



Parks & Open Space Advisory Board

October 3rd, 2012

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:10 p.m.

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

Public: No one was present.

Presiding: Marilyn Grimes.

The meeting was called to order at 7:10 p.m. Mrs. Grimes asked if there were any additions or deletions to the minutes. There were two changes, "MacDermott" and adding an overlooked verb. The minutes from September 5th, 2012 meeting were approved with those corrections. A motion was made by Ms. Linn, seconded by Mrs. Tinseth and the minutes were passed unanimously.

Mrs. Grimes began the meeting asking for Mr. McDowell's report. McDowell indicated that he had several items that were not part of the agenda but needed to be included in the discussion. Mr. McDowell introduced Mrs. Elizabeth Coleman as the new Administrative Assistant. Mrs. Coleman will be working closely with the Park Board and the Library Advisory Board.

Facility Use Schedules & Paperwork

Mr. McDowell reviewed all of the paperwork the City uses when renting spaces such as all of the Pioneer Park buildings, the Community Room, Fisher Hall (Council Chambers) and the Kirk Room at the Library. McDowell showed how the paperwork clearly shows the user how to set up the facility after use. McDowell indicated City policy has been not to charge civic organizations for using these spaces. The Calapooia Watershed Council, Sharing Hands and the Calapooia Food Alliance often use the Community Room for their regular meetings. The Pioneer Picnic Association typically holds their meetings in the Kirk Room at the Library. McDowell explained how the deposit was applied when groups used the kitchen facilities at the Community Room. Basically if the room is returned to the condition found on the information sheet, then the City returns the deposit. McDowell explained a situation in the Park this summer regarding the unacceptable condition of the Pavilion after one particular party. He shared that Staff would provide a floor plan of the Pavilion so that it too can be returned to the proper order.

McDowell briefly reviewed how the Park Lottery works for determining who will be renting the facilities throughout the summer. The City reserves the Park for events such as the Pioneer Picnic, Fourth of July, Antique Fair & the Festival of Tents to name a few. All of the other dates go to families/organizations who completed the necessary



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paperwork in the allotted timeframe. The City does have a waiting list for the use of the Park facilities.

McDowell also reviewed the Park Rules page that is handed out to every paying customer who uses the Park. McDowell quickly discussed portions of this document and how it relates to the ever shifting State law with regards to tort limits in recent State Supreme Court cases. McDowell reviewed the charges for all of the space rented by the City. McDowell was not recommending any increases at this time. Fortunately, the City has been very proactive in signing agreements that bring in enough revenue to offset the majority of the personnel operational costs. The Board agreed by consensus that the rates should stay where they are currently set.

McDowell did a brief overview of how to find all Park related information on the City's webpage. Ms. Linn and Mrs. Grimes asked for a picture of the Park and a few of the documents.

Calapooia River Crossing Update

McDowell discussed a recent meeting with City Engineer Ryan Quigley of Erwin Consulting & Public Works Superintendent Karl Frink that focus primarily on the exact location of the new River crossing. McDowell explained the plan using a picture of the Park. The new water line will be about 350' south of the existing crossing. The major reason for the shift is due to the higher erosion area where the line was originally installed. McDowell said the bore pit will be in the area where the horse show typically takes place during Picnic. Frink made sure there would be no metal appurtenances at ground level. The City hopes to have engineering and permits completed by December 2012 with construction happening in July 2012. Pioneer Picnic should not be impacted by the construction at all.

Around Town Updates

Mr. McDowell indicated that Public Works had recently experienced complete turnover. Due to the timing of the two resignations, they find themselves considerably behind. Public Works Superintendent Karl Frink is doing his best to get the two new employees up to speed as quickly as possible.

Frink & McDowell recently reviewed the tree debris and fencing that still remains in the Calapooia River. McDowell shared the City's plan. The City will be cutting the four fallen trees that have considerable root wads into four foot sections so they can float down the River this fall and winter. Kirk Jarvie of the Department of State Lands approved this action. Public Works has already made significant improvements in the River.

McDowell has been receiving considerable complaints about the young adults using Kirk's Ferry Park. Recently the basketball backboard was ripped off the pole. McDowell indicated that new poles were going to be installed. McDowell shared the parking concern at Blakely Park and reviewed the plan to remove the bushes & install



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the new sign this fall. McDowell reviewed the other signs including the new Central Linn Rec Board sign and the new Pioneer Park sign. Mr. Mayer commented on how nice it was to finally see progress on these projects. Ms. Linn commented how nice it was for the Gateway Project to be completed. Mrs. MacDermott liked the changes at the Rec Center.

