), forms, Tee Signs, Standard Tee Signs, Concrete (Approx. 1 cu. ft. Per. hole)	1	9-hole disc golf course	\$ 10,000.00	\$ -	\$ 10,000.00
<b>SUBTOTAL</b>									<b>\$ 10,000.00</b>		<b>\$ 10,000.00</b>
									Add 15% Contingency	\$ 1,500.00	\$ 1,500.00
									Add 2% fees	\$ 30.00	\$ 30.00
<b>TOTAL</b>											<b>\$ 11,530.00</b>

43  
8047



**Falls City Parks Master Plan Capital Improvement Plan  
Capital Improvement (Development Projects totaling over \$5,000)**

Skateboard Park												
Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
8	Dev 8	Skateboard Park	Tony Hawk Foundation Grant Naming rights for major contribution	Improvement	Plan, Materials, Build	Source: <a href="http://publicskateparkguide.org/fundraising/how-much-do-skateparks-cost/">http://publicskateparkguide.org/fundraising/how-much-do-skateparks-cost/</a> The average price to design and build a skatepark is \$45 per square foot. A 3,000 square foot skate spot will be \$135,000 and will support a few skaters at a time.	Recommended location: Highly Visible right-of-way located between 217 and 281 N. Main Street	1	each	\$ 135,000.00	\$ -	\$ 135,000.00
										<b>SUBTOTAL</b>		\$ 135,000.00
										Add 15% Contingency		\$ 20,250.00
										Add 2% fees		\$ 405.00
										<b>TOTAL</b>		\$ 155,655.00

*44 P 48*

**Falls City Parks Master Plan Capital Improvement Plan  
Capital Improvement (Development Projects totaling over \$5,000)**

Playground												
Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
9	Dev-9	Develop a new playground or expand an existing playground	General Fund, Kaboom! Grant, Playground manufacture Grant, Fundraisers, Donations, Naming rights for major contribution		Build	Source: <a href="https://www.playandpark.com/planning/budgeting">https://www.playandpark.com/planning/budgeting</a> A general rule is to budget for about \$1000 per child, meaning that if you expect 50 kids to be able to play there together, you should budget for about \$50,000.		1	each	\$ 50,000.00	\$ -	\$ 50,000.00
<b>SUBTOTAL</b>										\$	\$	<b>50,000.00</b>
Add 15% Contingency										\$	\$	7,500.00
Add 2% fees										\$	\$	150.00
<b>TOTAL</b>										\$	\$	<b>57,650.00</b>

45  
849

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Rehab the baseball field

Priority Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
10	Rehab the baseball field	Grant		Build	Source City Engineer Estimate Rehab baseball field (grading, drainage, top soil) Does not include backstops, dugouts, or similar improvements.		1	each	\$ 150,000.00	\$	\$ 150,000.00
									<b>SUBTOTAL</b>		<b>\$ 150,000.00</b>
									Add 15% Contingency		\$ 22,500.00
									Add 2% fees		\$ 450.00
									<b>TOTAL</b>		<b>\$ 172,950.00</b>

46 P50

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Designated Paddle Route												
Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
1.1	Dev-1.1	Designated Paddle Route	Oregon Park and Recreation Department Recreational Trails Grants (RTP) Partner with nonprofit water trail association		Plan Build	Oregon Parks and Recreation Department OPRD has established guidelines for establishing a water trail network throughout Oregon. <a href="http://www.oregon.gov/oprail/Trail_Programs_Services/Pages/Oregon-Water-Trails.aspx#Overview">http://www.oregon.gov/oprail/Trail_Programs_Services/Pages/Oregon-Water-Trails.aspx#Overview</a>	Costs could not be estimated. Designation of a Paddle Route is a planning exercise that includes costs for Basic Facilities – safe ingresses and egresses, designated and signed parking for vehicles, and sanitation facilities at access points.	1	each	\$	\$	\$
										SUBTOTAL	\$	-
										Add 15% Contingency	\$	-
										Add 2% fees	\$	-
										TOTAL	\$	-

