



## *Notice of Parks and Recreation Committee Meeting*

*City of Falls City, Oregon  
Community Center  
320 N Main St.*

*Wednesday, May 19, 2021 at 6:00 PM  
Posted on May 17, 2021*

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### Committee Members

Lori Jean Sickles	T.J Bailey
Dennis Sickles	Vacant
Dani Haviland	Vacant
Vacant	

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### **AGENDA**

1. **Call to order**
2. **Pledge of Allegiance**
3. **Motion to adopt the entire agenda**
4. **Consent Agenda: Motion Action Approving Consent Agenda Items**
  - a. September 16, 2020 Meeting Minutes -----pg. 1-2
  - b. October 21, 2020 Meeting Minutes- No quorum -----pg. 3
  - c. February 17, 2021 Meeting Minutes-No quorum-----pg. 4
5. **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
6. **Old Business**
  - a. 2021 Photo Contest Winner-----pg. 5-10
  - b. Committee Member T. Bailey- Update on Skate Park- Discussion
  - c. 2021 Events-----pg. 11
  - d. Meeting Date and or Time change discussion-----pg. 12
7. **New Business**
  - a. Select Committee Chair, Vice Chair, Secretary -----pg. 13-14
  - b. Travel Oregon Grant for possible Treehouses at the George Kitchin Park-----pg. 15-19
  - c. Spring Clean Volunteers need -----pg. 20
8. **Correspondence, Comments and Ex-Officio Reports**
9. **Committee Announcements**

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- a. Parks and Recreation Committee have three (3) vacant seats as of May 17, 2021.
- b. Next Parks and Recreation Committee meeting is Wednesday June 16, 2021 at 6:00 p.m.

**10. Adjourn**

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**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday September 16, 2020 11:00 am  
Meeting Location: 320 N Main Street, Falls City, Oregon

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

**Staff Present:** None

Committee Chair L. Sickles called the meeting to order at 11:06 AM

**1. Roll Call**

T.J Bailey was absent. Two (2) spots on Parks and Recreation Committee available to fill.

**2. Pledge of Allegiance**

None

**3. Motion to adopt the entire agenda**

A motion was made by Committee Member D. Sickles and seconded by Committee Member J. Propp to adopt the entire agenda approving the meeting minutes from July 15, 2020 and August 19, 2020. Motion Passed 4-0-0-1, Lori Jean Sickles, Janet Propp, Dennis Sickles, Dani Haviland.

**4. Old Business**

- a. There were eight (8) or nine (9) Most Improved Yard contest entries. City Council will vote and announce the winners at the October 12, 2020 Meeting.
- b. Committee reviewed and discussed Bruce Sickles's River Walk Proposal. Committee Member Haviland said that Falls City Thrives would like to help in this project and has already begun talking with Bruce Sickles to work on a schedule and a plan. In this phase of the project would only be focusing on the pathway from the lower part to the falls. It was acknowledged that this needs another review and possibly more input from engineers. This agenda item was tabled for further planning and is not ready to be submitted to Council action.

**5. New Business**

- a. City Posts have been installed at both footbridges to keep motor vehicles off them.
- b. Rosie Brownell has officially resigned. Two open seats for Parks and Recreation Committee
- c. Discussion was held on SOLVe and Arbor Day Tree City recertification. Committee Member Haviland said landscaping was needed for both the front and back of the Dr. Clinic. Parks and Recreation and Falls City Thrives could work together to create a joint venture on this to qualify for Arbor Day work.
- d. Committee discussed the CLG Grant no acknowledgement is needed at this time.

A motion was made by Committee Member D. Haviland and seconded by Committee Chair L. Sickles to join in efforts with Falls City Thrives to work on the Dr. Clinic to meet the qualifications for Arbor Day and SOLVe . Motion Passed 4-0-0-1, Lori Jean Sickles, Janet Propp, Dennis Sickles, Dani Haviland.

**6. Committee Announcements**

- a. Parks and Recreation committee meeting will be October 21, 2020 at 11:00 am.

