



Meeting Agenda

Tuesday, April 2, 2024

5:30 PM

City Hall Council Chambers

For meeting access information and opportunities to comment, see the last page of the agenda.

Members: Scott Austin, Rose Bricker, Owen Cass, Yvonne McMillan, Tyler Pellett, Larry Sleeman, Lindy Young.

City Staff: Chelsea Starnier

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Minutes from the February 6, 2024, Park Advisory Board meeting

3. BUSINESS

3.1 **Music in the Park Planning**

3.2 **Park Capital Projects for FY 2024/25**

4. STAFF AND BOARD UPDATES

4.1 **Park project updates**

a. Paul J. Cochran Memorial Park Construction

b. Skatepark

4.2 **Board Member updates** – time for Board members to share anything park related

4.3 **Future discussion items**

5. ADJOURNMENT

MEETING ACCESS AND OPPORTUNITIES TO COMMENT

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies will still be available via electronic participation. City meetings will be live-streamed on the City's YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days' notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English. Contact the City Manager's Office to make interpreter arrangements.

Opportunities to Comment

Methods:

1. Appear in person and submit speaker form
2. Sign up to speak via Zoom by contacting the City Manager's Office
3. Email written comments to the City Manager's Office
4. Deliver written comments to the City Manager's Office
5. Mail written comments to the City Manager's Office

Must be received by:

- Meeting call to order
- 4:00 p.m. day of meeting
- 12:00 p.m. day of meeting
- 12:00 p.m. day of meeting
- 12:00 p.m. day of meeting

City Manager's office; 541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370.

**PHILOMATH PARK ADVISORY BOARD
MEETING MINUTES
Philomath City Hall Council Chambers
February 6, 2024**

1. ROLL CALL

Meeting called to order at 5:32 p.m. by Vice Chair Yvonne McMillan.

Present:

Larry Sleeman, Chair
Rose Bricker
Owen Cass
Tyler Pellett
Lindy Young

Absent:

Yvonne McMillan, Vice Chair
Scott Austin

Staff Present:

Chelsea Starner, Assistant City Manager

2. APPROVAL OF MINUTES

1. Minutes of January 24, 2024

Start Time: 5:33 p.m.

- Short discussion about secretary duties being transferred to City staff.

Action: To approve the minutes

Motion/Second: Larry Sleeman/ Rose Bricker

Vote: Action APPROVED 4-0 (Yes: Bricker, Cass, Pellett, Sleeman, Young; No: None)

3. BUSINESS

1. Music in the Park Planning – Band Selection

Start Time: 5:35 p.m.

- Chair Sleeman announced the topic and asked how many members completed the online survey; all members completed.
- Correction in survey from Brutal Brides Band to Brutal Bridges Band.
- Board reviews the survey results which were separated by category and overall.
- Board asked ACM Starner to try to book the top few from each category, as well as the overall top choices.
- Members expressed that rock/country and folk/bluegrass are favorite genres if any additional bands need selected due to availability.
- Brief discussion about role of Music in the Park Sub-Committee.
- ACM Starner to ask Yvonne McMillan about status of the school bands.
- Tyler Pellett asked about adding a 3rd date during the summer months as the event gets more popular.
- Discussion about flyers noting food is available at all events.
- Pros and cons for two bands playing at each event in the future.
- ACM Starner to coordinate confirming with Lyon's Club and Mud Oven Pizza as food vendors, and the Philomath Library for family activities.
- Pioneer is going to be the 2024 series sponsor; additional \$200 level sponsors are needed.

4. STAFF AND BOARD UPDATES

1. Park project updates

a. Paul J. Cochran Memorial Park construction

Start Time: 5:59 p.m.

- Staff updated about the progress of the project including the memorial construction delays. The City hopes the project will be completed by May but the memorial may be delayed.
- Irrigation and landscape maintenance will be City responsibility, ACM Starner said yes.

- Discussion about the shelter which will possibly be part of phase two.
- ACM Starner explained the play surface will be an ADA artificial turf playground surface.
- Rotary peace pole installation was discussed.
- Discussion about the Rotary peace pole which says, "May Peace Prevail on Earth".
- Discussion about fences going in before project is complete.
- Potential scheduling conflict with Memorial Day weekend Music in the Park if an opening is being planned.

b. Skatepark

Start Time: 6:08 p.m.

- Local news reporting of park related topics was discussed.
- Addition of project web page will be coming soon.
- Member Bricker referred to a recent online video of a professional skateboarder who visited Philomath and would like to send an email to their sponsors for help funding the park.
- ACM Starner explained the feedback from public was that people wanted street style skate features and that will be reflected in design.
- Proximity of park to Newton Creek was discussed.
- Recap of City Council approval of conceptual design and projected project budget.