4051

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Dog Park

Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
12	Dev-12	Chain link fence	Fundraiser, Donations, Volunteer labor	Improvement	Plan Purchase Install	FENCE HEIGHT: 4 feet LENGTH SELECTED: 50' x 50' (200 linear feet) (Park Approximately 2500 sq. feet) GATES: 1 (\$100.00) COST OF MATERIALS: \$1,400 to \$2,400 INSTALLATION COST: \$1,600 to \$2,800	Consider creating two areas that would separate big and small dogs.	1	each	\$ 4,100.00	\$ -	\$ 4,100.00
12	Dev-12	8' Metal Bench 'B' Bench With Back IN GROUND 96 x 12 x 31" 180 lbs		Improvement	Install	ULINE H-3502G MUST SPECIFY IN GROUND!		2	Each	\$ 430.00	\$ 165.21	\$ 1,025.21
12	Dev-12	Dog Waste Station		Improvement	Purchase Install	Source: Bowwow Commercial Dog Waste Station - Roll Bag Dispenser System Item #: BW-006		1	Each	\$ 430.00	\$ 100.54	\$ 530.54
										<b>SUBTOTAL</b>		\$ 5,655.75
										Add 15% Contingency		\$ 848.36
										Add 2% fees		\$ 16.97
										<b>TOTAL</b>		\$ 6,521.08

48-8052

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

George Kitchin Park  
Miscellaneous items

Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
Community Trail Network	Gorge Kitchin Park/Alan Street Trail rehab	Trail Grant, Volunteer Labor, Donated Materials	Improvement	Restore trail, remove tree blocking trail, surface with wood chips	Source City Engineer Estimate: Soft Surface Trail design/construction per linear ft 10 feet wide, soft surface, \$50 per lineal foot.	Multi-use path	765	Linear Feet	\$ 50.00	\$ -	\$ 38,250.00
GK-R1	Replace Slide	General Fund, Donation, Fundraiser, Playground Equipment Grant	Repair	Purchase Install	Stainless Steel Slide Source: BYO Recreation Model: 323-PP Use Zone: 16ft x 30ft		1	Each	\$ 5,647.00	\$ -	\$ 5,647.00
									<b>SUBTOTAL</b>		<b>\$ 43,897.00</b>
									Add 15% Contingency		\$ 6,584.55
									Add 2% fees		\$ 131.69
									<b>TOTAL</b>		<b>\$ 50,613.24</b>

053

**Falls City Parks Master Plan Capital Improvements Plan  
Individual Repair Items or Small Improvements (under \$5,000)  
Grouped and Subtotalled by Park**

**George Kitchen Upper Park**

Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
GK-R2	Horseshoe Pits	General Fund, donated materials, volunteer labor	Repair	Repair/rebuild	Cost Source: Home Depot Materials Source: <a href="https://www.kent.net/horseshoes/horseshoecourt.html">https://www.kent.net/horseshoes/horseshoecourt.html</a>	two 30" stakes, one 8 ft railroad tie, four 2" by 8" by 8ft pressure treated, two mounting plates, eight 3/8 lag screws, bunch of 3" wood screws, four post mounts.	1	Each	\$ 141.85	\$ -	\$ 141.85
GK-R3	Diseased Douglas fir tree west of bathroom	General Fund	Repair	Inspect (remove)	Work performed by City Staff		1	Tree	\$ 500.00	\$ -	\$ 500.00
Basic Park Standard	Bike Rack	General Fund, Donations, Fundraiser, BRIMBA	Improvement	Purchase Install	ULINE H-2544G 5 loop wave (7 bikes)	FCZOO 2.202.03 Parks Minimum of two (2) or one (1) per every 10 vehicle parking spaces, whichever is greater	1	Each	\$ 450.00	\$ 74.59	\$ 524.59
GK-S1	Rectangle Picnic Table 8' Rectangle 96 x 61 x 30 1/2" 280 Lbs. mount on existing cement slab	General Fund Fundraiser Donations	Improvement	Purchase Install	ULINE H-2129G		1	Each	\$ 700.00	\$ 179.97	\$ 879.97
GK-S1	Standard Park Grill w/locking grill				ULINE H-4419		1	Each	\$ 238.00	\$ 47.41	\$ 285.41
									<b>TOTAL George Kitchen</b>	<b>\$</b>	<b>\$ 2,331.82</b>

