



**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday, May 15, 2018 11:00 am  
Meeting Location: 320 N Main Street, Falls City

Committee Members Present: Jill Anzalone

**Staff Present:**

- 1) **Roll Call**  
Meeting canceled due to no quorum.
  
- 2) **Committee Announcements, Comments and Ex-Officio Reports**

Next Parks and Recreation Committee meeting: June 18, 2019 at 11:00 AM

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

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

*PIA*

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday April 3, 2019 11:00 am  
Meeting Location: 320 N Main Street, Falls City, Oregon

**Committee Members Present:** Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, Dani Haviland, Janet Propp and Rosie Brownell

**Staff Present:** None

Chairperson L. Sickles called the meeting to order at 11:06 am. Mayor Gordon was present.

**1) Roll Call**

Chair L. Sickles took roll call.

**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 D. Sickles to adopt the entire agenda. Motion carried 6-0-0. Ayes: L. Sickles, Janelle Anzalone, Dennis Sickles, Dani Haviland, Janet Propp, Rosie Brownell

**4) Public Comments**

None

**5) Old Business**

a. The restroom grant was provided by Committee Member Anzalone. She said the grant was ready to submit for review. It will go through the proper policy steps as outlined by the City Manager. Committee Member Anzalone will speak to City Manager Corthell about the SOLV Clean Up and Arbor Day event to see what will be needed.

b. Committee Member Haviland submitted a synopsis and presentation of the first annual Memorial Day event entitled "Let Freedom Ring". This is planned for Sunday, May 26, 2019. This would be a City sponsored event with participation of local churches, businesses, schools, citizens and government agencies. The Community Action Team will be involved as well. Committee included several questions as well. (Exhibit A)

**6) New Business**

Committee Member Brownell updated committee on the Little Library grant application. It is in review process and should hear back by mid-May.

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

Chair Sickles reminded Committee of the Annual Easter Egg Hunt in Michael Harding Memorial Park on April 20. Filling eggs and basket assembly will be at the Boondocks on April 19. The annual Easter egg Hunt will be held April 20, 2019 in the Upper Park. Lori Jean Sickles, Laura Britton and the Boondocks Restaurant will be sponsoring the event. Set up of the Easter baskets will be on April 19<sup>th</sup> at 9am at the Boondocks. The raffle for baskets takes care of the cost for all the candy and goodies that go into the event.

A motion was made by Committee Member Haviland and seconded by Committee Member Propp to adjourn. Motion carried 6-0-0. Ayes: L. Sickles, Janelle Anzalone, Dennis Sickles, Dani Haviland, Janet Propp, Rosie Brownell

**8) Committee Announcements**

Next Parks and Recreation committee meeting will be May 15, 2019 at 11:00 am.

**9) Adjourn**

The meeting adjourned at 11:40 am.

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

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

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**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday, May 14, 2018 11:00 am  
Meeting Location: 320 N Main Street, Falls City

Committee Members Present: Jill Anzalone

**Staff Present:**

- 1) **Roll Call**  
Meeting canceled due to no quorum.
  
- 2) **Committee Announcements, Comments and Ex-Officio Reports**

Next Parks and Recreation Committee meeting: June 18, 2019 at 11:00 AM

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

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

*P. Anzalone*



City of Falls City  
Falls City, OR 97344  
299 Mill Street  
Phone: 503.787.3631  
jbirr@fallscityoregon.gov

## MEMORANDUM

TO: City of Falls City Council  
FROM: City Clerk, JoHanna Birr  
DATE: April 17, 2019  
RE: Wastewater Project Opposition

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Dear Councilors,

Staff would like Council to be aware of a hostile encounter April 16, 2019 at City Hall by county resident, Terry Jordan accompanied by his wife, Lisa.

The couple is livid in regards to the future land acquisition for the Wastewater lagoon. The resident stated he didn't want to live near or smell "Sh\*\*". He also verbally expressed hatred for the current landowner of the proposed site, D. Franko Contracting.

