



**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 12<sup>th</sup>.

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**

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**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

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**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

**7) New Business**

**A. Park and Recreation Department Accomplishments**

Accomplishments were discussed including the south parking lot of Michael Harding Park, creating a Parks Master Plan, becoming a Tree City USA with the Arbor Day Foundation, successful grant to pay for refreshments during the Solve/Arbor Day event, and researching contractors for new bathroom facilities at George Kitchin Park.

**B. Consider Recommendation to City Council for adoption of new budget line item: Donations for Park Improvement**

Committee discussed asking Council to approve putting a new line item on the water bill. This would add \$3.00 for parks and recreation development and maintenance. There will also be an opt-out option in case the utility customer does not want to contribute. This process would not take money from the city budget. Lori will present this proposal to Council.

**C. Recreational Immunity Overview as it relates to Park improvements**

Informational-

**D. Consider recommendation for Fiscal Year 2018-2019 Park Projects and Funding Strategies.**

Recreational Immunity was restored by Governor Brown. Cities still need to be proactive that parks and recreational areas are safe.

**E. Recreational Immunity Restored**

Recreational Immunity was signed back into force by Governor Brown. Cities should remain proactive keeping parks and recreational areas safe.

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

**9) Committee Announcements**

Committee decided the next park and recreation committee meeting would be February 21, 2018 at 6:30pm

**10) Adjourn**

The meeting adjourned at 6:30 pm.

\_\_\_\_\_ 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:** JOHANNS BIRR, CITY CLERK  
**SUBJECT:** COMMITTEE APPLICATIONS REQUIRED FOR COUNCIL APPROVAL  
**DATE:** 02/07/2018

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**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

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Anzalone



## Application for Committees

### City of Falls City

299 Mill Street, Falls City, Oregon 97344

Instructions: Fill out both sides of form and submit to City Hall.

#### Contact Information

Name:	
Street Address:	
Mailing Address:	
City/State/Zip Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

#### Background

Years of Residence in Falls City:	
Place of Employment:	
Occupation:	
Educational Background:	
Prior Civic Activities:	

#### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

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### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

### Motivation

Discuss your motivation for serving on this Committee.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.



D. Sickles



# Application for Committees

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Signature	
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PH

L. Sickles



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\*Please continue to reverse side of form for completion.

014

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Signature	
Date	

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# Application for Committees

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### Background

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- Planning Commission

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\*Please continue to reverse side of form for completion.

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

### Motivation

Discuss your motivation for serving on this Committee.

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Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.

PM

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**AGENDA REPORT**

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

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**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

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## AGENDA REPORT

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** DAYTON STREET BRIDGE REPLACEMENT PROJECT  
**DATE:** 01/23/2018

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### SUMMARY

Christopher Brugato, Public Engineer at Westech Engineering, Inc., (Westech) reviewed replacement of the Dayton Street Bridge. Westech recommends replacing the bridge entirely rather than trying to rehabilitate the existing timber structure. They found the current foundations are nearing the end of their useful lifespan. It would be more cost effective to replace the bridge with a new span and abutments rather than trying to rehabilitate the existing foundations.

Westech recommends the City should plan on about \$750,000.00 for constructions costs to replace the bridge and attached utilities (sewer line) and roughly \$75,000.00 for engineering design. The project would be lower if volunteer builders were utilized such as the National Guard. This is a very rough estimate allowing error on the high end of costs.

There is a grant available to apply for and will open in April. The grant would pay for engineering costs. Jill Anzalone is working on the grant logistics with City Manager Ungricht. It would be necessary for the City to pay for the formal proposal with an engineering stamp to be submitted with the grant. City Manager Ungricht believes the cost for a formal proposal could be reduced significantly contingent upon using Westech for the project.

The bridge's crossing is very essential to the operation of the City's water and sewer system. Installed on the bridge is a ten (10) inch water line crossing (increased from six (6) inch to ten (10) inch in the early 2000's) and a six (6) inch sewer line crossing. The sewer line crossing is very essential to the City as it is the only present crossing to transmit sewage from the south area of the city to the north side location of the sewage disposal area.

### BACKGROUND

In early 1960, the Dayton Street Bridge became unsafe for vehicle traffic, so it was converted to a six (6) foot wide wooden walking bridge approximately 1963 to 1965. The concrete footings and foundations supporting the existing bridge that were located in the river and along the banks were to be used in the construction of the new wooden bridge. Pressure treated wood was used in the construction of the new bridge.