*Handwritten signature/initials*

**Falls City Parks Master Plan Capital Improvement Plan  
Individual Repair Items or Small Improvements (under \$5,000)  
Grouped and Subtotaled by Park**

**Fay Wilson Memorial Park**

Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
FW-S2	Rectangle Picnic Table 8' Rectangle 96 x 61 x 30 1/2" 280 LBS, mount one on existing cement slab, mount one to replace damaged table	General Fund, Fundraiser Donations	Improvement	Install	ULINE H-2129G		2	Each	\$ 700.00	\$ 316.00	\$ 1,716.00
FW-S2	Standard Park Grill w/locking grill	General Fund, Fundraiser Donations	Improvement	Install	ULINE H-4419		1	Each	\$ 238.00	\$ 47.41	\$ 285.41
FW-R4	Dangerous Trees		Public Safety	Remove	Work performed by City Staff		7	Each	\$ 500.00	\$ -	\$ 1,000.00
FW-R1	Steel Basketball backboards		Repair	Replace	AchillionSports Item# 12728GD	Gared 42 inch X 72 Inch Rectangular Steel Backboard with Target and Border	2	Each	\$753.00	\$ -	\$ 1,506.00
FW-R1	Basketball net		Repair	Replace	AchillionSports Item # WCNGD	Gared Steel Chain Basketball Net	2	Each	\$35.00	\$ -	\$ 70.00
FW-R3	Toddler Fire Truck play equipment		Repair	Replace	AAA State of Play SKU: SPRO0001	Fire Truck Two Seat Spring Rider	1	Each	\$ 623.75	\$ -	\$ 623.75
FW-S1	Electrical Meter Plastic or Steel Pedestal (Basketball power)		Protect against vandalism	Improvement	Rough Estimate	Contact Graybar Electric in Salem. AMI Pedestal was used for a cost estimate.	1	each	\$ 500.00	\$ -	\$ 500.00
<b>TOTAL Fay Wilson</b>											<b>\$ 5,701.16</b>

*SP55*



**Falls City Parks Master Plan Capital Improvements Plan  
Individual Repair Items or Small Improvements (under \$5,000)  
Grouped and Subtotalled by Park**

Michael Harding Memorial Park South											
Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
Basic Park Standard	Bike Rack	General Fund, Fundraiser Donations	Improvement	Purchase Install	ULINE H-2544G 5 loop wave (7 bikes)	FCZDO 2.202.03 Parks Minimum of two (2) or one (1) per every 10 vehicle parking spaces, whichever is greater	1	Each	\$ 450.00	\$ 74.59	\$ 524.59
MS-S2	8' Metal Bench 8' Bench With Back IN GROUND 96 x 12 x 31" 180 lbs	General Fund, Fundraiser Donations	Improvement	Purchase Install	ULINE H-3502G MUST SPECIFY IN GROUND!	Install in upper area overlooking the river	2	Each	\$ 430.00	\$ 165.21	\$ 1,025.21
MS-S1	Rectangle Picnic Table 8' Rectangle 96 x 61 x 30 1/2" 280 LBs, mount on cement slab	General Fund, Fundraiser Donations	Improvement	Purchase Install	ULINE H-2129G	Install in open area near fence line	2	Each	\$ 700.00	\$ 316.00	\$ 1,716.00
MS-S1	* Standard Park Grill w/locking grill	General Fund, Fundraiser Donations	Improvement	Purchase Install	ULINE H-4419	Install in open area near fence line	2	Each	\$ 238.00	\$ 47.41	\$ 523.41
MS-R1	Parking Stops	General Fund	Repair	Purchase Install	ULINE H-2311 8" H-2311 8" Concrete Installation Kit for Parking Stops 6 @-12.00/PK \$72.00 H-2309Y Parking Stops - 6', Plastic, Yellow 6 @ \$61.00/EA \$366.00	Install at the end of the parking spaces on Parry	6	Each	\$ 73.00	\$ 85.00	\$ 523.00
MS-S1	* Cement slab for Grill base	General Fund	Improvement	Build	Home Depot 50 lb of cement	Public Works and/or Volunteer labor	1	Each	\$ 25.00	\$ -	\$ 25.00
										TOTAL MHMP South	\$ 4,337.21