Mr. Jordan's demeanor was extremely belligerent to Clerk's as well as the City Manager. He refused to set a meeting to discuss the project and his concerns or to hear a reply from the City Manager.

Mr. Jordan refused to leave the building when asked to do so. Finally, upon exiting, he threatened the City with a law suit should the lagoon be put in.

JoHanna Birr  
City Clerk

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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** LET FREEDOM RING! - MEMORIAL DAY EVENT PROPOSAL  
**DATE:** 04/17/2019

### **SUMMARY**

This proposed all day event would be coordinated by the Falls City Community Action Team- a volunteer committee. The purpose is to honor veterans of Polk County.

A parade, brunch and other activities are proposed along with a possible flyover by the Air National Guard. The Old Guard Co. "F" Dallas will be present with their motorcycles. An ecumenical "Blessing of the Bikes" will take place in the Old Mill Lot for those who would like to participate. Spaces will be available for rent to the community to sell their wares.

N. Main will be closed from east of Ellis to the stop sign on Mitchell. This will allow traffic flow around the closure. Much of the logistics are still in the planning stage and yet to be finalized. Committee met with City Manager Corthell and Clerk Birr to discuss details.

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT A-** First Annual Memorial Day Event Proposal

**PROPOSED MOTION** N/A

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**Let Freedom Ring!**  
**Theme: This year's theme is overcoming PTSD**

**First Annual Memorial Day Event**  
A City-sponsored Community Event  
May 26, 2019 ALL DAY EVENT

Location: Parade on North Main Street starting at High School, ending at Mill Parking Lot. Brunch held at Lower Park on approval. Blessing of Bikes at Mill Parking Lot or to be determined. Mountaineer Statue Creation to be held in front of The Boondocks.

Event coordinated by volunteer committee (Falls City Community Action Team)

Activities include:

Buffet style brunch

Blessing of the Bikes (Motorcycle, Bicycles, Scooters, Skateboards)

Parade (to include City and Polk County Emergency Response vehicles, private parties, local businesses and churches, horses and other pets, vintage vehicles, etc.)

Polk County Sheriff or Deputies to lead parade (on approval)

Full Military Color Guard

Local marching bands

Make the Mountaineer: Duct-tape finish the statue created by local artisans. (Participants can bring their own duct tape or purchase tape from the event. Profits from the tape sale will be used to help offset the cost of materials to build the statue).

On approval: Music Event at Lower Park with local bands and solo artists.

Present a banner with the names of Polk County Veterans, grouped by which wars they fought in, asterisk marking those who died in action. This is the first step of getting a permanent monument established.

On approval: Open the Little Luckiamute Clinic as a 'pop-up mall' where local vendors/artisans can sell their goods. The fee for sales tables (\$10-\$20) would be paid into the permanent monument fund. Insurance rider would probably be needed.

On approval: Allow part of the Mill Parking lot to be used for parking. Suggest that the parking be free with a suggested donation to the permanent monument fund (to be established)

Flyover by State National Guard or Navy jets

Questions:

Will the City let us use the Lower Park and Mill Parking Lot for the event?

Will the City be able to provide traffic control?

Will the City's insurance cover this event as a rider (one-time event) or would a separate corporation or LLC need to be created?

Is there electricity available at the Lower Park?

Location and acquisition of a permanent Veterans Memorial does not need to be established this year. It would go through a grant process (already being checked into).

Can the City make sure that the Porta-Potties are up by this time?

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# Let Freedom Ring!

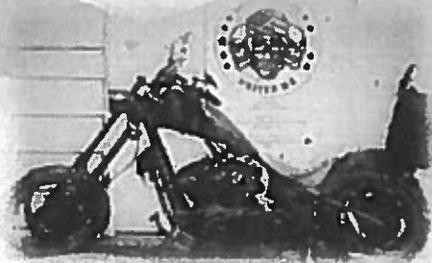
## celebrating Polk County Veterans

Come join us in **Falls City** as we honor our Veterans on Sunday, **May 26, 2019**.