**7. Adjourn**

A motion was made by Committee Member D. Haviland and seconded by Committee Member J. Propp to adjourn. Motion Passed 4-0-0-1, Lori Jean Sickles, Janet Propp, Dennis Sickles, Dani Haviland.

Meeting adjourned at 11:23 AM

\_\_\_\_\_ Parks Committee Chair L. Sickles

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

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday October 21, 2020 11:00 am  
Meeting Location: 320 N Main Street, Falls City

**Committee Members Present:** TJ Bailey

**Staff Present:** None

- 1) Roll Call**  
Meeting cancelled due to no quorum. Absences included Dennis Sickles, Lori Jean Sickles, Janet Propp
  
- 2) Committee Announcements, Comments and Ex-Officio Reports**  
  
Next Parks and Recreation Committee meeting: Wednesday November 18, 2020 at 11:00 AM

\_\_\_\_\_ **PR Committee Chair Lori Jean Sickles**

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

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday February 17, 2020 11:00 am  
Meeting Location: 320 N Main Street, Falls City

**Committee Members Present:** TJ Bailey, Dennis Sickles

**Staff Present:** None

- 1) **Roll Call**  
Meeting cancelled due to no quorum. Absences included Lori Jean Sickles, Dani Haviland
  
- 2) **Committee Announcements, Comments and Ex-Officio Reports**  
  
Next Parks and Recreation Committee meeting: Wednesday March 17, 2020 at 11:00 AM

\_\_\_\_\_ **PR Committee Chair Lori Jean Sickles**

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

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**STAFF REPORT**

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JAMIE WARD, CITY RECORDER  
**SUBJECT:** 2021 PHOTO CONTEST  
**DATE:** MARCH 02, 2021

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**SUMMARY**

The 2021 Falls City photo contest only had one person submit photos. Jaiden Novasio of Falls City submitted 5 photos. The winner 1<sup>st</sup> place winner was "Serenity in Falls City."