In 2006, Bolton Engineering, Inc. performed a structural Study of Dayton Street Walk Bridge. The City's administrative staff at the time could find no existing plans or files on the bridge in their records. With the bridge's age of forty plus (40+) years there was no present citizen in the city that been involved in construction or had structural data on the bridge. During recent times, the City's Public Works Department has only made repairs to the bridge's decking and handrail.

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT** – 2006 Structural Study Dayton Street Bridge by Bolton Engineering

**PROPOSED MOTION** N/A

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CREDIT 71

# Structural Study Dayton Street Walk Bridge

## City of Falls City, Oregon

February , 2006

Prepared By

Bolton Engineering, Inc  
14875 S.W. Peachtree Dr.  
(503) 590-1533

pzo

ENGINEERING STUDY  
of the STRUCTURAL STABILITY  
DAYTON STREET WOODEN WALK BRIDGE  
CITY OF FALLS CITY, OREGON

February, 2006



Prepared by:  
Bolton Engineering, Inc.  
14875 S.W. Peachtree Dr.  
Tigard, OR 97224

021

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## 1.00 Introduction

During a walk through inspection with CCIS, the city of Falls City's insurance company, it was noted that a structural stability review was needed on the Dayton Street Walk Bridge which crosses the Little Luckiamute River. The city requested if Bolton Engineering could assist in that work. The city was provided with a proposal to conduct a review to establish if the bridge was sound or if other work was required. It was agreed that the following activities were required: 1) a field inspection, 2) review of the city's construction design records on the bridge, 3) consultation with the city's present and past officials and the existing staff, 4) determine recent repairs and what were the conditions at the supports during high flows in the river.

## 2.00 Background

In the early 1960, the Dayton Street bridge became unsafe for vehicle traffic, so the city converted it to a six (6) feet wide wooden walking bridge around 1963 to 1965. The concrete footings and foundations supporting the existing bridge that were located in the river and along the banks were to be used in the construction of the new wooden bridge. Pressure treatment wood was used in the construction of the new bridge. The present administrative city staff could not find any existing plans or files on the bridge in their records. With the bridge's age of forty (40) years, there was no present citizen in the city that had involved in construction or had structural data on the bridge. During recent times, the existing City's public works staff had only made repairs to the bridge's decking and handrail. This bridge crossing is very essential to the operation of the City's water and sewer system. Installed on the bridge is a ten (10) inch water line crossing (increased from six (6) inch to ten (10) in the early 2000s) and a six (6) inch sewer line crossing. There is also a ten (10) inch water line crossing on the main bridge in the city on Bridge Street. The sewer line crossing is very essential to the City as it is only present crossing to transmit sewage from the south area of the city to the north side and location of the sewage disposal area.

## 3.00 Field Inspection

On February 1, 2006, discussions were held with the city's present staff. The review of city's existing records had also been requested but no known data or plans were found in the present city files.

An inspection of the bridge was conducted with the city's public works staff and the following facts were determined on the wooden bridge:

1. Length from end of street on the north side of Dayton Street to the south side -- 156 feet.
2. Spacing of supports: From the south 16 feet, 21 feet, 19 feet. From the north 21 feet, 21 feet with a center span of 58 feet over the river.
3. Width of walk way six (6) feet.
4. Bracing under walkway. See drawing in appendix. Beams are 12 inch by 36 inch. Bracing was changed when the 10 inch water line was installed with five (5) supports in the 58 feet span over the river.
5. Decking - 3 inch by 10 inch.
6. Handrail - Height 2 feet 10 inch.

Reference is made to the following pictures taken on February 1, 2006:

Pictures:

1. Bridge walkway and handrail from the south end.
2. Handrail (note damage to railing).
3. Bridge supports #1, #2, and #3 from the south end.
4. Bridge support #1 from the south end (16 feet from embankment).
5. Underframing of the bridge at support #1 (observe the 10 inch water line and the 6 inch sewer line).
6. Bridge support #2 (lower portion) from the south end.
7. Bridge support #2 (upper portion) from the south end.
8. Bridge support #3 from the south end.
9. Bridge support #1 from the north end (21 feet from embankment). Shows recent repairs by city on bracing and handrail.
10. Bridge between embankment on north end and support #1. Again, it shows recent repairs by the city.
11. Bridge support #2 from the north end (42 feet from embankment).

