



Parks & Open Space Advisory Board

May 2nd, 2012

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: Patty Linn, Marilyn Grimes, Rick Dominguez, S. Scott McDowell, Jim Mayer, Heather Tinseth & Kurtrinea Muhs.

Absent: Brandie Simon & Pat McDermott.

Public: Debbie Jensen, Scott Smith and Tinseth children.

Presiding: Marilyn Grimes

The meeting was called to order at 7:05 p.m. Mrs. Grimes asked if there were any additions or deletions to the minutes. Mrs. Linn added an update regarding Scotch Broom at Pioneer Park. The minutes from April 4th, 2012 meeting were approved with a few typographical corrections. A motion was made by Mrs. Linn, seconded by Mrs. Tinseth and the minutes were passed unanimously.

Halloween Fundraiser

Mr. McDowell introduced Mr. Scott Smith and Ms. Debbie Jensen from LB Productions. Mr. McDowell stated that the Board had discussed for many years the idea of hosting a Halloween fundraiser in the Park. Ms. Debbie Jensen presented to the Board the proposal for a Halloween fundraiser to be scheduled for this October. This event would help to raise funds to put a new roof on the Community Recreation Center. Ms. Jensen discussed proposed admission, advertisement, and other logistic details that would be involved with the proposal. The Board asked several questions about parking, funding and other details. McDowell indicated that several other civic organizations would need to be involved in this project, namely the Brownsville Chamber of Commerce. Mr. Dominguez motioned and Mrs. Linn seconded the motion to carry forward with the Halloween proposal. The next step was to visit with the Chamber Board.

Tree Issues

Mr. McDowell discussed the issues with the leaning tree at Pioneer Park. Mr. McDowell called and talked with Dunny Sorenson from CIS Risk Management, Mr. Sorenson did not feel strongly either way with taking down the tree. It is a discretionary call. Mrs. Linn stated if the Board had noticed that some of the limbs have been trimmed back. Mr. McDowell said that every year the City hires Buena Vista Arbor Care to check and trim the trees before the winter storms. Mr. Mayer stated that we should plant another tree if the leaning tree should have to be cut down. The Board decided to wait another year and watch the health and condition of the tree by consensus.



Parks & Open Space Advisory Board

Park Erosion Update

Mr. McDowell updated the Board about the Park Erosion, stating that FEMA finally agreed that the 'Scope of Work' could not be determined until July. Mr. Gerry Alloway, FEMA, e-mailed Mr. McDowell stating that the cost analysis that the City provided does not meet the Federal requirements and provided an extensive guide to complete a new cost estimate. Erwin Consulting is working on the new estimate. Mr. McDowell stated that the best and worst case scenarios are still on the table. The best-case scenario is the City will receive 75% of roughly \$444,000. FEMA allows for mitigation efforts which would double the cost if the 45° line was damaged for the sake of this example. The worst-case scenario is that the City would receive 75% of \$222,000. McDowell indicated that the best plan is to encase the line so that it will not be a problem in the future.

Willamette Country Music Festival

Mr. McDowell stated that the City will be developing some guidelines for RV campers, which the Council has already approved. The WCMF has over 400 on a waiting list. The City will fill the spaces from that list. The City will send out an invoice and if payment is not received by July 15th or 21st, then the spot will go to the next camper. The City will be charging a flat fee for a camping spot to help prevent a lot of in and out camping.

Pioneer Park Restrooms

On Tuesday, the 1st of May, Mr. Todd Karo informed Mr. McDowell that Linn County indicated they wanted seismic plans for the Pioneer Park Restrooms. Mr. John Hixson had approved the drawing and the specs before they went to contractors for proposals. Mr. McDowell contacted Mr. Jon Erwin about seismic plans which could cost about \$7,000. Mr. Karo stated that he will discuss the matter with the County to see if there is anything Mr. Karo can provide to help the process. The outcome was favorable as the County agreed to all Mr. Karo to draw up a two page document that met the current Code. McDowell expressed the importance of completing as much of this project during this fiscal year which ends June 30th. McDowell is also working with the Cascade West Council of Governments to handle the prevailing wage requirements as needed.

Rec Center Outcomes

Mr. McDowell met with George Frazier, Mark Running, Central Linn Rec Board and Karl Frink discussed several issues which are listed below:



Meeting Notes 04.25.2012

Public Works Superintendent Karl Frink and I met with George Frasier and Mark Running of the Central Linn Rec Board to discuss several issues as listed below:

1. **Mowing:** Mr. Frasier had asked the City if we could make a mower available for



Parks & Open Space Advisory Board

volunteers. The intent of the request was to help the City with mowing. Several issues were discussed around this topic including, 1) having a list of volunteers, 2) fuel & maintenance, 3) storage of the mower, 4) repairs, 5) scheduling and 6) specific areas to be mowed among other issues. McDowell will provide an agreement for consideration in the very near future.

