



CITY OF PHILOMATH PARK ADVISORY BOARD

June 4, 2024

5:30 P.M.

City Hall Council Chambers
980 Applegate St., Philomath, OR 97370

Mission Statement

To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

- A. **ROLL CALL**
- B. **PUBLIC COMMENTS**
- C. **APPROVAL OF MINUTES**
 - 1. Minutes from May 7, 2024, meeting
- D. **BUSINESS**
 - 1. June & July Music in the Park planning
 - 2. Volunteers in parks
 - 3. Park Advisory Board Municipal Code
- E. **STAFF AND BOARD UPDATES**
 - 1. Staff updates
 - 2. Board Member updates
 - 3. Future discussion items
- F. **ADJOURNMENT**

NEXT MEETING: August 6, 2024 (no July meeting)

MEETING PARTICIPATION INSTRUCTIONS

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies are also available via written or electronic participation. City meetings are 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:
541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370

Opportunities to Comment

Methods:

1. Appear at City Hall Council Chambers
2. Sign up to speak via phone or Zoom by contacting City Hall
3. Email written comments to City Hall
4. Deliver written comments to City Hall
5. Mail written comments to City Hall

Must be received by:

- 4:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting

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**PHILOMATH PARK ADVISORY BOARD
MEETING MINUTES
Philomath City Hall Council Chambers
May 7, 2024**

1. ROLL CALL

Meeting called to order at 5:32 p.m. by Chair Larry Sleeman

Present:

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

Absent:

Scott Austin

Staff Present:

Chelsea Starner, Assistant City Manager

2. APPROVAL OF MINUTES

1. Minutes from the April 2, 2024, Park Advisory Board meeting

Start Time: 5:32 p.m.

Action: To approve the minutes

Motion/Second: Pellett/Cass

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

Added time for public to speak:

- Bill Caffey spoke in favor of adding a dog park in Philomath.
- Jane Sherwood (Inclusivity Committee member) approached the Board for support hosting a table at Music in the Park events to gather information from the public on how to be a more age friendly and overall inclusive community.

3. BUSINESS

1. Music in the Park Planning

Start Time: 5:48 p.m.

- Reviewed volunteer duties during concerts
- Discussed sandwich board storage location and retrieval for concerts.
- Members coordinated for coverage at May events.
- Philomath Performing Arts Benefit Fund participation was discussed.

2. Flossie Overman Park

Start Time: 6:02 p.m.

- Condition of the park was discussed after several communications from the public over the maintenance of it.
- Discussed staff time issues; the City does not have any dedicated park worker positions.
- Volunteers time spent at parks has diminished but may be an idea for work parties in the future.
- Talked about organizing a “friends of Philomath parks” program; Ms. Starner noted it is not in the Strategic Plan but she will speak with other staff about volunteer coordination in Philomath.
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4. STAFF AND BOARD UPDATES

1. Park project updates

- a. Paul J. Cochran Memorial Park construction

1 Start Time: 6:16 p.m.

- 2 • Staff noted the sign is up and residents are using the park. The pavilion and
- 3 memorial are outstanding to be constructed.
- 4 • Discussed Rotary gathering on Memorial Day.
- 5 • Question about adding shade to park; there are no other shade structures
- 6 planted but trees have been planted.
- 7 • Young to reach out to Public Works about flags.

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9 b. Skatepark

10 Start Time: 6:21 p.m.

- 11 • Bricker talked about Build a Better Skatepark (BABS) which is hosting upcoming
- 12 online meeting.
- 13 • BABS attended recent City of Corvallis Skatepark opening.

14
15 2. Board Member Updates

16 Start Time: 6:26 p.m.

- 17 • Young: Asked about the reservoir project progress.
- 18 • McMillan: Talk Like a Pirate Day Fundraiser Dance on May 24 at the Frolic Grounds.
- 19 • Sleeman: Noted the new name sign at City Park and encouraged others to go see it.
- 20 Brought up directional signage to City Park on Applegate.
- 21 • Cass: Benton Soil and Water Conservation District Let's Pull Together events on May
- 22 18.

23
24 3. Future Discussion Items

25 Start Time: 6:35 p.m.

- 26 • Volunteers at parks; dog park (waiting for Master Plan update); Music in the Park; Build
- 27 a Better Skate Park; Park Board Municipal Code update.

