



# *Notice of Parks and Recreation Committee Meeting*

**CITY OF FALLS CITY, OREGON**  
*Meeting Location: 320 N Main Street, Falls City*  
*Wednesday, March 18, 2020 at 11:00 AM*  
*Posted on March 13, 2020*

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## **Committee Members**

Lori Jean Sickles	Janet Propp
Dennis Sickles	Rosie Brownell
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. Meeting Minutes February 19, 2020 (pg. 1-2)
5. Public Comments: Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
6. Old Business
  - a. SR- Arbor Day Follow-up (pg. 3)
  - b. SR- William Sullivan- Clinic Pocket Park (pg. 4-10)
7. New Business
  - a. New Falls City Logo (pg. 11-14)
8. Correspondence, Comments and Ex-Officio Reports
9. Committee Announcements
10. Adjourn

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

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

**Staff Present:** William Sullivan, Community Development & Outreach Coordinator

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

**1. Roll Call**

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

**2. Pledge of Allegiance**

None

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

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

**4. Public Comments**

None

**5. Old Business**

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

**6. New Business**

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

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

**7. Correspondence, Comments and Ex-Officio Reports**

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

**8. Committee Announcements**

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

**9. Adjourn**

No motion was made

Meeting adjourned at 11:50 AM

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

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

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**AGENDA REPORT**

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

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**SUMMARY**

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

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

**PROPOSED MOTION** N/A

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## STAFF REPORT

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

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### SUMMARY

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

### BACKGROUND

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

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

### PREVIOUS COUNCIL ACTION

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

### ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATION

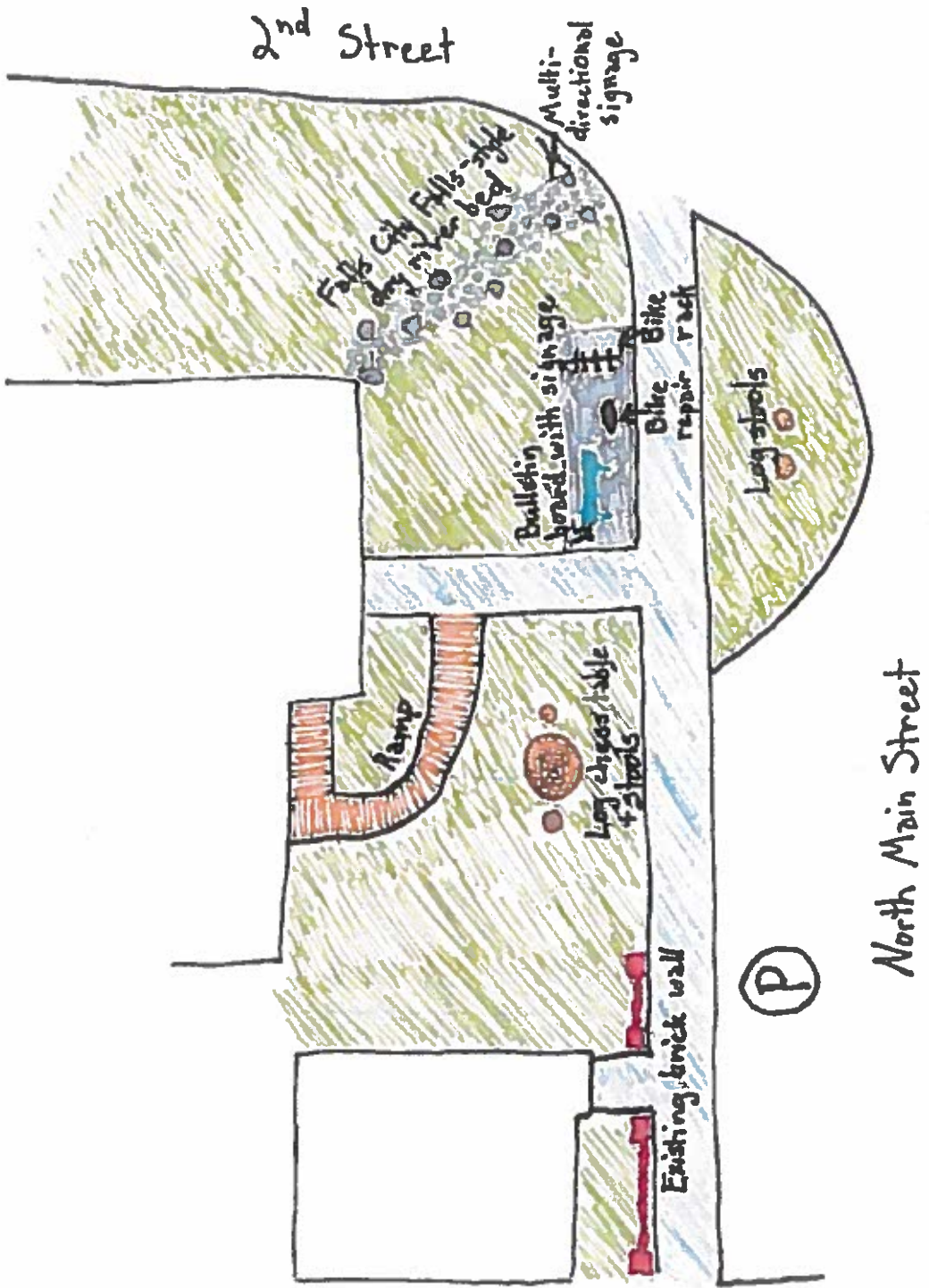
Staff recommends that the Parks & Recreation Committee recommend approval of the pocket park to City Council

