



Notice of Parks and Recreation Committee Meeting

AGENDA

CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Meeting Date: Wednesday March 14, 2018 at 6:30 PM

Posted on March 13, 2018

- 1) **Call to order** Roll Call: Janelle Anzalone ___ Lori Jean Sickles ___ Dennis Sickles ___
John Hawkins ___ Janet Propp ___ Amy Bliss ___ Dani Haviland

- 2) **Pledge of Allegiance**

- 3) **Motion to adopt the entire agenda**

- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Minutes October 18, 2017 (p.1-2)
 - b. Minutes November 15, 2017 (p. 3)
 - c. Minutes December 20, 2017 (p. 4)
 - d. Minutes January 17, 2018 (p. 5)
 - e. Minutes February 14, 2018 (p. 6)

- 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. Committee Applications Required for Council Approval (p. 7)

- 7) **New Business**
 - a. Park Projects Summer Discussion and Funding Strategies- 20% funding Update- Jill Anzalone (p. 8)
 - b. Easter Day Event Coordination and Volunteer Sign up (p. 9)
 - c. Donations for Park Improvements on water bill (p. 10)
 - d. Spohn Ranch Skate Parks (p.11)

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

- 9) **Committee Announcements**

- 10) **Adjourn**

The City of Falls City does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

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

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

Staff Present: Domenica Protheroe, City Clerk

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

1) Roll Call

Janet Propp and Amy Bliss were absent.

2) Pledge of Allegiance

None

3) Motion to adopt the entire agenda

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

4) Motion to adopt consent agenda

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

5) Public Comments None

6) Old Business

A. Review Parks Master Plan and consider approval

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

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

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

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

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

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

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

7) New Business

A. New Committee Members

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

8) Correspondence, Comments and Ex-Officio Reports

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

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

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

9) Committee Announcements

10) Adjourn

The meeting adjourned at 11:57 AM

_____ Parks Committee Chair J. Anzalone

Attested: _____ Parks Committee Member _____

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

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

Staff Present: Clerk Protheroe

1) Roll Call

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

2) Committee Announcements, Comments and Ex-Officio Reports

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

_____ PR Committee Chair Anzalone

Attested: _____ PR Committee Member

403

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

The meeting was canceled.

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

_____ Parks and Recreation Committee Chair Anzalone

Attested: _____ Parks and Recreation Committee Member

94

City of Falls City
Parks and Recreation Committee Meeting Minutes
Wednesday January 17, 2018 11:00 AM
Meeting Location: 320 N Main Street, Falls City, Oregon

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

Staff Present:

Chairperson Anzalone called the meeting to order at 6:06 pm.

1) Roll Call

Chair Anzalone, Dani Haviland, Amy Bliss, Janet Propp. Lori Jean Sickles arrived during the Section 6) Old Business.

2) Pledge of Allegiance

None

3) Motion to adopt the entire agenda

A motion was made by Chair Anzalone and seconded by Committee Member Propp to adopt the entire agenda. Motion carried 4-0-0. Ayes: Janelle Anzalone, Dani Haviland, Amy Bliss, Janet Propp

4) Motion to adopt consent agenda

A motion was made by Committee Member (not recorded) and seconded by Committee Member (not recorded) to adopt the consent agenda. Motion carried 0-0-0. Ayes: (Not recorded)

D. Select Committee Chair and Secretary

A motion was made by Chair Anzalone and seconded by Committee Member L. Sickles that Committee Member Haviland be nominated as Committee Secretary. Motion carried 4-0-0. Janelle Anzalone, Dani Haviland, Amy Bliss, Janet Propp

A motion was made by Chair Anzalone and seconded by Committee Member Haviland that L. Sickles be nominated as Committee Chair. Motion carried 4-0-0. Janelle Anzalone, Dani Haviland, Amy Bliss, Janet Propp

5) Public Comments

none

6) Old Business

A. George Kitchin Park Host Update

A park host (per Resolution 25-2017) were discussed. The City Manager will negotiate the contract and interview with the host as well as establish required insurance. Chair Anzalone will research a possible 20% matching funds grant for new George Kitchin Park ADA bathrooms. Labor can be counted as part of the matching funds. Committee Member L. Sickles arrived and contributed to the discussion.

B. Park Master Plan Adoption Update

Passed and signed by Council.