For event info, contact Falls City Hall @  
503-787-3631 or [www.fallscityoregon.gov](http://www.fallscityoregon.gov)

### ***Festivities include:***

- 1) 10AM - 5PM Vendor booths, arts and crafts
- 2) 10:00-10:30 Speeches, Songs, Honor Guard
- 3) 1:00PM Military aircraft flyover
- 4) 1:15-1:40PM Parade & motorcycle flag line
- 5) 1:45PM Blessing of the Bikes
- 6) 2PM-5PM Live music - 3 bands (at least!)
- 7) \*All day! Raffle for Harley 'Big Dog' Chopper



\* \$20 tickets sponsored by non-profit organization. Drawing 8/3/19. Need not be present to win

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## AGENDA REPORT

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** EVENT VOLUNTEERS NEEDED  
**DATE:** 3/11/2019

### **SUMMARY**

Spring Clean is June 1, 2019. Volunteers are needed for the following rolls:

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

Lower Cemetery Clean Up is scheduled for May 18, 2019 with Polk Cemetery Savors. A workshop will be held Saturday, May 18. Headstones will be plumbed, repaired and cleaned. All veteran markers will be cleaned.

Items to bring include: a five gallon bucket, gloves and a shovel. Cleaning solution and various other tools will be supplied.

Committee is encouraged to recruit volunteers for the Spring Clean and Cemetery Restoration events. 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

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***Polk Cemetery Savers  
Odd Fellows Cemetery  
Restoration Project  
Presentation for Volunteers***

***May 11, 2019 at the Falls City Community Center from 6:00- 7:00 pm***

Lloyd Collins of Polk Cemetery Savers will be hosting a headstone restoration presentation for project volunteers. Light refreshments will be provided to those in attendance.

***May 18, 2019 from 8:00 am- 2:00 pm at the Odd Fellows Cemetery***

Come join the hands-on Workshop where you will learn how to properly clean, plumb and repair damaged headstones.



***May 21, 2019 Restoration Project begins!!!***

Restoration work will begin Tuesday morning and last 8- 10 weeks. This will include all compromised headstones and all Veteran headstones.

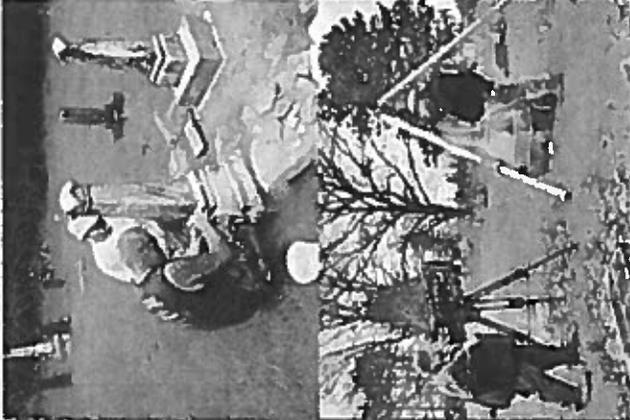
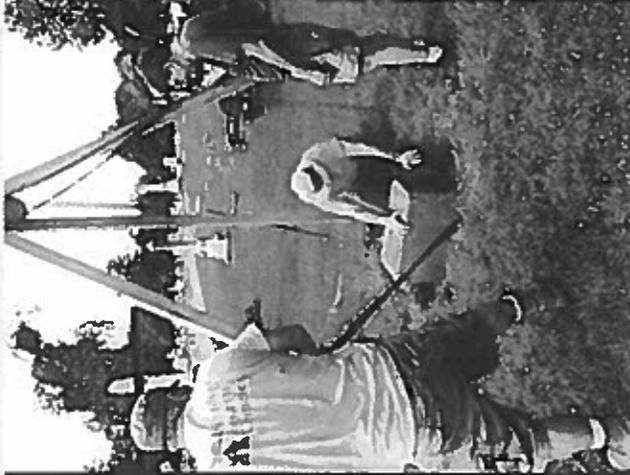
A BBQ will be provided for all volunteers when the project is complete!