**BACKGROUND**

N/A

**PREVIOUS COUNCIL ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

**STAFF RECOMMENDATION**

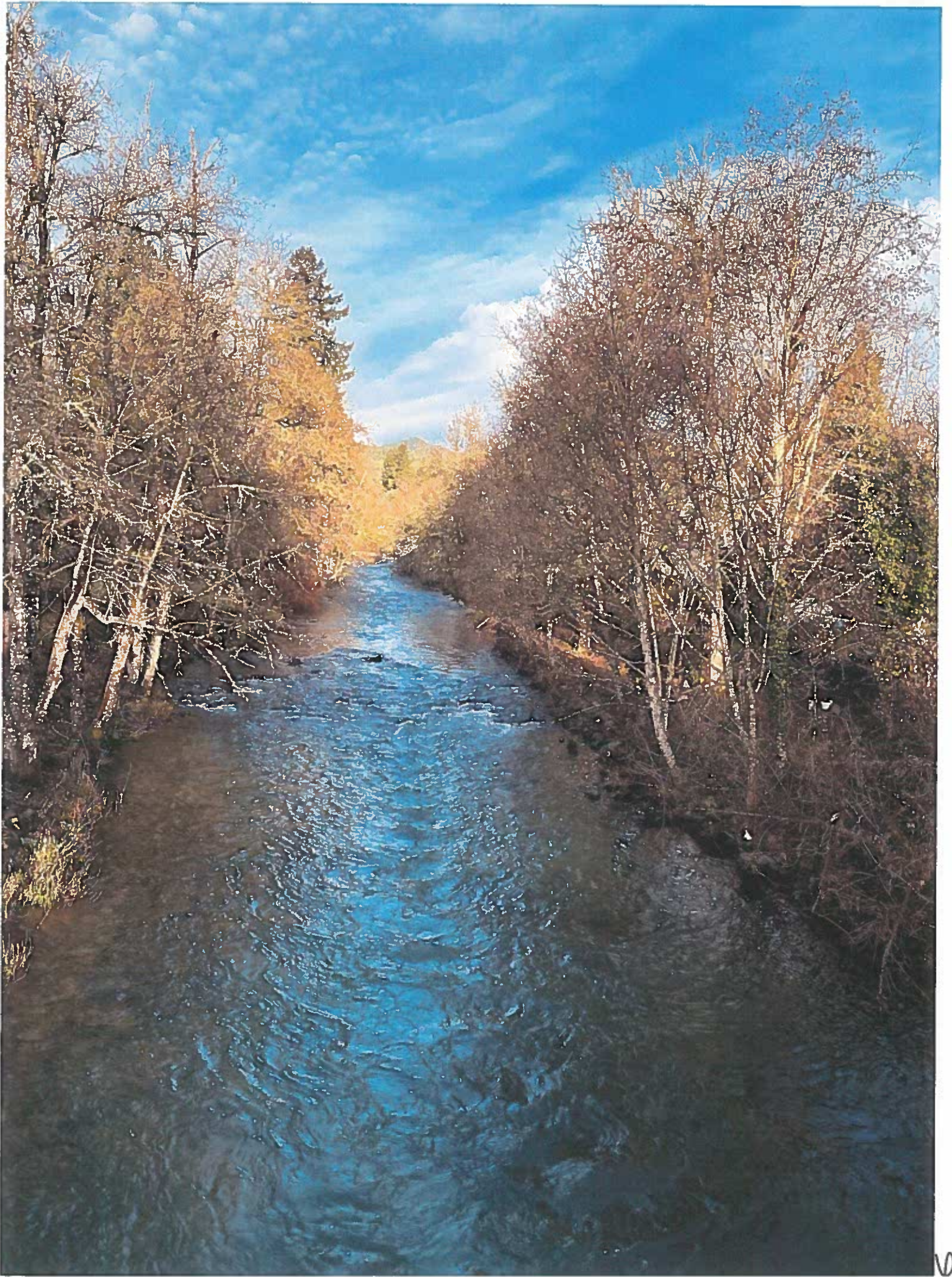
N/A

**EXHIBIT**

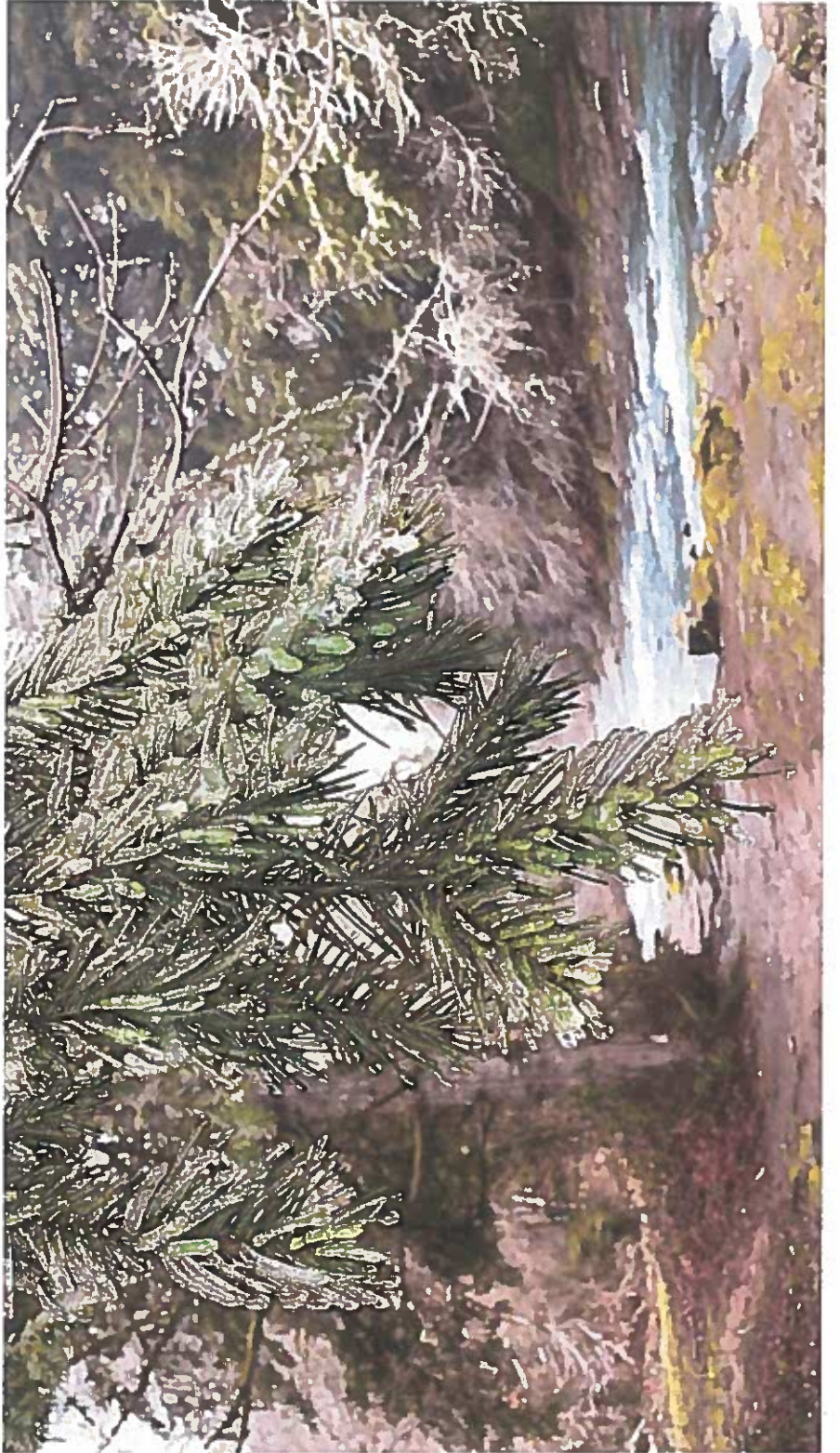
- a. Photo Contest Application-Jaiden Novasio
- b. "Beautiful Country"
- c. "Frozen Pines"
- d. "Rainbow Falls"
- e. "Serenity in Falls City"
- f. "Upside down ice sickles"