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025



P26



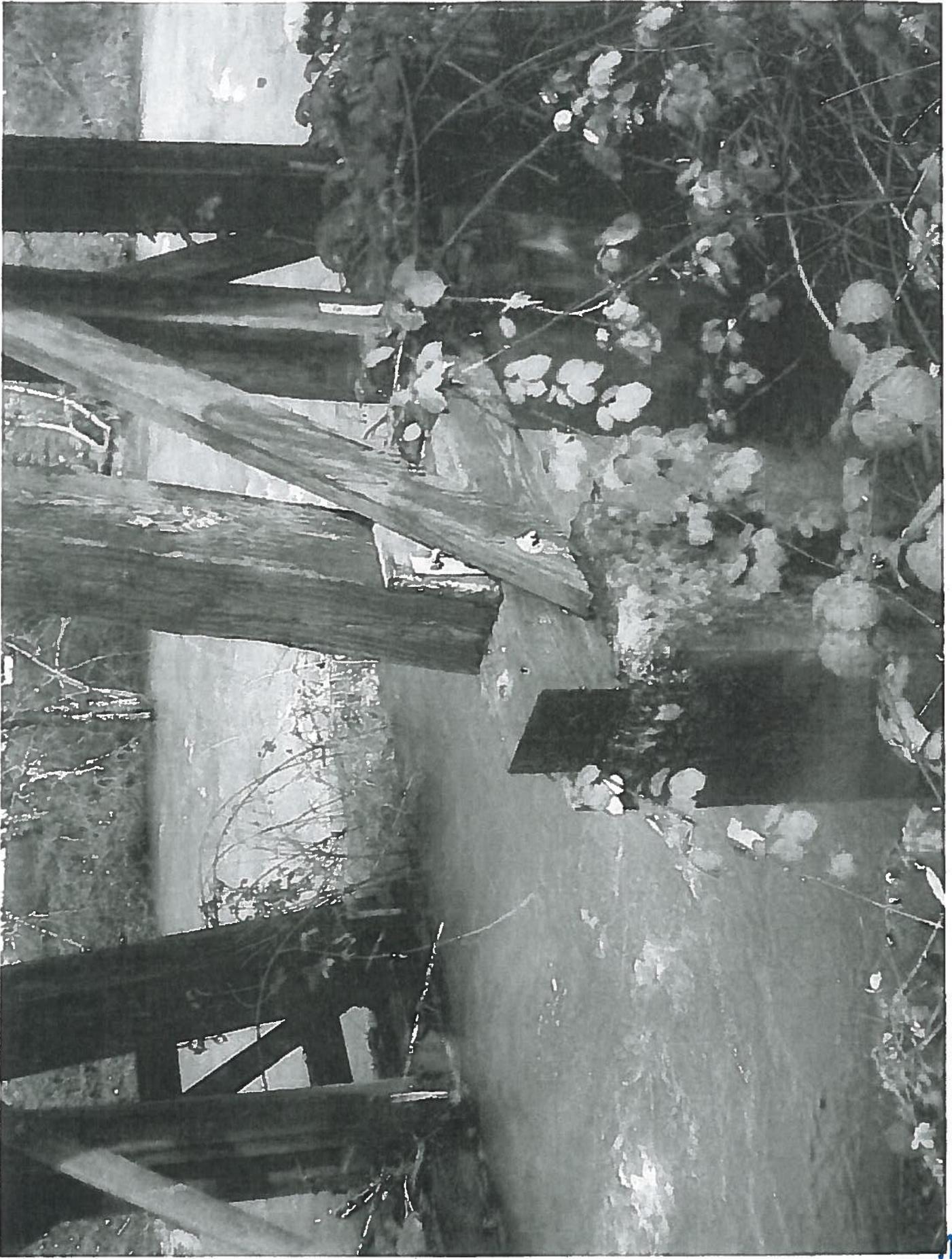
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429



230



103



202



P 53



1034



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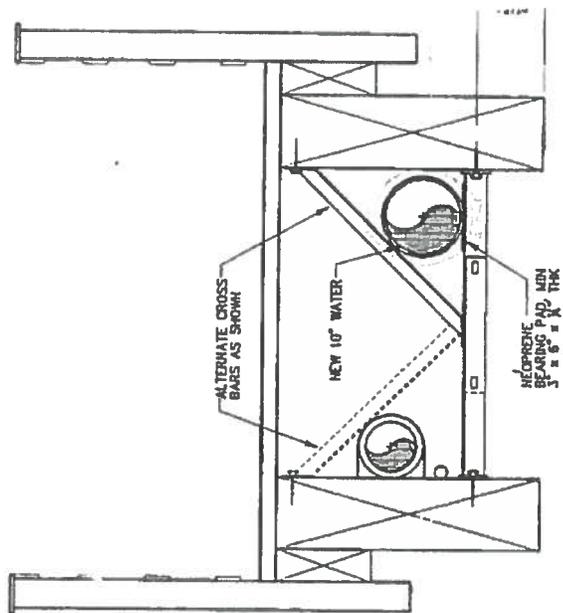
#### 4.00 Findings

