

April 25th, 2024

Pioneer Picnic Association

Attn: Leisa Keyser, Treasurer
401 Washburn Street
Brownsville, Oregon 97327

Re: Pioneer Picnic | June 21st — June 23rd, 2024

Dear Leisa,

The City is wishing the Association all the best for a great Picnic 2024! In order to accomplish that goal, we want to make sure we do our part. Karl & I have covered the major responsibilities below just to make sure we are on the same page:

- 1) Camping Fees** — The Park Caretakers will collect camping fees in accordance with normal City procedures.
- 2) Service Personnel** — The Association will make arrangements with the Park Caretakers to handle garbage and security for the event.
- 3) Gates** — The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- 4) Park Caretakers** — Fred & Terri Shepherd will be serving as Park Caretakers this year. Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item #6.) They served as the Caretakers for half the summer last year.
- 5) Additional Bathroom Supplies** — The City supplies the essentials, and they will be available as needed through the Caretakers.
- 6) Gator Use** — The Park Caretakers will be the only personnel authorized to use the Gator for miscellaneous purposes.
- 7) Wood Chips** — Please make sure Karl is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.
- 8) Keys** — We will issue keys to you for your distribution for the event. The Caretakers can always let folks in buildings if necessary. We will **only** release the keys to one official from the Association which has been you in the past. The City needs all sets back no later than Tuesday after the Picnic. Linda McCormick has served as the designated key person the last few years.
- 9) Horse Area** — If anyone is organizing a horse show this year, it will be their responsibility for preparing the area and making any necessary arrangements.

- 10) **Parade Barrels/Cones/Candlesticks** — These are stored behind the stage by the north door. Public Works will make sure you have the amount you request.
- 11) **Park Street & Main Street Closure** — Traditionally, Council closes Park Street, as requested by the Association, on Friday before Picnic between the hours of 12:00 p.m. and 2:00 p.m. for the Kiddie Parade. The Association's request has been approved by Council.
- 12) **Barricade Placement** — Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. We can make arrangements to hand the barricades over to a volunteer for placement on Saturday. Please let us know who is in charge of this duty.
- 13) **Special Needs Campers** — The City requests a designated parking area for those who may have ADA needs. Please use the area behind the new restrooms for this purpose.
- 14) **Kitchen Support Campers** — Historically we have allowed people helping with the kitchen area to camp in that area. We would strongly encourage a different plan.
- 15) **Kitchen** — Please remove all items from the kitchen at the end of Picnic. The Pavilion is rented to others between the end of Picnic and the Fourth of July. The City will ask Sweet Home Sanitation to provide three (3) recycling cans for use in this area.
- 16) **Information Booth** — The Association always cleans this space for their use.
- 17) **Banners** — Public Works will hang the welcome signs and banners.
- 18) **Dumpster** — We provide one, ten (10) cubic yard dumpster in the park for trash.

We know there are other items the City does in preparation for Picnic, however we wanted to address as many issues as possible to ensure good cooperation. Again, we wish the Association the best of luck on a successful Picnic! If you have any questions or concerns, please let us know.

Cordially,

S. Scott McDowell
Administrator

Karl Frink
Public Works Superintendent

c: Mayor and Council
Park & Open Space Advisory Board
Staff
File