**EXHIBITS**

Falls City Thrives Clinic Landscaping Action Plan  
Pocket Park Design Sketches

**PROPOSED MOTIONS**

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



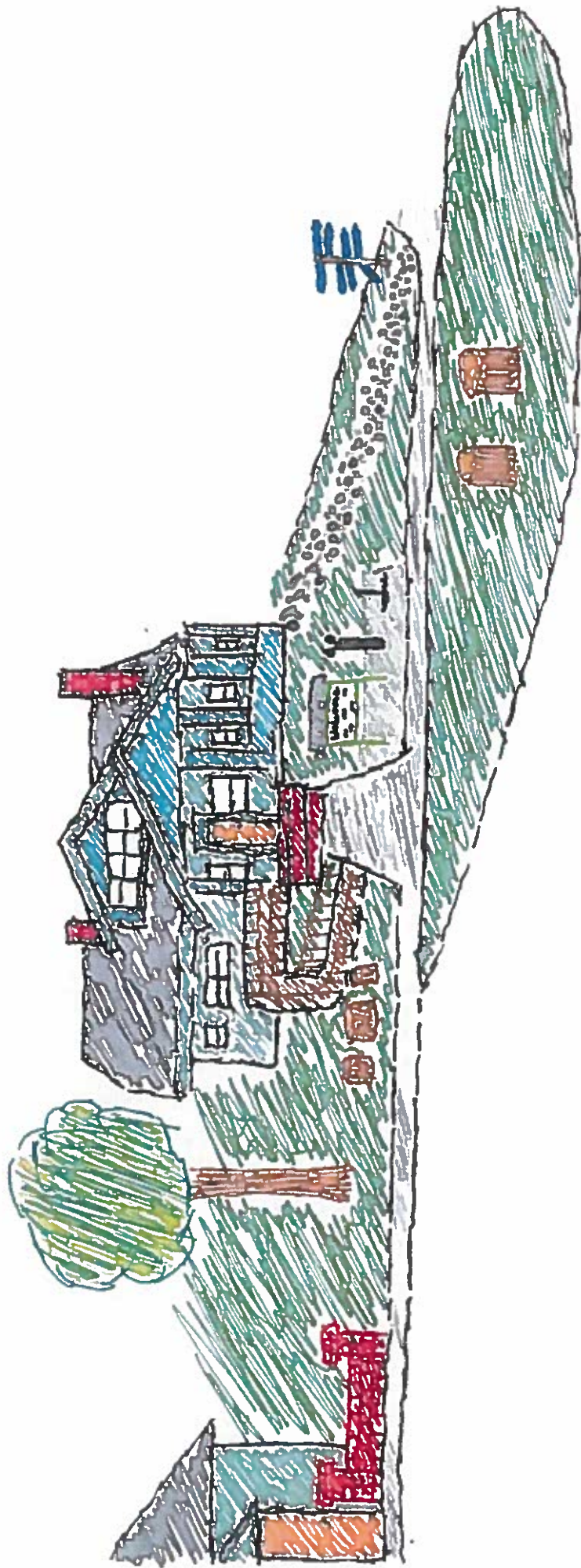
2020 Action Plan: Luckiamute Clinic Landscaping

