

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**February 23, 2017 - 7:00 pm**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**  
Minutes of January 26, 2017
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Chetco Point Trail Upgrade
  - B. 2017-18 Parks CIP List
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT**

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
January 26, 2017

**CALL TO ORDER**

Chair Tom Bozack called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Trace Kather, Don Vilelle, Patt Brown, Jay Trost and Chair Tom Bozack

*Also present:* Parks/Tech Services Supervisor Tony Baron

**APPROVAL OF MINUTES**

**A. Motion made by Commissioner Kather to approve the minutes of November 17, 2016; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES** – None

**REGULAR AGENDA**

**A. Azalea Park Foundation (APF) – Board Member Seat** – Tony Baron presented the agenda report and advised that the original intent was for a Park and Rec Commissioner to be a liaison between the Azalea Park Foundation and the Park and Rec Commission for communication information. The APF group now has two members and meets infrequently. Committee discussed the need for the APF to regroup if they intend to continue. **Motion made by Commissioner Vilelle to not appoint a member of the Parks and Rec Commission to sit on the APF Board of Directors until the final seat is left to fill and the APF resumes regularly scheduled meetings; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.** Tony to prepare a letter to APF informing them of the Commission's decision.

**INFORMATION UPDATES/DISCUSSION ITEMS**

**A. Updates on items from last meetings**

- **Memorial Bench Update** - Tony advised that the Christie family who requested a memorial bench at Mill Beach has found a bench, that will have a small plaque installed on it and have agreed to maintain, clean and paint the bench. Tony is in the process of finding a location to install the bench at Mill Beach.
- **Bird Houses in Park** - Tony advised bird houses have been installed and he has seen birds moving in.
- **Lions Club Drinking Fountain** – Tony advised plans are mapped out and his staff will be able to start working with the Lions Club on this in February.
- **KidTown – Swing Replacement** – Tony advised that swings have been ordered, and anticipates beginning new swing installation in February.
- **Lions Club Adoption of Oasis Park** – Tony advised he is ordering an Oasis Park sign and the sign will be a place to identify the Lions Club as adopters of the Park. Lions Club is developing plans to submit to the Park & Rec Commission indicating what their plans are for plantings and maintaining the park.
- **Azalea Park Hazard Tree Removal** – Tony advised the hazard trees have been removed and more alder trees will need to be removed in the future.

**B. Upcoming City Council Workshop and scheduling of a February meeting** – Tony advised that a joint Parks and Rec Commission and City Council workshop is being planned for Monday, February 6<sup>th</sup>, at 4pm to discuss upcoming park projects submitted to the City including the rebuilding of Bankus Park fountain and expansion of access to Chetco Point Park. Because of required funding source agreements needing to be in place Commission will need to have a meeting in February to discuss and forward a recommendation to City Council. Commission members are encouraged to attend the workshop. Tony to work on the yearly Parks Capital Improvement Plan for the commission to review in February, so the March meeting can be skipped.

#### **COMMISSIONER REPORTS/COMMENTS**

**A.** Commissioner Villele commented that Salmon Run Golf Course has been improved greatly since the Early's took over management and encouraged Commissioners to visit the golf course. Tony clarified how he understood their contract agreement with the City and advised that many more improvement projects are on the list for the golf course for the upcoming budget year.

#### **ADJOURNMENT**

Workshop scheduled for February 6, 2017 at 4pm and next meeting scheduled for February 23, 2017. With no further business before the Commission, the meeting adjourned at 7:45 pm.

Respectfully submitted,

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Tom Bozack, Chair  
(Approved at February 23, 2017 meeting)

# CITY OF BROOKINGS

## PARKS & RECREATION COMMISSION

### AGENDA REPORT

Meeting Date: February 23, 2017

Originating Dept: Parks

  
Signature (submitted by)

PW/DS Director Approval

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Subject: Chetco Park Trail Upgrade

Motion: recommend Council approve the Chetco Point Trail Upgrade project as described in the attached plan.