1. The bridge, when constructed, used pressure treated wood in the structure.
2. High river flows, especially in 1996 and 2006, did not result in any damage to the supports.
3. City staff commented that even with large flowing logs in the river, the logs have bypassed the structure and, up to this time, have not caused any damage to the supports.
4. The design of the bridge and its construction is more than adequate as it has experienced a 40 year life and sustained high flows in the river.
5. Pressure treated wood can have a service life of over 50 to 60 years or longer.
6. Pressure treated wood rots from the inside to the outside.
7. The bridge is essential to the city because of the sewer line crossing and its location.

#### 5.00 Recommendations

1. Existing damage to the handrail and walkway planks on the bridge need to be replaced as soon as possible.
2. A wood expert needs to be retained to examine all cracks and splits in the existing wood to determine if problems exist or are beginning (softness in the wood). Core drilling will need to be conducted in the larger beams in that examination.
3. If plans still cannot be found, a firm needs to be retained to prepare as-built plans of the existing bridge.

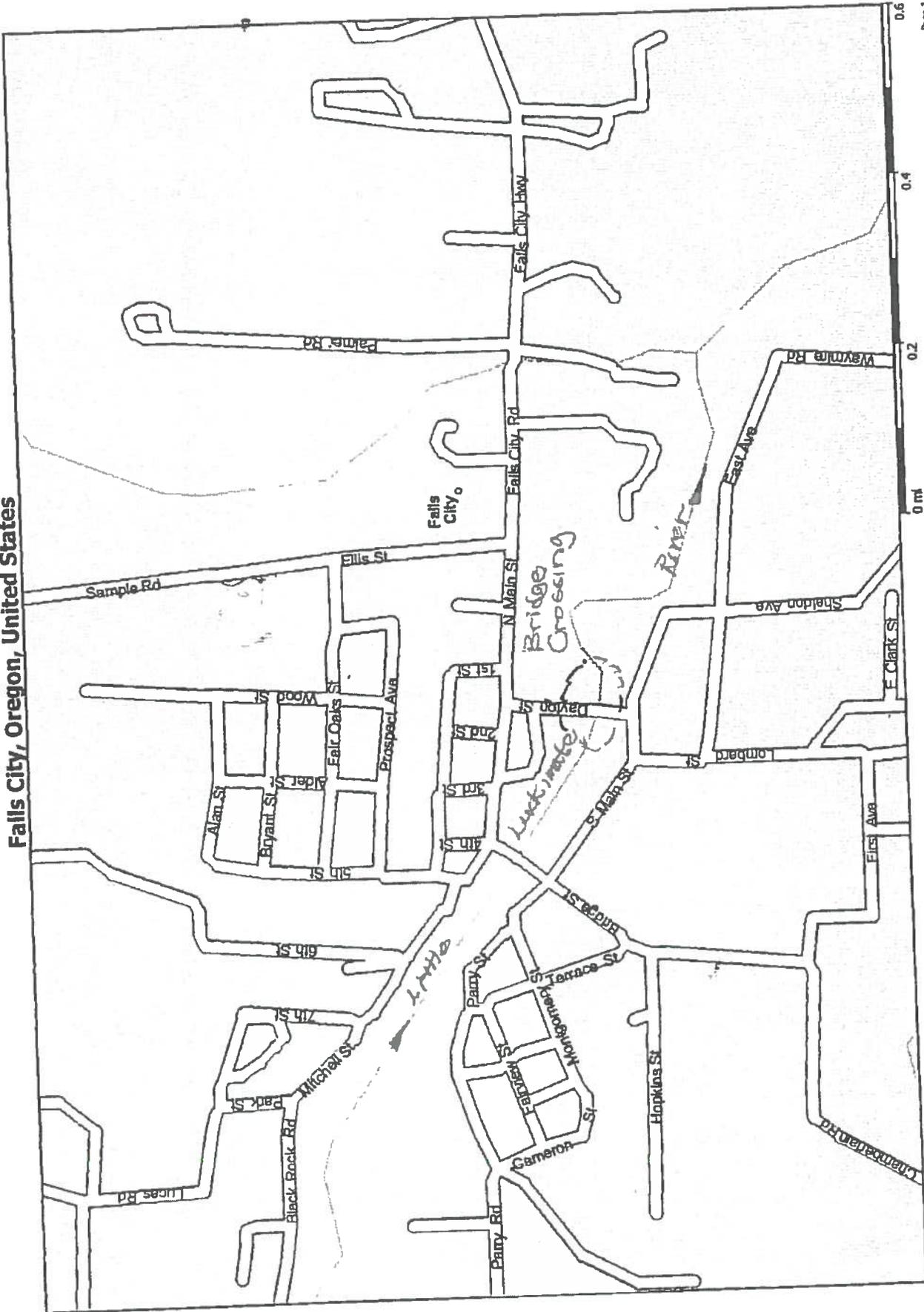




FOOT BRIDGE DETAIL

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Falls City, Oregon, United States



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**AGENDA REPORT**

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNS BIRR, CITY CLERK  
**SUBJECT:** OREGON COMMUNITY TREES BOOSTER GRANT AGREEMENT  
**DATE:** 02/05/2018

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**SUMMARY**

The City of Falls City was successful in obtaining a booster grant from Oregon Community Trees to help cover costs for the annual Arbor Day/ Solve River Clean Up the weekend after Labor Day. The funds will be used toward refreshments and trees or otherwise approved by the Oregon Community Trees. A few trees will be purchased for the Northside Michael Harding Park.

**BACKGROUND**

Committee Member Jill Anzalone has applied for a booster grant for \$215.00 offered to Tree City USA members. Oregon Community Trees requires that a report and photos are submitted after the event.

The Parks and Recreation Committee teams with Solve to host this event for volunteers to take part in cleaning up the City parks, Stairway and banks along the Little Luckiamute River. The City has covered the cost of food in the past.

**PREVIOUS COMMITTEE ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

This will save the City from purchasing food and beverages for the event. There are no matching costs to the City.

**STAFF RECOMMENDATION**

N/A

**EXHIBIT**

N/A

**PROPOSED MOTION**

N/A

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# Oregon Arbor Week Booster Grant Application Form 2018



