

# Facilities Review Committee Report



**Compiled:** November 29<sup>th</sup>, 2019

# Facilities Review Committee Report

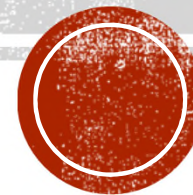
## Presentation Section



# TOWN HALL 2018



Central Linn Recreation Center & Pioneer Park





## **HOW DID WE GET HERE?**

### **OCTOBER 2016**

- ★ McDowell & Frink give a presentation to City Council

### **May 2017**

- ★ Budget Committee includes funds to perform study

### **January 2018**

- ★ Council approves contract with *Inspections Unlimited*



# AGING ASSETS



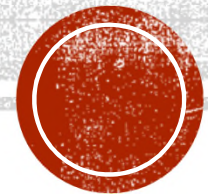
# THE STUDY

1. Reviews Most Capital Assets
2. Provides Current Cost Estimates
3. Breaks Down Future Expenses
4. Gives an Inventory of Needs





# COMMUNITY PARTNERS



# RECOMMENDATION

- ★ Develop a committee of Council to review the study and report back in October or November to another joint session of Council and Park & Open Space Advisory Board.
- ★ The committee should consist of two Council members, two Park Board representatives and volunteer members from the City's Community Partners.



## TIME COMMITMENT

Hold two or three meetings as determined by the committee.

Meeting could start as soon as June or as late as September.

Meetings hosted at City Hall or the Library.





# THE COMMITTEE PURPOSE

1. Determine Needs

2. Develop Associated Costs

3. Explore Funding Strategies

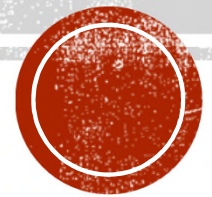
4. Provide Recommendations



# QUESTIONS

The End

... for now



# Facilities Review Committee Report

## Minutes Section





## Facilities Review Committee

September 4<sup>th</sup>, 2018

Members of the Facilities Review Committee met this day in regular session at City Hall in the Community Room, Brownsville, Oregon at 7:00 p.m.

**Present:** Debbie Wyne, Lynda Chambers, Marilyn Grimes, Brandie Simon, Rick Dominguez, Blaine & Katie Cheney, Karl Frink, Elizabeth Coleman & Scott McDowell.

**Absent:** Everyone was present.

**Public:** Allen Buzzard.

**Presiding:** Scott McDowell & Blaine Cheney.

The meeting was called to order at 7:05 p.m. McDowell shared a presentation from the Town Hall meeting which was held on May 22<sup>nd</sup>, 2018. McDowell felt that two or three meetings should be enough to render a recommendation to Council by their October 23<sup>rd</sup>, 2018 meeting. The Committee needs to determine what the needs and wants are to determine the best course of action. Outlining a few funding strategies is also an important part of any recommendation(s). McDowell asked if the Committee would like to operate informally as a conversation or more formally and elect a chair. The Committee decided to open the floor for nominations. Blaine Cheney, Carla Gerber and Marilyn Grimes were nominated. Mr. Cheney was voted in as Committee Chair.

Mr. Cheney then turned the floor back over to McDowell who gave a financial background on what the City Council is facing over the course of the next five years. McDowell indicated that the General Fund is projected to receive \$679,000 + this fiscal year. All facilities are funded through the General Fund. Operation and maintenance run between \$30,000 to \$60,000 per year. A large part of the General Fund goes to Public Safety services in the form of the LCSO contract and the Municipal Court which represents about 30% of the General Fund. McDowell explained the importance of carry-over amounts for the entire City budget.

McDowell explained that in 2016 the City was allowed by the United States Department of Agriculture to refinance the outstanding debt on the wastewater bond. The refinance saved the City \$1,000,000 plus over the course of the loan. The refinance documents limit the city to a \$2,500,000 cap on General Fund general obligation debt. If the Committee decided to replace all of the existing buildings, the total cost would be close to \$1,900,000 leaving a remainder of \$600,000. The City has this General Fund general obligation restriction until February 2024.