***Sign up at City Hall!!!!!!***

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# PIONEER CEMETERY PRESERVATION

Polk Cemetery Savers



## WE ARE...Education & Awareness through Knowledge, Skill & Training with Proper Historic Materials & Techniques for Cemeteries & Grave Markers

- HOME
- BASIC STANDARDS
- BEYOND BASICS
- HARMFUL METHODS
- PRODUCTS USED
- TECHNICAL
- SOURCES
- PRO VS CON
- TRICKS OF THE TRADE
- ARCHIVES
- VIDEO
- MEMBERSHIP
- CLASSES & EVENTS
- SAFETY
- CCUS GEAR
- BLOG
- CONTACT US

<https://cemeteryconservatorsunitedstandards.org>

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## HOW TO PROPERLY CLEAN HEADSTONES AND MARKERS

Every time a marker is cleaned, minute particles are removed from the surface of the stone. It can be harmful to clean them too often.

Most markers in cemeteries are made of marble, granite, limestone, sandstone, slate, or in some cases concrete. However, each marker's condition is different and you should base your cleaning on the condition of that stone.

Cleaning headstones helps to preserve them and it should never be your intent to make them look new again, just clean.

We, Cemetery Conservators for United Standards, have established and follow standards, precautions, inspections, procedures, and have listed materials that we use for cleaning cemetery headstones and markers.  
<https://cemeteryconservatorsunitedstandards.org/>

Be sure to read this information completely and understand the proper procedure before proceeding to clean stones in a cemetery.

## PRECAUTIONS

Ensure the stone is stable, secure, and that all sections are securely attached to each other. Check that the stone is not in danger of falling if you put pressure on it. Your safety is of the utmost importance.

If the weather is hot and the stone surface is hot to the bare hand, do not put cool water on it. It may cause stress cracks in the stone. Cover the stone to let it cool or let the water warm in the sun before using it.

Do not clean a stone if there is any chance of freezing temperatures. Water will get into cracks and freeze. Water expands 9% when frozen and may break the stone.

Do not attempt to clean a broken headstone. Leave this stone to the professionals.

Make sure you have enough water to thoroughly clean and then rinse the stone several times. Leave no residue from the cleaning agent on the stone as it could cause permanent streaking.

**NEVER** use household cleaners, bleach, metal tools, scouring pads, wire brushes, power tools, pressure washers, or Nyalox brushes when cleaning headstones.

**Use only CCUS approved products.**

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## INSPECTIONS

Check for **“delamination”** of the stone, this is where layers of the stone begin to separate. Lightly tap on the stone with your knuckle or other soft object. If you hear a ‘hollow’ sound, the stone is probably delaminating. Do not attempt to clean. This should be left to a professional stone preservationist.

Check for **“sugaring”**. After cleaning a small section, rub your hand across the cleaned section. If there are small granules that look like sugar on your gloves, the stone is “sugaring”. This indicates that the stone is deteriorating. Do not clean, leave this stone to a professional stone preservationist.

Check for **“stress cracks”**. This is an easy check. Thoroughly wet the stone with water. Observe it while it is drying. Stress cracks will show up as wet ‘streaks’ because the water has entered the crack and will take longer to dry than the surface water. If the stress cracks are wide or severe, again leave this stone to the professionals.

Check to see if **“biological growth”** has cracked or broken the stone. The growth must be carefully removed and the stone repaired before cleaning. Material at the cracked edges is very fragile and will chip off even with gentle cleaning.

## EQUIPMENT AND MATERIALS FOR CLEANING HEADSTONES

Safety glasses and protective gloves.  
Knee pads and boots. Old markers may have broken glass around the base.  
Soft bristle brushes of various shapes and sizes & plastic grout brushes.  
Wooden scrapers, craft sticks, tongue depressors, and wooden skewers,  
Plastic scrapers, various sizes.  
Buckets for holding your supplies and water.  
1 to 2 gallon garden type pump sprayer filled with clean water.  
A small can of compressed air or mini leaf blower.  
Gallons and gallons of water. Stones must be rinsed thoroughly when cleaning.  
Old clean plastic milk bottles work great for transporting water to the markers.