05

City of Falls City
Parks and Recreation Committee Meeting Minutes
Wednesday February 21, 2018 6:00 PM
Meeting Location: 320 N Main Street, Falls City

Committee Members Present: Jill Anzalone, Lori Jean Sickles, Dani Haviland

Staff Present:

1) Roll Call

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

2) Committee Announcements, Comments and Ex-Officio Reports

Next Parks and Recreation Committee meeting: Wednesday March 14, 2018 at 6:00 PM

_____ **PR Committee Chair Lori Jean Sickles**

Attested: _____ **PR Committee Member**

plb

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JOHANNS BIRR, CITY CLERK
SUBJECT: COMMITTEE APPLICATIONS REQUIRED FOR COUNCIL APPROVAL
DATE: 02/07/2018

SUMMARY

Several Committee membership terms have expired. New applications and approval of Council is needed to fill current five (5) vacancies on the Park and Recreations Committee.

Expired terms include; Jill Anzalone, Lori Jean Sickles, Dennis Sickles, John Hawkins and Amy Bliss.

Staff would like completed applications returned with signed minutes so they may be added to the March Council packet.

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

P7

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JOHANNES BIRR, CITY CLERK
SUBJECT: PARK AND RECREATIONS SUMMER DISCUSSION ON PARK IMPROVEMENTS- JILL ANZALONE
DATE: 02/05/2018

SUMMARY

Park improvements should be identified and prioritized for the year of 2018. A major project committee is working on is building American Disabled Act (ADA) compliant bathrooms in Michael Harding Park. ADA has specifications such as door widths between 32 and 48 inches wide. Counter heights/widths/knee depth, toilet measurements, lever requirements etc.

Committee Member Jill Anzalone has identified and is pursuing a 20% matching fund grant and will verbally update Committee.

Some items have been donated that would help with other aspects of park improvements and beautification.

BACKGROUND

The upper park bathroom has experiences heavy use and repeated vandalism. The main problem has been huge messes of mud, shooting drugs and taking all of the toilet paper. Under normal use, the bathrooms lose two rolls of paper per day to attrition. The septic tank was pumped in 2017 because of needles flushed down the toilet.

Maintenance on the bathrooms has been taking a great deal of Public Works time to clean and repair. This in turn costs the City much-needed funds for park improvements and regular maintenance needs. During the August 2017 Council meeting, it was discussed to possibly close the bathrooms other than for events and use a porta potty.

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

28

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JOHANNS BIRR, CITY CLERK
SUBJECT: EASTER EGG HUNT
DATE: 02/05/2018 (UPDATED 03/13/2018)

SUMMARY

Councilor L. Sickles announced to Council on March 8, 2018 that Basket assembly is planned for noon on March 30, 2018 at the Boondocks. The Easter Egg Hunt will be held on March 31, 2018 at 11:00 am, with volunteers meeting at 9:00 am to spread the candy. Staff has reserved the George Kitchin Memorial Park for the day. She will also coordinate with the Fire Department.

BACKGROUND

Each year volunteers in Falls City hold an annual Easter Egg Hunt for the community.

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

809

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JOHANNS BIRR, CITY CLERK
SUBJECT: DONATIONS THROUGH UTILITY SYSTEM FOR PARK IMPROVEMENTS
DATE: 02/05/2018 (UPDATED)

SUMMARY

Committee has discussed the possibility of placing the option of allowing customers to participate in a monthly donation of \$3.00 to go toward Parks Department funding. The customer could also opt-out.

Staff could definitely create a code within the utility billing system to apply only to those accounts that wish to participate. It would be assigned the appropriate monetary value.

Staff researched and found there is no available area on remittance stubs to add verbiage. The program will not produce boxes to check nor will it accept symbols to be pasted from Word. CUSI remoted in the backdoor (staff does not have access) and explained due to the arrangement of the text boxes, it is impossible to add.

BACKGROUND

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Insert a colorful 1/3 page form to utility bills with a brief explanation that would allow customers to mark the appropriate box and return it to City Hall. This would take 152 sheets of paper at \$0.02 each, for a total of \$3.04 and a bit of toner. The returned forms would then be stored in the corresponding properties street file at City Hall as back up documentation for the added charge on the utility system.

EXHIBIT

N/A

PROPOSED MOTION

N/A

Q10

AGENDA REPORT

TO: PARKS AND RECREATION COMMITTEE
FROM: JOHANNS BIRR, CITY CLERK
SUBJECT: SPOHN RANCH SKATEPARKS
DATE: 02/07/2018

SUMMARY

February 6, 2018 staff received an email inquiry via the city's website from Jeff Stern, of Spohn Ranch Skate parks. Mr. Stern works with conceptual designs, site analysis, construction cost analysis etc.

Last year while committee and staff were developing the new Parks Master Plan, Mr. Stern reviewed its progress as posted on the city website and noted it included a skate park. He has reached out to see if there was an established deadline for development and if he could be of service.

BACKGROUND

In the 2017 City Survey, A skate park was not supported. The Parks Master Plan lists it ranked #8 in improvement priorities.

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

N/A

PROPOSED MOTION

N/A

11