



# *Notice of Parks and Recreation Committee Special Meeting*

**CITY OF FALLS CITY, OREGON**  
**Meeting Location: 320 N Main Street, Falls City**  
**Wednesday, October 2, 2019 at 11:00 AM**  
**Posted on October 1, 2019**

---

## **Committee Members**

|                   |                |
|-------------------|----------------|
| Janelle Anzalone  | Janet Propp    |
| Lori Jean Sickles | Dani Haviland  |
| Dennis Sickles    | Rosie Brownell |
|                   | Vacant         |

---

## ***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 September 18, 2019 (pg.1-3)
- 5) **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **Old Business**
  - a. City Staff, Parks and Receptions Committee and Citizens Role in reviewing policy and procedure in new event proposals (pg.4-11)
- 7) **New Business**
  - a. Christmas/Holiday Parade Event Proposal- Laura Britton (pg. 12-14)
  - b. Falls City Thrives: Volunteer Appreciation Program proposal- Dani Haviland (pg. 15-17)
- 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.

[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday September 18, 2019 11:00 am  
Meeting Location: 320 N Main Street, Falls City, Oregon

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

**Staff Present:** None

Chairperson L. Sickles called the meeting to order at 11:07am

- 1) **Roll Call**  
Chair L. Sickles took roll call.
- 2) **Pledge of Allegiance**  
Chair L. Sickles lead the Pledge of Allegiance
- 3) **Motion to adopt the entire agenda**

A motion was made by Committee Member D. Sickles and seconded by Committee Member Haviland to adopt the entire agenda. Motion carried 4-0-0-2. Ayes: L. Sickles, Dennis Sickles, Dani Haviland, Rosie Brownell

- 4) **Public Comments**  
Laura Britton suggested to Committee that the City have a community-wide Christmas and/or Winter Holiday Parade with a visit from Santa Claus, preferably held in the evening and possibly in conjunction with the Christmas Tree Lighting, another community-wide event. She will get the date and times settled and work with Committee Member Haviland on getting the proposal in the proper format to present to the City Council for the October meeting.
- 5) **Old Business**
  - a. **Let Freedom Ring! Lessons learned**  
Committee felt some of the key lessons learned from the first annual LFR! event include a noticeable lack of volunteers, and that we should attempt to reach out to other groups including, but not limited to, Veterans groups, motorcycle clubs, Hometown postal (a previous sponsor), and Celebrate Recovery. Committee also recommended seeking someone to lead and coordinate a gathering campaign to collect data regarding those killed in wars for a local monument, research grant sources and types of monuments, seek sponsors/interested parties to help with planning the 2020 event. Committee would also like to recommend seeking non-profit person/persons to work with City staff on community related ventures so the City doesn't carry the burden. Committee believes Lynn Bailey and Amy Houghtaling have begun that process. Committee Member Haviland offered to find out more information at the October 6, 2019 Visioning Meeting.
- 6) **New Business**  
After brief discussion Committee recommended that the events be separated to two different events. SOLVe to be held in September on the Saturday following Labor Day beginning at 11:00am and the Arbor Day Event be held in the spring. (No specific date was given).

A motion was made by Committee Member Haviland and seconded by Committee Member L. Sickles to keep the two events separate. Motion carried 4-0-0-2. Ayes: L. Sickles, Dennis Sickles, Dani Haviland, Rosie Brownell [Committee does not decide whether events are separated, or decide dates of events They can make a recommendation to that end to council through City Staff].

Library Kiosks  
No discussion noted

Dead maple trees in Fay Wilson Memorial Park.  
Committee stated that they were not aware of this issue. Committee Member L. Sickles volunteered to research it and bring it to the attention of the correct party.

Committee Meeting Day and Time  
After a brief discussion Parks and Recreation Committee agreed to keep the meeting dates and time the same each month.