*SP 456*

**Falls City Parks Master Plan Capital Improvements Plan**  
**Individual Repair Items or Small Improvements (under \$5,000)**  
**Grouped and Subtotalled by Park**

**Michael Harding Memorial Park North**

Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
Basic Park Standard	Bike Rack	General Fund, Fundraiser Donations	Improvement	Purchase Install	UJLINE H-2544G S loop wave (7 bikes)	FCZDO 2.202.03 Parks Minimum of two (2) or one (1) per every 10 vehicle parking spaces, whichever is Greater	1	Each	\$ 450.00	\$ 74.59	\$ 524.59
<b>TOTAL</b>										\$	<b>524.59</b>

*Handwritten:* 53457

**Falls City Parks Master Plan Capital Improvement Plan  
Individual Repair Items or Small Improvements (under \$5,000)  
Grouped and Subtotalled by Park**

City Hall Open Space											
Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
Basic Park Standard	Install Plastic 55 gallon garbage can	General Fund	Improvement	Purchase Install	Craigslist		1	Each	\$ 20.00	\$ -	\$ 20.00
Basic Park Standard	Chain to secure garbage can to bridge railings	General Fund	Improvement	Purchase Install	H-546 Chain	15 Feet. Consider heavy gauge chain	1	Each	\$ 19.00	\$ -	\$ 19.00
Basic Park Standard	Bike Rack	General Fund, Fundraiser Donations	Improvement	Purchase Install	ULINE H-2544G 5 loop wave (7 bikes)	FCZDO 2.202.03 Parks Minimum of two (2) or one (1) per every 10 vehicle parking spaces, whichever is greater	1	Each	\$ 450.00	\$ 74.59	\$ 524.59
<b>TOTAL</b>										\$	<b>563.59</b>

*SP* 4058

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Site built ADA restrooms connected to city water and sewer. The Park and Recreation Committee identified Restrooms the # 1 Priority to resolve public health concerns, improve community livability and protect the Luckiamute Watershed.

Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
1	Dev-1	Michael Harding Park South Site Build ADA restroom connected to sewer and water	Grant, Donation	Improvement	Build	City Engineer Estimate: durable materials, easy to clean/sanitize. Two stalls and one sink each male/female, sewer connection, water connection, floor drain.		1	Each	\$ 50,000.00	\$ -	\$ 50,000.00
	Dev-1	Fay Wilson Memorial Park Site Build ADA restroom connected to sewer and water	Grant, Donation	Improvement	Build	City Engineer Estimate: durable materials, easy to clean/sanitize. Two stalls and one sink each male/female, sewer connection, water connection, floor drain.		1	Each	\$ 50,000.00	\$ -	\$ 50,000.00
										<b>SUBTOTAL</b>		<b>\$ 100,000.00</b>
										Add 15% Contingency		\$ 15,000.00
										Add 2% fees		\$ 300.00
										<b>TOTAL</b>		<b>\$ 115,300.00</b>