McDowell said the City has been successful executing memoranda of understanding with all groups who use Park facilities whether it's the Pioneer Picnic Association, the Willamette Agility Group, the Eugene Kennel Club, Oregon Bicycle Ride or the Festival of Tents to name a few. The only organization the City does not have an agreement with is the Chamber of Commerce. There have been numerous concerns involving the Chamber for a number of years. Recently, Council authorized McDowell to proceed with a memorandum of understanding for Chamber's role in the community. McDowell will be meeting with the Chamber Executive Board on October 5th, 2012 to review the details.

McDowell also shared a report involving the Linn County Sheriff's Office and a camper who decided to steal wood and start a fire in Pioneer Park earlier this year.

Arbor Day

Mr. McDowell indicated that Council liked the Board's idea to have a grand opening for the new restrooms. The City will be planting a big leaf maple tree across the street from the new restrooms and light refreshments will be served in the Pavilion. Mrs. Grimes asked for coffee service to be provided. Arbor Day will be celebrated on October 20th, 2012 at 10 a.m. in Pioneer Park.

Willamette Country Music Festival & RV Camping

McDowell explained that the County has not set the date for the debrief for the event. Once the debrief happens at the County level, the City will know if the WCMF will be at the site for one more year or choose to do something else. McDowell asked for the item to be tabled. The item was tabled by consensus.

Central Linn Rec Board Meeting Outcomes

McDowell reported that he had discussed the following items with the Rec Board two weeks ago: 1) the roof & gutter project, 2) Easter Egg Hunt planning, 3) the facility security concern, 4) Mrs. Simon's possible departure from the Park Board and 5) the Eugene Kennel Club & the soccer fields. The Rec Board decided to install an emergency exit sign on the west door that is continually left open. The City will be monitoring this option for effectiveness. If the security is still in jeopardy, the Rec Board will do more in the way of instituting a fine system. Mr. Jon Smith will be working with Mr. McDowell on the Easter Egg Hunt for 2013. Once the plans have been defined, the City will reach out to community partners to help execute the event. The Board reviewed the Municipal Code which would allow Mrs. Simon to stay on the Board. McDowell indicated that the terms of Grimes, MacDermott & Tinseth expire at the end of the year. Mrs. Tinseth said



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that they have recently sold their house.

General Updates

McDowell discussed some of the challenges the City is experiencing with Water Rights and the Oregon Water Resources Department (OWRD). City Engineer Jon Erwin has recently completed the Claim of Beneficial Use paperwork which will be put on file with OWRD. The State is using water consumption and production totals from 1986 to calculate the City's water right. The Claim will show the actual use based on 2012 numbers. We hope to have this document to the State by the end of next week. The City is also working on redeveloping a well, known as GR 12, east of the Main Street bridge. The plan is to use the River as a conveyance and that this Water Right would provide enough flow to ensure adequate water supply for the next 20 years. All of this is in response to a water curtailment law that was passed by the State Legislature in 2009-2010. The lobby group Water Watch is having a big impact on this type of legislation at the State house. McDowell explained some of the frustration the City has being heard due to its size and not be negatively impacted by unintended consequences of the new, askew, State law. McDowell also indicated the City is working on putting the final touches on the Water Master Plan that is due by December 31st, 2012. The City has been working on this project since 2009, however, due to the implications of the curtailment law the plan is not finished.

There being no further business to discuss, the meeting adjourned at 8:11 p.m.

ATTEST:

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

S. Scott McDowell
Administrator

Marilyn Grimes
Chair



City of Brownsville

Parks and Open Space Advisory Board Meeting

City Hall
Wednesday, October 3rd, 2012
7:00 p.m.

Regular Session

AGENDA

1) CALL TO ORDER

2) ROLL CALL HT, PM, BS, RD, JM, PL, MG

3) ADDITIONS/DELETIONS TO AGENDA

4) MINUTES: September 5th, 2012 PL, HT

5) PRESENTATIONS & ACTION ITEMS:

- A. Facility Use Schedules & Paperwork
- B. Calapooia River Crossing Update

6) DISCUSSION ITEMS:

- A. Arbor Day (October 20th, 2012)
- B. Willamette Country Music Festival – RV Camping Table
- C. Rec Center Outcomes See Notes
- D. General Updates Water Rights

7) CITIZEN INPUT

Claim of Beneficial Use
GR 12

8) ADJOURN

Water Master Plan
Personnel

BS, PM

NOTES:

Introduce Liz
Introduce George (If Present)
Review PW Concerns & Progress
1. Trees
2. Debris
Remington Park
1. Review History
2. PB Decision Making
Kirk's Ferry
1. Complains Bout Kids
2. Basketball Poles
Blakley Park
1. Neighbor Parking Issue
2. Bushes
Signage Update
Chamber MOU
MOU In general

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.