A motion was made by Committee Member Haviland and seconded by Committee Member D. Sickles to keep the Parks and Recreation Committee meeting at the same date and time (third (3) Wednesday at eleven (11) am Motion carried unanimously. [No vote noted]

- a. Best correspondence course between members  
Committee discussed best ways for members of Committee to communicate between each other. It was decided that both texting and emails should be employed when possible, with reminders sent out (if possible) by the City the day before the meeting.
- b. Committee email Inputs  
No discussion noted
- c. 1920-2020 Women's Vote Centennial  
There is a request that historical information about important women from this community be shared. Grants for exhibits are available from a wide range of organizations, including Oregon Cultural Trust, Travel Oregon Mini Grant. It was suggested that this project would be a good one for high school students to undertake for a research project. Detailed information is available at the City Office.
- d. George Kichin Memorial Park History and Status  
Committee Member L. Sickles stated that she will look into the document and work with the City Council about what to do with it. The ideas Committee had were to renew or purchase the land.
- e. Lack of local volunteers  
Committee Member Haviland shared that she heard at the Visioning Committee Meeting that Amy Houghtaling has a master list of volunteers. To date, it has not been shared. The next Visioning Committee Meeting is October 6, 2019 at 4:00pm at the Community Center. Hopefully, we can 1. Start working together on sharing this data to increase our work force, and 2. Find a way to encourage others to become volunteers. It was suggested getting "raffle" tickets for service hours with a drawing at the end of the season for a prize (to be determined) Committee would like to further explore this idea.

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

### **8) Committee Announcements**

A motion was made by Committee Member Haviland and seconded by Committee Member Brownell to have a special Parks and Recreation Committee Meeting on Wednesday October 2, 2019 at 11:00 am to hear the Christmas/Winter Holiday Parade and Event proposal and make a determination on whether or not to suggest it be adopted by the City Council. Motion carried unanimously. No vote noted

9) **Adjourn**  
The meeting adjourned at 12:07pm

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

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

---

## STAFF REPORT

---

**TO:** PARK AND RECREATIONS COMMITTEE  
**FROM:** JAMIE WARD, CITY CLERK  
**SUBJECT:** PARKS AND RECREATIONS ROLE IN PROPOSED NEW EVENT PROCESS  
**DATE:** SEPTEMBER 25, 2019

---

### **SUMMARY**

City Staff would like to readdress the proper steps to ensure residents, City Staff and Committee are all sharing a general understanding of each role we have in the suggestion and approval of new events being brought to City's attention.

### **BACKGROUND**

On March 14, 2019 The City Council approved Resolution 07-2019 a resolution sanctioning current events, directing the parks committee to review new event proposals, and setting a policy & procedure for sanctioning of new events. In section 3 Proposed New City Events states the process City Staff, Citizen, Groups or Entity proposing the event must take. This resolution supersedes all others.

Section 3. Proposed new city events.

1. All new City Events must be approved by the City Council using the following process.
  - 1.1. The City Staff Member, Citizen, Group, or Entity proposing the event must make a written proposal to the Parks Committee. The written proposal must contain enough information for the Parks Committee to make an informed recommendation to the City Council, but must include at least:
    - 1.1.1. The name and logo (as applicable) of the event; and
    - 1.1.2. The nature of all activities making up the event; and
    - 1.1.3. The date, time, and location of the event; and
    - 1.1.4. A narrative outlining community support for and benefits of the event; and
    - 1.1.5. An itemized list of non-monetary City resources needed for the event; and
    - 1.1.6. An itemized proposed budget for the event; and
    - 1.1.7. A list of non-city resources and funds committed to the event; and
    - 1.1.8. A statement that the event is city-wide and all inclusive.
2. The Parks Committee shall hear the proposal and make a recommendation to the City Council, or direct the proposer to provide more information if the proposal does not sufficiently address the criteria in Section 3(1)(1.1).
  - 2.1. If more information is needed the Parks Committee will re-hear the proposal at the next meeting after the information is received and make their recommendation to the Council.
3. Once a recommendation has been made by the Parks Committee it will be forwarded to the City Manager along with the written proposal.
  - 3.1. The City Manager will review the proposal and Parks Committee recommendation and prepare an independent recommendation for the City Council.

3.2. The City Manager will then present the Parks Committee Recommendation and the Manager's own recommendation to the City Council for approval, denial, or modification of the event.

**PREVIOUS COMMITTEE ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

**STAFF RECOMMENDATION**

N/A

**EXHIBITS**

Exhibit A- Resolution 07-2019

**PROPOSED MOTION**

N/A

RESOLUTION 07-2019

A RESOLUTION SANCTIONING CURRENT EVENTS, DIRECTING THE PARKS COMMITTEE TO REVIEW NEW EVENT PROPOSALS, AND SETTING A POLICY & PROCEDURE FOR SANCTIONING OF NEW EVENTS.