Polk Cemetery Savers will supply the following:

**D/2 biological solution** for removal of biological growth that cleaning cannot remove. It works best at 45 degrees and above. Use undiluted for best results.

**Orvus non-ionic cleaner.** It is used to remove heavy environmental deposits, grime and bird droppings, if water alone doesn't remove the grime.



## **BASIC CLEANING PROCEDURE**

Soak the stone with water and wait a few minutes.

Gently remove loose materials from the surface. Once saturated, the lichens and moss on the stone will loosen and can be removed easily with a plastic scraper or wooden spatula. This helps remove the big particles so you will not be rubbing them back into the stone. **Rinse thoroughly.**

Clean the wet stone with a wet soft bristle brush by making random motions, and **rinse frequently** to remove dirt and biological growth. Always be as gentle as possible.

Keep both the brush and the stone wet at all times while cleaning. Be sure to clean the entire stone. Normally, clean water and soft scrubbing will remove the dirt and grime. If not, use Orvus non-ionic cleaner. It is used to remove heavy environmental deposits.

**Be sure to rinse often and thoroughly.**

## Polk Cemetery Savers Tasks

|  |                                  |                                      |
|--|----------------------------------|--------------------------------------|
| Hours of work...   | Tuesday, Thursday, and Saturday. | From 8:00 AM until noon.             |
| Repair, reset, and plumb all loose monuments,                  |                                  | Over 2 dozen at first count          |
| Plumb leaning monuments. Leaning over 5 degrees,               |                                  | Over a dozen at first count          |
| Clean and plumb, and repair if necessary all veterans markers, |                                  |                                      |
| Clean all of the monuments we will be preserving,              |                                  | About 50 at first count              |
| Spray all monuments with D/2 biological cleaner,               |                                  |                                      |
| Supply Orvis cleaner and small containers,                     |                                  |                                      |
| Supply wooden levers and tampers,                              |                                  | 2 each 2 X 3's X 8 and 4 feet Long   |
| Supply tarps for removed dirt                                  |                                  |                                      |
| Conduct a workshop for Falls City Volunteers,                  |                                  | First Saturday 9:00 AM until 3:00 PM |
| Provide training handouts and equipment requirements.          |                                  |                                      |

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## Needed from Falls City:

- Dedicated volunteers, 8 to 10 will be plenty, at least 2 to help level markers
- Choose volunteer coordinator,
- Copies of the training brochure ( 30 pages, color not needed)
- Two to three yards of crushed rock, Placed at SW corner ½ inch minus with lots of fines
- Portable toilet for the duration of work, Placed at SW corner About 8 to 10 weeks
- Turn on water at the cemetery,
- Trim bushes and remove low hanging dead branches.

## Falls City Volunteers tasks:

- Clean headstones/markers,
- Raise flat markers to grade,
- Align and plumb small markers,
- Supply own cleaning equipment and shovels.

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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** 2019 VETERAN'S & WAR MEMORIALS GRANT AWARDS  
**DATE:** 5/17/2019

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### SUMMARY

The Veterans' and War Memorial Program was created and established to provide funding assistance to local governments for the construction and restoration of veterans' and war memorials by Oregon Heritage of the Oregon Parks and Recreation Department. The program helps honor Oregon's soldiers and veterans by commemoration their service to the country. Awards have ranged \$14,000.00- \$80,000.00. \$150,000 was awarded this May.

\$149,545.00 was awarded for four applicants; Happy Valley, Lake Oswego, Metro Historic Cemeteries and Pendleton for the 2019 round.

The Veterans' and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent assistance with a minimum of 10 percent cash. Match may include budgeted funds, donated funds, value of equipment use, and donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to the project authorization. Planning work includes research, design, engineering, environmental and site survey for any construction or restoration project. Bids and estimates strengthen the grant request when applicable.