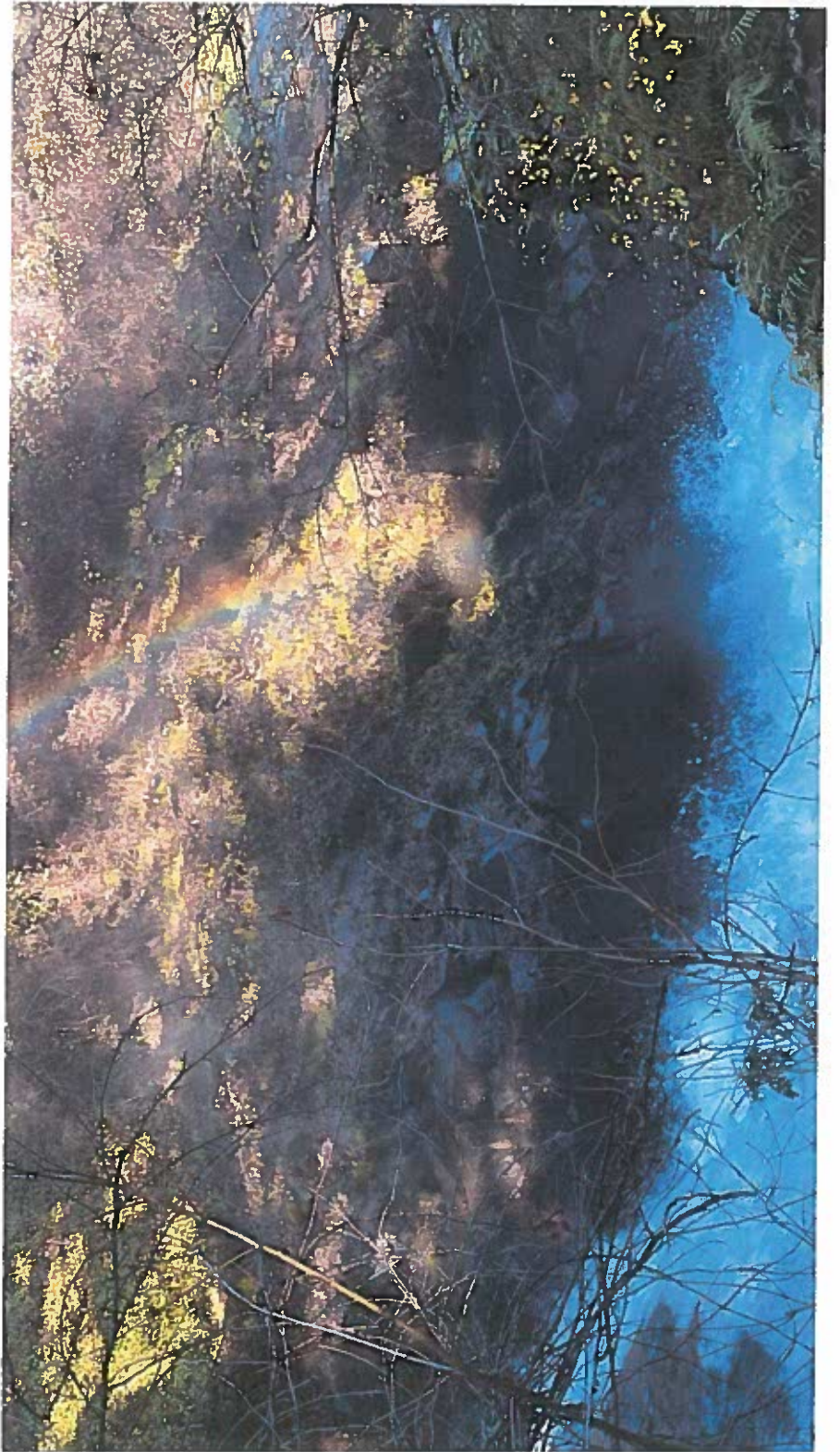
**PROPOSED MOTION**

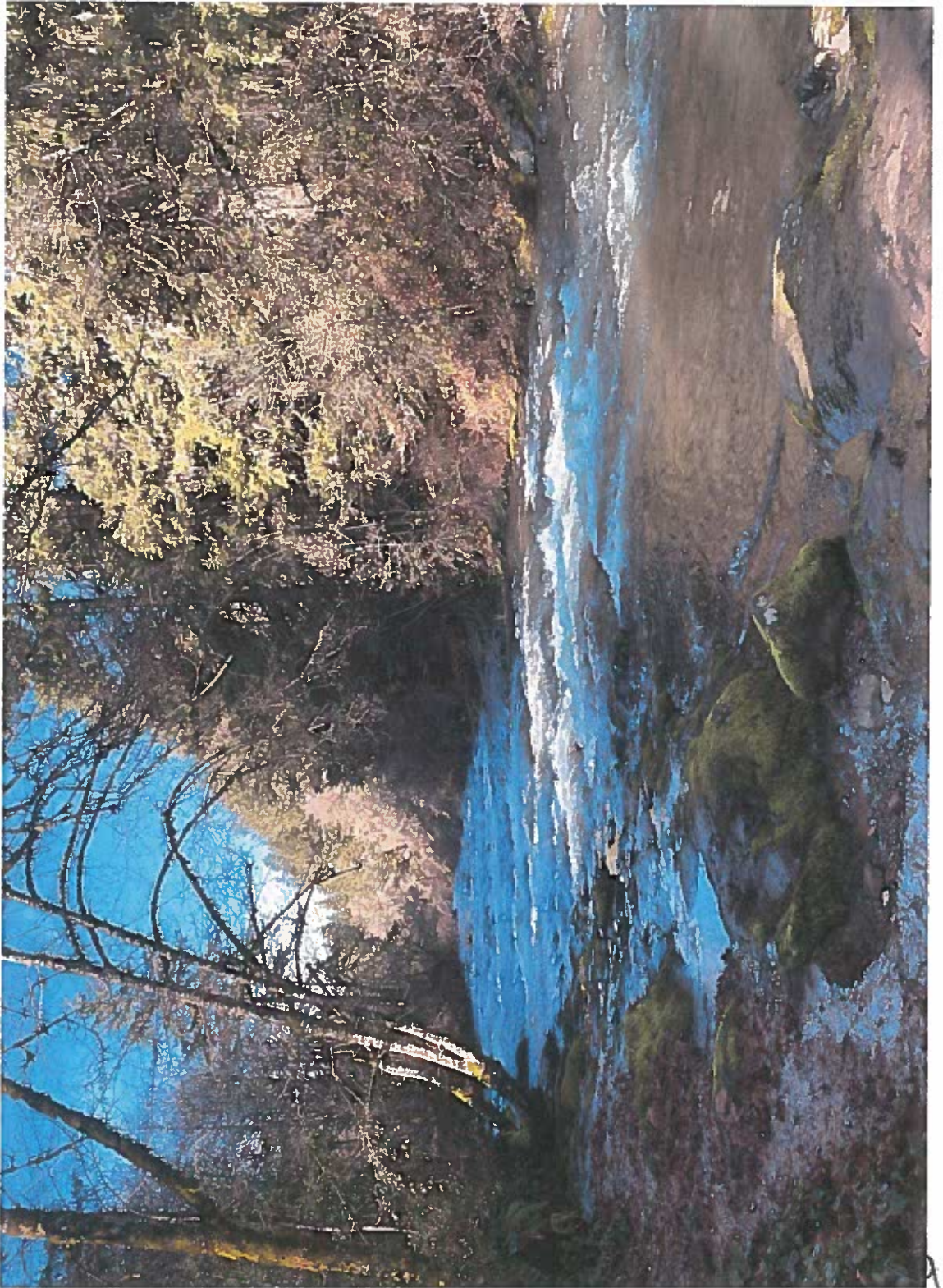
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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JAMIE WARD, CITY CLERK  
**SUBJECT:** 2021 EVENTS  
**DATE:** 01/08/2021