Background/Discussion:

On September 1 the City Manager received an email from Kim Hunter, Recreation Programs Manager for the Rogue River-Siskiyou National Forest, forwarding a letter she had received from a private party offering \$200,000 for the development of a coastal trail or overlook in Oregon or Washington that could be dedicated in honor of the party's deceased father. The parameters included: an ocean vista, beach access, picnic benches, close proximity to a major highway, easy hiking ("for older folks") and a dedication plaque. Multiple parties received this referral.

The City Manager responded on September 12 with a letter to a representative of the private party providing two alternatives: 1) development of a trail and overlook on an existing City easement off Tanbark Road and 2) improving the Chetco Point Trail. Tony Baron developed some conceptual drawings. Staff also requested and received a support letter from the Oregon Coast Visitors Association.

On September 20 the private party representative arrived in Brookings as the last visit to prospective project sites and visited both locations. He met with City staff and we discussed several concepts for both locations. The representative indicated that of all the sites he had visited he liked the Chetco Point Trail and thought the funding party would agree. He requested some additional design work and a cost estimate. His only concern was the steepness of the "dip" between the end of the current paved trail and the dirt trail leading up the hill toward Chetco Point. The City Manager suggested installing a trestle-like boardwalk along this section to ease the slope, although this still may not meet ADA standards. The intermediary liked the idea. He was also impressed with the OCVA letter. He said the private party may be willing to grant more than \$200,000; he also said that the funds would likely be provided in \$50,000 increments. We also told him that the City had budgeted for construction of a restroom and paving the parking lot at Chetco Point this year.

Tony Baron has now developed a more detailed concept plan (attached) which was provided to the representative on October 6. Since that time we have had periodic contact by the intermediary with questions and requests for design modifications, some of which could be accommodated and others not.

While this project was not “on our radar” it would certainly enhance visitation to Chetco Point Park and Brookings.

The City Manager was contacted by the intermediary on January 25 and advised that the party had selected the Brookings project and would like to proceed as quickly as possible. The party may be willing to contribute the entire cost of the project.

We are now bringing this project to the Parks and Recreation Commission and the City Council for review. This matter has remained confidential until as requested by the funding party. If the City agrees to proceed with the project, an agreement will be drafted which will set forth a time frame for completion of the project and release of funds, and will identify the funding party. The funding party is a resident of Washington State who has no other relationship with Brookings.

Attachment(s):

- a. Project description.
- b. Cost estimate
- c. Support letter.