Another major factor is the City will be planning for a new water treatment plant in 2023. The new water treatment plant will include water distribution improvements and will cost between \$4,000,000 and \$6,000,000. Council is also facing potential infrastructure costs due to the possible implementation of EPA's TMDL program.

McDowell then shared some information about the gymnasium floor and other existing conditions in Pioneer Park. McDowell said rebuilding the Pavilion without the Dance Hall would cost between \$425,000 and \$525,000. Replacing the structure in its existing footprint will be sure to draw criticism due to the changing condition of the Calapooia River. The Committee should take a hard look at what the community needs are. Perhaps there are some structures that should not be replaced.



## Facilities Review Committee

McDowell then shared a few financing options including, 1) bonding, 2) loans & possible grants, 3) funding campaigns and 4) adding a general fund fee. McDowell discussed user fees. Mrs. Wyne asked what the user fees cover in Pioneer Park. McDowell indicated that all fees don't quite recover the cost of the Park Caretakers agreement.

Mr. Cheney asked what are the goals of this committee? What does success look like? Cheney offered providing three varied options in a good, better, best style format. Mrs. Wyne thought it would be a good idea to provide a list of funding schemes along with the plan. Mrs. Chambers wanted to clarify that all costs will be the responsibility of Brownsville citizens. Chambers wondered if there was any way to enjoin other entities who use the facilities. Discussion ensued. Mrs. Wyne offered the idea of a recreational district that was discussed several years back. Mrs. Simon asked do we 'Band-Aid' the facilities or should we start over. Mrs. Grimes wondered if we should keep everything or make some tough decisions.

Mrs. Cheney discussed the basketball program and talked about the gymnasium use. The basketball program serves many youth and utilizes the gym for nearly 2 1/2 months year. Mrs. Cheney added that other programs such as volleyball utilize the gym also. The Senior Center walk in the mornings and the gymnasium is used during the school year by the preschool. Mr. Cheney provided a programmatic and financial overview of the Central Linn Recreation Association. Cheney indicated that 40% of the kids are from Brownsville and 40% of the kids are from Halsey with the remainder being from the Central Linn area at large. Cheney added that when rec center fees go up, participation generally goes down. The Association wants to ensure that all children can be served by the recreation center and of purposefully kept costs low.

Mrs. Gerber asked Mr. McDowell to review a few of the funding choices. McDowell discussed a few of the options indicating that it will more than likely take a variety of the above-referenced funding choices to execute this kind of project. McDowell indicated that Brownsville has a lot of amenities and infrastructure for town of its size. It will be a tough ask of the taxpayers to provide a bond or pay for these options when service is not being increased. Mr. Frink asked the Committee to strongly consider the historic value of the Recreation Center. Any decision will be an emotional one for certain groups in our community. Mr. Frink also indicated that all the structures were given to the City and the associated will be very high due to public requirements such as seismic retrofitting, accessibility guidelines and prevailing wage.

Mr. Cheney then asked the group to consider what criteria will be used to rank which facilities will be improved. Mr. McDowell will send out a Doodle poll to schedule the next meeting. Mr. Dominguez, Mrs. Chambers and Mrs. Simon requested copies of the report.

The meeting was tabled for a future convening to be determined as described above. The meeting recessed at 8:09 p.m.

ATTEST:   
\_\_\_\_\_  
S. Scott McDowell  
City Administrator

  
Blaine Cheney  
Chair



# City of Brownsville

## Facilities Review Committee Meeting

City Hall  
Community Room  
Tuesday, September 4<sup>th</sup>, 2018  
7:00 p.m.

### AGENDA

- 1) ROLL CALL
- 2) COMMITTEE PURPOSE & ORGANIZATION
- 3) ELECT COMMITTEE CHAIR (*Optional*)
- 4) DISCUSSION ITEMS:
  - A. Overview
  - B. Review Objectives
  - C. Structures in Pioneer Park
  - D. Rec Center Building
  - E. Visioning
  - F. Funding Strategies
- 5) ADJOURN

This agenda is a list of topics anticipated to be considered at the meeting. The Parks and Open Space Advisory Board may add or remove topics as necessary. The location of this meeting is accessible to the physically challenged. If special accommodations are needed, please notify S. Scott McDowell at 541.466.5880 in advance. Thank you.



