



Parks & Open Space Advisory Board

September 21st, 2022

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:02 p.m.

Present: Chair Pat MacDermott, Pam Solberg, Rick Dominguez, Betsy Ramshur, Brandie Simon, Lynlee Bischoff, Administrative Assistant Elizabeth Coleman & City Administrator Scott McDowell.

Absent: Joann Neddeau.

Public: No one was present.

Presiding: Pat MacDermott.

The meeting was called to order at 7:02 p.m. Ramshur was invited to report under 7) A. Progress Reports. Nothing was added or removed from the agenda. The Pledge of Allegiance was recited. Administrative Assistant Elizabeth Coleman officially welcomed everyone back and to Fall.

Minutes: May 11th, 2022

Mrs. Simon moved to approve the May 11th, 2022, Minutes with a typographical error on page 3. Mrs. Ramshur seconded the motion, and the minutes were approved unanimously.

Website Review

Chair MacDermott turned the floor over to Mr. McDowell for a presentation on the City website. McDowell shared several pages and highlighted the sites functionality and operational capabilities. McDowell showed how to get to forms and explained that Staff was in the process of turning permits and applications into fillable forms for the public's convenience. McDowell demonstrated how and where to find certain pieces of information. The City is extremely transparent with all the information that is on the website. McDowell opened a couple of links for demonstration purposes.

Policy & FYI Document Review

McDowell reviewed the purpose of the Policy & FYI document which he had passed out prior to the meeting. The document is on the City website at www.ci.brownsville.or.us. McDowell said the document is a great source of information for Council members, Board & Committee members as well as member of our community both new and old. McDowell began compiling these policies about four years ago as a way of explaining why and when the City does certain items. McDowell hopes that this will be a useful tool for everyone. He highlighted a few pages including annual park preparations.

Project Outlook

McDowell review the annual things to do list for the City Staff which is based on the annual City budget. He explained that this is not an exhaustive list of things employees



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do, but these are some of the major items that are included in any given budget year. The document is tied to the City goals so that Staff can ensure Council goals are met. McDowell said that this document, the Summary Report Card which grades all major functions of the City, and a running list projects that have been accomplished since 2007 are all compiled in the annual Prospectus report that is used by the Budget Committee and Council. The document is a tremendous primer for anyone who wants to know what is happening with the City of Brownsville.

Policy Ideas

Generators & CPAP

McDowell shared several ideas or recommendations for the Board to consider. Staff is recommending a modification to the ordinance for generators to be included in quiet hours which are 10:00 p.m. to 7:00 a.m. McDowell explained that many RV's would not turn off their generators this year for a variety of reasons, the most popular being the use of CPAP machines. Ultimately, people will need to be responsible for their own situations and make sure they have the equipment they need to stay in the Park.

Dogs & Pets

McDowell reviewed a few situations with pets in the Park this year. It is very hard to pass a law for situations that arise irregularly, and you never want to pass a law that is unenforceable. Overall, people do well to leash their animals in the camping area. He recounted a story about the Fourth of July when a dog was startled late at night. Fortunately, no one was seriously injured, and cooler heads prevailed.

Day Cap Idea

McDowell said the City used to have a total cap on days that could be collectively stayed at the Park. McDowell said Staff recommends a twelve (12) day cumulative cap on camping for any given season. There were multiple incidents this summer that would have been helped with the rule as a backstop.

A motion was made by Lynlee Bischoff, seconded by Rick Dominguez to recommend to Council a modification to the Park ordinance that would include language for generators and quiet hours and would create the twelve day cumulative cap. The motion carried unanimously.

Park Usage Fees

The Board reviewed the current fees. The Board adopted these fees in 2020 and has only changed them one or two times over the last fifteen years. Lynlee Bischoff asked about the camping fees. She felt that an increase on that item would be appropriate. McDowell explained the Recreational Immunity issue from 2016. One the items that keeps the City protected under Recreational Immunity prevents those charges for being more than what they are currently set at. If the City were to charge more, the City would accept all the associated liability that comes with the outdoors. The Board could see no reason to change the fee schedule. The Board considers the fee schedule annually.