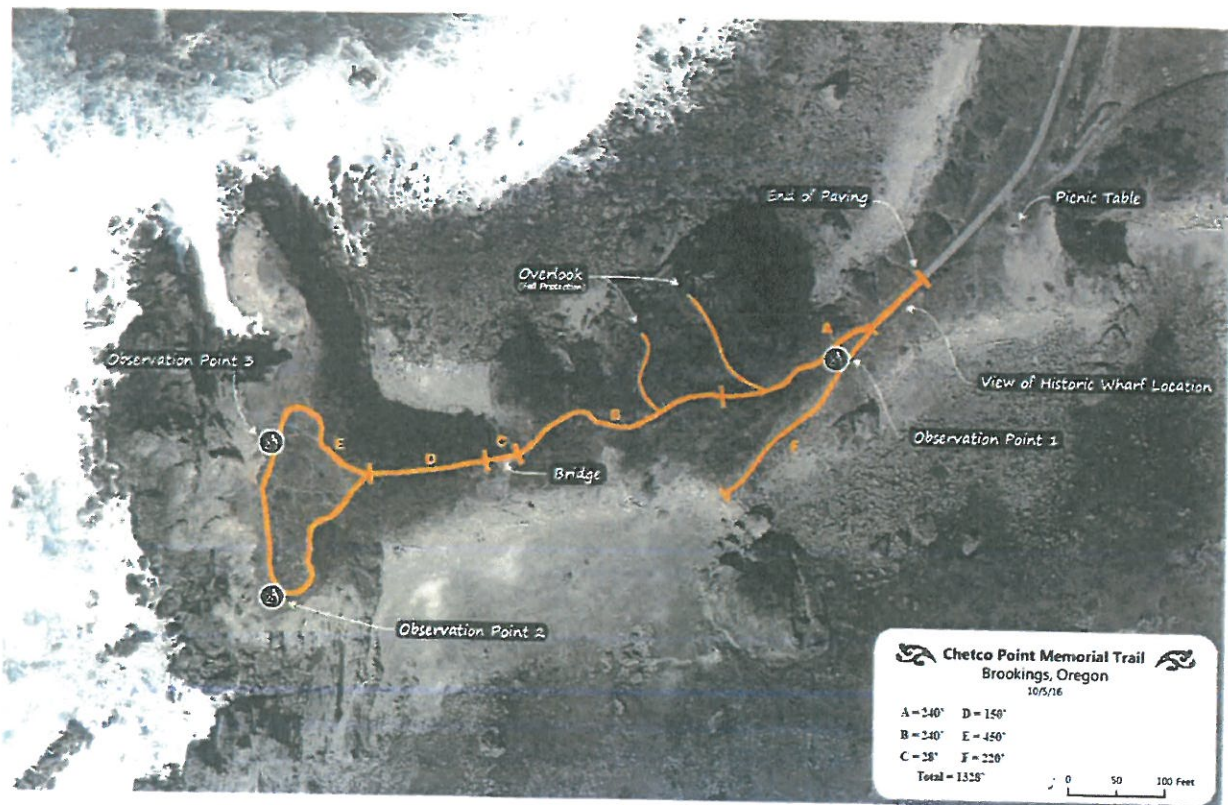
## Chetco Point Memorial Trail

### Project Overview

The memorial trail project would include widening much of the existing 1328 lf trail to between 5 and 6 feet wide, resurfacing the trail with gravel, reconstructing an existing foot bridge to make it wider, install 4 ft fences along the trail and at identified overlooks that provide fall protection and handrails. In addition, the proposed project will include three observation points along the trail that provide an opportunity for resting, taking in the magnificent vistas as well as an opportunity to provide interpretive signage accounting the rich history of Chetco Point.

Attached you will find a report including photo's describing all of the elements of the project, a map of the project and a first glance estimate on what the project might cost. As I mentioned previously there may be elements of the project that go beyond maintenance of an existing trail and could require design and construction to ADA standards.

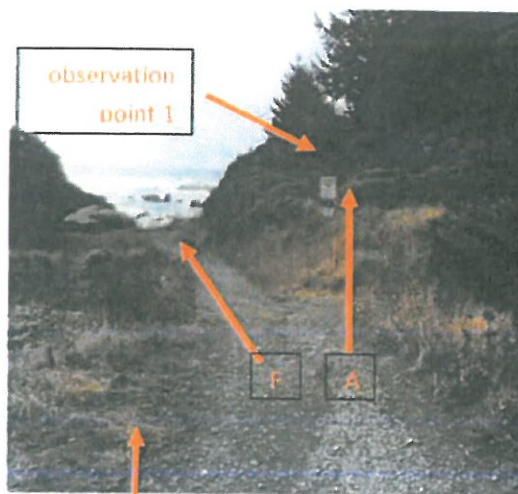
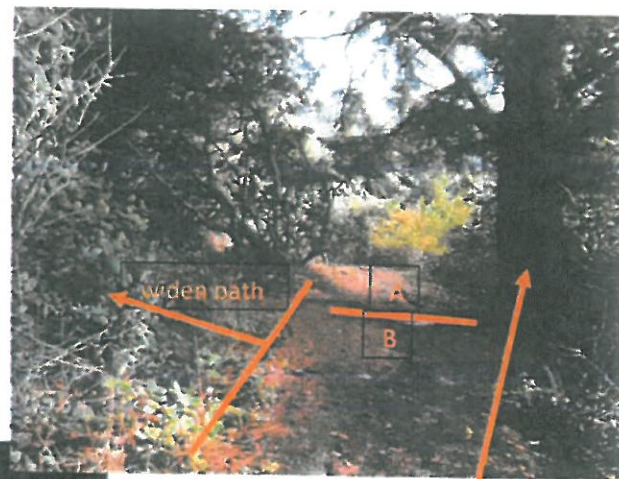
### Site Map



