



Parks & Open Space Advisory Board

March 1st, 2023

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:07 p.m.

Present: Vice Chair Brandie Simon, Pat MacDermott, Lynlee Bischoff, Pam Solberg (7:15), Betsy Ramshur, Administrative Assistant Elizabeth Coleman & City Administrator S. Scott McDowell.

Absent: Rick Dominguez, Joann Neddeau.

Public: No one attended.

Presiding: Brandie Simon.

The meeting was called to order at 7:07 p.m.

The Pledge of Allegiance was recited.

Vice Chair Brandie Simon asked if there were any changes to the agenda. There were none.

Minutes: January 4th, 2023

Betsy Ramshur moved to approve the January 4th, 2023 Minutes as presented. Pat MacDermott seconded the motion, and the minutes were approved unanimously.

Presentations & Action Items

May Meeting & Park Walk

Due to a scheduled absence & Budget scheduling, Administrative Assistant Elizabeth Coleman requested a meeting date change from May 3rd to May 10th, 2023. The board agreed. The board will meet at 6pm in Pioneer Park near the west baseball diamond for the annual Park Walk and will return to Council Chambers before the regularly scheduled POSAB meeting at 7:00pm.

Brownsville Municipal Code Review/Park Memorials 8.20.055 – 8.20.057

City Administrator Scott McDowell asked the Board to consider updating the Brownsville Municipal Code Chapters 8.20.055 – 8.20.057 Public Parks, which references Memorials in public parks. The ordinance hasn't been reviewed in several years. Mr. McDowell recounted the origination of the ordinance in that there was a lot of interest in memorializing loved ones in the park by planting trees. While a kind gesture, this option posed potential issues of an over planted park.

The current ordinance calls out provisions for specific dollar amount donations, installation of sidewalk plaques, trees & benches and the timeframe in which applications are accepted. There is currently one memorial bench in Pioneer Park.



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McDowell suggested the Board consider simplifying & tightening areas of the ordinance where needed (i.e. bench maintenance, plaques in general, tree locations, etc.). Lynlee Bischoff liked the idea of benches because they can be used by everyone. Discussion ensued around memorial tree planting options to support Arbor Day & reforestation (sidewalk trees, mapping, etc.), and considering plaques on existing benches. After discussion, the Board agreed by consensus to email McDowell with any suggested changes and allow McDowell to revise the ordinance for review at the May meeting.

Progress Reports

Vice Chair Simon turned the floor over to McDowell for updates.

Woodblock Architects & the Rec Center Renovation

McDowell reported that Tyler Miller, lead architect, finished the plans & brought them to the city for submission two weeks ago. The plans are currently in the review process at Linn County. Bid documents have been posted in the Daily Journal of Commerce and the city website. A bid walk for contractors will be conducted on March 9th at 1:00pm. The bid opening is scheduled for April 10th at 2:00pm and bid award at the April 25th Council meeting. This is an exciting project. A committee consisting of members of the Rec Board, Council, Park Board & Staff met to discuss & decide on the interior color palettes for the building. The Rec Center building plans & bid documents are available on the city website at **How Do I | Documents | Recreation Center Remodel**. Tyler Miller, architect, is the contact for this project and will be fielding questions from contractors. He will provide an FAQ page on March 16th, 2023.

Mayor Craven & McDowell are working on securing a large temporary storage container to house the contents of the Rec Center during the remodel. Communication with Rec Board President Katie Kallai and staff will be needed to coordinate a joint effort for this piece of the project (equipment & furniture removal, etc.). Mayor Craven is also working to procure a potential location for sports during the renovation.

Central Linn Recreation Association

McDowell reported that the CLRA is moving forward on some organizational development pieces. The bylaws, accounts & taxes are updated or in the process. The Council assigned Councilor Michael Humphreys as the liaison. Humphreys is a referee and has been very involved over the years. McDowell will attend some of the meetings as well.

McDowell mentioned the current Park Board ordinance has language that requires at least one member of the Board (POSAB) also be a member of the Central Linn Recreation Center Board. If a liaison member from the Council is required, one from the Parks & Open Space Advisory Board may be redundant. Betsy Ramshur, a previous liaison, agreed, as the Council & POSAB liaisons seem to be reporting the same information. After discussion, *Pam Solberg moved to amend the current code and remove the POSAB liaison requirement from Chapter 2.30.010. Pat MacDermott seconded and the motion passed unanimously.*



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Calapooia Food Alliance Update

McDowell reported that Council approved an amendment of the agreement between the City & the Calapooia Food Alliance in relation to the Farmer's Market & Community Gardens. The Community Gardens have been relocated to Dee & Kathleen Swayze's property near 185 N Main Street and some amendments were made regarding fence installation & accessory structure placement. Council permitted the Farmer's Market to move from its transitory location at Kirk's Ferry Park, due to a city waterline construction project, to Library Park, another transitory location approved by Council. The Council discussed closing half of Park Avenue east of the Menafee Trail, upon agreement from the neighbors with affected driveways (NAPA alley, Picture Gallery tenant, Museum, Corbett's westerly driveway). City will provide signs to be placed by the CFA. The agreement will be reviewed again after the season.

Events, Agreements & Camping

McDowell reported this is the time of year for Park agreements to be obtained and finalized, typically by May. The Board & Council authorized staff to handle "popup" agreements that come before the city, such as bicycle or memorial rides. McDowell appreciates the trust of the board with these decisions. Template agreements have been provided; Administrative Assistant Jannea Deaver did a great job with these agreements last summer.

Council designated a committee to review HB3115, in relation to homelessness issues. The committee will brainstorm and make some recommendations on how to move forward, as well as looking at how other cities are handling the issue. There is a lot involved in this process. Ordinances have to be in place by June 30th, 2023. McDowell shared what Sweet Home has done with their ordinance. Currently, camping will be handled the same as usual with a designated number of days and additional days during and after events. Sheriff Duncan mentioned trespass will be enforced.

Park Caretakers

McDowell reported Administrative Assistant Tammi Morrow & Public Works Superintendent Karl Frink did a good job handling the application and hiring process for the caretakers. Walter & Marta Lynch are scheduled to start one week before Memorial Day.

General Updates

GR 12 Waterline

McDowell shared the route for the waterline beginning at Kirk's Ferry Park and the potential path through the Moyer House property and west to the water treatment plant. Core sampling will be done to determine what kind of existing soils are in the area in an effort to save money.



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Pioneer Park Preparations FYI

McDowell and Frink compiled a general document showing some of what Public Works does to prepare Pioneer Park each year. This policy FYI can be found on the City website. Lynlee Bischoff asked about other alternatives to re-stretching the fencing. McDowell explained that it's required due to insurance, and no matter what is done, vandalism & repairs will happen.

There being no further business to discuss, the meeting was adjourned at 7:54 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 "Brandie Simon", written over a horizontal line.

Brandie Simon
Vice Chair