



## Parks & Open Space Advisory Board

January 2<sup>nd</sup>, 2013

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:06 p.m.

**Present:** Patty Linn, Marilyn Grimes, Pat MacDermott, Jim Mayer, Rick Dominguez, Brandie Simon, Elizabeth Coleman & S. Scott McDowell.

**Absent:** None.

**Public:** None.

**Presiding:** Marilyn Grimes.

The meeting was called to order at 7:06 p.m. Mrs. Grimes asked if there were any additions or deletions to the minutes. Mr. McDowell indicated that Mrs. Simon has agreed to continue on the Park Board as a liaison representative for the Central Linn Rec Board. As the Board will be down one member for the seven member board, an advertisement for one candidate within the city limits will be submitted through the Brownsville Times.

### **Election of Board Chair and Vice Chair**

The meeting began with election of Board Chair and Vice Chair. Ms. Linn indicated Mrs. Grimes would be interested in the position of Chair for another term. Mrs. Simon made a motion to re-elect Mrs. Grimes to the Chair position. Mrs. MacDermott seconded. Mrs. Grimes moved to re-elect Mr. Dominguez to Vice Chair for another term. Mrs. MacDermott seconded; motion carried unanimously for both positions.

### **Facility Use Schedules & Paperwork**

Mr. McDowell directed the Board to the City Website to review rental policies for the Community Room, Fisher Hall (Council Chambers), and the Kirk Room, as well as Pioneer Park. A checklist for restoring all rental areas to the order indicated on the diagram helps to ensure the deposit is returned to the customer.

Mr. McDowell reviewed the Park Rules page and explained ORS 105.682, which describes recreational immunity; in conjunction with HB 3673, where ORS 105.682 language is posted on fee notices and receipts. Due to the heightening concerns of tort limits and the Bradley Coleman v. Oregon Parks and Recreation Department decision, a park that charges fees for use of certain areas is susceptible to loss of this immunity. Park camping could very well become a thing of the past. For our protection, CIS (City County Insurance Services) recommends additional language to all rental receipts and a posting of ORS 105.682 in appropriate areas. Mrs. Coleman will be in contact with Art Plus Signs in Albany to obtain signage for all City rental space including but not limited to the Pioneer Park.



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### **Memoranda of Understanding Update**

Mr. McDowell gave a brief overview of completed agreements from several organizations. Mr. McDowell will meet with Flo Brewer of the Eugene Kennel Club in the coming week to negotiate the 2013 MOU. With regard to Eugene Kennel Club and some parking concerns on the soccer field, Mr. McDowell and Public Works Superintendent Karl Frink are currently working on alternatives for that space. The Festival of Tents, the Willamette Cycling Tour, and WAG are working towards completed agreements. The Chamber MOU is complete and we are moving towards a positive outcome.

### **Kirk's Ferry Park Basketball Poles**

Mrs. Coleman indicated she is still working with Public Works Superintendent Karl Frink on this project. The plan is to install the Basketball Systems this Spring.

### **Willamette Country Music Festival & RV Camping**

Mr. McDowell indicated that he is corresponding with Anne Hankins of the WCMF. As 2012 brought customer service challenges to the City, Mr. McDowell suggested an MOU that would deem WCMF responsible for Park Camping Fees; onsite caretakers would be well-informed of the rules and ensure enforcement. Another option would be to designate 10-12 camping spots in Pioneer Park; once spaces are full, camping will be closed.

### **Rec Center Outcomes**

Mr. McDowell reported the need for a safety walk through with George Frazier and Mark Running to prevent possible safety issues at the Rec Center. Mr. McDowell also mentioned the issue of the doors being left open appears to be remedied. Mrs. Simon reported the Rec Board is still looking for sports directors. A majority of volunteers have stepped back from this task, as their children have moved on to higher grade levels, thus making it difficult to direct at the elementary to junior high age range. Mrs. Grimes suggested placing an advertisement in the Brownsville Times and posting notices on the various community boards. Mr. McDowell also mentioned an addition to the March 2013 City of Brownsville Newsletter.



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### Master Plan Goals

Mr. McDowell reviewed the Park Master Plan and emphasized the need to reorganize the current goals, as well as discuss projects for the upcoming State grant. Mr. McDowell mentioned the "Kiddie" area has several pieces that may not meet current requirements. Mrs. Grimes, a member of the Pioneer Picnic Board, mentioned a conversation regarding the possibility of adding a temporary-to-permanent disc golf course somewhere in the Park to serve as entertainment for the youth. Mr. Mayer commented on the issue of space if planned as a permanent structure but a temporary option may be feasible. Mr. Mayer offered to assist Mrs. Grimes in this research. Mr. McDowell asked the Board to forward their ideas to him or Mrs. Coleman.

### Street Trees

Mr. McDowell gave a quick overview of the street tree concept; the Board mentioned approval of the Portland pamphlet. A pamphlet will be formalized by Staff this year.

### General Updates

Mr. McDowell reported on the Water Master Plan. City Engineer Jon Erwin submitted the Plan December 28<sup>th</sup>, in time for the December 31<sup>st</sup> deadline. In the works is redevelopment of the GR12 well, located east of the Main Street Bridge.

Mr. McDowell mentioned Public Works has been working diligently on annual leaf cleanup at the Pioneer Park. The process has taken longer, due to scheduling conflicts with the LCSO inmate work crew.

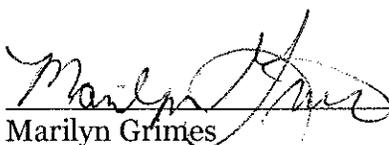
Mr. McDowell re-iterated the new office hours stating this is a very positive change for Staff.

Mr. Mayer thanked the City of Brownsville for providing a ballot drop box. The convenience was highly appreciated.

There being no further business to discuss, the meeting adjourned at 7:57 p.m.

ATTEST:

  
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S. Scott McDowell  
Administrator

  
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Marilyn Grimes  
Chair