## What We Do

The mission of [Oregon Community Trees \(OCT\)](#) is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. We assist community groups, local governments and schools with our expertise to support urban and community forestry, an often overlooked and very valuable resource that cost-effectively enhances every Oregonian's quality of life.

## Eligibility

Oregon Community Trees is offering grants of up to \$500 each to at least four [Tree City USA](#) communities that have been designated for at least one year to enrich Oregon Arbor Week celebrations during April.

## Why Oregon Tree Cities?

The national Tree City USA program requires an annual recertification effort that includes an Arbor Day celebration. OCT would like to support Oregon Tree Cities in these efforts.

## Schedule/Deadlines

Dec 11	Notice of grants and applications sent out
Jan 26	Applications due
Feb 2	Applications reviewed/decision made
Feb 5	All applicants notified of decision and Grant Agreement sent to grantees
Feb 16	Reminder to communities that have not returned signed Grant Agreement
Feb 23	Grant Agreement due back to OCT
Feb 26	Disburse funds
April 1-7	Oregon Arbor Week 2018 (National Arbor Day is April 27, 2018)
May 18	Deadline for grant recipients to provide photos or video to OCT



- Electronic submissions of the PDF form are preferred. Responses may also be provided in the body of an email or a Word document; please number responses 1-17 to match the application form.
- After their Arbor Week or Arbor Day celebration, grant recipients must provide OCT with documentation of how funds were spent with digital photographs or videos of the activity - preferably with people using, enjoying or participating in the celebration. These images, and information provided on this application, will be used to promote the grant recipient's Tree City USA as well as OCT's Arbor Week Booster Grant program on our website and at our annual conference.
- Permission for OCT to use the material in this way shall be automatically granted by the grant recipient on acceptance of the award, and it shall be the grant recipient's responsibility to obtain any necessary permission when taking the required photographs or videos.

## Use of Funds

All funds are to be used to celebrate Oregon Arbor Week in your community. Funds can be used for a one-time use or event, or to purchase items that can be used for celebrations again and again. Some ideas for the using the grant include:

- To support a community tree planting activity.
- To support a school tree planting activity with children.
- To purchase tree-related books for the local library.
- To create banners or other signage.
- To create a portable, hands-on activity station.
- To purchase and plant trees (proper tree planting instructions can be provided to you, upon request).
- To purchase tree planting tools.
- To create an award or plaque for citizens or volunteers.
- To purchase shirts, hats, vests or supplies for volunteers.
- To purchase a reusable canopy for outdoor events.
- To purchase prizes for local poster or writing contests.
- To support a guest speaker, community training event, or produce creative community outreach materials.