## Facilities Review Committee

October 4<sup>th</sup>, 2018

Members of the Facilities Review Committee met this day in regular session at City Hall in the Community Room, Brownsville, Oregon at 7:00 p.m.

**Present:** Debbie Wyne, Rick Dominguez (7:16 p.m.), Blaine Cheney, Katie Cheney, Elizabeth Coleman & Scott McDowell.

**Absent:** Lynda Chambers, Brandie Simon & Karl Frink.

**Public:** David Karo.

**Presiding:** Blaine Cheney.

Mr. Cheney reconvened the meeting at 7:09 p.m. Cheney gave a quick recap of the last meeting. Mrs. Gerber talked about what types of measures the group will use to determine and possibly rank priorities. Mrs. Wyne provided a type written list of prioritization criteria. She provided copies for members. A copy is attached to these minutes for the record. Discussion ensued around the criteria provided by Mrs. Wyne.

Mrs. Cheney mentioned the possible need for structural engineer to review all facilities. She said it was mentioned multiple times in the report that a more in-depth analysis, such as a structural engineering review should be completed. The group agreed. There was some discussion about eliminating certain buildings or activities and facilities. Mr. Dominguez felt very strongly that the Dance Hall was an important aspect to retain. Mr. Cheney wondered if the kitchen was necessary in the remodeling effort at the Rec Center or if it could be included as part of the reimagining of the Pavilion. Mrs. Coleman indicated that the Rec Center is often used for memorial services and birthday parties. In both cases, the kitchen is used. Mrs. Cheney indicated that the kitchen isn't used much for sports. There was discussion about how priorities of the kitchen have changed over the years. Mr. Dominguez discussed the kitchen at the American Legion and the permitting processes that are required to use the kitchen for certain events.

Mr. Cheney said that the fire, life and safety issues really resonated for him. One safety issue that should be addressed is ease of access to the Rec Center. Many people have keys to the Rec Center which can be seen as a security problem. Mr. McDowell indicated that he had looked into the possibility of keyless entry for City Hall, the Rec Center and the Kirk Room because these were all public spaces that were frequently used. The cost was very high, so it was not added to the budget. The system Mr. McDowell looked at was a wireless coding system that would provide a pin number for specified time frame. The City requires folks to pick the keys for the rented facilities up on the Friday before their event. In some cases, this is difficult to arrange. Mr. McDowell felt that this type of security system should be installed if the facilities are refurbished.

The group spent some time listing activities at the various facilities. Below are the Pavilion's activities as defined on the whiteboard:

### Pavilion

- Picnics
- Weddings
- Parties
- Fundraising



## Facilities Review Committee

- Events
- Scouts
- Shows
- Commercial Kitchen
- Restrooms
- Reunions
- Graduation Parties
- Memorial Services

The group added that the building should look rustic and be capable of serving the public year-round with capacity for about 500 persons.

Mr. Cheney wondered about the future of Park services and what that evolution would look like. Discussion ensued. Mr. McDowell shared his views from serving on the Oregon Parks and Recreation Board by stating facilities that are capable of serving the most people are the ones that should be considered. Niche projects such as skate parks and dog parks serve a narrow population. Skate parks are very expensive and tricky to maintain over time. Cheney talked about concerns in Corvallis with the pool and some of the challenges certain public facilities have on public budgets and maintenance crews. McDowell talked about some of the ideas the Park Board removed from the Master Plan and have considered through the years; things like disc golf, BMX parks, croquet courts, volleyball courts etc. Maximizing opportunities with limited resources is challenging.

