



Parks & Open Space Advisory Board

January 3rd, 2024

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:00 p.m.

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

Absent: Nichole Solberg (excused).

Public: Kevin MacDermott.

Presiding: Rick Dominguez.

The meeting was called to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Chair Dominguez observed a moment of silence due to the unexpected passing of Brandie Simon.

Minutes: November 1st, 2023

Joann Neddeau moved to approve the November 1st, 2023 minutes as presented. Pat MacDermott seconded the motion, and the minutes were approved unanimously.

Presentations & Action Items

Elect Chair & Vice-Chair

Dominguez indicated that he was willing to continue in the position of Chair. *The Board agreed by unanimous consensus.*

MacDermott volunteered to be the Vice-Chair. *The Board agreed by unanimous consensus.*

Camping Ordinance

McDowell recapped Council actions required by the passage of HB 3115. Council addressed several issues regarding HB 3115 this past summer and followed up with a subcommittee that consisted of Council President Lynda Chambers, Councilor Sean LaCoste, Administrative Assistant Elizabeth Coleman, Administrative Assistant Jannea Deaver & City Administrator Scott McDowell. McDowell consulted Public Works Superintendent Karl Frink as to the daily impacts managed by Public Works related to the State's imposed changes. The subcommittee looked at permitted camping in Pioneer Park and whether to consider a policy change regarding the use and permitting of alcohol in Pioneer Park.

The result was a recommendation from the subcommittee to draft a new camping ordinance that allowed permitted camping from Memorial Day through Labor Day, Thursday through Sunday. The City will permit camping in September and October to the



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public if the pavilion is rented. The City Administrator still retains the authority to permit special situations as they arise. Council had the first reading of the new camping ordinance at the December 19th, 2023, Council meeting.

The Board had no questions regarding the proposed changes.

Facilities Fees & Rules

Neddeau suggested increasing the Rec Center Meeting Room fee from \$25 to \$35. Discussion ensued.

McDowell reviewed the details of the new agreement the City has for the operation of the Rec Center. Council decided to put the rental of the facility underneath City control due to the expenditure for the renovation and for operational purposes. McDowell reviewed past challenges briefly and highlighted the ways the new agreement would work. Members asked several questions about facility size, amenities, usage, and other logistics.

A motion was made by Betsy Ramshur, seconded by Joann Neddeau to recommend the changes to the schedule as discussed which primarily included a \$35 rate for the Rec Center Meeting Room. The motion passed unanimously.

Discussion Items

Progress Reports

Rec Center Renovation Project

McDowell shared a multi-slide presentation on progress being made at the Rec Center. Staff attended a punch list walk on December 20th, 2023. Unfortunately, substantial completion requirements were not met. Since then, the electrician finished many issues that were causing the delay. The City will conduct another punch list walk this Friday, January 5th, 2024, and all indications are that the City will be able to receive occupancy.

Rec Center Open House

The Open House has been pushed back to the middle of February. The Board will be informed as soon as the new date is established.

General Updates

Fields v. City of Newport

A recent ruling by an Oregon court has negated recreational immunity. CIS has put a fix into an omnibus bill for the upcoming legislative short session in Salem. McDowell said that he would keep the Board informed of progress as letters and phone calls of support may be needed.

Oregon Mortuary & Cemetery Board

Administrative Assistant Jannea Deaver recently completed this audit of the Pioneer cemetery.

GR 12 Waterline Construction

McDowell said that Council let the project contract to Jesse Rodriguez Construction, LLC from Silverton, Oregon. Staff will send a letter out to the localized residents once the



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project is closer to starting. McDowell expects the project to begin no later than the middle of March. The contract is ninety (90) days.

River's Edge Subdivision

The streetlights have all been installed.

Advocacy & Newly Adopted Policy Handbook

McDowell said Council recently modified the Elected & Appointed Officials Handbook. Staff will send that out to everyone in the next month or so. Members will be asked to acknowledge receipt of the Handbook.

Park Board Attendance

Council passed an ordinance for Park Board attendance that allows two absences due to the annual schedule of the Parks & Open Space Advisory Board. McDowell said the ordinance will be on-line soon.

Calapooia Food Alliance (CFA)

The CFA asked Council to extend the use of Library Park and Park Avenue for the 2024 Farmers Market while they continue to search for private property. Council asked Staff to create an agreement to be considered by Council at the January 23rd, 2024 Council meeting.

Municode Drupal Update

Municode rebuilt the City website five years ago. They have notified the City that they will be updating Drupal which is the program platform used by the site. The City has been assured that this will be a smooth, seamless transition. However, Staff has taken precautions with the reservation module. Hopefully, everything will work as described by Municode.

Betsy Ramshur asked about the Board's 2024 meeting dates. Coleman said she would send an email. McDowell will make sure the dates are on the City website.


Joann Neddeau asked for the fence to be reviewed near the playground in Pioneer Park.

Citizen Input

No one spoke.

There being no further business to discuss, the meeting was adjourned at 7:38 p.m.

ATTEST:



S. Scott McDowell
City Administrator

APPROVED:



Rick Dominguez
Chair