



# City of Brownsville

## Parks and Open Space Advisory Board Meeting

City Hall  
Wednesday, January 6<sup>th</sup>, 2016  
7:00 p.m.

### *Regular Session*

#### AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS/DELETIONS TO AGENDA
- 5) MINUTES: November 4th, 2015
- 6) PRESENTATIONS & ACTION ITEMS:
  - A. Park Board Meeting Dates
  - B. Waibel – Pioneer Park Plaque
  - C. Elect New Chair & Vice Chair
  - D. OPRD
- 7) DISCUSSION ITEMS:
  - A. Progress Reports
  - B. General Updates
- 8) CITIZEN INPUT
  - ▶ *Park Board asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.*
- 9) 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.



## Parks & Open Space Advisory Board

January 6<sup>th</sup>, 2016

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:** Betsy Ramshur, Marilyn Grimes, Rick Dominguez, Pat MacDermott, Joann Neddeau, Patty Linn, Brandie Simon & Administrative Assistant Elizabeth Coleman.

**Absent:** None.

**Public:** None.

**Presiding:** Marilyn Grimes.

The meeting was called to order at 7:05 p.m. The minutes of the November 4<sup>th</sup>, 2015 meeting were reviewed; *Mrs. Simon moved to approve the minutes with two grammatical corrections, Ms. Linn seconded, and the minutes were passed unanimously.*

### **New Park Board Meeting Dates**

The Board discussed recommending to Council that the meeting dates change from once per month to January, March, May, September, and November. The Board meets January - June, with recess in July and August, and meets again September - November. January will mark upcoming changes for the New Year and upcoming agreements and events in Pioneer Park, March will be a good time to begin review of Park Board responsibilities, scheduling the Park Walk, Arbor Day preparations, budget, facility fee review, etc. May will mark reviews and changes for the Pioneer Picnic, Fourth of July Cleanup details, etc. September will allow for final preparation for Arbor Day (month) and any other end of year items. If a need to meet prior to the scheduled meetings arises, an Agenda will be posted at least 24 hours prior. *Mrs. Ramshur made a motion to accept the new meeting schedule and recommend to Council, Mrs. Simon seconded and the motion passed unanimously.*

### **Election of Chair & Vice Chair**

Mr. Dominguez was nominated for Chair and Mrs. Simon was nominated Vice Chair; both accepted. The Board voted by consensus to elect Mr. Dominguez and Mrs. Simon for those positions. The Chair & vice Chair will be for a term of two-years, unless there are changes in membership.

### **OPRD**

Staff received notice that the Oregon Parks & Recreation Department has opened the 2016 Grant Cycle for a Technical Assistance Grant. Mrs. Coleman will begin the grant process, which is due on May 15<sup>th</sup>.

### **Waibel – Pioneer Plaque**

At the Board's direction, Mrs. Coleman sent a letter to Mr. Rob Waibel regarding the plaque that was secured to a tree in Pioneer Park near the Logging Event area.



## Parks & Open Space Advisory Board

Along with his email, Mr. Waibel submitted letters from Scott Hyde, who placed the sign, and Andrew Parker, who made the sign.

Mr. Hyde's 26 years of experience includes an Arboriculture Certificate 3, and a degree in Forest Management at OSU. Mr. Hyde also has extensive experience in wildlife enhancement and understands the importance of quality standards related to the tree care industry. Mr. Hyde explained the mechanics of fitting the sign, as well as the way it was secured. Mr. Parker, an Apprenticeship and Work Skills Coordinator, explained that the sign was built by a welder qualified by the American Welding Society. Mr. Waibel said the sign will be inspected each year. As Mr. Waibel stated, the Brownsville Logging Show is a great event, the City respects the wish to keep it going; however, it is equally important to understand that processes have to be considered when placing anything on Public land. Staff recommended contacting City insurance agent, Mike Hoyt to ensure there will be no additional risk or liability in relation to the Park and the sign. *Ms. Linn made a motion to refer the matter to the insurance agent for further evaluation, Mrs. MacDermott seconded and the motion passed unanimously.*

### Horses in the Park

Recently, Mrs. Grimes witnessed miniature horses and carts walking along the soccer fields and baseball fields. She spoke with the individuals who removed their horses from the field. Mrs. Grimes inquired about adding documentation or signage that designates the areas where horses are allowed (gravel & paved areas) as well as requires owners to clean up after their horses.

### Progress Reports

Mrs. Coleman reported the Eugene Kennel Club was unable to use the Park in 2015 due to a date conflict, but is now on board for 2016, pending some agreement updates. The City has posted the Park Caretakers position on the website. Applications will be accepted until 5:00 p.m., March 4<sup>th</sup>, 2016. The sidewalk project is due to begin in Mid-January; Drew Briese Custom Construction is the contractor for this project. The GR12 well pump is to be set in the coming weeks. This well will produce an additional water source for the City of Brownsville. Senator Merkley is scheduled for a Town Hall in the Council Chambers January 9<sup>th</sup> at 1:30 p.m. The new Cemetery sign for Pioneer Park has been installed.

### General Updates

In addition to Memorial Day weekend, the Willamette Valley Cycling Tour will utilize Pioneer Park on April 16<sup>th</sup> and April 30<sup>th</sup>.

There being no further business to discuss, the meeting adjourned at 7:53 p.m.

ATTEST:

Elizabeth E. Coleman  
Administrative Assistant

Rick Dominguez  
Chair