Mrs. Wyne brought up the concept of a recreational district. She's interested in a way for everyone to cost share in these improvements. Mr. McDowell indicated that the biggest barrier to creating a recreational district is the necessary vote that is required for taxing district to be established. With that said, a regional approach to this should be considered. McDowell indicated that in many places, as stated at the last meeting, school districts and communities work together to fund rec centers and other community opportunities through a major bond campaign. Mrs. Wyne like the idea of incorporating Halsey and the Central Linn School District; maybe the facilities could be more centrally located using this model. Some history around past decisions was discussed. Some past ideas were also contemplated. A very clear, defined body would need to be created for this approach to be successful. Everyone felt positive about the possibility of a broader discussion.

Mr. Cheney began discussing outcomes and what the next meeting would look like. Mrs. Cheney asked for a complete, detailed list that outlined activities at each facility. Mr. McDowell said that he and Administrative Assistant Elizabeth Coleman would work up a list for consideration. The group discussed possible recommendations and timelines. The group does not have to render a decision by October, November will also work.

Mrs. Wyne asked for a meeting to happen soon, so the discussion can continue. The group decided on Thursday, October 18<sup>th</sup>, 2018 at 7:00 p.m. in the Community Room to reconvene. The meeting recessed at 8:12 p.m.

ATTEST:

S. Scott McDowell  
City Administrator

Blaine Cheney  
Chair



**Facilities Committee  
Prioritization Criteria  
October 4, 2018**

**Exhibit A**

1. Life/Fire/Safety
  - Security
  - Lights
  - Hazards (tripping, railings, etc.)
  - Safety concerns
  - Broke beyond repair
  
2. Prevention of further damage
  - Broken pipes
  - Leaking roof
  - Electrical problems
  - Structural issues
  
3. Emergency  
(prevents normal work operation)
  - Lights out
  - Power failure
  - Broken items
  - Things that prevent use
  
4. Special Projects
  - Major maintenance
  - CIP items
  
5. Public Relations
  - Annual Events
  - Private parties
  - Esthetics: General cleaning/grounds
  - Community use
  
6. Cost
  
7. Funding Source
  - Grants
  - District
  - Private donations
  - Campaigns
  - City of Brownsville citizens
  - Users
  - Other local cities



## Facilities Review Committee

October 18<sup>th</sup>, 2018

Members of the Facilities Review Committee met this day in regular session at City Hall in the Community Room, Brownsville, Oregon at 7:00 p.m.

**Present:** Debbie Wyne, Lynda Chambers, Katie Cheney, Carla Gerber, Elizabeth Coleman & Scott McDowell.

**Absent:** Blaine Cheney (Excused), Rick Dominguez, Brandie Simon & Karl Frink.

**Public:** No one was present.

**Presiding:** Carla Gerber.

Mrs. Gerber reconvened the meeting at 7:08 p.m. McDowell indicated that Mr. Blaine Cheney was under the weather. Mrs. Wyne & Mrs. Coleman had brought a treat for the members. McDowell gave a recap from the last meeting. Mrs. Gerber asked about the purpose for the meeting which was to render a decision to Council. McDowell said that November Council meeting would probably be a better target. McDowell indicated that he would be setting up a joint meeting between City Council & the Park & Open Space Advisory Board for November if the Committee is ready by then. McDowell said that a recommendation should probably include, 1) building options (structural engineering), 2) facility priority options, and 3) possible funding strategies.

Discussion ensued around possible locations for the Pavilion. The locations included, 1) the current location, 2) further east closer to the stage, and 3) by the "new" restroom. The Committee discussed architectural features of what the building could be. Many exciting features were discussed including an enclosed kitchen, Dance Hall, and amphitheater. Discussion ensued around similar issues for the Rec Center. The kitchen was discussed again at length as was the overall used for both facilities.

A majority of the meeting was spent on discussing a regional approach to addressing regional concerns. Members talked about the Central Linn School Districts building needs and capital campaigns and how some of the City's facility plans could be discussed with a larger group. The Pioneer Christian Academy should also be in the discussion along with the City of Halsey. Members discussed the logistics of having certain amenities in various locations throughout the greater Central Linn area. Several scenarios were reviewed.

