



## Parks & Open Space Advisory Board

January 4<sup>th</sup>, 2023

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:01 p.m.

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

**Absent:** Everyone was present.

**Public:** No one attended.

**Presiding:** Pat MacDermott.

The meeting was called to order at 7:01 p.m. Administrative Assistant Elizabeth Coleman welcomed everyone with Happy New Year!

The Pledge of Allegiance was recited.

Chair MacDermott asked McDowell if there were any changes to the agenda. McDowell struck item 6) B. and replaced it with Brownsville Municipal Code, Chapter 2.30, language revision recommendation.

### **Minutes: November 2<sup>nd</sup>, 2022**

*Lynlee Bischoff moved to approve the November 2<sup>nd</sup>, 2022 Minutes as presented. Joann Neddeau seconded the motion, and the minutes were approved unanimously.*

### **Presentations & Action Items**

#### *Elect Chair & Vice-Chair 2023*

Administrative Assistant Elizabeth Coleman said it was time to elect members to these two important posts. The Board agreed to use an informal process. Brandie Simon agreed to continue in the role of Vice-Chair. Chair MacDermott said she was too busy to continue the position. Bischoff nominated Dominguez for Chair. Dominguez accepted. *A motion was made by Betsy Ramshur, seconded by Lynlee Bischoff to confirm the two positions as noted. The motion passed unanimously.*

Dominguez said that he would assume the role of Chair at the next meeting. MacDermott continued to serve as chair for the remainder of the meeting.

#### *Brownsville Municipal Code Revision*

McDowell shared that the ordinance needs to be modified if the Board is interested in retaining Betsy Ramshur as a member. McDowell explained due to a resignation from the Rec Center Board, a modification would need to be made. McDowell consulted with Administrative Assistant Elizabeth Coleman to develop the language below as presented to the Board:



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### Brownsville Municipal Code | Chapter 2.30 Parks & Open Space Advisory Board

#### Current Ordinance

##### **2.30.010 Establishment of the Brownsville Parks and Open Space Advisory Board.**

The City Council of the City of Brownsville hereby establishes the Brownsville Parks and Open Space Advisory Board (hereafter, the “Board”). The Board shall consist of seven members to be appointed by the Mayor. Two members of the Board may be nonresidents of the City of Brownsville, provided they shall be residents of the Brownsville Rural Fire District. At least one member of the Board shall also be a member of the Central Linn Recreational Center Board. Board members shall receive no compensation. [Ord. 686A § 1, 2004.]



#### Recommended Ordinance Revision

##### **2.30.010 Establishment of the Brownsville Parks and Open Space Advisory Board.**

The City Council of the City of Brownsville hereby establishes the Brownsville Parks and Open Space Advisory Board (hereafter, the “Board”). The Board shall consist of seven members to be appointed by the Mayor. Two members of the Board may be nonresidents of the City of Brownsville, provided they shall be residents of the Brownsville Rural Fire District. **The Board may appoint a third nonresident member provided the member owns property within the City limits and resides within the Brownsville Rural Fire District.** At least one member of the Board shall also be a member of the Central Linn Recreational Center Board. Board members shall receive no compensation. [Ord. 686A § 1, 2004.]

The highlighted language is added and allows Ramshur to continue while honoring the interest of the original ordinance. McDowell said the Planning Commission has similar language in the composition of its members.

*A motion was made by Brandie Simon, seconded by Joann Neddeau to recommend the proposed language to Council. The motion passed unanimously.*

#### *Quiet Hours & Camping Cap*

McDowell said Council passed the ordinance as recommended by the Board. The Caretakers and the Sheriff’s Office will now have a law to backup the City’s position with difficult people and situations as they arise. The Board recommended adding quiet hours for generators from 10:00 p.m. to 7:00 a.m. They also recommended a twelve (12) day cap on camping for any individual or group.

#### **Progress Reports**

Chair MacDermott turned the floor over to McDowell for updates.