55-4059

Falls City Parks Master Plan Capital Improvement Plan

Capital Improvement (Development Projects totaling over \$5,000)

Little Luckiamute River Trail

Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total	
2	Dev-2	ADA paved trail Several sections	Oregon Park and Recreation Department Recreational Trails Grants (RTP)	Improvement	Plan, Material, Build	City Engineer estimate: ADA Trail design/construction per linear ft. 10 feet wide, hard surface, \$65 per lineal foot.		1000	Linear Feet	\$ 65.00	\$ -	\$ 65,000.00	
	Dev-2	Soft surface trail (2 miles)	Trail Section Naming rights for major contribution	Improvement	Plan, Material, Build	City Engineer estimate: Soft Surface Trail design/construction per linear ft. 10 feet wide, soft surface, \$50 per lineal foot.		9560	Linear Feet	\$ 50.00	\$ -	\$ 478,000.00	
	Dev-2	4' Metal Bench With Back IN GROUND 96 x 12 x 31" 180 lbs	See Parks Master Plan Appendix D for trail grant sources	Improvement	Purchase Install	ULINE H-3502G MUST SPECIFY IN GROUND.	Select good view sites, above high water mark	4	Each	\$ 320.00	\$ 325.00	\$ 1,605.00	
	Dev-2	Directional Signs	Construction: Service Organization/agency for engineered trail sections	Improvement	Plan, Purchase, Install	Campgroundsigns.com K-0649-R/L Hiking Trail Right/left Arrow With Graphic 12" by 8"	Install at trail access points Free shipping	8	Each	\$ 16.95	\$ -	\$ 135.60	
	Dev-2	Accessible Trail Section signage		Improvement	Plan, Purchase, Install	Campgroundsigns.com K-7761 Handicap Sign: Accessible Trail (with Graphic) 12" by 8"	Install at trail access points Free shipping	4	Each	\$ 18.45	\$ -	\$ 73.80	
	Dev-2	Mileage Signs		Improvement	Plan, Purchase, Install	Campgroundsigns.com K-3427-BR 12" by 18" Custom Mileage Signs	Examples -Fay Wilson Memorial Park 1 Mile -Michael Harding Memorial Park South 1 mile -Michael Harding Memorial Park North 1 mile -High School Football Field 1 Mile	8	Each	\$ 35.00	\$ -	\$ 280.00	
	Dev-2	Standard U-Channel Sign Post - 8' tall (2-1/4" Wide)		Improvement	Plan, Purchase, Install	Campgroundsigns.com Standard U-Channel Sign Post - 8' tall (2-1/4" Wide)		20	Each	\$ 31.95	\$ 26.73	\$ 665.73	
												<b>SUBTOTAL</b>	\$ 545,760.13
												Add 15% Contingency	\$ 81,864.02
												Add 2% fees	\$ 1,637.28
												<b>TOTAL</b>	\$ 629,261.43

*56960*

**Falls City Parks Master Plan Capital Improvement Plan  
Capital Improvement (Development Projects totaling over \$5,000)**