The culmination of the conversation led to some consensus that a regional approach should be recommended to the City Council. Including members from the aforementioned groups would give the City a better handle on how to make these capital improvements work for a broader audience that it currently serves. It would also answer questions that will be posed by taxpayers. Members thought that some of the proposed facilities could be handled by Brownsville while others could fall under a larger master plan. Many facilities in the Central Linn area are toward the end of their useful life. All options should be explored to better the community while protecting the interests of local taxpayers.

Members asked McDowell to send out a Doodle scheduler for the next meeting. The meeting recessed at 8:23 p.m.

**ATTEST:**



## Facilities Review Committee

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

S. Scott McDowell  
City Administrator

A handwritten signature in blue ink, appearing to be "Blaine Cheney", written over a horizontal line. A large, loopy flourish extends from the end of the signature.

Blaine Cheney/Carla Gerber  
Chair



## Facilities Review Committee

November 6<sup>th</sup>, 2018

Members of the Facilities Review Committee met this day in regular session at City Hall in the Community Room, Brownsville, Oregon at 7:00 p.m.

**Present:** Blaine Cheney, Debie Wyne, Lynda Chambers, Rick Dominguez, Brandie Simon, Katie Cheney, Elizabeth Coleman, Karl Frink & Scott McDowell.

**Absent:** Carla Gerber.

**Public:** No one was present.

**Presiding:** Blaine Cheney.

Mr. Cheney reconvened the meeting at 7:06 p.m. McDowell gave a recap of the events of the last meeting to bring everyone up to speed. McDowell said that after reading through minutes it seemed there were two recommendations this Committee would consider sending Council. The first recommendation would be for Council to consider a broader, regional discussion about recreational facilities. How would partners such as the Central Linn School District, the City of Halsey and others feel about working together to create new recreational space. The second recommendation would be for Council to consider placing money in the budget for structural engineer to review the Pavilion and possibly the Rec Center. McDowell gave a rundown of funding options the Committee discussed to date. Lynda Chambers reviewed possible locations for the Pavilion. Discussion ensued around prevailing wage rates, the use of volunteer help and the legalities of bidding public project.

Debie Wyne asked for members to give their thoughts on the direction the Committee was heading as described by McDowell. Rick Dominguez thought it would be a very good idea to review the Pavilion to see if it could simply be repaired. Dominguez also shared insight into the Central Linn Rec Center being utilized as a large meeting hall. He indicated that the American Legion likes to have regional meetings in Brownsville. If there would be no Rec Center, then that opportunity, and others like it, would no longer be possible.

Lynda Chambers talked about the partnership aspects and the importance of having everyone at the table. Chambers was concerned about the sheer size of the discussion. Keeping conversations on point could prove to be difficult. Chambers also mentioned the emotional element of these buildings in the broader community. How will the discussion address emotional elements?

Blaine Cheney asked McDowell how the City would propose approaching the other groups. McDowell indicated that a well-crafted, hand-delivered letter would more than likely be the approach. The ask would be if the other parties would be interested in partnering around recreational opportunities for the broader community. The letter would also contain a few suggestions on how to proceed including a timeline for at least in initial discussions take place. The Central Linn School District and the City of Halsey would be the principles in the discussion along with Pioneer Christian School. McDowell thought Council would want to gauge interest prior to putting a lot of effort in a broader discussion.

Blaine Cheney talked about fixed costs and struggles the City of Corvallis has had relating those costs to the general public regarding the public swimming pool. The bottom line is there will be



## Facilities Review Committee

operational costs associated with any improvements and identifying reasonable ways to address these costs will be vital to the larger conversation. Some discussion ensued regarding meeting the associated costs of operation and user fees. The reason why certain assets are held by the public are because they do not generate enough revenue to cover costs. Another difficult aspect is discussing public wants versus what can be afforded.

Lynda Chambers thinks there will be significant emotional attachment to the Rec Center. It is something that will have to be strongly considered moving forward. A regional approach will be very difficult based on the history between all the identified partners and, then, their individual histories with taxpayers. How do we maximize resources to serve a broad group of people in our region? Future discussions will be difficult. Perhaps they will prove to be insurmountable in terms of political opinion and ability to execute a well-thought-out plan, however, the avenue must be reviewed for the sake of taxpayer efficiency and community need.