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

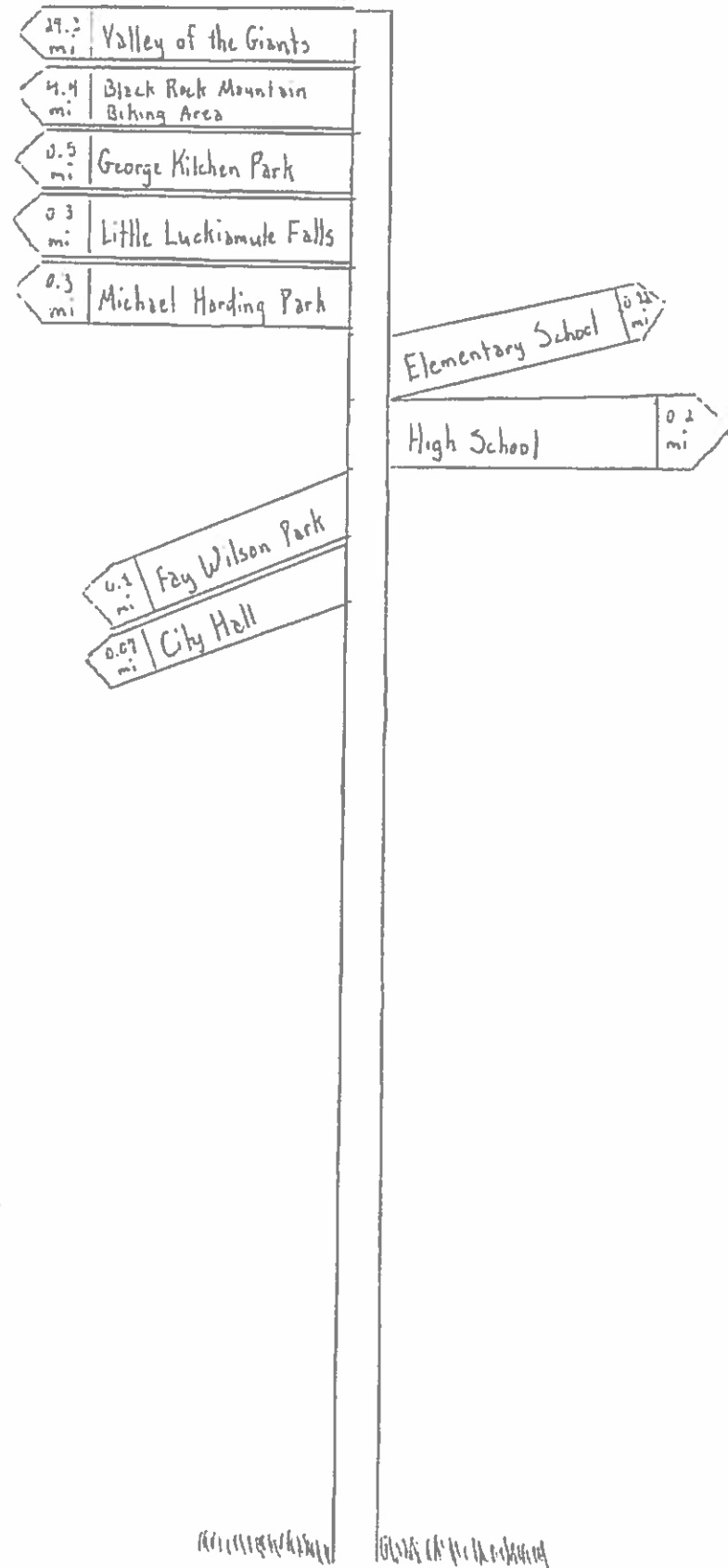


2020 Action Plan: Luckiamute Clinic Landscaping

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



Multi-directional signage  
(for North Main + 2<sup>nd</sup> Streets)



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## STAFF REPORT

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

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### SUMMARY

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

### PROCESS

N/A

### BACKGROUND

N/A

### PREVIOUS COMMITTEE ACTION

N/A

### ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATION

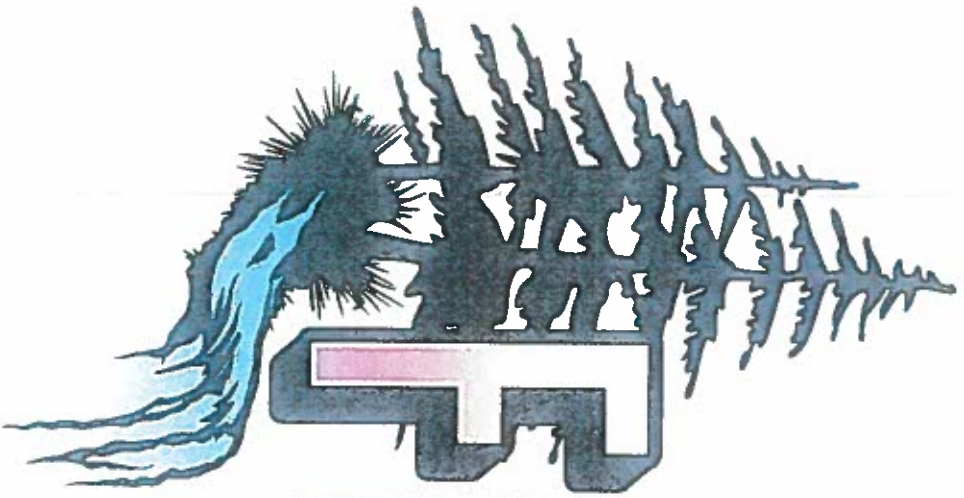
Staff recommends that the Parks and Recreations Committee choose one of the three logos to recommend to City Council for approval.

### PROPOSED MOTION

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



End of the road, start of your adventure



# FALLS CITY

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