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### SUMMARY

Here is a list of 2021 Events and tentative dates that the City has so far. City Staff is looking for recommendations on what events we could still hold and maintain COVID-19 restriction guidelines.

As you all know we are constantly looking for volunteers to help support, promote, and assist in day of activities. City Staff is asking Parks and Recreation Committee to look over the events and fill in tentative dates we do not currently have on the calendar. City Staff is also looking for a Champion to help lead the events that currently do not have a leader.

Arbor Day- April? (Typically, around the 6<sup>th</sup>) 2021

Easter Egg Hunt (Lori and Laura host this event)- Saturday, April 02, 2021

Cemetery Clean up- May? 2021

City Wide Garage Sale- Sunday, May 15, 2021

Let Freedom Ring- Sunday, May 23, 2020-Cancelled due to COVID

Spring Clean- Saturday, June 5, 2021

Summer Celebration (Lori and Laura host this event) - Saturday, July? 2020

Polk County Pride- Saturday, August 2021-Cancelled due to COVID

SOLVe River and Park Clean-up (Dennis Sickles talks with his church to figure out the day)- September? 2020

As you all know these events are subject to change due to the different COVID phases we may be in at that time.

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

**PROPOSED MOTION** N/A

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## STAFF REPORT

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**TO:** PARK AND RECREATIONS COMMITTEE  
**FROM:** JAMIE WARD, CITY CLERK  
**SUBJECT:** MEETING DATE AND TIME  
**DATE:** MARCH 16, 2021

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### SUMMARY

City staff would like Park and Recreation Committee to hold discussion on Park and Recreations meeting date and time. With schools opening back up and Committee only having 4 members currently the Wednesday, 11:00 am meeting time is becoming inconvenient.