The grant deadline was February 15, 2019 with notifications to applicants May 1. With signed agreements work may commence June 1 with grant completion and final reporting deadline of April 2021.

Local governments meets eligibility by partnering with a qualified veteran organization meeting the following criteria:

- A. Represent veterans of the armed Forces of the United States of America;
- B. Were established for the purpose of supporting or recognizing veterans;
- C. Have an established membership that includes officers and bylaws; and
- D. Are physically located in Oregon or have a Chapter that is physically located in Oregon.

Site location must be placed on public property in Oregon owned and controlled by a government entity. The government must agree to the memorial's siting and maintenance for not less than 25 years from completion. Maintenance projects are not eligible for grants. Eligible projects include construction of a new memorial or restoration of an existing memorial.

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

### ALTERNATIVES/FINANCIAL IMPLICATIONS

10 percent cash match for up to 80 percent funding. Fundraisers and donations would help due to City Budget restrictions.

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**STAFF RECOMMENDATION**

Staff recommends applying for the 2020 Veteran's & War Memorials Grant. Committee should recommend best location choices to Council as well.

**EXHIBIT A- 2019 Veterans & War Memorials Grant information and 2019 awards**

**PROPOSED MOTION**

I move that the Parks and Receptions Committee request Council to approve the application and submittal of the 2020 Veterans & War Memorials Grant offered through the Oregon Heritage, ORPD program.

I move to recommend to Council that the Veterans & Wars Memorial be placed at the:

\_\_\_\_\_.

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# VETERANS & WAR MEMORIALS GRANT

## 2019

OREGON PARKS AND RECREATION DEPARTMENT

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The Veterans' and War Memorials Grant Program was created and established to provide funding assistance to local governments for the construction and restoration of veterans' and war memorials. The program will help honor Oregon's soldiers and veterans by commemorating their service to the country.

**FINANCIAL INFORMATION:** Awards have ranged \$14,000-\$80,000. \$150,000 is available to award.

**MATCH:** The Veterans' and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash. Match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization. Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project.

**BUDGET INFORMATION:** Bids and estimates strengthen the grant request when applicable.

**GRANT REPORTING AND PAYMENT:** Awarded projects will be the subjects of binding agreements between the State and the applicants. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting is included in the Veterans and War Memorials Grant Guidelines.

### GRANT TIMELINE:

Deadline – February 15, 2019 (11:59pm)

Notification – May 1, 2019

Work can begin with signed agreements – June 1, 2019

Grant completion and final reporting deadline – April 30, 2021

### ELIGIBILITY, CRITERIA AND PRIORITIES:

#### ELIGIBILITY

- **ORGANIZATIONS:** Local government entities and Federally recognized tribes in Oregon are eligible to apply. The governmental entity must partner with veteran organization. Local governmental entities include cities (municipal corporations); counties (political subdivisions); metropolitan service districts, park and recreation districts, and port districts. Partner veteran's organizations must meet the following criteria:
  - A. Represent veterans of the Armed Forces of the United States of America;
  - B. Were established for the purpose of supporting or recognizing veterans;
  - C. Have an established membership, that includes officers, and bylaws; and
  - D. Are physically located in Oregon or have a Chapter that is physically located in Oregon.



- **SITE/LOCATION:** To be eligible for a grant, veterans' and war memorials must be placed on public property in Oregon owned and controlled by a government entity. A government entity is a body of government, whether district, local, state, federal, or Tribal that owns or leases the property on which the project is to reside. The property can be owned by a government entity that is not the applicant, when there is an agreement in place between the two.

The named government entity must agree to the memorial's siting and maintenance for not less than 25 years from completion of the project.

For a construction project, an applicant must demonstrate that the government entity that owns or controls the public property will accept the memorial on that site. For a restoration, an applicant must demonstrate the government entity that owns or controls the public property will authorize restoration activities on the memorial.

