

**Parks and Recreation Committee
Regular Meeting
Thursday, January 6, 2022, at 6:30 pm**

**Maggie Osgood Library
70 N. Pioneer Street
Lowell, OR 97452**

COVID-19 protocols are required for those attending in person, including mask wearing and social distancing. An option to attend remotely via Zoom is available. For details, click on the event at www.ci.lowell.or.us.

Members of the public are encouraged to provide comment or testimony through the following:

- Joining by phone, tablet, or PC. For details, click on the event at www.ci.lowell.or.us.
- In writing, by using the drop box at Lowell City Hall, 107 East Third Street, Lowell, OR 97452.
- By email to: admin@ci.lowell.or.us.

Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

Committee members: Chair O'Regan ___ Wild___ Moreci___ Brazil___

Approval of Agenda

Approval of Minutes

1. October 18, 2021 meeting

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities must be made at least 48 hours before the meeting to City Clerk Sam Dragt at 541-937-2157.

City Council Meeting Agenda

New Business

1. Follow up on shade tree program for Paul Fisher Park.
2. Review applications for vacant committee seat.
 - a) Jonathan A. Burns
 - b) Meesa Anders
 - c) Shannon Fassbender

At this time, the Parks and Recreation Committee may approve a motion to recommend an applicant for City Council approval.
3. Minor repair issues to Paul Fisher Park – Committee Sponsor – O’Regan.
4. Setting priorities for 2022.

Other Business

Community Comments: Limited to two (2) minutes if prior to 9:30 P.M.

Adjourn the Regular Meeting

City of Lowell
Parks and Recreation Committee Meeting Minutes
Monday October 18, 2021
Maggie Osgood Library

Call to Order: 7:00 P.M. by CA Caudle

Committee Members Present: Joe Brazill, George Wild,
Committee Members Absent: Tony Moreci, Hall O'Regan

Since there was not a Quorum present, there were no actions taken.

Approval of Agenda – no Quorum present

New Business

2. Shade tree program for Paul Fisher Park
Reviewed and discussed Paul Fisher Park Landscaping included in the Packet
3. City Administrator update on parks projects
 - a. Rolling Rock Park – status of the process to begin the landscaping by Dougherty Landscaping
 - b. Vegetation removal below Sunridge
 - c. Quote for tree thinning and removal

Commissioner Wild brought up Holiday decoration and/or a community event in Rolling Rock park if not at the Covered Bridge.

Discussed options for facilitating continued meetings for the Parks Committee by possibly meeting at the same time as the City Council

Adjourn: 7:24 P.M.

Approved: _____
Hall O'Regan – Chair

Attest: _____
Jeremy Caudle – City Recorder

Agenda Item Sheet

City of Lowell Parks and Recreation Committee

Type of item:	Recommendation to City Council
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Item title/recommended action:

Follow up on shade tree program for Paul Fisher Park
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Justification or background:


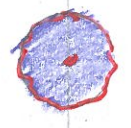


<p>On 11/2/2021, City Council voted to approve the attached shade tree program and referred further action to the Parks and Recreation Committee. However, staff are aware that members of City Council and the Parks Committee would like to revise the shade tree plan developed by Dougherty Landscape Architects and the accompanying program. Staff are requesting that the Parks and Recreation Committee vote on a final shade tree plan and program. Afterwards, staff will take the Committee's recommended plan and program to City Council for review and approval. The Parks and Recreation Committee should be prepared to decide on the following: (1) Location and number of trees to be planted. (2) Species of trees to be planted. (3) Details of the shade tree program, including how funds will be raised to pay for the trees. (4) Assignment of responsibilities, including who will spearhead the community fundraising effort for the shade tree program.</p>
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Attachments:

11/2/2021 memo presented to City Council; "tree plan" prepared by Dougherty Landscape Architects.