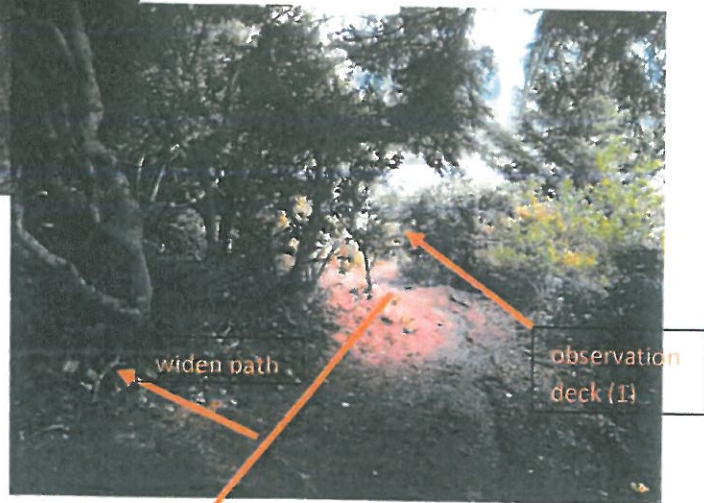
## Segment A

This segment of trail is 240 lf from the end of the existing asphalt path to the base of a spruce tree shown in the photo below. 150 lf of this segment has a steep incline and represents the most challenging segment of the overall trail. We propose to widen the path to the north, resurface with a gravel base and build a 4ft fence on the south side that will double as fall protection as well as provide a location to install a hand rail. We are also proposing to construct an 8x12 observation deck at the midpoint of this segment on the south side of the trail to serve as a resting point and interpretive area used to describes the history of the old wharf that existed in the early 1900's. A memorial trail dedication plaque will be inserted into a large bolder placed at the beginning of the new trail (end of the existing paved trail)

An alternate design to address the steep incline of this segment of the trail would be to build a 320ft long raised 6 ft wide boardwalk walking surface structure out of pressure treated wood that at its highest point will be approximately 8-12 ft above the lowest point (dip) of the existing trail. A structure of this kind will be required to meet ADA where as widening a gravel surfaced path would not as it is considered maintenance of an existing trail.