2. Board Member updates

Start Time: 6:15 p.m.

- Lindy: Marys River Park and Natural Area tree damage from ice storm. Asked if the City does something with tree debris.
- Owen Cass: Updated the Board on visit to Reservoir Park to look at vegetation management. Reported that the area appeared to be fairly well maintained but that the neighboring private property is not so some people may be confused about which area they are looking at. ACM Starner noted that area is owned by a homeowner association and residents in the area often do not know that it is not maintained by the City.

3. Future Discussion Items

Start Time: 6:21 p.m.

- Music in the Park including sponsorship and band schedule.
- Park updates.
- Next meeting scheduled for Tuesday, March 5.

5. ADJOURNMENT

Action: To end the meeting.

Motion/Second: Bricker/Pellett

Meeting adjourned at 6:23 p.m. by Chair Sleeman

Respectfully submitted by: Chelsea Starner, Assistant City Manager



Philomath Park Advisory Board Agenda Item Summary

Title/Topic: Music in the Park Planning

Meeting Date: April 2, 2024
Staff Contact: Chelsea Starner

BACKGROUND

Music in the Park is a popular summer concert series held at City Park, two dates per month, May through August. This year is the 8th year of the popular series (no concerts in 2020). Each year, the City has received more applications from musicians than previous years and this year is no exception. The following bands applied this year:

The following items are up for discussion this month:

1. Unveiling the 2024 poster and bands.
2. Sponsorship – we have received a total of \$1,200 (\$1,000 Pioneer Connect Series Sponsor, and \$200 Strengthening Rural Families Band Sponsor) for this year's series. We need \$400 more to break even.
3. Coverage for May concerts.
4. Other related business.

City of Philomath
Infrastructure Improvement Schedule
Park

	Total	Total	2024-25	2024-25	2024-25 Projected	2025-26 Projected	2026-27 Projected
	Project Cost	Expenses To Date	Budgeted Expense	Project Balance	Reserve	Reserve	Reserve
					SDC Improv	SDC Improv	SDC Improv
Revenue:							
Cash carryover from prior year							
Appropriation/Revenue					65,000	55,950	35,950
Grant Revenue - Cochran Park					30,000	30,000	30,000
ARPA Money - Cochran					50,000		
Skirvin Park State					10,000		
Skirvin Park Fundraising/Grant/Loan					1,900,000		
Grant Revenue -Roller					0	0	310,000
Interest Income					1,000	0	0
Total Revenue					2,856,000	85,950	375,950
					1,000	1,150	1,150
					115,000	200,150	251,300
Projects:							
Cochran Veterans Memorial Park	298,100	248,050	100,050	100,050			
Millpond Park Upgrade	10,000	-	10,000	10,000			
Roller Sports Park Feasibility Study	25,000	25,000	-	-			
Roller Sports Park Construction	610,000		-	-			
Pedestrian-scale lighting -City Park	20,000	-	-	20,000		20,000	560,000
Skirvin Park Improvements	2,700,000			2,700,000	2,700,000		
Triangle Park Improvements	30,000					30,000	
Total Expenditure					2,800,050	50,000	560,000
					0	10,000	50,000
Year End Balance					55,950	35,950	(184,050)
					115,000	190,150	201,300

Cochran Memorial Park
The Cochran Memorial Park is a Veterans park honoring Paul Jeffrey Cochran, Philomath High School class of 1966, who was killed in action on May 1st, 1968. The park will consist of a memorial plus picnic areas and a park gazebo.

Millpond Park Upgrade
This neighborhood park will be built by the developer at the time the surrounding homes are constructed. It will serve the new subdivision with a sports court, playground equipment and public restrooms. Additional ADA equipment may be necessary.

Roller Sports Park Feasibility Study - Complete 2023-24 FY
A feasibility study is needed to determine the appropriate size, elements, and location of a future skatepark.

Roller Sports Park Construction
Following the feasibility study, construction of the new skatepark facility will take place. A State Parks and Rec Grant may be sought.

Pedestrian-scale lighting -City Park
The Park Master Plan identifies the need for lighting along the parking lot and adjacent walking path at City Park.

Skirvin Park Improvements
Monies from State Lottery for reconstruction of Skirvin Park Grandstands. Council has directed staff to pursue fundraising to cover any shortages.

Triangle Park improvements
Master Plan project will enlarge playground safety surface area, new ADA engineered wood fiber, new swing set with ADA bucket seat, fence extension for basketball court and roof replacement for pavilion.