Meeting date:	01/06/2022
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LEGEND

-  *Acer freemanii* - Autumn Blaze Maple
OR *Acer rubra* 'Red Sunset' - Red Sunset Maple
-  *Fraxinus Americana* 'Autumn Purple' - Ash
-  *Nyssa sylvatica* 'Wild Fire' - Black Tupelo
OR *Fraxinus exoniifolia* 'Aurea' - Golden
Desert Ash
-  *Cornus Florida* - Dogwood
OR *Cercis canadensis* 'Forest Pansy' -
Forest Pansy / Red bud

Paul Fisher Park



Donated

TREE PLAN
Paul Fisher Park

10.12.2021
NTS



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-359-8768
Email: jcaudle@ci.lowell.or.us

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: November 2, 2021
Re: Shade tree program for Paul Fisher Park

MEMO

Parks and Recreation Chair Hall O'Regan has championed a proposal for a community shade tree program for Paul Fisher Park. Since late summer/early fall of this year, City Council, staff, and Parks Committee members have discussed starting such a program. I am providing a sketch for a shade tree program below. The idea behind the program is for the Parks and Recreation Committee to take the lead in implementing it, with support from City staff and City Council.

I am requesting approval from the City Council and Parks and Recreation Committee with the outline below so we can move forward.

Community shade tree program for Paul Fisher Park

1. To start, the program will involve planting of 11 trees at Paul Fisher Park, which includes 1 tree that has already been committed by a private individual for donation.
2. The trees will be planted in accordance with the "Tree Plan" developed by Dougherty Landscape Architects. See attached.
3. The "Tree Plan" legend has 4 categories of trees, with each type being color coded. For each category, Dougherty Landscape Architects provides 2 to 3 options of species to choose from. For instance, the "red" category has "Autumn Blue Maple" or "Red Sunset Maple." The Parks and Recreation Committee will decide which species of tree to plant for each category. For the sake of consistency, the landscape architect recommends choosing one species per category.
4. Dougherty Landscape Architects also provided a "Typical Tree Planting" diagram, also included. The trees will be planted in accordance with this "Typical Tree Planting" diagram.
5. City staff will solicit 3 quotes for a landscape firm to purchase the selected species of trees, plant them according to the diagram and tree plan, and provide for a minimum 1-year warranty.
6. City staff will present the lowest, responsive quote to the Parks Committee and City Council for approval. The selected landscape firm will then purchase and plant the trees.
7. One to two volunteers from the Parks and Recreation Committee and/or City Council will take the lead in soliciting donations from the community to fund the shade tree program once we know what the total cost will be. The intention of the program is for it to be mostly, if not completely, funded by interested community members.

8. Community members are to make their donation to the City. In turn, the City will use those donations to hire the selected landscape firm to complete the work.
9. For community members who wish to participate, they will be asked to buy a tree for the cost listed on the landscaper's quote. In exchange for buying a tree, a donor will be able to place a memorial plaque at their purchased tree, if they so choose. Community members will also be responsible for covering the cost of the plaque. Community members can make a partial donation—that is, not buy a tree outright. However, partial donations do not entitle donors to a memorial plaque.
10. At a later meeting, the Parks and Recreation Committee will develop design requirements for the memorial plaques to ensure consistency. This may also involve selecting a single firm to produce the plaques—again, to ensure consistency.
11. Donations will be accepted on a first come, first served basis for the first 10 trees only. Community members who are interested in planting trees after the first 10 trees are covered may do so later when we start working on Rolling Rock Park.

Agenda Item Sheet

City of Lowell Parks and Recreation Committee

Type of item:	City Council recommendation
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Item title/recommended action:

Review applications for vacant committee seat

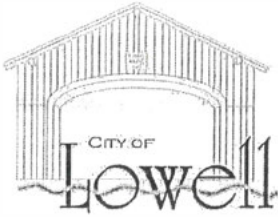
Justification or background:

<p>The Parks and Recreation Committee currently has one vacancy. Staff placed an advertisement in "The Bridge" asking interested members of the public to apply for the vacancy. In response, staff received 3 application, which are presented here for your review. At this time, the Parks and Recreation Committee may vote to recommend that City Council appoint one of the applicants to the committee.</p>
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Attachments:

Volunteer applications

Meeting date:	01/06/2022
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VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Jonathan A. Burns
Street Address:	[REDACTED]
Mailing Address:	" " "
City/State/Zip Code:	[REDACTED]
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

