



---

---

## AGENDA REPORT

---

---

**TO:** Parks and Recreation Committee Meeting  
**FROM:** JoHanna Birr, City Clerk  
**SUBJECT:** Select Committee Chair for 2019  
**DATE:** 12/23/2019

---

---

### SUMMARY

Each Committee and Commission appoints a chair at the first meeting of each New Year.

#### **Municipal Code Chapter 32.02.010 Parks and Recreation Committee Established**

*The parks and recreation committee is hereby established. The committee shall be composed of seven members appointed by the mayor, with the consent of the council. The parks and recreation committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.*

### PREVIOUS COMMITTEE ACTION

Lori Sickles was appointed as Chair January, 2018.

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

### PROPOSED MOTIONS

1. *Chairperson Lori Sickles asks for nominations for Committee Chair.*
  - *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

I move \_\_\_\_\_ be appointed Chair of the Parks and Recreation Committee for 2019.

*Motion made by:*

*Seconded by:*

*Record the vote:*

2. *Chairperson Lori Sickles asks for nominations for Committee Vice Chair.*
  - *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

I move \_\_\_\_\_ be appointed Vice Chair of the Parks and Recreation Committee for 2019.

*Motion made by:*

*Seconded by:*

*Record the vote:*

3. *Chairperson Lori Sickles asks for nominations for Committee Secretary.*
- *Chair accepts nominations. Hearing no additional nominations, Chair calls for a motion and a vote.*

*I move \_\_\_\_\_ be appointed Secretary of the Parks and Recreation Committee for 2019.*

*Motion made by:*

*Seconded by:*

*Record the vote:*

**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday December 19, 2018 11:00 am  
Meeting Location: 320 N Main Street, Falls City, Oregon

**Committee Members Present:** Janelle Anzalone, Dennis Sickles, Lori Jean Sickles, Janet Propp

**Staff Present:** None

Chairperson L. Sickles called the meeting to order at 11:05 am.

**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 L. Sickles and seconded by Committee Member D. Sickles to adopt the entire agenda. Motion carried 4-0-0. Ayes: L. Sickles, Janelle Anzalone, Dennis Sickles, Janet Propp

**4) Public Comments**

Mayor Gordon and Committee discussed an upcoming grant the City is applying for with the help of Committee Member Anzalone to be used to build bathrooms in Michael Harding Park. Mayor Gordon explained the City's recent land acquisition may be used as matching funds. Further discussion of the grant took place. This is a local government ORPD grant which opens January 1, 2019 and is due in March or April depending how we structure it.

**5) Old Business**

The City's Tree City USA Arbor Day Celebration will be moved to the 1<sup>st</sup> Saturday in April. The 2019 celebration will include planting Red Maple Trees and Crape Myrtle tree along main St. Acquisition of the trees is still ongoing. Committee requested this item be kept on the agenda. The Committee also decided to move the SOLVE River Clean Up back to the Saturday following Labor Day. All were in favor of both.

**6) New Business**

None

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

Committee is curious about the donation insert requested to be placed in the water bills.

**8) Committee Announcements**

Next Parks and Recreation committee meeting will be February 20, at 11:00 am.

**9) Adjourn**

The meeting adjourned at 11:45 am.

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

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

---

---

**AGENDA REPORT**

---

---

**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** PARK DONATION INSERTS  
**DATE:** 01/07/2019

---

**SUMMARY**

Committee requested staff to prepare a donation insert proof for review and submit to Committee. Clerk Birr was advised not to take direction from Committee projects as there is a separation of Council/Committee members and the governance of City employees. The former coupled with a burdensome workload of City business led to the tabling of the insert. City Manager Corthell suggests a Committee Member volunteer to create an insert for staff to proof and include in a future packet to Committee for approval.

**BACKGROUND**

Committee would like to give residents the option of making park donations collectable through the utility billing system. Councilor L. Sickles brought the \$3.00 donation up to Council receiving no discussion on the matter.

**PREVIOUS COMMITTEE ACTION**

During the June 20, 2018 Parks and Recreation Committee meeting, Committee decided to move ahead with colorful park donation option insert. Committee requested staff mock up an insert to be finalized and approved by committee. Staff was advised against acting at Committee direction.

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION** N/A

**EXHIBIT** N/A

**PROPOSED MOTION** N/A

---

---

**AGENDA REPORT**

---

---

**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** STREET TREES- ARBOR DAY BOOSTER GRANT OPPORTUNITIES  
**DATE:** 11/7/2018

---

**SUMMARY**

Oregon Community Trees has offered a Booster Grant up to \$500.00 to at least four Tree City USA communities to enrich Oregon Arbor Week celebrations during the Month of April.

**BACKGROUND**

In September, City Manager Corthell requested the Parks Committee research street trees to line N. Main St. Part of being a Tree City USA participant required the City to belong to the Arbor Day Foundation. The Arbor Day Foundation offers a large variety of trees and shrubs for purchase. Recently staff received a pamphlet of available items with discounted pricing for members.

1-2 foot Crape Myrtles are available for \$6.00 each at regular cost and \$3.98 to members. The Arbor Day Foundation also offers a free 3-4 foot Red Maple to members for supporting the Foundation with a flat \$9.95 shipping fee per order. The pamphlet is available at City Hall for viewing and ordering.

**PREVIOUS COMMITTEE ACTION**

At the October 17, 2018 Parks and Recreation Committee meeting, Committee members discussed street trees to line N. Main St. Committee agreed Crape Myrtles would be a nice addition. Jill Anzalone was assigned to research donations of trees and or cost.