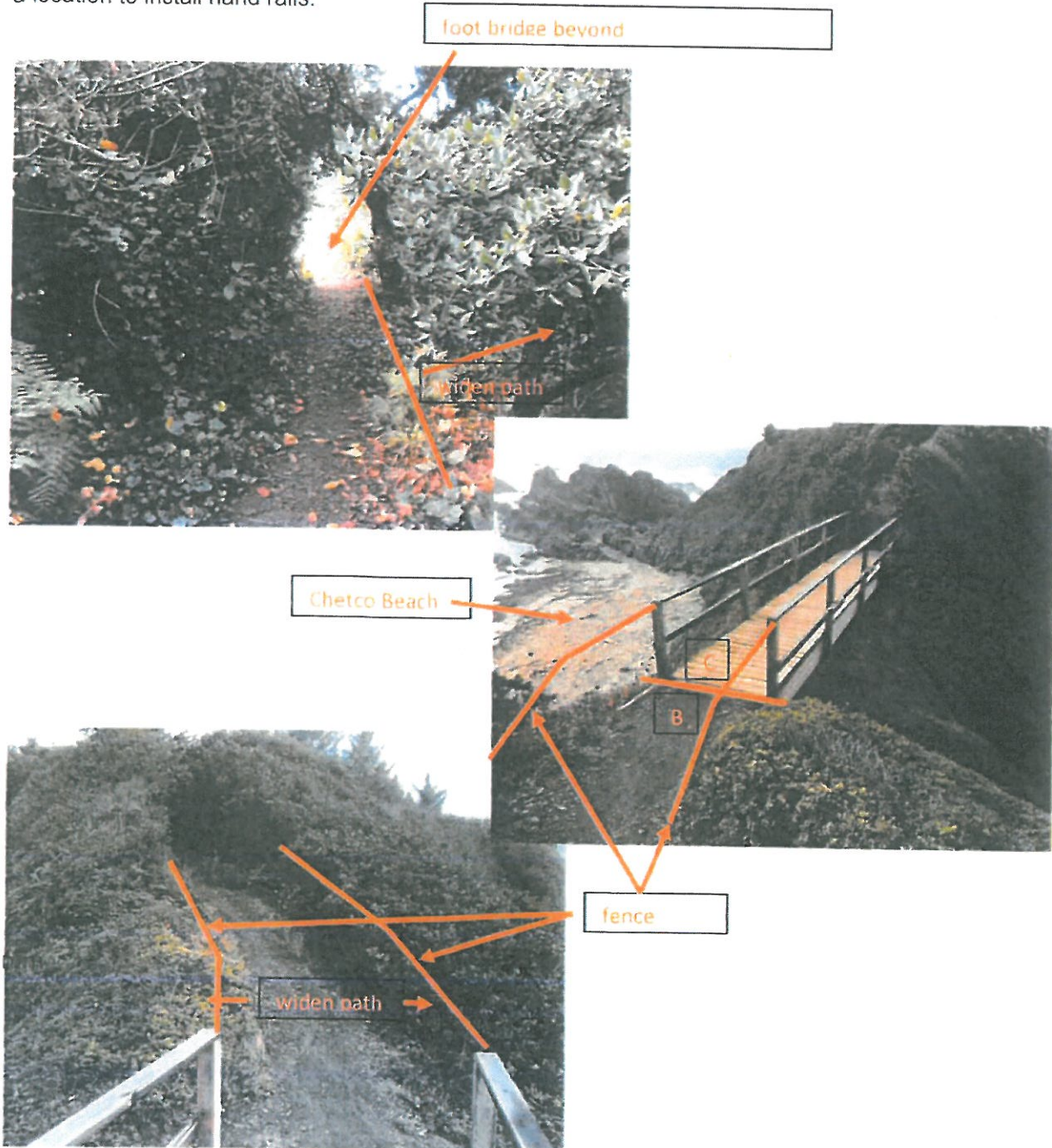
memorial trail  
dedication plaque





## Segment B

This segment of trail is 240 lf from the spruce tree to the existing foot bridge of which nearly sixty percent of this trail segment is currently 5-6 ft wide. We propose to widen the remaining portion of the path to the north, resurface with a gravel base and build 80 lf of 4ft fence on both the north the south side near the foot bridge that will double as fall protection as well as provide a location to install hand rails.