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Please acknowledge OCT at your event, by announcing and/or printing: **This project is supported with funding from Oregon Community Trees.** We also ask that the OCT logo be displayed if your project includes printed materials or a website.

**Criteria Used to Evaluate Proposals**

Preference will be given to proposals that meet the following criteria:

- Cost effectiveness and project feasibility;
  - Education and/or outreach is incorporated to raise awareness and build support for community trees;
  - Interdisciplinary approach that incorporates elements of diversity, creativity, and science; and
  - Events or materials will be placed in a prominent space that the community residents see or visit regularly.
- Please Note: Communities that received the award in 2017 are not eligible for OCT's Arbor Week Booster Grant in 2018, but keep those great ideas for next year!



**Contact Information to Submit Application Form or Questions**

Contact Morgan Holen, Board Member, Oregon Community Trees, at 971-409-9354 or [octgrants@gmail.com](mailto:octgrants@gmail.com).

1. Tree City USA: \_\_\_\_\_

2. Project Coordinator, Name: \_\_\_\_\_

3. Project Coordinator, Email: \_\_\_\_\_

4. Project Coordinator, Phone: \_\_\_\_\_

5. Are you a:  city staff person  tree board member  community civic org volunteer  
 non-affiliated volunteer  teacher  other: \_\_\_\_\_

6. Signing Authority for Grant Agreement, Name: \_\_\_\_\_

7. Signing Authority for Grant Agreement, Email: \_\_\_\_\_

8. Signing Authority Grant Agreement, Phone: \_\_\_\_\_

9. Grant Amount Desired (up to \$500\* per Tree City USA): \$ \_\_\_\_\_

*\* Please request only the amount you NEED to enable our limited funding to support as many proposals as possible.*

10. When will your event take place? \_\_\_\_\_

11. Describe your proposed project or event:



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12. How will this project or event “boost” your community’s Arbor Week or Arbor Day recognition or celebration? (i.e., how will the grant award make your event better than ever?)

13. What key groups or partners have committed to working on this project or event with you?

14. How will the funds be used cost-effectively?

15. Please estimate your budget below (add lines or attach a separate table as necessary).

Budget Item	OCT Funding Request	Matching Funds, if any	Total Cost
1.			
2.			
3.			
4.			
5.			
TOTAL BUDGET			

16. Any other information you would like to add (such as how this project or event fits into your urban forestry program, whether you anticipate attracting new participants not typically engaged in urban forestry, how this grant would impact your existing budget, how your event will run smoothly, etc.).

17. Please confirm that your organization and/or the project coordinator agrees that any photos or materials supplied by the grant recipient may be used by Oregon Community Trees on its Facebook page, web page, at the annual conference or in any other print or electronic capacity deemed helpful to promote your program or event, our grant, the value of trees, and the achievements of Oregon’s Tree City USA members. It is the responsibility of the photographer or videographer to solicit permissions at the time of recording.

I agree       I do not agree

*Thank you for submitting this application. Oregon Community Trees appreciates your efforts to engage your community in celebrating trees through Arbor Week and Arbor Day projects and events in April.*

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**AGENDA REPORT**

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNS BIRR, CITY CLERK  
**SUBJECT:** EASTER EGG HUNT  
**DATE:** 02/05/2018

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**SUMMARY**

Each year Falls City holds an annual Easter Egg Hunt for the community. Discussion is needed to determine if volunteers or the Park and Recreation Committee will coordinate the event. In the past, Falls City Fire Department has purchased ready filled eggs and volunteers have assembled baskets.

Easter 2018 falls on Sunday April 1<sup>st</sup>. Staff has reserved the George Kitchin Memorial Park for the day. The Community Center has tentatively been reserved for Basket assembly on March 31<sup>st</sup>.

Once determined, staff will update information on the city website at [www.fallscityoregon.gov](http://www.fallscityoregon.gov)

**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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**AGENDA REPORT**

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

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**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 create a code within the utility billing system to apply only to those accounts that wish to donate. It would be assigned the appropriate monetary value.

Staff researched and found there is no available are on remittance stubs to add verbiage. The program will not produce boxes to check nor will it accept symbols to be pasted from Word.

**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 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

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## AGENDA REPORT

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

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### 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

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