



**City of Falls City**  
**Parks and Recreation Committee Meeting Minutes**  
Wednesday January 16, 2019 11:00 am  
Meeting Location: 320 N Main Street, Falls City, Oregon

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

**Staff Present:** None

Chairperson L. Sickles called the meeting to order at 11:03 am.

**1) Roll Call**  
Chair L. Sickles took roll call. Janet Propp was 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 Anzalone to adopt the entire agenda. Motion carried 5-0-0. Ayes: L. Sickles, Janelle Anzalone, Dennis Sickles, Dani Haviland, Rosie Brownell

**4) Public Comments**  
None

**5) Old Business**  
Committee Member Anzalone moved to accept the grant to plant myrtle trees. She will check on the price of 3-4 foot trees as opposed to 1-2 foot trees because the larger trees are hardier and have a better chance of survival. They will also mature sooner. There was no second recorded.

A motion was mad by Committee Member Haviland and seconded by D. Sickles to put a notice in the water bill that the first Saturday in April will be a tree planting party. The public is welcome to help and will be treated to donated drinks and snacks. Motion passed 5-0-0 Ayes: L. Sickles, Janelle Anzalone, Dennis Sickles, Dani Haviland, Rosie Brownell

Images of potential bathrooms for the upper park were shared. There are several grant possibilities. Committee Member Anzalone suggested the construction be of cinder block design for durability. Cliff Lauder could supervise the project. Labor would match the grant funds in kind. Discussion on a holding tank that will work with a septic system and also be upgradable to use with city sewer system when it comes on line. Because this is a small grant, the application does not have to be submitted until May. Mac Corthell, City Manager and the City Engineer will get plans sorted out for this.

**6) New Business**  
None

**7) Correspondence, Comments and Ex-Officio Reports**  
The annual Easter egg Hunt will be held April 20, 2019 in the Upper Park. Lori Jean Sickles, Laura Britton and the Boondocks Restaurant will be sponsoring the event. Set up of the Easter baskets will be on April 19<sup>th</sup> at 9am at the Boondocks. The raffle for baskets take care of the cost for all the candy and goodies that go into the event.

**8) Committee Announcements**  
Next Parks and Recreation committee meeting will be March 20, at 11:00 am.

- 9) **Adjourn**  
The meeting adjourned at 11:40 am.

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

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



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

## MEMORANDUM

TO: Parks & Recreation Committee

FROM: City Manager, Mac Corthell

DATE: March 3, 2011

RE: Purpose & Powers of Parks & Recreation Committee

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Dear Parks & Recreation Committee,

Recent activities by some of the Park & Rec membership have led me to the conclusion that a refresher on the role and powers of the committee is in order.

The Parks and Recreation Committee is created and governed by Falls City Ordinance 32.02. That ordinance lays out the purpose of the Committee as follows:

“The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

- A. Review and make recommendations on parks and recreation projects.
- B. Advise on parks systems development charge rate analysis and recommendations.
- C. Advise on city parks rental rates and use procedures.
- D. Advise on city budget for operation and capital improvements.
- E. Troubleshoot capital and maintenance projects.
- F. Park rules and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.”

The powers and/or purposes of a given committee are delegated to it by the City Council in the form of an Ordinance. Notably, the Ordinance establishing the Parks Committee and its purpose lists: review, recommend, and advise for each and every task the Parks & Recreation Committee is assigned (except troubleshooting projects already undertaken by the Council).

This means the Parks Committee only has the power to review, make recommendations, and issue advice to the City Council, or to troubleshoot existing projects as needed. This also means the Parks Committee does not have

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the power to unilaterally decide projects, apply for grants, organize projects, and the like.

The goal of this memorandum is not to dissuade the great efforts put forth by the Committee and its membership, but to explain the role of the Committee and ensure hard work is not wasted due to a misunderstanding of powers and purposes.

If a member of the Committee wishes to pursue a grant or other project, they must first get it approved by the City Council. This requires a proposal to be presented to the Parks Committee who will make a recommendation for or against. The proposal and recommendation must then be provided to the City Manager to make an independent review and recommendation. Both recommendations and the proposal will then be presented to the Council to make a decision whether or not to pursue a given grant or project.

Thank you all for volunteering to support your community. The advisory capacity of committee is invaluable to the City Council, and carries great weight with its members.

Sincerely,

Mac Corthell  
City Manager

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**AGENDA REPORT**

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**TO:** PARKS AND RECREATION COMMITTEE  
**FROM:** JOHANNA BIRR, CITY CLERK  
**SUBJECT:** CITY ENTRANCE SIGN BEAUTIFICATION PROJECT  
**DATE:** 3/11/2019

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**SUMMARY**

April of 2016, Warren Gookin completed the new replacement Falls City entrance sign at no cost to the City. The log used was donated by Weyerhaeuser to the City. Recently, Don Poe the Superintendent of Public Works, sealed and painted the sign for protection and visibility. This brought attention to the base and lack of landscaping around the sign.

