Notice of

Parks and Recreation Committee Meeting

CITY OF FALLS CITY, OREGON
Meeting Location: 320 N Main Street, Falls City
Wednesday, November 20, 2019 at 11:00 AM
Posted on November 18, 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 October 2, 2019 (pg. 1-2)
   b. Meeting Minutes October 16, 2019- No Quorum (pg. 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. SR William Sullivan introduction and RARE Project (pg. 4)

7) **New Business**
   a. SR William Sullivan Greenway Project (pg. 5-7)
   b. SR Wreaths Across America (pg. 8)

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

9) **Committee Announcements**

10) **Adjourn**

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City of Falls City
Parks and Recreation Committee Special Meeting Minutes
Wednesday October 02, 2019 11:00 am
Meeting Location: 320 N Main Street, Falls City, Oregon

Committee Members Present: Janelle Anzalone, Dennis Sickles via conference call, Lori Jean Sickles, Dani Haviland

Staff Present: Jamie Ward, City Clerk

Chairperson L. Sickles called the meeting to order at 11:10am

1) **Roll Call**
Chair L. Sickles took roll call. Rosie Brownell and Janet Propp were absent

2) **Pledge of Allegiance**
None

3) **Motion to adopt the entire agenda**
{Motion not recorded.}

4) **Public Comments**
None

5) **Old Business**
None

6) **New Business**

a. Laura Britton gave a brief description on an Event she wrote a proposal for. The Falls City Holiday Parade, The nature of this event is a community parade that would take place at 6:00pm before the Falls City Christmas Tree Lighting on December 7th. The Parade would run the normal parade route and require lights to be "lit up" on each float, and some form of holiday display. Non-Monetary City resources would consist of an insurance rider, City closure of N. Main St., set up of barricades (donated by Dani Haviland), and use of the mill lot. Proposed budget for event is minimal, use of staff time for making phone calls, placing barricades and doing the paperwork. Non city resources and funds committed to the 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 include cost of social medial advertising-boosting posts on Facebook, and the cost of flyers. This event is all inclusive for everyone, its non-denominational and all residents of Falls City and surrounding areas are welcome, and encouraged, to attend.

A motion was made by Committee Member Haviland and seconded by Committee Member Anzalone to recommend City Manager Corthell to review and make a recommendation for City Council to approve this event. Motion passed 4-0-0-2 Lori Jean Sickles, Dennis Sickles (via conference call), Janelle Anzalone, and Dani Haviland

b. The Falls City Thrive! Proposal by Dani Haviland The name of this event is Falls City Thrives! At this time the logos is in development. A Bata version is attached. The purpose of this community-wide, all inclusive, and ongoing celebration is to stimulate volunteerism in Falls City. Anyone who volunteers would be issued a voucher, signed by an approved issuer. Each hour worked at an approved volunteer activity will receive one ticket. These carnival-style tickets will be issued by the City and a record of the series numbers kept on hand reducing the chance of fraud. Once a month a drawing will be held for a minor gift. Suggestions are vouchers for a free meal at once of the eating establishments in town or

other "donated" goods. Then at the end of the year, a grand prize drawing will be held. This will be a "Split the Pot" prize of cash. Anyone who would like to may donate money to this "pot" can 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. There is a list of suggested volunteer opportunities in the proposal. Date, time and location of the event are tentatively scheduled for a monthly drawing held on the last Friday of the month during the produce giveaway at MTN Gospel fellowship. The Grand prize drawing would be at the Annual Community Tree Lighting Ceremony at 257 North Main Street. This year it falls on December 7, 2019 at 7:00pm. Itemized list of City resources and tasks needed for this event Create a section or paragraph in the Falls City Newsletter about volunteer opportunities with points of contact. Also, after the funding for 'Split the pot" is established, share the current total in the same newsletter. Establish a separate line item in the City's accounting system to accept and track the donated funds for the split the pot. 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. Put points of contact on the Community Center sign board. If feasible, give 'volunteer" badges or stickers to help spread the word to the community. Branding the event should increase its popularity.

Committee Chair Lori Jean Sickles moved and member Anzalone seconded to recommend City Manager Corthell to review and make a recommendation for City Council to approve this event. Motion passed 4-0-0-2 Lori Jean Sickles, Dennis Sickles (via conference call), Janelle Anzalone, and Dani Haviland.

7) Correspondence, Comments and Ex-Officio Reports
None

8) Committee Announcements
Next Parks and Recreation committee meeting will be October 16, 2019 at 11:00 am.

9) Adjourn
The meeting adjourned at 11:16am

_____ **Parks Committee Chair L. Sickles**

Attested:_____ **Parks Committee Member**_____

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

Committee Members Present: Dani Haviland, Rosie Brownell, Lori Jean Sickles

Staff Present: William Sullivan; Community Development & Outreach Coordinator, Jamie Ward; City Clerk

1) Roll Call

Meeting cancelled due to no quorum. Absences included; Janet Propp, Dennis Sickles, Janelle Anzalone

2) Committee Announcements, Comments and Ex-Officio Reports

Next Parks and Recreation Committee meeting: Wednesday November 20, 2019 at 11:00 AM

_____**PR Committee Chair Lori Jean Sickles**

Attested: _____**PR Committee Member**

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE

FROM: WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH COORDINATOR

SUBJECT: RARE WORK FOR PARKS & RECREATION COMMITTEE

DATE: OCTOBER 16, 2019

SUMMARY

William Sullivan, the new R.A.R.E./AmeriCorps volunteer in Falls City, will be working with the Parks & Recreation Committee to create a committee handbook and on a pathway project.