- **PROJECTS:** The types of eligible projects include construction of a new memorial or restoration of an existing memorial. A memorial is a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America. Maintenance projects are NOT eligible for grants.

**CRITERIA:**

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project to recognize veterans and/or wars.
- The level participations of veteran organization partners in the project.
- The level of commitment to long term maintenance of the memorial.

**PRIORITIES:**

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.
- Projects that are part of a long range plan.

**REVIEW:** The Grant Review Committee will review all grant requests and make funding recommendations to the OPRD Director.

**REGISTER ON TO APPLY ONLINE:** Visit the OPRD: Grants Online at [www.oprdgrants.org](http://www.oprdgrants.org) to request an account and receive your login. Please use the instructions for OPRD: Grants Online which can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx> .

**APPLICATION SUBMISSION:** Applications must be submitted online. Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx> Contact the grant coordinator for assistance.



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**APPLICATION QUESTIONS:** The following questions will appear on the online application.

- Brief Project Description – Please limit this to 80 words and be specific.
- Finance – Please see the OPRD: Grants Online instructions for more detail.
  - Project Budget - use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other.
  - Funding Source - use categories: organizational funds (include staff time, operations, donations), in-kind donations, volunteer time (volunteer time must match the volunteer time in expenses). Enter matching grants individually.
  - Budget narrative
    - What is your organization's financial need for this project?
    - How firm is your match – have funds, volunteers and in-kind donations been committed for this project?
    - How will in-kind donations be used for the project?
- Project Description – What are the primary goals and objectives? What is the timeline? If the project includes removing and replacing an existing memorial, explain the need to remove the original memorial and the public engagement and decision making process.
- Partner Veteran Organization – Provide information about the organization, how its mission is to serve veterans and the way the organization is involved in the project.
- Project Need and Value – What veterans or war does this recognize and how does it accomplish this? How is the memorial unique in the community? Does it recognize a war or veterans who would otherwise go unrecognized? How does it differ from other veteran and war memorials in your community?
- Project Specifications – List specific activities – quantity and scope. Describe how the memorial will be restored or constructed? If the project is a restoration, does the work plan follow standards that promote the long-term preservation of the memorial? If the project includes ADA access, explain the specifications that will be used to meet Federal, State and Local requirements.
- Project Management - Describe who will do the work and who will manage the project.
- Community Support and Organization Support – Does this project have support and involvement of the local community? What organizations are involved? In what way? Include letters of commitment.
- Long Term Commitment to Maintenance – Describe long-term plan for care and maintenance of the memorial. Who will provide the maintenance and what is the anticipated cost?
- Provide details about the budget – source of funding, reasons for high or low estimates, etc.
- Photos and work plans are required.
- Maps, site plans, site photos, and project coversheet are required.

**ASSISTANCE:**

Grant questions and OPRD: Grants Online assistance: Kuri Gill, [kuri.gill@oregon.gov](mailto:kuri.gill@oregon.gov), 503-986-0685.



## 2019 Veterans & War Memorials Grants Oregon Heritage, Oregon Parks and Recreation Department

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| Applicant                 | Project Description  | Grant Request    | Grant Award      | Match            | Overmatch  |
|---------------------------|--|------------------|------------------|------------------|------------|
| Happy Valley              | Construct a veterans memorial in Happy Valley.   | \$74,500         | \$74,500         | \$60,280         | \$0        |
| Lake Oswego               | Construct a veterans memorial in Lake Oswego.  | \$18,890         | \$18,890         | \$5,022          | \$0        |
| Metro Historic Cemeteries | Replace the concrete pad around the Soldiers' Monument at Lone Fir Cemetery in Southeast Portland, and build an ADA-compliant walkway to the monument. | \$18,700         | \$18,700         | \$12,775         | \$0        |
| Pendleton                 | Install a veterans memorial to all veterans of all services in Pendleton.  | \$37,364         | \$37,364         | \$112,092        | \$0        |
| <b>Funded Totals</b>      |  | <b>\$149,454</b> | <b>\$149,454</b> | <b>\$190,169</b> | <b>\$0</b> |

