



## *Historic Landmark Meeting*

*City of Falls City, Oregon*

*Meeting Location: 320 N Main Street, Falls City*

*Thursday, September 10, 2020 at 4:30 PM*

*Posted on September 9, 2020*

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### Committee Members

Mike McConnell

Guy Mack

*Vacant*

Amy Houghtaling

Bruce Garrett

*Vacant*

*Vacant*

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### **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 August 13, 2020 (pg. 1-2)
  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. Agenda Report- Update on CLG Grant (pg. 3-7)
  7. **New Business**
    - ~~b. Amy Houghtaling-discussion-on-little-Clinic-House-time-line.~~
  8. **Correspondence, Comments and Ex-Officio Reports**
  9. **Committee Announcements**
  10. **Adjourn**
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**City of Falls City**  
**Historic Landmark Commission**  
Thursday August 13, 2020 6:00 p.m.  
Meeting Location: 320 N Main Street, Falls City, OR 97344

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**Committee Members Present**

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack

**Staff Present**

None

**1. Call to Order**

Chair McConnell called meeting to order at 4:30 PM and took roll call.

**2. Pledge of Allegiance**

Chair McConnell led commission in the Pledge of Allegiance.

**3. Motion to Adopt the entire agenda**

A motion was made by Member Houghtaling and seconded by Chair McConnell to adopt the entire Agenda Motion carried 5-0-0-1 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

**4. Consent Agenda.**

- a. Historic Landmark Commission Minutes October 14, 2019

A motion was made by Member Houghtaling and seconded by Member Garrett approving Consent Agenda item A. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

**5. Public Comments**

None

**6. Old Business**

- a. Member Houghtaling informed the Commission that because of COVID-19 and the High School going to virtual learning, work on the App was suspended. City Manager Mac Corthell contracted State Historic Preservation Office (SHPO) about using adults to complete the project but Mr. Burgett, The lead teacher on the project does not have sufficient time because of the educational change. City Manager Corthell decided to shelf the project at this time. The School was reimbursed for Mr. Burgett's time and received the computer bought for the project and the grant was closed.

**7. New Business**

- a. ~~Electing a Chair, Vice-Chair, and a Secretary for the 2020 term.~~

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A motion was made by Member Garrett and seconded by Chair McConnell to appoint Amy Houghtaling as Chair of the Historic Landmark Commission for 2020. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

A motion was made by Member Houghtaling and seconded by Member Garrett to appoint Mike McConnell as Vice Chair of the Historic Landmark Commission for 2020. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

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A motion was made by Member McConnell and seconded by Chair Garrett to appoint Guy Mack as Secretary of the Historic Landmark Commission for 2020. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

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- b. Chair Houghtaling informed members that the Clinic has been designated as a Historical Landmark locally but not nationally. Chair Houghtaling stated Falls City Thrives has taken over the restoration of the Clinic and grounds. Chair Houghtaling requested that the Historic Landmark Commission support Thrives effort, when possible in this transition. It is possible that the Carriage House will have to be demolished and that this may cause dissension in the Community. It is suggested that beforehand Commission ask Citizens to share their memories, photos, possible timeline on the buildings uses to be displayed in the refurbished Clinic.
- c. William Sullivan put together Commission Handbooks to help members with policy and procedures. Handbooks will be returned to City Hall when members are no longer on Commission.

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

Commission requests that City Staff provide Commission with an update on the Grant the City received to digitalize historic photos and how long we might need to provide assistance.

**9. Committee Announcements**

Next Historic Landmark Commission meeting is scheduled for Thursday September 10, 2020 at 4:30 PM at the Falls City Community Center.

