

Park & Open Space Advisory Board

August 5, 2008

Members of the Park & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:06 p.m.

Present: Pat Biesinger, Patty Linn, Walter Heeren, Brandie Simon, Jim Mayer and S. Scott McDowell.

Absent: Carla Gerber & Ruth Lawhon.

Public: No one was present.

Presiding: S. Scott McDowell.

The meeting was called to order at 7:06 p.m. The minutes from the June 3, 2008 meeting were approved without exception; Ms. Linn and Ms. Biesinger moved and seconded respectively. The meeting for July was cancelled due to vacations. McDowell welcomed Brandie Simon to the Board.

McDowell started a discussion on Arbor Day. Park Board had decided to move Arbor Day to October 4, 2008 due to the optimum conditions for planting during that time of year. McDowell reminded everyone that the appropriate officials at the State were asked about the impact on the Tree City status; the City is allowed to have an Arbor Day celebration any time during the year. Discussion ensued on who should be invited to participate. Native Grounds Nursery, the Calapooia Watershed Council, the Garden Club, Cascade Timber, Sweet Home Sanitation and the Calapooia Food Alliance were identified by members. The Chamber of Commerce will be contacted again as well. Last year they donated cookies for the event. The location was discussed. McDowell explained that the ceremony for the improvements to Library Park did not happen on Memorial Day as originally planned due to the project not being completed. Then the date of July 4, 2008 fell through due to vacations. The Board discussed having both events together however it was decided that it would be best to have them as stand alone events.

The Board thought it was a good idea to have a storytelling component versus the poem theme from the last few years. McDowell stated that he has approached Mr. Tony Gorsline about being involved once again. The idea is to have a few age groups perhaps a 21 and Over group and then do a few different levels through the school. The Community Choir was asked to come and participate. Ms. Linn was going to check into their availability and interest. The Board settled on having the event from 10:00 a.m. to 12:00 p.m. There was some talk about having a cookout at the end of the event. Ms. Simon indicated that it isn't difficult to get a food handlers license if that is necessary. Mr. Mayer discussed placement of the tree to be planted. He suggested a place where some trees had been destroyed a few years ago. Patty Linn also remembered Tricia Thompson had a thought about where a tree would be good; a place where some trees had been removed. Mayer mentioned that it would be appropriate to plant a tree that is shade tolerant given the location. Patty Linn asked where the tree honoring the memory of Jim Howell's wife was located. No one at the meeting knew the location.

The Board then reviewed the draft language for Memorials. Everyone seemed satisfied with the layout and the content. The Board decided that the maximum size of a memorial plaque would be 12" X 16"; McDowell volunteered to measure the plaques on existing benches for the dimension for benches. Any other special requests shall go before the Park Board for approval. McDowell will make the necessary changes and forward the draft language to Council for consideration. A motion was made by Mayer, seconded by Biesinger to approve the draft language as amended and forward to Council for approval and inclusion in the Brownsville Municipal Code. The motion passed unanimously.

Staff had forwarded some suggestions regarding Park Facilities Reservations. McDowell presented the current list and the improved list. Basically, the major difference was that the new list put the rentals in Pioneer Park into "packages" for people to choose from. He explained that for reunions folks generally only need the pavilion, the kitchen and the dance hall which would be considered the Standard Package. Other events such as graduation parties and birthday parties could take advantage of the Deluxe Package which included the Community Arts Building and then the Wedding Package which included all the above and the Grandstand. McDowell explained the rationale as being difficult for other groups such as *Stand by Me* to obtain the use of the grandstand when it is automatically included in the rental package as it currently exists. There is also a new line item for Grandstand rental only. This way the Chamber can enter the lottery as well for the buildings. McDowell explained that Staff has taken complaints about other events being held in the park. This season, Staff included a letter to everyone renting facilities that it is a public park and yes there are other events occurring on certain days. No one is renting the entire park. The Board felt the changes were good ones. A suggestion was made to increase the \$100 deposit to \$150 and the large group deposit to \$200 to better cover costs. Everyone agreed. A motion was made by Linn, seconded by Mayer to approve the Park Rules & Facilities List with changes as discussed and to forward to Council for approval. The motion carried unanimously. The changes will take effect for the upcoming season.