Whereas:

1. Hosting events carries multiple benefits for a City including: providing a service or recreation to citizens, raising the City's profile, boosting community enthusiasm, economic benefits of visitors to the community, showcasing the City, making personal connections, strengthening relationships between community members, and generating revenue to name just a few; and
2. Event planning, management, funding, coordination, and execution require expenditure of City resources; and
3. The City of Falls City currently hosts or supports several events that take place in the City; and
4. There has not been a formal process and procedure in place to sanction events; and
5. Events should be formally sanctioned by the City Council prior to receiving City support; and
6. This resolution creates a list of current City and Community events to receive support from the City; and
7. The proposed process ensures citizens and groups are notified of how to propose an event for City Support; and
8. The proposed process ensures City resources are properly assessed and presented to Council before they are committed to an event; and
9. The proposed process ensures citizen involvement in determining what events the city should support.

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

**Section 1. DEFINITIONS.**

1. The following definitions apply to this resolution:
  - 1.1. **City Events**, are those which the City assumes all event management responsibilities for. This includes, but is not limited to, planning, organizing, financing, hosting, and insuring.

- 1.2. **Community Events**, are those to which the City provides some type of support (typically non-monetary), but is not responsible for event management duties.
- 1.3. **Social Service Events**, are those in which a non-profit or government entity provide a social service directly to the citizens of Falls City. They may be City Events, or Community Events and may or may not receive City support.
- 1.4. **Private Events**, are those to which the City provides no sanctioning or support of any kind.

## **Section 2. CURRENT CITY AND COMMUNITY EVENTS.**

1. All City and Community Events listed in Exhibit A to this resolution are formally sanctioned along with the type and level of support they currently receive.
2. All Events Sanctioned in Accordance with Sections 3-5 of this resolution are formally sanctioned along with the type and level of support they receive.
3. Sanctioned events remain sanctioned unless and until:
  - 3.1. Council action is made to disallow the event; or
  - 3.2. In the case of one-time events: the event is completed or cancelled; or
  - 3.3. The activities that make up the event are substantially modified; or
  - 3.4. The City funds committed to the event are substantially insufficient; or
  - 3.5. The City resources committed to the event are substantially modified; or
  - 3.6. City funds or resources are not sufficient to support the event.
4. When an event that has been sanctioned under Section 2, 3, or 4 becomes un-sanctioned in accordance with Section 2(3)(3.3)-(3.5), the event planner must present the modification, or needed budget increase to the Parks Committee for review.
  - 4.1. The Parks Committee will make a recommendation to the Council via the City Manager, to permit or deny the modification.
  - 4.2. The Parks Committee will provide the recommendation to the City Manager who shall issue an independent recommendation to the Council to permit or deny the modification and place the issue on the agenda for the next regular Council Meeting.
  - 4.3. The City Council will review the recommendations of the Parks Committee and City Manager, and vote to allow or deny the modification.
5. When an event that has been sanctioned becomes un-sanctioned in accordance with Section 2(3)(3.6) above, it will be automatically re-sanctioned in its most recent state if/when resources allow.
6. When an event has become un-sanctioned by multiple sections it must meet all re-sanctioning conditions of each of the sections causing it to be un-sanctioned before it becomes sanctioned again.
7. All current and future City and Community Events are city-wide and all inclusive.

### **Section 3. PROPOSED NEW CITY EVENTS.**

1. All new City Events must be approved by the City Council using the following process.
  - 1.1. The City Staff Member, Citizen, Group, or Entity proposing the event must make a written proposal to the Parks Committee. The written proposal must contain enough information for the Parks Committee to make an informed recommendation to the City Council, but must include at least:
    - 1.1.1. The name and logo (as applicable) of the event; and
    - 1.1.2. The nature of all activities making up the event; and
    - 1.1.3. The date, time, and location of the event; and
    - 1.1.4. A narrative outlining community support for and benefits of the event; and
    - 1.1.5. An itemized list of non-monetary City resources needed for the event; and
    - 1.1.6. An itemized proposed budget for the event; and
    - 1.1.7. A list of non-city resources and funds committed to the event; and
    - 1.1.8. A statement that the event is city-wide and all inclusive.
  2. The Parks Committee shall hear the proposal and make a recommendation to the City Council, or direct the proposer to provide more information if the proposal does not sufficiently address the criteria in Section 3(1)(1.1).
    - 2.1. If more information is needed the Parks Committee will re-hear the proposal at the next meeting after the information is received and make their recommendation to the Council.
  3. Once a recommendation has been made by the Parks Committee it will be forwarded to the City Manager along with the written proposal.
    - 3.1. The City Manager will review the proposal and Parks Committee recommendation and prepare an independent recommendation for the City Council.
    - 3.2. The City Manager will then present the Parks Committee Recommendation and the Manager's own recommendation to the City Council for approval, denial, or modification of the event.

