



Meeting Agenda

Tuesday, February 6, 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 January 24, 2024, Park Advisory Board meeting

3. BUSINESS

3.1 **Music in the Park Planning – Band Selection**

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.

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**PHILOMATH PARK ADVISORY BOARD
MEETING MINUTES
Philomath City Hall Council Chambers
January 24, 2024**

1. **ROLL CALL**

Meeting called to order at 5:33 p.m. by Vice Chair Yvonne McMillan.

Present:

Scott Austin
Rose Bricker, Secretary
Owen Cass
Yvonne McMillan, Vice Chair
Tyler Pellett
Lindy Young (joined at 5:35 p.m.)

Absent:

Larry Sleeman

Staff Present:

Chelsea Starner

2. **APPROVAL OF MINUTES**

1. Minutes of December 5, 2023

Action: To approve the minutes as presented.

Motion/Second: Scott Austin/ Rose Bricker

Vote: Action APPROVED 6-0 (Yes: Austin, Bricker, Cass, McMillan, Pellett, Youg; No: None)

3. **BUSINESS**

1. Election of Chair & Vice Chair

Start Time: 5:36 p.m.

Action: To approve Larry Sleeman as Chair and Yvonne McMillan as Vice Chair for 2024

Motion/Second: Yvonne McMillan/Rose Bricker

Discussion:

- Assistant City Manager asked for consensus on removing the Secretary position; staff will complete minutes.
- Assistant City Manager explained the roles of Chair and Vice Chair.

Vote: Action APPROVED 6-0 (Yes: Austin, Bricker, Cass, McMillan, Pellett, Young; No: None)

2. Music in the Park Planning

Start Time: 5:38 p.m.

- Assistant City Manager reviewed the band submission list and noted several bands have contacted the City because they learned of the opportunity after the deadline.
- Assistant City Manager received consensus for opening the application process up through January 28.
- Assistant City Manager to send out survey to Park Board for band ranking.

3. Recommendations to Council for park priorities

Start Time: 5:50 p.m.

- Assistant City Manager reviewed the staff report with current Strategic Plan language, suggested changes, capital projects from the Parks & trails Master Plan, and other potential projects which have come up over the past year.
- The following changes and additions were recommended (double underline add/strikethrough remove):

1 Objective 4.3.2: Follow the Parks & Trails Master Plan and install projects from the
2 Capital Project list.

3 ~~Action: Complete Cochran Park Design and begin Construction (2022-23)~~

4 ~~Action: Complete feasibility study for active sports park (2022-23)~~

5 Action: Flossie Overman Park – Shade trees and tree protection, and
6 trash/recycling cans (2023-24)

7 Action: Triangle Park – Replace play area and swings with ADA accessible
8 surface and play area

9 Action: Create specifications for park related signage including park name signs,
10 wayfinding signs, and interpretive signs.

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12 Objective 4.3.4: ~~Coordinate efforts relating to Music in the Park through the Park~~
13 ~~Advisory Board. In conjunction with the Park Advisory Board, support the annual~~
14 ~~Music in the Park Concert Series.~~

15 Action: Create a sub-committee to assist with promoting, band selection, and
16 event coordination (2024/25).

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18 Objective 4.3.5: Encourage planting of native trees and vegetation where appropriate
19 in the parks and streets.

20 Action: Create and implement a Park Tree Management Plan

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- The Skatepark project was discussed including a recent video that has circulated and the Council's recent approval of the feasibility study and conceptual design.
 - The Committee's consensus was to look at the following items in January 2025:
 - City Park exercise equipment replacement.
 - City Park Shelter #2 playground equipment replacement.
 - Due to current construction of the Water Reservoir and Plant, the Board decided to hold off on reviewing the Marys River projects on the Parks and Trails Master Plan Capital Project list.
 - Reviewed Larry Sleeman's written recommendations including focusing on trails.
 - Assistant City Manager said that the City Manager has been discussing trails in Philomath and will report back at a future meeting.
 - The Assistant City Manager explained, generally, what a Parks and Recreation District is.
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36 **4. STAFF AND BOARD UPDATES**

37 1. Park project updates

38 Start Time: 6:39 p.m.

39 a. Paul J. Cochran Memorial Park construction

- Staff updated about the progress of the project; the City hopes the project will be completed by May.
- Discussion about the Rotary peace pole.

43 b. Skatepark design

- No further discussion.
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46 2. Board Member updates

47 Start Time: 6:40 p.m.

- Yvonne: Dances at the Grange are now weekly; bluegrass workshops are continuing.
 - Discussion about how to help advertise for the events (which are supported by the Parks and Advisory Board). Question about where the City is currently advertising. The Assistant City Manager will share the need for social media help.
 - Community survey is open, encouraged members to share.
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54 **5. ADJOURNMENT**

55 Meeting adjourned at 6:44 p.m. by Vice Chair McMillan

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57 Respectfully submitted by: Chelsea Starner, Assistant City Manager



Philomath Park Advisory Board Agenda Item Summary

Title/Topic: Music in the Park Band Selection

Meeting Date: February 9, 2024
Staff Contact: Chelsea Starner

ISSUE STATEMENT

Shall the Park Advisory Board rank the bands that submitted applications for the 2024 Music in the Park Concert Series?

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:

- Aaron Ball Band
- Barrie Dempsey Duo
- Blood on the Plow
- Brutal Brides Band
- Charlene and Her Champagne Bruts
- Chipindura Marimba (Ancient Ways)
- Corwin & Grace
- DarkHorse Salem
- DRTR
- The Easy Targets
- Family Tradition
- JJ Greg & Pavan Kanekal
- The Nettles
- Phoenix
- Revel'n
- The Root Vegetables
- Tin Can Alley
- Towse

The Board will review member survey results at the meeting.