Several folks had mentioned the dead tree in Library Park. Mr. Mike Nehls came out and reviewed the tree. The tree is dead. Paul Smith said that when the tree was planted the root ball was in bad shape. He did everything he could to get it to root properly but it wasn't enough. The plan is to remove the tree and replace it with a new one in October. Mr. Nehls also thought a good idea may be to turn Library Park into a interpretive park. He stated that all the trees in the park are non-native species and it may be neat to have the plants listed as such. With that theme, Mr. Mayer suggested placing a non-native maple that had a nice fall color in the spot of the tree to be removed.

McDowell reported that the Jail Building project was completed. Everyone seems to be happy with the improvements made to the area. McDowell stated that several people including some Councilors are interested in seeing the Jail turned into a restroom. McDowell has talked to several people who feel that it should stay with the historical approach while some others feel that a restroom would be a nice addition. Mr. Heeren pointed out that major reconstruction would have to be done to accomplish this end. He also stated that the Moyer House would like to potentially add the Jail as a stop on the tour of the Moyer House. A motion was made by Linn, seconded by Simon to leave the Jail as a historical marker. The motion carried unanimously.

McDowell stated that Councilor Brenner, who is also the President of the Calapooia Food Alliance, stopped by to discuss the current and future location of the Farmers Market. Brenner indicated that they may move the Market behind the medical center at the corner of Stanard and Averill. McDowell showed Brenner the space at Kirk's Ferry Park. Brenner was impressed with this location and indicated that he would pursue this as a viable option.

McDowell reported that Council had approved the Board's recommendation naming Kirk's Ferry Park and for the installation of a water fountain and bike rack. Jay Marsh had donated a bike rack to the City today for the park. Public Works Superintendent Karl Frink will be having Public Works paint and install the bike rack soon. The Board wanted a thank you sent to Mr. Marsh for his donation. McDowell also stated that the quote for the fence fabric change would be about \$760 for the material. McDowell reiterated how nice it would be to eliminate the fencing except for the sections behind the baskets. Mayer indicated that it would make it easier for the court to be resurfaced in the future.

McDowell gave the Board an update on the Wastewater Improvements Project indicating that the culvert on Averill was completed and the punch list items were to be finished tomorrow. McDowell said that September 9, 2008 was the closing date for the financing of the project. He stated that the City has placed the Sewer Debt service charge on the monthly bill as "Other" due to a computer glitch. City Hall is taking many questions about the charge. McDowell encouraged members to remind the public of the City website for current information and updates at www.ci.brownsville.or.us.


Mayer asked about the sidewalk around the remainder of Library Park. McDowell indicated that now with the new culvert this project will probably take place within in the next two years. Basically, the sidewalk will connect Park and Averill around the corner of the park. Biesinger asked about sound equipment for events on the Stage. Linn indicated that in the past the area churches have provided the equipment. McDowell indicated that the City does have some equipment available for that purpose. Heeren asked about Remington Park. McDowell gave a report about the status of the park. The Board had decided that the City was not going to take over the maintenance of the park until the punch list was completed. McDowell was informed two weeks ago by City Planner Bill Sattler that the City owns the property. McDowell indicated that he will be looking into this matter further to determine the proper course of action. McDowell explained what should have happened but apparently that isn't what has transpired. McDowell is still investigating.

There being no further business to discuss, the meeting adjourned at 8:17 p.m.

ATTEST:



S. Scott McDowell
City Administrator



Carla Gerber
President

City of Brownsville

Parks and Open Space Advisory Board Meeting

City Hall
Tuesday, August 5, 2008
7:00 p.m.

Regular Session

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) ADDITIONS/DELETIONS TO AGENDA
- 4) MINUTES: June 3, 2008
- 5) ACTION ITEMS:
 - A. Arbor Day Planning
 - Vendors
 - Organizations
 - Contest
 - Planting
- 6) DISCUSSION ITEMS:
 - A. Plaques & Memorials
 - B. Park Rentals
 - C. Library Park Tree Replacement
 - D. Jail Building Project & Farmers Market
 - E. Council Outcomes
 - F. General Updates
- 7) CITIZEN INPUT
- 8) ADJOURN

This agenda is a list of topics anticipated to be considered at the meeting. The Parks and Open Space Advisory Board may add or remove topics as required. The location of the meeting/hearing is accessible to the disabled. If special accommodations are needed, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank you.