



# City of Brownsville

## Parks and Open Space Advisory Board Meeting

City Hall  
Wednesday, January 4<sup>th</sup>, 2017  
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 2<sup>nd</sup>, 2016
- 6) PRESENTATIONS & ACTION ITEMS:
  - i) Scott McDowell & Karl Frink
  - ii) Park Master Plan
  - iii) Elect Chair & Vice Chair
- 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 4<sup>th</sup>, 2017

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:** Rick Dominguez, Betsy Ramshur, Pat MacDermott, Brandie Simon, Patty Linn, Marilyn Grimes, Sarah Glenn, Scott McDowell, Karl Frink, & Administrative Assistant Elizabeth Coleman.

**Absent:** None.

**Public:** None.

**Presiding:** Rick Dominguez.

The Pledge of Allegiance was recited.

The meeting was called to order at 7:05 p.m. The minutes of the November 2<sup>nd</sup>, 2016 meeting were reviewed; *Mrs. Simon made a motion to approve the minutes; Mrs. Grimes seconded, and the motion passed unanimously.*

Mrs. Coleman welcomes new Park board member Sarah Glenn to the Parks and Open Space Advisory Board.

City Administrator Scott McDowell and Public Works Superintendent Karl Frink gave a very informative “eye opening” presentation to the Board called “The Future”. This presentation was also brought before Council at the December meeting.

### **Presentation Points:**

Slide 1: McDowell discussed the progress that the organization has made over the last ten years. The City has completed over \$3M in capital projects without raising taxes or asking for additional resources in the form of fees and other charges for service. McDowell said the purpose of the presentation was to 1) provide a brief overview of the important capital assets that allow the City to provide certain services to our residents, 2) show the needs for existing assets, 3) share challenges facing the City, and 4) discuss competing interests.

Slide 2: McDowell indicated that the information came from various sources including the Water Master Plan (2010), the CIP (2008), and the City Prospectus (Annual).

Slide 3: Frink explained that many have ideas that spend the City’s resources unwisely or, at the least, cause a difficult decision for the proper use of City resources. Frink explained the Street and Sidewalk program realities. He also discussed adding amenities in Pioneer Park. Frink explained that it is already difficult to maintain current City assets.



## **Parks & Open Space Advisory Board**

McDowell discussed technology needs, community internet and special interest requests like skate parks and dog parks and the potential impact those decisions would have on City resources.

- Slide 4: Frink highlighted improvements made to City Hall and the Library. They were both concerned that the Park buildings are in need of attention in the very near future. Council will need to make some serious decisions on funding efforts to continue providing these services. Frink discussed the impacts of adding cemetery land. McDowell discussed land investments and potential historic structures being given to the City. McDowell also reviewed bond limitations.
- Slide 5: Frink stated that the City still has 45% of wastewater collection lines in need of repair and 35% of the City water distribution lines are in need of attention. Frink discussed the condition of the 250,000-gallon reservoir. The Water Master Plan calls for a new 1.2M gallon structure that will cost in excess of \$1.5M. Council and the Budget Committee have decided that this improvement will be part of a future Water Bond. McDowell made the point that even though the Wastewater Plants were new, the City still have O & M costs and repair costs that are vital to operations and very costly. Frink discussed the major commitment it takes to run the Water Plant. He explained that the City recently spent nearly \$50,000 to keep up with the technological advances required by the Plant.
- Slide 6: Frink & McDowell took turns discussing just a few of the external challenges facing the City, including OWRD, TMDL and the Safe Drinking Water Act, to name a few.
- Slide 7-9: McDowell & Frink shared pictures and cost estimates from the City's 2015 appraisal. Both discussed project costs and concerns with each location.
- Slide 10: McDowell discussed the impacts of accepting gifts and described some of the relevant history surrounding certain assets. McDowell & Frink shared future funding concerns, policy impacts and reviewed the delicate balance of maintaining assets and providing community services.