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29 **5. ADJOURNMENT**

30 Meeting adjourned at 6:37 p.m. by Chair Sleeman. Next meeting is June 4, 2024.

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32 Respectfully submitted by: Chelsea Starner, Assistant City Manager



Philomath Park Advisory Board Agenda Item Summary

Title/Topic: Park Advisory Board Municipal Code

Meeting Date: June 4, 2024
Staff Contact: Chelsea Starner

BACKGROUND

Philomath Municipal Code Chapter 2.55 Park Advisory Board was established by Ordinance 723 in 2004. The Park Advisory Board has asked staff to assist with updating the code to reflect current needs and operations of the Park Advisory Board. Staff has provided three documents for Board review:

Attachment A. Existing Philomath Municipal Code Chapter 2.55 Park Advisory Board

Attachment B. Staff recommended draft changes to Philomath Municipal Code Chapter 2.55 Park Advisory Board (additions double underlined, ~~removals strikethrough~~)

Attachment C. Version of Philomath Municipal Code Chapter 2.55 Park Advisory Board with draft changes incorporated

Staff asks that the Board review the recommended changes and bring suggestions back to the next scheduled meeting for further discussion. Objectives of the update are as follows:

1. To reflect the operations of officers including the election process and duties of each officer.
2. To reflect the current and recent year duties and functions of the Board.
3. To keep the overall language of the code

Chapter 2.55 PARK ADVISORY BOARD

Sections:

[2.55.010 Establishment.](#)

[2.55.020 Composition.](#)

[2.55.030 Duties.](#)

2.55.010 Establishment.

The Philomath park advisory board is hereby established. [Ord. 723 § 1, 2004.]

2.55.020 Composition.

The park advisory board shall be composed of a minimum of five and maximum of seven citizen members.

A. Terms. Initial appointments are for two positions for one year, two positions for two years, and the remaining positions are for three years; thereafter the terms of all members shall be for three years, expiring on December 31st. No member shall serve more than three consecutive terms.

B. Vacancies. All vacancies shall be filled by appointment by the mayor, with confirmation by the council.

C. Eligibility. Any citizen residing within the city or urban growth boundary is eligible to serve on this committee. Two positions may be filled from outside the urban growth boundary but within Benton County. [Ord. 723 § 2, 2004.]

2.55.030 Duties.

A. Officers. Upon appointment by the council, members shall meet to establish a chairperson and vice-chair/secretary for the advisory board.

B. Process. The chair shall receive matters referred from the public works committee. The chair shall report the board's findings or recommendations to the public works committee. The public works committee shall use those findings or recommendations as the committee sees fit.

C. Meetings. The park advisory board shall meet only as necessary to provide assistance to the public works committee.

D. Examples of Duties. The park advisory board shall advise the public works committee regarding any matter pertaining to city parks as referred by the public works committee. These items include, but are not limited to:

1. Amendments to city ordinances referencing general park activities.

2. General policies concerning the selection, care and removal of park assets.
3. Funding for the purchase and development of city parks. [Ord. 723 § 3, 2004.]

Chapter 2.55
PARK ADVISORY BOARD

Sections:

2.55.010 Establishment.

2.55.020 Composition.

2.55.030 ~~Duties~~ Officers.

2.55.040 Duties.

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2.55.030 ~~Duties~~ Officers.

A. Election of Officers. ~~Upon appointment by the council, members shall meet to establish a chairperson and vice-chair/secretary for the advisory board. At the first meeting of each calendar year, the committee shall elect a chair and vice chair. Should the office of chair and/or vice-chair become vacant, the park advisory board will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by a majority of votes by the park advisory board.~~

B. Chair and Vice-Chair Duties. ~~The chair will help management prioritize agenda items and preside over meetings. The vice-chair will perform the duties of the chair. In the absence of the chair and vice-chair, the park advisory board will elect a temporary chair for the meeting in question.~~

2.55.040 Duties

A. Process. ~~As an advisory board to the city council, the board shall receive matters referred from the public works committee~~ city council or management. The chair or management shall report the board's findings or recommendations to the ~~public works committee~~ city council. The ~~public works committee~~ city council shall use those findings or recommendations as the ~~committee~~ council sees fit.

B. Meetings. The park advisory board ~~shall meet only as necessary to provide assistance to the public works committee~~ will meet at least quarterly. Additional meetings may be held to discuss time-sensitive subjects as needed.

C. Examples of Duties. The park advisory board shall advise the ~~public works committee~~ city council and management regarding any park matters ~~pertaining to city parks as referred by the public works committee~~. These items include, including but are not limited to:

1. Amendments to city ordinances referencing general park activities.
2. General policies concerning the selection, care and removal of park assets.
3. Funding for the purchase and development of city parks. [Ord. 723 § 3, 2004.]
4. Reviewing and participating in recommendations to the city council for park master plan and strategic plan updates.
5. Participating in the annual budgetary process of the city as that process pertains to parks and recreation services.
6. Encouraging widespread public support and use of park and recreation services and facilities.
7. Coordinating with management in the organization of and implementation of recreational events such as Music in the Park.
8. Performing other duties as authorized by the city council.

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