**PROCESS** N/A

### BACKGROUND

Parks and Recreations Committee passed a motion June 20, 2018 to move the meeting day to the third Thursday of each month, which motion carried 4-0-0. In August there is a staff report addressing the confusion to the day and time the Park and Recreation Committee will hold their meetings, stating a conflict with Committee Chair L. Sickles and her business operations. The same agenda report was used and in the October 17, 2018 Park and Recreations meeting minutes a motion was made to have the meetings remain at 11:00am on the Wednesday following City Council meetings. Motion carried 5-0-0

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATIONS** N/A

**EXHIBITS** N/A

**PROPOSED MOTION** N/A

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**AGENDA REPORT**

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**TO:** Parks and Recreation Committee Meeting  
**FROM:** Jamie Ward, City Recorder  
**SUBJECT:** Select Committee Chair for 2021  
**DATE:** 1/11/2021

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**SUMMARY**

Each Committee and Commission appoints a chair, vice chair and secretary at the first meeting of each New Year. Committee Chair Sickles is not eligible to serve as Chair this term, because she has served for two consecutive terms.

**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 2018 Lori Jean Sickles was appointed Chair of the Parks and Recreation Committee.

Thank you for years of service as Committee Chair Sickles!

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

**PROPOSED MOTIONS**

1. *Chairperson Lori Jean Sickles 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 2021.

*Motion made by:*

*Seconded by:*

*Record the vote:*

2. *Chairperson asks for nominations for Committee Vice Chair.*

- *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

I move \_\_\_\_\_ be appointed Vice Chair of the Parks and Recreation Committee for 2021.

*Motion made by:*

*Seconded by:*

*Record the vote:*

3. *Chairperson Sickles asks for nominations for Committee Secretary.*

- *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

I move \_\_\_\_\_ be appointed Secretary of the Parks and Recreation Committee for 2021.

*Motion made by:*

*Seconded by:*

*Record the vote:*



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## STAFF REPORT

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**TO:** HONORABLE MAYOR, AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** TRAVEL OREGON COMPETITIVE & RECOVERY GRANTS PROGRAM  
**DATE:** 3/29/2021

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### SUMMARY

Council Approval of approval to apply for Travel Oregon's Competitive & Recovery Grants Program.

### BACKGROUND

The City has been working on becoming more financially stable through the pursuit of as-of-yet explored opportunities to establish Falls City as a tourism destination.

Travel Oregon's Competitive & Recovery Grants Program will allow the city to apply for up to \$100,000 without any match to build treehouses in George Kitchin Park to enhance Falls City's tourism-facing impression as a travel destination, as well as to generate overnight stay revenue.

In exploring the idea of creating such tourism facilities with several Travel Oregon representatives, the application has a strong chance of consideration. Though this does not guarantee acceptance of the city's proposal, it does encourage staff that the direction that the city has undertaken to elevate Falls City's tourism-facing impression as a travel destination is the correct one.

### FINANCIAL IMPLICATIONS

This resolution 06-2021 would give the City Manager the authority to apply for and accept Travel Oregon's Competitive & Recovery Grants Program for \$100,000 (no match required).

### STAFF RECOMMENDATION

Adopt.

### EXHIBIT

A- Resolution 06-2021

B- Travel Oregon's Competitive & Recovery Grants Program Information

### PROPOSED MOTIONS

I move that the City Council of Falls City adopt Resolution 06-2021, A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND RECEIVE TRAVEL OREGON'S COMPETITIVE & RECOVERY GRANTS PROGRAM.

# Competitive & Recovery Grants Program

The application process opened on March 15. Applications will be accepted until 5 p.m., March 31.

The mission of Travel Oregon is to inspire travel that drives community enhancement and economic development. Through innovation and partnerships, we share the stories of Oregon's people and places, deliver world-class experiences, strengthen the industry, work to ensure all travelers feel welcome and preserve Oregon's way of life and its natural places. As we enter the peak visitor season amidst the ongoing COVID-19 pandemic, recommendations from state and federal public health officials continue to affirm that, in addition to protocols like wearing a face cover and maintaining physical distance, in social settings it is better to spend time outdoors rather than indoors.

Travel Oregon believes improved infrastructure is needed to enhance and expand the visitor experience over both the short and long-term and that these enhancements can help in economic recovery efforts.

Total funding available for the Competitive & Recovery Grants program is \$2.3 million. Requests up to \$100,000 will be accepted, depending on project type. No cash match is required. Projects must be completed by Nov. 30, 2021.