### **Section 4. PROPOSED NEW COMMUNITY EVENTS.**

1. All new Community Events must be approved by the City Council as to the extent and nature of support the City will provide.
2. The process for approving new community events is the same as that in Section 3(1)(1.1), except that the written proposal must include at least the following:
  - 2.1. The name and logo (as applicable) of the event; and
  - 2.2. The nature of all activities making up the event; and
  - 2.3. The date, time, and location of the event; and
  - 2.4. A narrative outlining community support for and benefits of the event; and
  - 2.5. An itemized list of City resources needed for the event; and

- 2.6. A list of non-city resources and funds committed to the event; and
  - 2.7. A Certificate of liability insurance showing the event and the liability limits; and
  - 2.8. A statement that the event is all inclusive.
3. A Community Event that is denied support by the City effectively becomes a Private Event to which the City has no ties.

**Section 5. PROPOSED NEW SOCIAL SERVICE EVENTS.**

- 1. All new social service events may be approved by a concurrence of the Mayor and the City Manager. Where a concurrence cannot be made, the event must be approved by the City Council.
  - 1.1. The Mayor will make a determination regarding the usefulness, likely community participation, and community need for the event in making his/her decision.
  - 1.2. The City Manager will make a determination regarding the availability of City resources to support the event in making his/her decision.
- 2. If the event is approved by concurrence of the Mayor and City Manager, it will be presented to the City Council as part of the "Announcements" section of the Council Meeting Agenda at the next Council Meeting after the concurrence.

**Section 6. REPEAL.**

- 1. Resolution 04-2019 is hereby repealed.
- 2. All prior conflicting resolutions are hereby repealed.

**Section 7. EFFECTIVE DATE.**

- 1. This resolution is effective immediately upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th day of March, 2019.

Vote: AYE 6 NAY 0 ABSTAIN 0 ABSENT 0

3/15/19

Date

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

Attest:

3/15/19

Date

  
 \_\_\_\_\_  
 JoHanna Birr City Clerk

**Resolution 07-2019 Exhibit A**  
**Current Events List**

**LIST OF CURRENT EVENTS**

The following events would be permanently sanctioned by Council until further action is taken to disallow them, or until the programming changes significantly.

**City Events:**

1. Annual Spring Clean (already approved by franchise agreement).
  - a. Activities
    - i. Community trash, tire, appliance, and technology dumping at Mill lot.
2. Annual SOLVE River Cleanup
  - a. Activities
    - i. Volunteers clean up the river and riparian zones
3. Annual Citywide Garage Sale
  - a. Activities
    - i. A city-wide sale of personal property that includes a listing in the City-Wide garage sale map for those who sign-up.
4. One Time SOLVE Cemetery Cleanup
  - a. Activities
    - i. Volunteers assist in cleaning and plumbing of gravestones, and general cemetery cleanup and maintenance.
5. Arbor Day
  - a. Activities
    - i. Children's games
    - ii. Cocoa and Cookies

**Community Events:**

1. Thanksgiving Meal
  - a. Activities
    - i. Thanksgiving Dinner served at Community Center
  - b. City Support
    - i. Donate use of Community Center
    - ii. Insure Event (no additional cost)
2. Annual Tree Lighting
  - a. Activities
    - i. Christmas tree placement, decoration, and lighting
  - b. City Support
    - i. Staff Assistance in placing tree
3. National Night Out
  - a. Activities
    - i. First responders put on exhibitions of their duties
    - ii. Games for kids/family
    - iii. Some food and non-alcoholic beverages served
  - b. City Support
    - i. Donate use of the Community Center
    - ii. Waive street closure fees
4. Public Safety Job Fair
  - a. Activities
    - i. Youth and other interested parties meet with public safety professionals to learn about the job and how to become qualified to do it.
    - ii. Exhibitions of public safety job responsibilities