## **Parks & Open Space Advisory Board**

### *Woodblock Architects & the Rec Center Renovation*

McDowell reported that the project was progressing as expected. There will be a meeting this upcoming Friday. The Rec Center renovation project is progressing nicely. The City is still working on the timeline of starting the renovation in mid-May. McDowell stated that the City is doing everything possible to ensure that the project is completed in timely manner, however, but the building is very old and has never been renovated. The team has thoroughly reviewed every aspect of the building but we will not know what we run into once the construction phase has actually started. The other major issue that could cause delay is long lead time needed for major systems like HVAC, windows and flooring. The team is working on possibly procuring needed components early to minimize potential delays. Costs are also a concern given the current state of the national economy. McDowell is working on 'stop gap' financial measures to ensure the City has enough capital to complete the renovation.

McDowell reviewed the major components of the project as outlined below:

#### **Central Linn Recreation Center Renovation**

- 1) **Project Components**
  - ★ Composite Flooring
  - ★ Windows Throughout
  - ★ Base Level Seismic
  - ★ Catering Kitchen
  - ★ Exterior Painting
- 2) **Funding Options**
  - ★ Community Outreach
- 3) **Scheduling**
  - ★ Mid-February | Bidding
  - ★ June 1<sup>st</sup>, 2023 – September 30<sup>th</sup>, 2023 | Construction
- 4) **Professional Services**
  - ★ Woodblock | KCL | VLMK

McDowell talked about the State requirements for Fire & Life safety which is dominating many aspects of this project. McDowell talked about building occupancy and the possible need for an additional exit. McDowell reviewed flooring options, sound absorption materials, the scoreboard, a generator, and other items of general interest. McDowell reviewed the restrooms and the new layout in the current Coaches Storage Room. All the space downstairs will be used for storage because it is not code compliant for human occupancy.

The Board discussed the difference between a commercial kitchen versus a catering kitchen. McDowell said the difference for Council was the price. The commercial kitchen option was \$325,000 more than a catering kitchen. McDowell explained the implication of a commercial kitchen and relayed a story from 2011 when the City considered a commercial kitchen for the Community Room at City Hall. The State and County requirements make a community commercial kitchen a less than desirable option.



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### *General Updates*

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#### *Public Works | Sulfur Dioxide & GR 12 Waterline*

McDowell reviewed a situation the City is experiencing with the City's Wastewater Treatment processes. Due to equipment and Federal regulations, sulfur dioxide is too difficult to obtain. City Engineer Ryan Quigley and Public Works Superintendent Karl Frink are working on solutions to overcome this substantial concern. The impact of the sulfur dioxide change triggers concerns about contact time and has implications to the City's de-chlorination process. The City is also working on developing a new sewer lagoon that may be installed at the south plant. Staff is working on the construction of the GR12 waterline that will go through Kirk's Ferry Park and possibly the Moyer House property. McDowell met with County officials to talk about the possibilities for an easement. Long-time Linn County Park Director Brian Carroll is retiring in February. McDowell hopes to secure the easement as soon as possible.

#### *New Mayor & Council Members*

McDowell shared that the meeting last night was very successful. The City said goodbye to Mayor Don Ware who was the longest, continually serving Mayor in the history of the City along with Councilor Neddeau who served Council for eight years and Councilor Thompson who served for five years. All three members had a significant, positive impact on the City of Brownsville. McDowell said the new members are excited to be joining the organization.

Mayor Craven, Councilor Solberg, Councilor LaCoste and newly appointed member, Councilor Mike Winklepleck will serve the City well. Craven, Solberg & LaCoste have primarily lived in Brownsville their entire lives.

There being no further business to discuss, the meeting was adjourned at 7:58 p.m.

**ATTEST:**

A handwritten signature in blue ink, appearing to be "SM", written over a horizontal line.

S. Scott McDowell  
City Administrator

**APPROVED:**

A handwritten signature in blue ink, appearing to be "Pat MacDermott", written over a horizontal line.

Pat MacDermott  
Chair