## Eligible Applicants

Eligible applicants include those listed below that are doing business in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally-recognized tribes
- Non-profit entities registered with the Oregon Secretary of State's Office
- Oregon-based tour operators, guides and outfitters

## Project Eligibility

Eligible projects must be focused on the infrastructure needed to create or provide a COVID-19 appropriate visitor experience. Project categories include:

### Outdoor Recreation

Eligible projects include:

## Exhibit B

- Trail development and improvements (includes wayfinding/signage/kiosks).
- Recreation site improvements and stewardship (includes wayfinding/signage/kiosks).
- Water recreation (includes access points/wayfinding/mile markers/signage).
- Cycling infrastructure (includes repair stations, restrooms, seating)
- Garbage/waste management solutions.
- Parking/transportation strategies and solutions.

### **Business District/Main Street**

Eligible projects include:

- Creation of outdoor public spaces for people to sit, eat, drink and patronize businesses safely, and following state guidelines.
- Wayfinding enhancements.
- Clean-up/beautification in a business district.

### **Ticketed/Paid Events and Attractions**

Eligible projects include:

- Online ticketing systems.
- Virtual streaming.
- Hand-washing stations.
- Restroom facilities.
- Amenities for outdoor programming.
- Wayfinding/interpretive signage.

### **Tour Operators/Guides/Outfitters**

Eligible projects include:

- Configuration of vehicles/watercraft to maximize spacing.
- Safety placards or messaging.
- New or existing enhancements to online booking technology.
- Personal protective equipment.

### **Award Decision**

The application process is open from 8 a.m. PST on Mar. 15 until 5 p.m. PST on Mar. 31. No applications or materials will be accepted after the 5 p.m. PST deadline. Award decisions will be announced by April 30 via email. Applications will be reviewed and decisions to award will be made based on the following:

- Demonstrates an immediate need for the project.

Exhibit B

- Demonstrates the ability to complete the project in the required timeline (by Nov. 30, 2021).
- Demonstrates that applicant and project meet the eligibility requirements of Section II and Section III and that the application is complete and contains all information required by these grant guidelines.
- Preference given to projects that demonstrate they ensure accessibility and inclusion of all visitors, including under-represented communities.
- Preference given to entities with required permitting (if needed) secured.

*Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Competitive & Recovery Grants Program, to award a different amount than is requested in a grant application, to make changes to the Grant Guidelines or to cancel the Competitive & Recovery Grants Program in its entirety.*

RESOLUTION 06-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND RECEIVE TRAVEL OREGON'S COMPETITIVE & RECOVERY GRANTS PROGRAM.

Whereas:

1. The City Council has been discussing tourism enhancing opportunities; and
2. The City has been pursuing strategies to enhance Falls City's tourism-facing impression as a travel destination; and
3. Travel Oregon has a grant program that could cover \$100,000 in tourism funding; and
4. Falls City owned and run tourism facilities would generate revenue to support the city's finite budget; and
5. In order to apply for and accept Travel Oregon's Competitive & Recovery Grants program, the City Council must approve city staff applying, by resolution.

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

Section 1. The City Manager is authorized to apply for and take award of Travel Oregon's Competitive & Recovery Grants program.

- a. The City Manager shall have signature authority for all portions of the grant application, award, and expenditure.

Section 2. Effective Date.

1. This resolution becomes effective upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 29<sup>th</sup> DAY OF MARCH 2021.

VOTE:            AYE\_\_\_\_            NAY\_\_\_\_            ABSTAIN\_\_\_\_            ABSENT\_\_\_\_

Signed:

\_\_\_\_\_  
Jeremy Gordon, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Jamie Ward, City Recorder

\_\_\_\_\_  
Date

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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JAMIE WARD, CITY RECORDER  
**SUBJECT:** SPRING CLEAN VOLUNTEERS NEEDED  
**DATE:** 05/01/2021

### SUMMARY

Spring Clean is June 5, 2021 from 8 am-2 pm. Volunteers are needed for the following rolls:

- Traffic control
- Tires
- Yard hand
- Senior & Disabled Hauler

Committee is encouraged to recruit volunteers for the City-Wide event. Many hands make short work!

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**PROPOSED MOTION** N/A