Mrs. Grimes asked about grant funding to help with the buildings. Mr. McDowell mentioned the Park Master Plan compilation may help assist with future grant opportunities. With the erosion of Recreational Immunity, a dynamic shift in years to come may determine they types of grants to be funded; SCORP, (State Scoring Process). Currently, the grant money comes at an 80/20 or 50/50 split. Mrs. Grimes also inquired about fundraising options to help support the needed funds for repair of the buildings in Pioneer Park. Mr. McDowell said yes, however, awareness at the elected and appointed officials level (POSAB, Council, etc.) is the key to strategize and implement a saleable plan that involves myriad boards and of great importance, the community. Mr. McDowell wanted to make it clear that the presentation was not to scare or incite panic,



## Parks & Open Space Advisory Board

but to bring forth awareness that changes are coming, and to show the competing interests that tough choices have to be made to continue as a full service community. Discussion ensued.

Mr. McDowell mentioned the major changes that have come about in the last 30 plus years in terms of construction, replacement, maintenance of buildings, such as the Pavilion & Restrooms. There was a time when volunteer groups could build, replace, and maintain; over time, the buildings were “given” to the City to replace and maintain, at an extremely high cost due to prevailing wage, BOLI. The implications were such that boards, like the POSAB, had to run the construction of buildings, like the new restrooms in Pioneer Park, through BOLI, which added approximately \$50,000 to that project, doubling the cost. Mr. McDowell would like to see changes at the local level that would give small communities like Brownsville the opportunity to save thousands of dollars that could be put to use more productively. Discussion ensued.

Mr. McDowell reported on the Park Master Plan. For the last couple of years, the City has applied for a planning grant through the Oregon Parks and Recreation Department. The OPRD was not able to grant as many funds in 2016; the City’s application was not chosen at that time. Mark Cowan, of the OPRD suggested the City update the current plan; Mr. McDowell, Mrs. Coleman & Mr. Frink will be working toward that goal, with participation from the Board. Mrs. Coleman will likely send a rough draft for the Board to review at the end of January for discussion at the March meeting. A recommendation to Council at the March meeting will be needed to prepare for the budgeting purposes.

Mrs. Grimes inquired about the timeframe to elect Chair & Vice-Chair. The January 6<sup>th</sup>, 2016 minutes stated the Chair & Vice-Chair terms would be for two-years, unless there are changes in membership. The determination for that statement was not clear. Mr. McDowell located Ordinance 2.30.050, which states **The Board, at its first meeting of each calendar year, shall elect a Chair and Vice Chair that shall hold office during the course of the year. [Ord. 686A §5,2004.]** Ms. Linn made a motion to elect Mr. Dominguez as Chair & Mrs. Simon as Vice-Chair for a second term; Mrs. Ramshur seconded, and the motion passed unanimously.

### **Progress Reports**

Memorandums of Understanding are in process; Chamber of Commerce, Eugene Kennel Club, Kenny Graham (Bicycle Tour), Festival of Tents. Wade Long of the Vintage Trailers showed an interest in coming back to Pioneer Park for another vintage show. The City signed a one time agreement with Mr. Long, allowing him to utilize the Prairie for their event. As the City and the POSAB have discussed, we don’t want to make a habit of using the Prairie for RV spaces. Mr. Long was encouraged to partner with the Chamber/Antique Faire. The City will hire Park Caretakers for 2017, that process will be underway very soon.

### **Park Electricity**



## Parks & Open Space Advisory Board

There was some confusion in 2016 over electrical cords and venders in Pioneer Park. It is important for groups to know that any vendors using the Pioneer Park electricity will be responsible for bringing their own adapters and cords. The City is not responsible for providing those.

### CLRC

Mr. McDowell had a chance to meet with George Frasier, President of the Rec Center. He mentioned they may be bringing in someone to start cleaning the Rec Center. Good news. Karl & Scott have met with Mike Sossie, who handles repair of the gym floor. The varnish is chipping but we cannot sand the floor again. Replacing it will cost at least \$125,000.

### General Updates

The Board will review the Park Rules/Camping fees in the next few months. The trees that were vandalized along Main Street will not be replaced until late spring. There have been some arrests made in relation to vandalism of the trees. Marijuana decision came out 445 to 442, in favor of marijuana facilities. The Simpsons will apply for a Conditional Use to operate a medical facility at the Kirk's Ferry building along Hwy 228. It will take a couple of months to complete the process.

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

ATTEST:

Elizabeth E. Coleman  
Administrative Assistant

---

Brandie Simon  
Vice-Chair