BACKGROUND

In December 2017, City Council passed a Parks Master Plan, initiated by the Parks & Recreation Committee. The Plan calls for a river trail along the Little Luckiamute River. In collaboration with the Falls City Steering Committee, the City is working on realizing the portion of the river trail from the 3rd Street Bridge, through Fay Wilson Memorial Park, across Bridge Street, and up to the Falls. Plans for the project are in development and the Parks & Recreation Committee will have input before a funded project is put before the City Council.

Another aspect of William's work with the city is to create committee handbook that delineate responsibilities of and procedures pertaining to city committees, including the Parks & Recreation Committee. These handbooks are meant to be helpful tools for the committees' use and will be take shape over the next few months.

PREVIOUS COUNCIL ACTION

William's Work Plan (scope of work) was provided to Councilors at the City Council meeting on October 14, 2019.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

PROPOSED MOTIONS

N/A

STAFF REPORT

TO: PARKS & RECREATION COMMITTEE

FROM: WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH COORDINATOR

SUBJECT: FALLS CITY GREENWAY

DATE: NOVEMBER 20, 2019

SUMMARY

In collaboration with the Oregon Office of the Governor's Regional Solutions Team, the City is pursuing further exploration of the Falls City Greenway project. The project includes paving a pathway from the Little Luckiamute River Falls across Bridge Street to Fay Wilson Memorial Park. We are exploring the feasibility of restroom facilities at the Falls, improved fencing and signage, and a footbridge connecting the area above the Falls and south of the River to the Michael Harding "Upper Park." A small portion between Mill Street and the 3rd Street Footbridge will be paved as part of the project and Mill Street itself will be repaved with funds awarded to the City through ODOT's Small City Allotment Grant. The second portion of the Greenway will allow for exploration of ADA-accessibility of North Main Street sidewalks, a permanent traffic island at the intersection of Mitchell and Bridge Streets, and renewed landscaping. The final portion will involve paving and lighting a walkway up Boundary Street, connecting the High School on North Main Street and the Elementary School on Prospect Avenue to ensure safe travel for students to and from school. A sidewalk and lighting would also be installed along Prospect Avenue between Boundary Street and the Elementary School.

This project is in development and will be presented to City Council for final approval, when ready. The first phase of the project is to work with the City Engineer to explore feasibility of the project and work through design considerations. The Public Works Committee, Parks & Recreation Committee, and City Council will see design documents before final funding is applied for and long before any construction begins.

BACKGROUND

In December 2017, City Council passed a Parks Master Plan, initiated by the Parks & Recreation Committee. The Plan calls for a river trail along the Little Luckiamute River. The City is working on realizing the portion of the river trail from the 3rd Street Bridge, through Fay Wilson Memorial Park, across Bridge Street, and up to the Falls. The project has been presented for initial consideration to both the City Council and the Falls City School Board.

In October 2019, the City was awarded $100,000 through ODOT's Small City Allotment grant program. These funds will cover the costs of repaving Mill Street.

PREVIOUS COUNCIL ACTION

City council was informed of the Falls City Greenway project at the November 19, 2019 meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