2. **Facility Security:** McDowell indicated that the City is in the process of coming up with some kind of system that will make sure all City buildings are properly secured after use. There have been many instances over the course of the last year where facilities have been left open over night. The basic idea is to have an agreement with all service and civic organizations who use the buildings for free. Basically, the City would institute a fine system if the door was found to be left open. The agreement would have to be signed and approved by the appropriate Boards that would indicate their liability if the vandalism event occurred due to their negligence. In a related note, McDowell and Frink discussed some fire safety issues that were recently noted and felt it would be in the best interest of the building to perform a quarterly safety inspection at the Rec Center. Everyone felt comfortable about this idea. Karl discussed the lock on the electrical panel. He asked if this could be removed or if the City could obtain key for maintenance purposes. The condition of the roof was also discussed. It appears that the City may need to replace the roof this upcoming fiscal year.
3. **Camping Opportunity:** McDowell explained that Council will be moving forward with renting 30 RV spaces for the Willamette Country Music Festival. McDowell reviewed the basic tenets of how this would work.
4. **Extra Spigot:** Public Works agreed to put in an extra spigot for the East diamond. Frasier and Running indicated that it would make maintaining the new grass infield much easier. If possible, a water fountain would be great also. The extension of an actual 6 inch water line was again discussed. McDowell reviewed the request made by Andrew Wenger two years ago at the Budget Committee. Hopefully, the City will be able to extend the water line and some electrical lines in the near future.
5. **Restroom Update:** McDowell indicated that Council passed Resolution 676 granting the contract to Karo Construction for this installation. McDowell thanked Mr. Running for getting Todd involved. The City hopes to have the restroom constructed as soon as possible.
6. **Freezer Space:** Frasier asked for some space in the Dance Hall to place a freezer/refrigerator that could be used during certain events in Pioneer Park. The City was to get back to him on this issue.
7. **Sports Coordination:** We discussed a few options on how to improve communications between the Rec board, Shawn Garrett and the City. We discussed where to place sand for the upcoming season. We discussed scheduling and some details that recently happened via e-mail. Ultimately, we want to work cooperatively to have the best sports program possible. Several strategies were discussed. Once the mowing agreement has been finalized, there will be a



Parks & Open Space Advisory Board

discussion with Mr. Garrett to make sure we have an adequate process in place that prevents confusion and frustration for all involved.

8. **Concessions:** McDowell discussed the request by Mr. Garrett to sell concessions in the Park this Summer. McDowell indicated that Park Board & Council would need to approve this idea. McDowell is mostly concerned about personal liability that Shawn is taking on. Besides the licensure needed, insurance is a must if anyone should fall ill or claim to fall ill due to purchasing food items in the Park. Any sales would need to be done as a donation back to a specific program or to the Rec Center. Karl recommended not leaving anything in the Park in terms of a concession trailer or otherwise due to vandalism.
9. **Pitching Machine:** Frasier asked about the fate of the pitching machine. McDowell indicated that he would check with CIS for advice. He thought that it would be okay to place the machine in the field under lock and key. The Rec Board would like a letter to that effect.
10. **Signage:** Frasier asked McDowell to be okay to post signs to help take care of the newly resurfaced floors at the Rec Center. McDowell thought it would be a good idea and Frasier was going to move forward with getting the signs made.

Fire Chief Kevin Rogers discussed issues with the fire alarm continuously going off. Mr. Frink called to have some to take a look at the fire alarm, the inside cover of the alarm was covered with mold. Mr. Frink and Mr. Borntrager went into the attic and looked at the vents and noticed that there is a 1" gap on the backside. Snow Peak Roofing stated to the City that the Rec Center roof is completely shot. The estimated cost of a new roof is between \$30,000 – \$40,000.

Seasonal Public Works Update

Mr. McDowell informed the Board that Anthony Day was hired as the Seasonal Public Works Operator. He will be working from May 1st to October 31st with the Public Works crew.

General Updates

Mr. McDowell stated that the Board will be noticing that on Monday, May 7th, 2012 the South Oak Street project is scheduled to begin.

The Board was also informed that tomorrow at 4:00 p.m. United States Senator Merkley will be in Brownsville for a visit. He will be taking a limited engagement tour of Brownsville with Mr. McDowell, Don Ware, Mandy Cole, Lynda Chambers, Gary Shepherd, Commissioner Will Tucker, and Linn County Road Master Darrin Lane.

Mrs. Linn updated the Board on the Scotch Broom removal project. Mrs. Linn stated that the only people that seem to be interested in the Scotch Broom in the Park and Mike Nehls, Dee Swayze and herself. Mr. Swayze will be handling everything with the Watershed Council. Mrs. Grimes asked if the City would be able to provide saws to cut down the Scotch Broom, Mr. McDowell stated they should use their own tools due to



Parks & Open Space Advisory Board

liability issues. Mrs. Linn informed the Board that the Scotch Broom cannot be burned due to the oils in the plant.

There being no further business to discuss, the meeting adjourned at 8:05 p.m.

ATTEST:

Handwritten signature of Kurtrinea Muhs in black ink.

Kurtrinea Muhs
Administrator

Handwritten signature of Marilyn Grimes in black ink.

Marilyn Grimes
Chair

S. Scott McDowell
Administrator