Committee is tasked with creating a long-term beautification plan for the location. There is runoff at the location due to the grade which should be taken into consideration when planning the new landscape. Perhaps the planter could be relocated, rocks/shrubs added or other ways to make this site more appealing.

**BACKGROUND**

The planter box was built by Bob Goodman, Stanley Cullington and Horst Boettcher and should also be taken into consideration for the time and work put into it. Could it be used elsewhere in town to benefit the community and beautify that area?

**PREVIOUS COMMITTEE ACTION** N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

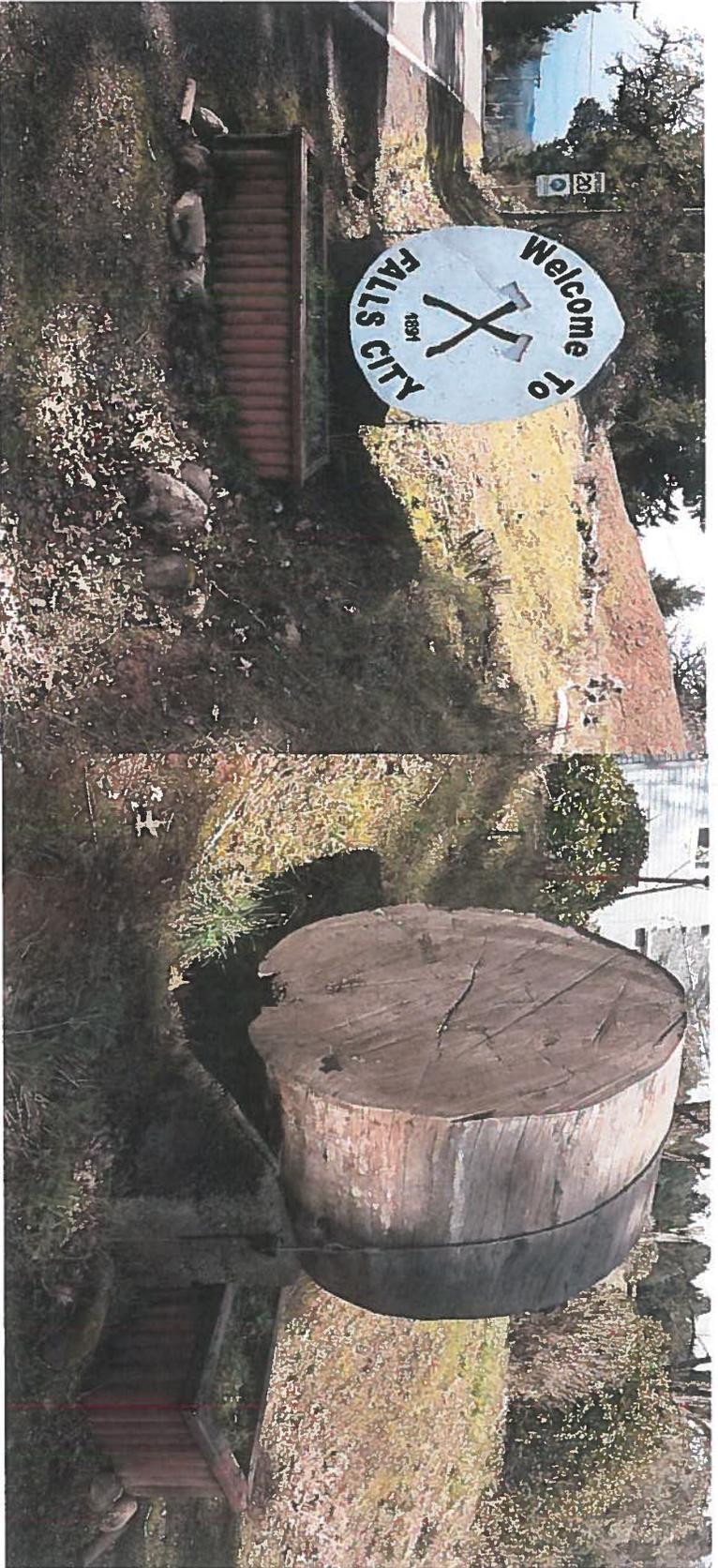
To be discovered.

**STAFF RECOMMENDATION** N/A

**EXHIBIT A-** Photo of City entrance sign

**PROPOSED MOTION** N/A

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Warren Gookin donated his time and skill to create the sign according to what is on record with the centennial design on file at [City Hall](#) circa 1991.

Bob Goodman, Stanley Cullington and Horst Boettcher made the planter box.

Don Poe, Superintendent of Public Works recently painted the sign to protect it and improve visibility.

No further landscaping has been added to accentuate the entrance to the city.