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

**STAFF RECOMMENDATION**

Consider which committee member will be responsible to complete the grant and act as contact person. City Manager Corthell should be consulted on how the funds will be apportioned for long term reusable items.

**EXHIBIT-** Arbor Day Booster Grant Announcement

**PROPOSED MOTION** N/A

45

## Oregon Arbor Week Booster Grant Application Form 2019



### 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 17	Notice of grants and applications sent out
Jan 25	Applications due
Feb 1	Applications reviewed/decision made
Feb 4	All applicants notified of decision and Grant Agreement sent to grantees
Feb 15	Reminder to communities that have not returned signed Grant Agreement
Feb 22	Grant Agreement due back to OCT
Feb 25	Disburse funds
April 7-13	Oregon Arbor Week 2018 (National Arbor Day is April 27, 2018)
May 17	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 1-18 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.

pk

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. Digital files will be provided for your use.

**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 2018 are not eligible for OCT's Arbor Week Booster Grant in 2019, 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 for 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:

12. Estimated number of participants: \_\_\_\_\_



107

13. 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?)

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

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

16. 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			

17. 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.).

18. 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.*

---

---

## AGENDA REPORT

---

---

**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** ORPD LOCAL GOVERNMENT GRANT CYCLE  
**DATE:** 01/10/2019

---

### SUMMARY

The Oregon Parks and Recreation Department (ORPD) announced the opening of the 2019 Local government grant Program (LGGP) grant cycle.

To request an account and /or to access the applications, grant manual, application instructions, pre-application worksheet and program schedule, go to [oprdgrants.org](http://oprdgrants.org).

Registration for Workshops is required as space is limited. To register and receive workshop notification, please send contact information to Mark Cowan at [mark.cowan@oregon.gov](mailto:mark.cowan@oregon.gov)

### BACKGROUND

The LGGP is a State Lottery funded reimbursement grant program. Its purpose is to help local government agencies fund outdoor park and recreation areas and facilities, and acquire property for park purposes.

The passage of House Bill 2017, the Keep Oregon Moving transportation bill, has created some uncertainty regarding LGGP funding. The bill calls for the possible transfer of up to \$4 million, per biennium, in Lottery funds to ODOT for bicycle and pedestrian pathway projects. ORPD will be introducing a Legislative Concept in the 2019 Session which, if adopted, will allow more flexibility in how these funds are allocated. We will do our best to keep applicants informed.

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS** N/A

This could be an opportunity for a funded permanent restroom facility at Michael Harding Memorial Park.

**STAFF RECOMMENDATION** N/A

**EXHIBIT-** ORPD Grant Cycle Announcement

**PROPOSED MOTION** N/A

29



**OPRD Grant Cycle Announcement  
Local Government Grant Program  
2019 Grant Cycle Opens**

The Oregon Parks and Recreation Department (OPRD) is announcing the opening of the **2019 Local Government Grant Program (LGGP) grant cycle.**

**Purpose:** The LGGP is a State Lottery funded reimbursement grant program. Its purpose is to help local government agencies fund outdoor park and recreation areas and facilities, and acquire property for park purposes.

**Project Types:** Development, Rehabilitation, Acquisition, Acquisition & Development, and Planning.

**Eligible Applicants:** Cities, Counties, Metropolitan Service Districts, Park and Recreation Districts, and Port Districts.

<b>* Available Funding Projections for 2019 Cycle:</b>	Large Grants.....	\$ 4,500,000	(Category Total)
	Small Grants.....	\$ 800,000	(Category Total)
	Planning Grants.....	\$ 150,000	(Category Total)
	Total .....	\$ 5,450,000	

**\* Possible Decrease in Funding:** The passage of **House Bill 2017**, the *Keep Oregon Moving* transportation bill, has created some uncertainty regarding LGGP funding. The bill calls for the possible transfer of up to \$4 million, per biennium, in Lottery funds to ODOT for bicycle and pedestrian pathway projects. OPRD will be introducing a Legislative Concept in the 2019 Session which, if adopted, will allow more flexibility in how these funds are allocated. We will do our best to keep applicants informed.

**Existing Users:** Existing users do not need to request a new access account to submit a new LGGP application.

Reminder: Your User Name is your full email address. Your Password is one set by you.

**New Users:** New users must request an access account in order to access the online grant application system. Requests may take up to 3 business days to process.

**Access:** To request an account and/or to access the applications, grant manual, application instructions, pre-application worksheet, and program schedule, go to: **oprdgrants.org**

**2018 LGGP Schedule:**

- Jan 1, 2019 - Large, Small and Planning Grant Applications available online
- Feb. 7, - Live Workshop in Salem . . . . 10:00 a.m. to 12:00 p.m.
- Feb. 14 - Webinar Workshop online . . . 10:00 a.m. to 12:00 p.m.
- Apr 1 - Large Grant Applications due
- May 1 - Small Grant Applications due
- May 15 - Planning Grant Applications due
- Jun - Large Grant Application Presentations to LGGP Advisory Committee
- Sep - OPRD Commission Review of projects recommended for funding

**Registration for Workshops** is required as space is limited. To register and receive workshop notification please send contact information to Mark Cowan at [mark.cowan@oregon.gov](mailto:mark.cowan@oregon.gov)

If you are not the appropriate person to receive this, we would appreciate you forwarding this notice to the right person. Thanks!

010