**Michael Harding Memorial Park North Pavilion**

Priority	Project#	Element	Funding Source	Expense Type	Action	Item #	Zoning Code/ Considerations	Quantity	Unit	Unit Cost	Shipping	Total
3	Dev-3	Pavilion	Oregon Park and Recreation Department Grant	Improvement	Build	Source City Engineer Estimate: Picnic Pavilion (16' by 24' sq. ft.) Steel Frame Shelter, cement		1	Each	\$ 75,000.00	\$ -	\$ 75,000.00
	Dev-3	Site Build ADA restroom connected to sewer and water	Trail Section Marning rights for major contribution See Parks Master Plan Appendix D for trail grant sources	Improvement	Build	Source City Engineer Estimate	durable materials, easy to clean/sanitize Two stalls and one sink each male/female, sewer connection, water connection, floor drain.	1	Each	\$ 50,000.00	\$ -	\$ 50,000.00
	Dev-3	Gravel Parking Lot 40 parking spaces 180' by 42'	Construction: Service Organization/agency for engineered trail sections	Improvement	Build	Source City Engineer Estimate: Gravel parking lot per sq. foot (grading, gravel) \$7.00 per square foot (40 parking spaces)	2.202.7.B Parking Spaces shall be a minimum of nine (9) feet wide and 18 feet in length.	7560	Square foot	\$ 7.00	\$ -	\$ 52,920.00
	Dev-3	Handicap parking spaces.		Improvement	Build	Source City Engineer Estimate: ADA Parking Space (each) \$5000 each		2	Each	\$ 5,000.00	\$ -	\$ 10,000.00
	Dev-3	Handicap Parking sign, mount on building		Improvement	Install	ULINE H-1661		2	Each	\$ 28.00	\$ 14.00	\$ 70.00
	Dev-3	Blue Handicap parking stop		Improvement	Install	ULINE H-2309BLU		2	Each	\$ 66.00	\$ 26.73	\$ 158.73
	Dev-3	Bike Rack		Improvement	Install	ULINE H-2544 (5 bikes)	FCZDO 2.202.3	1	Each	\$ 450.00	\$ 89.00	\$ 539.00
	Dev-3	ADA paved trail		Improvement	Build	Source City Engineer Estimate: ADA Trail design/ construction per linear ft. 10 feet wide, hard surface, \$65 per lineal foot.		400	Linear Feet	\$ 65.00	\$ -	\$ 26,000.00
	Dev-3	Soft surface trail		Improvement	Build	Source City Engineer Estimate: Soft Surface Trail design/construction per linear ft. 10 feet wide, soft surface, \$50 per lineal foot.		1000	Linear Feet	\$ 50.00	\$ -	\$ 50,000.00
	Dev-3	picnic Tables		Improvement	install	ULINE H-2129G	8' Rectangle 96 x 61 x 30 1/2" 280 LBS	2	Each	\$ 700.00	\$ 316.00	\$ 1,716.00
	Dev-3	Double Park Grill w/locking grill		Improvement	Install	ULINE H-6580 30 x 20 x 10" 600 sq. in. 138 lbs.		1	Each	\$ 449.00	\$ 74.59	\$ 523.59
	Dev-3	Stencil Handicap spaces	General Fund (High School has stencil)	Public Works	Install	Borrow FC School District stencil		2	Each	\$ -	\$ -	\$ -
										<b>SUBTOTAL</b>		<b>\$ 266,927.32</b>
										Add 15% Contingency		\$ 40,039.10
										Add 2% fees		\$ 800.78
										<b>TOTAL</b>		<b>\$ 307,767.20</b>

85  
861

---

---

## AGENDA REPORT

---

---

**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** RECREATIONAL IMMUNITY SB 237 SIGNED  
**DATE:** 12/06/2017

---

### SUMMARY

Governor Kate Brown signed SB 327 into law Monday, restoring full recreational immunity to cities in Oregon. At a signing ceremony, she recognized a coalition of city officials for their hard work in passing SB 327. Joining the governor at the signing ceremony were: Representative Rick Lewis (R-Silverton); Redmond Mayor George Endicott; Cottage Grove Councilor Jake Boone; former Sherwood Mayor Krisanna Clark-Endicott; and several county and district officials.

Oregon law provides landowners with immunity from civil liability if they allow free access to their property for recreational purposes. An adverse court ruling in 2016 stripped that immunity from employees and volunteers, resulting in the closure of 12 parks or park features and the shelving of 25 plans for parks among cities. All shuttered parks are now open!

### BACKGROUND

Recreational immunity, derived from the Public Use of Lands Act, extends immunity from liability to landowners who make their lands available to the public free of charge. It was designed to protect landowners, both public and private; from liability should a person become injured while using the land for recreational purposes.

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

**PROPOSED MOTION** N/A

pl2