Number of Applications: 4

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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** ODD FELLOWS CEMETERY RESTORATION PROJECT UPDATE  
**DATE:** 06/10/2019

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### SUMMARY

In the fall of 2018, the City was approached by Lloyd Collins of the Polk County Cemetery Savers. The mission of this certified restoration group is to repair and restore all pioneer cemeteries in Polk County. Fall City has two city owned pioneer cemeteries. The lower cemetery has been scheduled first and much headway has been made. Councilor Lauder has been a great asset during this project. Several other area volunteers have donated their time and labor as well. Please read the attached email from Mr. Collins containing an update of the project.

Staff performed an audit on both cemeteries and updated maps from 2015 Kay Magee created. These maps were given to Mr. Collins to audit as well and turn in to the state mortuary board along with the restorations done. This is helpful to the city because if the headstones or graves are vandalized, the state will assume prosecution.

**BACKGROUND** N/A

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT A**– email- Progress on Lower Cemetery

**PROPOSED MOTION** N/A

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## JoHanna Birr

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**From:** lydcollins@aol.com  
**Sent:** Sunday, June 9, 2019 2:05 PM  
**To:** manager@fallscityoregon.gov; jbirr@fallscityoregon.gov  
**Cc:** cliffwlauder@gmail.com  
**Subject:** Progress on the Lower Cemetery

I thought I would give you an update on our progress at the Lower Cemetery. As of Saturday, June 8th, we have spent 192 volunteer hours working on the cemetery. We have removed the dandelions and other weeds from 10 large plots that have concrete curbs surrounding them. They have been raked and groomed. Families have taken care of two or three additional plots. The plots that have been concreted over have been cleaned of moss and other debris. There is one small concrete plot to be cleaned. The concrete slab on it is cracked near the middle. We have given a first cleaning to about half of the headstones and markers in the cemetery. Some have been cleaned twice. Most have been sprayed with D/2. Others still have to be sprayed. The cemetery sign has been cleaned as has the sign next to the West entrance specifying the rules for the cemetery. We will clean the other "rules" sign when we work in that area. We are in the process of plumbing the leaning monuments and resetting the monuments that are loose and in danger of falling. We can only do two or perhaps three a day. The plumbing and resetting takes a lot of time. We have raised, leveled, and aligned many small low markers. We will continue with those tasks until we finish working on the cemetery. We still have a lot to do. Since the rock delivered isn't ½ inch minus, I have purchased a ½ inch screen so we can get ½ inch minus for those monuments that require smaller rock to level them. We appreciate having water and a porta-potty at the cemetery. We use a lot of water to clean the monuments.

We do not advise spraying, however, we realize the city cannot afford to keep the weeds removed manually like we are doing. I am investigating two "organic" non-selective herbicides. If the city chooses to spray the groomed plots to keep the weeds down these two products will do less damage to the stones. One product does not travel through the soil. The other travels to the roots and kills the whole plant. Whichever product is chosen, spraying safety and manufacturers' directions should be observed and you should keep the spray at least one foot from the monuments. Overspray should be avoided since the flowers and shrubs in the plots could be damaged or killed. Marble and Sandstone absorb water from the ground so any chemicals in the ground leech into the stone and can damage the stone from the inside potentially causing delamination over time. Granite will not absorb water. Any products containing any type of acid and/or salt should be avoided completely. I am also looking at Preen. It is a non-emergent product that keeps seeds from germinating. It goes about 3 inches deep into the soil so it may still get into the Marble headstones and Sandstone bases to do damage. I will let you know what the other products are after I have done some more investigation into their ingredients.

If any of the city officials would like to come by the cemetery while we are working, We can show them what the sections we have finished look like. The rest of the cemetery will be preserved the same way.

Please let me know if you have any questions.

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Lloyd Collins

Polk Cemetery Savers

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