- b. City Support
    - i. Donate use of the Community Center
    - ii. Waive street closure fees as needed
- 5. Easter Egg Hunt
  - a. Activities
    - i. Easter Egg hunt for kids
  - b. City Support
    - i. City Staff assists with setup and cleanup
    - ii. City provides upper park gazebo/upper park
- 6. Produce Giveaway
  - a. Activities
    - i. Provide produce to low-income families and community members
  - b. City Support
    - i. City Staff assists with traffic control and/or cleanup
- 7. 4<sup>th</sup> of July Celebration/Parade
  - a. Activities
    - i. Hamburger cookout for all
    - ii. Parade through town celebrating Independence Day
  - b. City Support
    - i. Some monetary support
    - ii. Street closures, park use, insurance

# Event Proposal

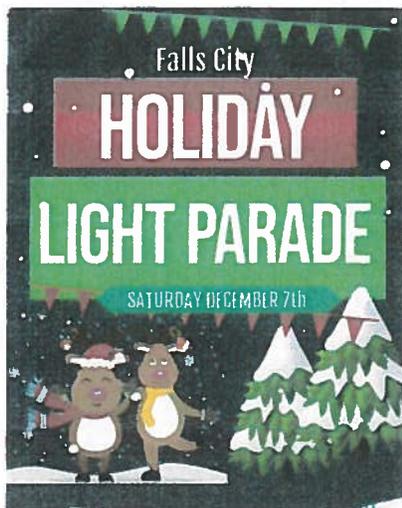
To: The city of Falls City, Parks Committee

Submitted by Laura Britton

Date: October 2<sup>nd</sup>. 2019

---

**Name of event:**



Falls City Holiday Light Parade

**Nature of all activities making up event:**

The nature of the event is a community parade which will take place before the lighting of the Falls City Christmas Tree.

Parade entrants shall line up at the high school with their floats, cars, animals or other registered entry. Each entry must be "lit up" (lights-colored or clear) in a holiday display of sort.

Main Street. Parade will cross the bridge and end in the mill lot at the corner of Bridge Street and Parry Street.

**The date, time & location of event:**

The date will be Saturday, December 7th. at 6PM. Location will be North Main Street, Falls City.

**Community support for & community benefit of event:**

Community support for a Holiday light parade should be positive. We have more than 40 people who would be interested at this time, and that is only through conversation and a post on the Falls City Events & Happenings Facebook page. I believe interest will be heightened once we begin advertising and word of mouth generates greater interest. The Mountain Gospel Church is aware and very supportive.

Community benefit would be great. A parade and community event like a holiday light parade generates a sense of "Hometown Pride" and a closer sense of community. When people take pride in their communities, they tend to take better care of their neighborhoods, volunteer with organizations and other activities that support the common good and it strengthens community relationships.

In an economic sense the parade will bring visitors, which in turn will bring a small amount of financial gain to city businesses. People who do not live in Falls City will visit and gain a greater respect for our community, which in turn will enhance the reputation of our town and will stimulate the growth of tourism and perhaps other businesses in the future. Visitors who have a good time will want to come back and visit our beautiful little town again.

The community will also benefit from the parade by providing free marketing and advertising for the city of Falls City, local businesses and churches. Attendees, residents and visitors alike love to talk about their fun activities and post photos and experiences on social media. The benefits of a successful community event ripple throughout our economy well into the future.

**Non-monetary city resources needed:**

City resources needed would include:

An insurance rider (already covered under our city policy).

City closure of Main Street for the event.

Barricades and use of city mill lot.

**Proposed budget for event:**

This event does not have a monetary cost other than minimal staff time allotted for making phone calls, placing barricades and doing paperwork.

**Non city resources & funds committed to the event**

Non city resources committed to this event include:

Event advertising by the organizers

Numerous hours of volunteer time dedicated to making sure the event is well organized, well-advertised, well received and talked about. The organizers will donate numerous hours of preparation to ensure the parade goes on without a hitch.

Non city funds dedicated to this event include:

Cost of social media advertising-boosting posts on Facebook

Cost of flyers for the event

**Inclusiveness:**

This event is all inclusive for everyone. It is a non-denominational and all residents of Falls City and the surrounding area are welcome, and encouraged, to attend.

## **Falls City Thrives: Volunteer Appreciation Program**

A City-sponsored Community Event  
A Perpetual Program to Motivate Volunteerism

Per Section 4, Resolution 07-2019, Dani Haviland of the Falls City community would like to propose a new city-wide, all-inclusive and perpetual Community Event. The concept will be reviewed and discussed by the Parks and Recreation Committee at their October 2, 2019 meeting at 11:00 AM..