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Woodblock Associates & the Rec Center

Council authorized the Mayor and the Administrator to execute necessary documents if details could be arranged and agreed upon with Woodblock for the design phase of the project.

Initial Team Meeting – The City has started working on the details of the contract and construction documents. The schedule had to be modified to accommodate reasonable pricing. Contractors are not going to hold prices very long due to inflation and other unpredictable market conditions.

The City is hoping to start the work in June 1st 2023 with a completion date around the end of September 2023. McDowell shared the details with the Board. He also said he spoke last month to the Central Linn Recreation Association's Board, and they too were excited about the renovations.

Events, Agreements & Camping

Betsy Ramshur reported that the Linn County Pioneer Association had trouble with trees on Park Avenue during the parade. The Strawberry Festival float from Lebanon was scraping the strawberry decoration on the trees. Ramshur requested a trim if possible. She said that everyone loved the Caretakers this year. They were fabulous.

Ramshur also reported from the Central Linn Recreation Association met and wanted to recommend something be done about the sidewalk crossing over to the public restrooms by the basketball courts. Kids run across without looking and motorists are driving too fast through the Park. McDowell said the City receives concerns like this often. It makes it very difficult because modifying those behaviors is nearly impossible.

McDowell reported that all the events went very well this year. Public Works, the Caretakers and Staff worked seamlessly together on all issues. The Pandemic ended up recharging some of the event it seemed. People were very happy and excited to be back to more normal routines.

Park Caretakers

Jason & Liane Stone performed exceptionally well this year. Public Works Superintendent Karl Frink will be checking with them at the end of October to see if they are interested in exercising the option for another year.

General Updates

Psilocybin Ballot Measure – The State of Oregon allows cities and counties to decide whether or not a vote was necessary to allow psilocybin. Council decided to enroll a ballot measure with the Linn County Clerk's Office, Measure 22-196. Voters will cast their ballots in November.

TMDL DMA Requirements – Council considers the plan drafted by Staff and Dyer Partnership at the upcoming Council meeting.



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Election

Mayor Ware is retiring. Doug Block & Adam Craven are vying for the mayorship. Councilor Mike Neddeau is also stepping away after eight years of service. Trapper Solberg, Sean LaCoste, Sandy Saltzer, Barbara Anderson along with incumbents Tricia Thompson and Dave Hansen are vying for three council seats.

Bischoff announce that the Chamber will be hosting a Candidates Forum on **October 12th at 7:00 p.m.** in Council Chambers at City Hall.

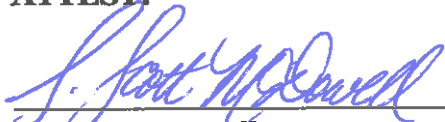
Newspaper – The rumors of the City fighting with the Brownsville Times has been greatly overexaggerated. Council was concerned about several misquotes and the overall accuracy of the stories being written. Council formed a committee to review options. McDowell has been writing a one-page synopsis of the Council meeting each month for the last two meetings. Council will more than likely send that out monthly to area residents due to the projects the City is completing. McDowell said that the City plans to build the GR12 Waterline, renovate the Rec Center, construct a new Sewer Lagoon, install a new playground, reconstruct the Water Treatment Plant and work on Kirk Avenue over the next five to seven years. So, it is important for the citizens to receive the facts about these important issues.

GR 12 Waterline – The City needs to construct this project as soon as possible. It is a major waterline extension from the GR12 well located south of Kirk's Ferry Park to the headworks at the Water Treatment Plant. The project is estimated to cost about \$750,000. Dyer Partnership is current designing this project.

Brandie Simon asked about utility capacity issues with all the new developments. McDowell shared that Staff has been busy working on that very issue. The initial study completed by the City Engineer showed that the City needed to construct another sewer lagoon. Dyer Partnership is still working on the estimate for Council.

There being no further business to discuss, the meeting was adjourned at 8:04 p.m.

ATTEST:



S. Scott McDowell
City Administrator

APPROVED:



Pat MacDermott
Chair