Discussion ensued about the Pavilion. The general consensus was that the Pavilion would be separate from the regional discussion about recreational opportunities and how that would impact the existing Rec Center facility. Discussion ensued around how intergovernmental agreements could be used to dedicate space, ensure proper scheduling, deal with general administrative issues and pay for operational maintenance.

Several other conversation strings were explored around some of the challenges a larger group discussion will inevitably bring. The conclusion was for McDowell to write up a recommendation based on the conversations of the Committee. McDowell will send that draft recommendation for Committee members review. Members volunteered to be present at the November 27<sup>th</sup>, 2018 Council meeting to present a recommendation. Members were interested in being reconvened if Council should decide they need a Committee to review details or consider other courses of action.

McDowell thanked all the members on behalf of Council and the City for their time and effort. He said this Committee was a fantastic experience that included great conversations, meaningful discussion points, great group interaction and ice cream!

The meeting was adjourned at 8:08 p.m.

ATTEST:

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

S. Scott McDowell  
City Administrator

A handwritten signature in black ink, appearing to be "Blaine Cheney", written over a horizontal line.

Blaine Cheney  
Facilities Review Committee

# Facilities Review Committee Report

## Recommendation





**November 27<sup>th</sup>, 2018**

**To:** Mayor & City Council  
**From:** Facilities Review Committee

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**Re:** Facilities Review Committee Recommendation

## Timeline

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### **October 2016**

Public Works Superintendent Karl Frink & City Administrator Scott McDowell made a presentation on the condition of the Rec Center and the structures in Pioneer Park.

### **June 2017**

The Budget Committee & Council include funds for a comprehensive building analysis in the City Budget for FY 2017.2018.

### **March 2018**

Inspections Unlimited delivers the study to the City.

### **May 2018**

A joint session of Council and the Park & Open Space Advisory Board held on May 22<sup>nd</sup>, 2018 to review a report completed by Inspections Unlimited regarding the condition of the Rec Center and the buildings in Pioneer Park.

### **September through November 2018**

The Facilities Review Committee met four times, September 4<sup>th</sup>, October 4<sup>th</sup>, October 18<sup>th</sup>, & November 6<sup>th</sup> to consider and discuss the review Council requested.

## Scope & Purpose

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Council appointed several members from the membership of community partners, Council & Staff. Members included Rick Dominguez, Brandie Simon, Blaine Cheney, Katie Cheney, Lynda Chambers, Carla Gerber, Debie Wyne, Administrative Assistant Elizabeth Coleman, Public Works Superintendent Karl Frink, City Administrator Scott McDowell and Doug Block as an alternate.

The Facilities Review Committee would deliver a recommendation around three (3) primary issues, 1) building needs, 2) facility priority options, and 3) possible funding strategies.

## Recommendation

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After much discussion and contemplation, the recommendation is broken down into four categories for Council's consideration as follows:



1. Consider a Broader, Community Group Discussion (*Central Linn Rec Center*)
  - a. Scope & Funding
  - b. Central Linn School District
  - c. City of Halsey
  - d. Pioneer Christian School
2. Budget for Structural Engineering Review
  - a. Central Linn Recreation Center
  - b. Pavilion
3. After Structural Analysis
  - a. Reassess Options
    - i. Repair
    - ii. Replacement
    - iii. Locations & Placement
  - b. Associated Costs & Other Building Options
4. Funding Options
  - a. Bond Regionally
  - b. Bond Locally
  - c. General Fund Fee
  - d. State Grants
  - e. USDA Loans
  - f. Fundraising Campaign

## Conclusion

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The Facilities Review Committee concluded that reviewing regional funding options was in the best interest of any future project. Should Council decide to keep the discussion specifically to Brownsville, the Committee is willing to continue reviewing this important project.

We appreciate the opportunity to serve our community. Thank you!

Sincerely,



Blaine Cheney  
Facilities Review Committee