### Item 2.1. Name and logo for the event:

The name of the event is 'Falls City Thrives!' At this time, the logo for the event is in development. A beta version is attached.

### Item 2.2. The nature of all activities:

The purpose of this community-wide, all-inclusive, and ongoing celebration is to stimulate volunteerism in Falls City.

1). Anyone who volunteers will be issued a voucher, signed by an approved issuer. Each hour worked at an approved activity will be good for one ticket. These carnival-style tickets will be issued by the City Office and a record of the series numbers kept on hand to reduce the chance of fraud.

2). Once a month (day of month to be determined, but I suggest the last Friday of each month), a drawing will be held for a minor gift. Suggestions are vouchers for a free sandwich or meal at one of the eating establishments in town or other 'donated' goods. I will donate a autographed book as I'm sure the other authors in town would be happy to do. Other options would be desserts or jams locally made.

3). At the end of the year, a grand prize will be held. This will be for a 'Split the Pot' prize of cash. Anyone who would like to may donate money to this 'Pot,' but the only way a person can win 50% of the contents is to have a winning name/number drawn from the volunteer ticket cache. The other 50% of the pot will be held in trust by the city for community events and/or future small, monthly prizes.

Volunteer opportunities include but are not limited to:

- a). Assisting in the Produce Giveaway at Mountain Gospel Fellowship Church on Friday afternoons (257 North Main Street). This free food program has already been feeding Falls City for the past few years. To date, most of the volunteers and food recipients are *not* associated with this church, and receipt of food is not based on church membership or financial need.
- b). Assisting at the annual Thanksgiving dinner at the Community Center.
- c). Street, parks, and creek clean up. Some of these clean ups are already organized events. This new program would give the volunteers credit for the hours they spend once the program is in place.
- d). School volunteers. This would include but is not limited to after school programs such as FACES, manning high school ball game snack booths, crossing guards, unpaid classroom assistants or aides.
- e). Maintaining or creating new 'Little Libraries' of books to share with the community members.
- f). Other activities as the community, parks and recreation committee, RARE, and school suggests will be taken into consideration and incorporated into a final proposal before the city council.

Item 2.3. Date, time, and location of the event:

Tentatively, the monthly drawing will be held the last Friday of the month. The grand prize drawing would be at the Annual Community Tree Lighting Ceremony at 257 North Main Street. This year, that would be December 7 at 7:00 PM. No extra effort would be needed to set up lights, music, or microphones because they will already be in place.

**Tentative Schedule of Events:**

- 1) Last Friday of the Month Drawing for Monthly prize. To be held at 4:00 PM at 257 North Main Street (or other agreed upon location). A large portion of the community is already congregated at this site and at this time for the Produce Giveaway. There are a lot of potential volunteers here at this time. If we are giving away awards at this time and place, it should encourage those in attendance to volunteer so they can have (more) chances to win.
- 2) Annual Grand Prize 'Split the Pot' drawing. This would be held at the Annual Tree Lighting Ceremony. This year, it is being held on December 7 at 7:00 PM. This is another great, already established event where a large pool of (potential) volunteers are already assembled.

Item 2.4. Narrative on Community support for and benefits of the event:

This community has the potential to become great, but just needs motivation and a goal. This reward system may be what is needed to 1) get more work done at little or no cost 2) give those who don't have jobs a sense of worth 3) show people that volunteering does make our community a better place.

Item 2.5. Itemized list of City resources and tasks needed for the event:

- a). Create a section or paragraph in the Falls City Newsletter about volunteer opportunities with points of contact.
- b). Also, after the funding for 'Split the Pot' is established, share the current total in the same newsletter.
- c). Establish a separate line item in the city's accounting system to accept and track the donated funds for the Split the Pot.
- d). Issue carnival-style tickets to those walking in with signed vouchers from approved volunteer coordinators i.e. principals, Produce Giveaway coordinators, etc. If the city already has them on hand, or can acquire them, the donation of the physical tickets would be appreciated.
- e). Put volunteer opportunities and points of contact on the Community Center sign board.
- f). If feasible, give 'volunteer' badges or stickers to help spread the word to the community. Branding the event should increase its popularity.

Respectfully submitted,

Dani Haviland  
503-787-7003