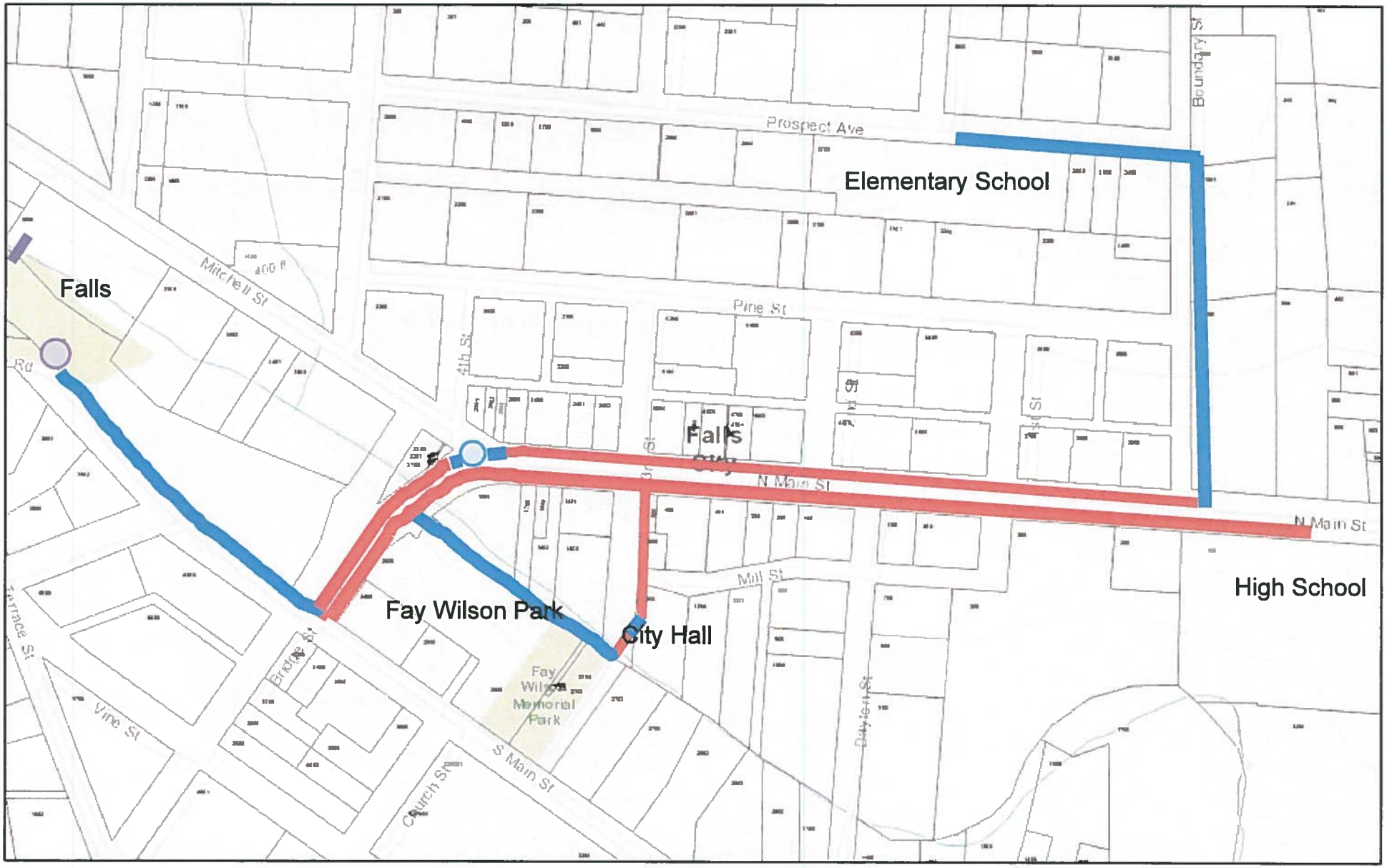
EXHIBITS

Exhibit A- Greenway Proposal Map

PROPOSED MOTIONS

I move the Parks & Recreation Committee of the City of Falls City to make an initial expression of support for the Falls City Greenway project.

Falls City Greenway



11/7/2019, 8:18:33 AM

Urban Growth Boundaries
City Limits
Taxlots
2000 Scale
400 Scale
200 Scale
100 Scale

1:4,514

0 0.03 0.05 0.1 mi

0 0.04 0.09 0.17 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, Polk County GIS
Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team |

STAFF REPORT

TO: PARK AND RECREATIONS COMMITTEE

FROM: JAMIE WARD, CITY CLERK

SUBJECT: WREATHS ACROSS AMERICA

DATE: NOVEMBER 12, 2019

SUMMARY

City Staff is seeking suggestions on an event that is going on during the holiday season and a champion volunteer to lead, the if Committee is interested.

BACKGROUND

When preparations were being made for the first Annual "Let Freedom Ring" Event, Frank "Bean" Miller brought up that last year, he was given 50 wreaths from The Salvation Army and took it upon himself with the help of the Public Works crew to place those wreaths on the graves of fallen Veterans laid to rest in our cemeteries. As he pursued more donations for the LFR event, he a came across a nonprofit organization called Wreaths Across America and suggested Falls City sign both cemeteries up for the Annual Event honoring our local Veterans by placing holiday wreaths at the base of each headstone. Wreaths Across America was founded in 2007 and is a nonprofit 501(c) (3) organization. The wreath laying ceremony is held annually on a Saturday in December. This year it's Saturday December 14, 2019. The way the foundation works is each participating city signs their cemeteries up to be a part of the ceremony. Each cemetery is then assigned a location name and ID and the City is given a link to a personal donation/sponsorship website page which Cities can then post to their public websites and social media accounts allowing access to community members, family, or friends to sponsor one or multiple wreaths. The plan is to start this sponsorship website in January and have it run throughout the year in hope of collecting the 73 wreaths we need to lay on all Falls City veterans' graves. Purchasing wreaths from Wreaths Across America is expensive each wreath is $15.00, making the total $1095.00, and due to financial constraints, it is not possible to purchase them this year.

If Park and Recreations Committee would like participate this coming holiday season, it may be possible to come up with a smaller budget of $150.00 and get supplies to make two wreaths to be placed at the entrance of each cemetery and come up some way to state where the veterans are buried.

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

Minimal staff time with the help of a Parks and Recreations Committee Member to assist with the purchasing of supplies, distributing, and cleaning up after the season, and then focusing on pursuing donations for next year's season.

STAFF RECOMMENDATION

N/A

EXHIBITS

N/A

PROPOSED MOTION

N/A