**10. Adjourn**

The meeting was adjourned at 5:13 PM

A motion was made by Member Mack and seconded by Chair Houghtaling to adjourn the meeting. Motion carried 4-0-0. Ayes: Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

Signed: \_\_\_\_\_ Historic Landmark Commissioner Chair Houghtaling

Attested: \_\_\_\_\_ Historic Landmark Commission Member

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## AGENDA REPORT

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**TO:** Historic Landmarks Commission  
**FROM:** Jamie Ward  
**SUBJECT:** CLG Grant Information  
**DATE:** 09/08/2020

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### SUMMARY

Mac Corthell, Falls City's City Manager submitted a closing letter to Kuri Gill with State of Oregon Parks and Recreation on September 08, 2020. This closing letter details the original Grant information as well as the amendment that came to fruition due to COVID-19 impacts. I have included some of the details of that letter below.

Original Award. In May of 2019, the City of Falls City was awarded a CLG grant to:

“Develop a mobile application with locations and pictures of historic properties so the community and visitors can explore Falls City historic places in partnership with Falls City High School. Grant administration. Review and compliance.”

The project was to be led by the Falls City High School Computer Programming Instructor and completed by student volunteers in the Computer Programming class. Unfortunately, this project could not be completed due to the COVID-19 pandemic and response.

A status report outlining the progress to date was submitted on May 10, 2020 and shows the significant body of work that had been accomplished prior to schools closing in March 2020. In essence, this report closed the initial project that could not be completed during COVID-19 as it was an in-class project being performed by High School students and a computer programming instructor.

A draw request was submitted on May 28, 2020 to seek reimbursement of costs accrued on the original project totaling \$4440.50, payment in-full was received on June 4, 2020. Photographs and a summary of the work completed on the original project (prior to COVID-19 shutting it down) are attached as (Exhibit A).

1. Amended Project. In May of 2020, with schools closed by law, the original project was no longer ~~feasible, so the City submitted an amended project outline to make efficient use of the remaining \$4,915~~ dollars in approved funding (in-kind match requirements had already been satisfied through work completed on the original project). The amended project was approved in June of 2020 to:

“Digitize a substantial quantity of historical photographs and documentation and create a public access point via a web page on the City's website.”

~~More specifically, the city received approval to utilize remaining funds to purchase a research scanner~~ and associated software for batch scanning purposes, and to pay for additional staff hours (not overtime) dedicated to this project, and for grant administration and compliance.

2. Financial. Upon cessation of the original project, a draw request was submitted, approved, and paid out to account for all costs on the original project. The invoices for that Draw 1 are attached and labeled "Original Project, paid – Draw 1." The in-kind match for volunteer hours was also submitted in Draw 1 and meets the total match requirement for all funds under this grant.

The invoices related to the Amended project are attached and labeled "Amended Project." (Exhibit B) These have not been paid yet and they constitute the City's Final Draw Request.

Finally, a summary accounting of costs for both the original and amended projects is included in this report as (Exhibit C) - Table 1.

**BACKGROUND:**

Falls City applied for and was awarded the CLG Grant in May of 2019. The original award was to develop a mobile application with locations and pictures of historic properties so the community and visitors could explore Falls City historic places in partnership with Falls City High School.

**STAFF RECOMMENDATION:**

Look at the Falls City website history page and see all the work that was done. You can access that page by going to [www.fallscityoregon.gov](http://www.fallscityoregon.gov), hovering the mouse over "Our Community" and clicking on the History tab.

**EXHIBITS:**

- Exhibit A- May 28, 2020 Draw request
- Exhibit B- Amended Project Summary of Work Completed
- Exhibit C- Table 1

**PROPOSED MOTIONS**

None



City of Falls City  
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May 28, 2020

Kuri Gill  
State of Oregon  
Parks and Recreation Department  
725 Summer St. NE, Suite C  
Salem, OR 97301-1271

Re: Amendment of 2019 Certified Local Government Grant (CLG) Award OR-19-11

Dear Kuri,

In May of 2019 the City of Falls City was awarded a CLG grant to:

“Develop a mobile application with locations and pictures of historic properties so the community and visitors can explore Falls City historic places in partnership with Falls City High School. Grant administration. Review and compliance.”