Background	
Years of Residence in Lowell:	2
Place of Employment:	n/a
Occupation:	Sculptor
Educational Background:	HIGH SCHOOL DIPLOMA (196) - Fort Wayne, IN BFA Indiana University Purdue University, Fort Wayne, IN (107) MFA University of Florida, Gainesville, FL (112)
Prior Civic Activities:	Club committee work during grad school. - Treasurer - Events: Setup/Takedown

Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Special Skills or Qualifications

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

I am comfortable enough speaking to groups,
I can organize ideas for presentation,
I am an artist (an eye for balance, design, harmony)
which can be useful to decide tree locations, etc. arrangements, etc.
(aesthetics)

Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

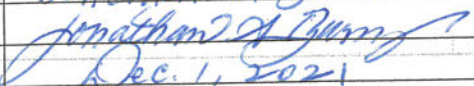
I want to contribute where I can & how I may be able,
in the place which I am raising my children and where
I live. I have decided to be an active participant in some
capacity.

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)	Jonathan A. Burns
Signature	
Date	Dec. 1, 2021

Our Policy

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

Applications may be submitted by mail, in person, or email to:

City of Lowell
P.O. Box 490
107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us

RECEIVED
DEC 01 2021

BY:



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Marisa Anders (Messa)
Street Address:	
Mailing Address:	
City/State/Zip Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Background	
Years of Residence in Lowell:	3.5
Place of Employment:	Peterson Cat
Occupation:	Fluid Analysis manager
Educational Background:	High School / Some College @ Jane GED
Prior Civic Activities:	Volunteer 20+ years ago @ Sacred heart + Catholic Community food bank, - more recent fund raising for Relay for life

Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Special Skills or Qualifications

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

I'm very interested in helping with the parks + library. I have excellent project leadership skills, love to plan + organize. For many years I planned all functions for my company. All functions are now planned by corporate + I miss having projects.

Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

I'm a very Goal Oriented person. Love to plan, Organize + follow through projects that serve a greater purpose. I have always thought about doing something like this but never had the courage to go out and apply.

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)	Marisa M Anders
Signature	M. Anders
Date	12/14/21

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Applications may be submitted by mail, in person, or email to:

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107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Shannon Fassbender
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	[REDACTED]
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

Background	
Years of Residence in Lowell:	5 years
Place of Employment:	Lowell School District
Occupation:	Secretary
Educational Background:	Associates degree in Healthcare Administration.
Prior Civic Activities:	Put on Christmas Parade, trunk or treats, graduation parade, and hall of fame dinner for Lowell alumni.

Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Special Skills or Qualifications

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

I am great at planning events. I have planned & run the Trunk or Treat event for the last 2 years. I have planned & ran the Christmas & graduation parade for the last 2 years. I also do all the donations & decorating for the hall of fame dinner for the Lowell alumni.

Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

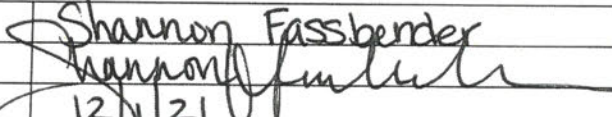
I would love to join the park & rec committee to help with ideas for more community involvement. I also am raising 4 kids in this community & want to provide a safe & enjoyable community. Also working at the school I often hear what the kids want in Lowell.

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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)	Shannon Fassbender
Signature	
Date	12/21

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volunteer@ci.lowell.or.us

Agenda Item Sheet

City of Lowell Parks and Recreation Committee

Type of item:	Discussion
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Item title/recommended action:

Minor repair issues to Paul Fisher Park – Committee Sponsor – O'Regan.

Justification or background:

This item is on the agenda at the request of Committee Chair O'Regan. The topic of discussion is identifying minor repair issues to Paul Fisher Park.

Attachments:

N/A

Meeting date:	01/06/2022
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Agenda Item Sheet

City of Lowell Parks and Recreation Committee

Type of item:	Discussion
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Item title/recommended action:

Setting priorities for 2022.

Justification or background:

Staff are requesting direction from the Parks and Recreation Committee on your priorities for 2022. It is hoped that the Committee can identify at the meeting 3 to 5 goals to accomplish in 2022.

Attachments:

N/A

Meeting date:	01/06/2022
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