



# CITY OF PHILOMATH PARK ADVISORY BOARD

August 6, 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 June 4, 2024, meeting

D. **BUSINESS**

1. August Music in the Park planning
2. Volunteers in parks (continued from June)
3. Park Advisory Board Municipal Code (continued from June)

E. **STAFF AND BOARD UPDATES**

1. Staff updates
2. Board Member updates
3. Future discussion items
  - a) Music in the Park – recommendations for future of program

F. **ADJOURNMENT**

NEXT MEETING: September 3, 2024

## 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](mailto: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  
June 4, 2024**

**1. ROLL CALL**

Meeting called to order at 5:30 p.m. by Vice-Chair Yvonne McMillan

**Present:**

Yvonne McMillan, Vice Chair  
Scott Austin  
Rose Bricker  
Owen Cass  
Lindy Young  
Tyler Pellett

**Absent:**

Larry Sleeman, Chair

**Staff Present:**

Chelsea Starner, Assistant City Manager

Members of the public approached the Park Advisory Board for comment:

- Kathy Berry, Philomath, OR – discussed the flag at Paul J Cochran Veterans Memorial Park.

**2. APPROVAL OF MINUTES**

1. Minutes from the May 7, 2024, Park Advisory Board meeting

Start Time: 5:42 p.m.

Action: To approve the minutes

Motion/Second: Cass/Bricker

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

**3. BUSINESS**

1. Music in the Park Planning for June and July

Start Time: 5:43 p.m.

- Members coordinated coverage for June and July events.
- Ms. Starner to send email for July event coordination.
- Sandwich board continues to be a discussion.

2. Volunteers in Parks

Start Time: 5:47 p.m.

- Ms. Starner reported feedback about how the City may be able to support having park volunteers.
- Park Board expressed interest in attending Farmer's Market and helping with messaging to get more community members interested.
- Board discussed some potential parameters for volunteers in parks.

3. Park Advisory Board Municipal Code

Start Time: 6:01 p.m.

- Ms. Starner reviewed the current Park Advisory Board Code and presented possible changes for the Board to consider.
- Agenda item will be brought forward to next meeting for further discussion and input.

**3. STAFF AND BOARD UPDATES**

1. Staff updates

Start Time: 6:12 p.m.

1 2. Board Member Updates

2 Start Time: 6:13 p.m.

- 3 • Bricker talked about Build a Better Skatepark (BABS) which is gaining support.  
4 • Young asked about a future dog park. Cass mentioned the idea of a temporary dog park  
5 which uses fencing and moves around to help determine best location for permanent  
6 park.  
7 • Bricker – update on Philomath Pride which is scheduled for June 15.  
8 • Austin – attended recent City sponsored diversity training and shared resources and  
9 discussed how the Park Board may be able to use them in future decision making.  
10 • Bricker – feedback on recent rental of Shelter #2 at City Park.  
11 • McMillan – Talk Like a Pirate Day in September.

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13 3. Future Discussion Items

14 Start Time: 6:21 p.m.

- 15 • Volunteers at parks; Farmer’s Market outreach, dog park (waiting for Master Plan  
16 update); Music in the Park planning; Park Board Municipal Code update.

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18 **4. ADJOURNMENT**

19 Meeting adjourned at 6:23 p.m. by Vice-Chair McMillan. Next meeting is August 6, 2024.

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21 Respectfully submitted by: Chelsea Starner, Assistant City Manager



## Philomath Park Advisory Board Agenda Item Summary

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### **Title/Topic: Volunteers in Parks**

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Meeting Date: August 6, 2024  
Staff Contact: Chelsea Starner

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#### ISSUE STATEMENT

Shall the Park Advisory Board make a recommendation to the City Council to add “Develop a City Volunteer Program and Associated Policies” to the Strategic Plan?

#### BACKGROUND

At the June 6, 2024, meeting, the Park Advisory Board suggested the City find ways to increase opportunities for volunteers in parks. The Assistant City Manager, Ms. Starner, reached out to Public Works staff and the City’s insurance agent of record to determine options.

Public Works feedback was that the City could use groups of park volunteers, but preferred they be self-organized and come forward with a planned project idea and team leader. This is primarily due to staff time needed to identify projects, coordinate with volunteers, and oversee time tracking if needed.

Ms. Starner researched other cities’ policies and procedures and found that the City of Sweet Home is using the CityCounty Insurance Services (CIS) recommended processes and forms for volunteers. Ms. Starner also reached out to the City’s insurer to have a discussion about insurance coverage and risk management. The City will need to look into options for insuring park volunteers, which will have a budgetary impact on the City.

Staff recommends the Board visit [www.sweethomeor.gov/executive/page/city-sweet-home-volunteer-policy](http://www.sweethomeor.gov/executive/page/city-sweet-home-volunteer-policy) for more information on applications, screening, approval, and related policies. Because the process will involve a large initial and ongoing staff effort, the City Council will need to designate this as a goal for staff and the Park Advisory Board.

#### BOARD OPTIONS

1. Make a recommendation to Council.
2. Do not make a recommendation to Council.

#### RECOMMENDED MOTION

*“Motion to make a recommendation to the City Council to add “Develop a City Volunteer Program and Associated Policies” to the Strategic Plan.”*



## Philomath Park Advisory Board Agenda Item Summary

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### **Title/Topic: Park Advisory Board Municipal Code**

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Meeting Date: August 6, 2024  
Staff Contact: Chelsea Starner

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#### 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 1. Existing Philomath Municipal Code Chapter 2.55 Park Advisory Board

Attachment 2. Staff recommended draft changes to Philomath Municipal Code Chapter 2.55 Park Advisory Board (additions double underlined, ~~removals strikethrough~~)

Attachment 3. 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.]

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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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