The project was to be led by the Falls City High School Computer Programming Instructor, and completed by student volunteers in the Computer Programming class. Unfortunately, this project could not be completed due to the COVID-19 pandemic and response.

A status report outlining the progress to date was submitted on May 10, 2020 and shows the significant body of work that had been accomplished prior to schools closing in March, 2020.

A draw request was submitted on May 28, 2020 to seek reimbursement of costs accrued to date. Additionally, the draw request accounts for in-kind contributions by volunteer students, and historical commission members.

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#### **Proposed Amendment**

As you can see from the table 1 below, the City has approximately \$4,915 dollars in approved funding remaining (assuming draw 1 is approved), and has met the promised in-kind match contributions on the project. Unfortunately, the project cannot be completed due to the ongoing pandemic and response. As such, the City respectfully requests the following amendment:

#### **Summary**

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The City of Falls City has a substantial quantity of historical photographs and other documentation. The remainder of the grant funds (\$4,915) would be used to facilitate

### Amended Project Summary of Work Completed

Utilizing grant funds, the city was able to inventory, determine historical value, digitize and organize more than 6 boxes of historical photographs and documents. The city was able to develop a professional historical page on the city website to replace a rudimentary page with very little historical data.

In total, 301 photographs, 69 documents, 32 newspaper articles, and 267 postcards were deemed historically valuable and/or relevant. All of these items were digitized, organized, and placed on the new historical page.

The City also created a visually pleasing, well organized, professional historical page on it's website with copious information and historical documentation contained therein. The new page includes multiple automatic/manual side scrolling photo bars, logical flow and compartmentalization of information, and an updated color scheme to go with the additional information. The prior web page was very elementary, contained little information, and was not well organized.

All of these outcomes were achieved through multiple in-person meetings with the City Manager, design and organization meetings with the City's Community Development Coordinator, and extensive hands on labor to sort through disorganized boxes of documentation and parse out the historically valuable items, then digitizing it through scanning, organizing and/or enhancing it as needed using photoshop then placing it in the appropriate location on the webpage.

Creating the web page required designing a page on the new city website, mapping and organizing it in a logical, user friendly way, determining appropriate color scheme and font, and finally filling it with information and text.

This work has made historical documents, 669 of them, that were previously inaccessible to the public, globally accessible via the internet. It has also ensured preservation in case of some sort of casualty like water damage or fire, and laid the groundwork for continued development of the city's historical and cultural resources.

A sampling of the old and new web pages is attached to this report, and you are encouraged to visit <https://www.fallscityoregon.gov/history> to experience the full splendor of this achievement!

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Table 1 - Summary Accounting

Item	Original Project Budget	Original Project - Draw 1	Amended Project Budget	Amended Project - Final Draw
Admin - Staff Time	\$ 800.00	\$ 558.00	\$ 500.00	\$ 465.00
Pub Ed - Material & Equipment	\$ 2,500.00	\$ 1,439.99	\$ 900.00	\$ 699.98
Pub Ed - Contractor	\$ 5,455.00	\$ 2,256.51	\$ 3,340.00	\$ 1,300.00
Compliance - Staff Time	\$ 600.00	\$ 186.00	\$ 275.00	\$ 232.50
<b>Total</b>	<b>\$ 9,355.00</b>	<b>\$ 4,440.50</b>	<b>\$ 5,015.00</b>	<b>\$ 2,697.48</b>
<b>Paid 6/4/20</b>				
<b>In Kind Match Items</b>				
Pub Ed - Volunteer R&D	\$ 5,500	\$ 5,500.00		
Compliance - Volunteers	\$ 360	\$ 356.00		
<b>Total</b>	<b>\$ 5,860</b>	<b>\$ 5,856.00</b>		
*Independentsector.org sets volunteer time at a value of \$25.43/hour unless special or management skills are exercised. Then it is a case by case analysis.				

Thank you for your time and consideration, please advise if any additional or modified information is needed.

Sincerely,

*/s/ Macahan Corthell, JD - 9/8/20*

Macahan "Mac" Corthell  
City Manager