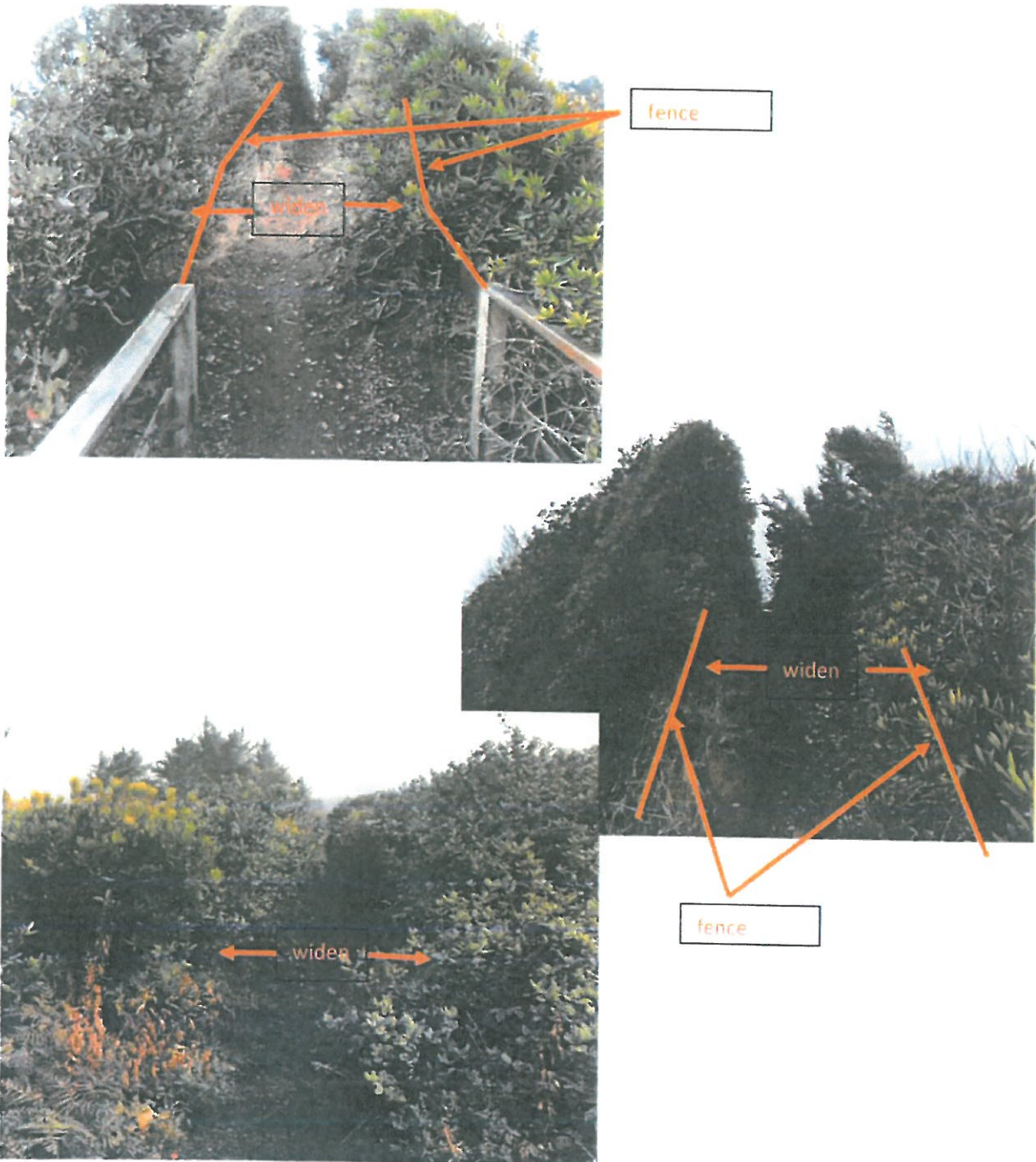
### Segment C

The existing foot bridge is 4ft wide and 28ft long. We propose to rebuild the bridge and widen it to a minimum of 6ft wide complete with fall protection handrails. The bridge will be constructed to support the weight of a small utility vehicles and equipment needed to maintain the trail and overlooks beyond this point (Segments D & E)



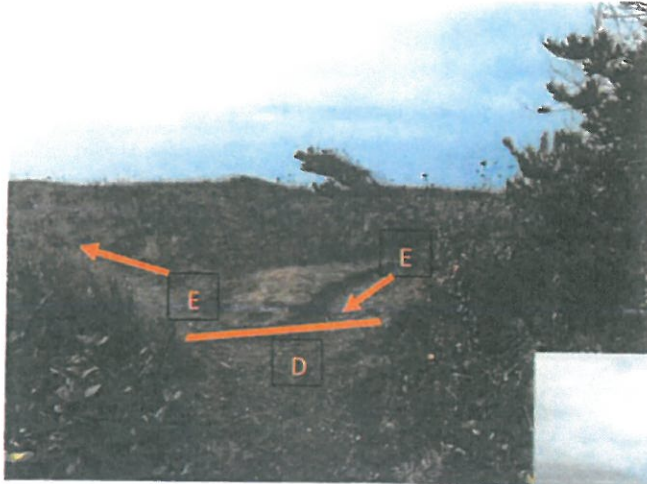
### Segment D

This segment of trail from the existing foot bridge to Chetco Point is 150 lf of which nearly forty percent of the path is currently 5ft wide. We propose to widen the remaining portion of the path to 5ft, resurface with gravel, add 40 lf of fencing to south and north side, near the foot bridge, for fall protection and grab rails.

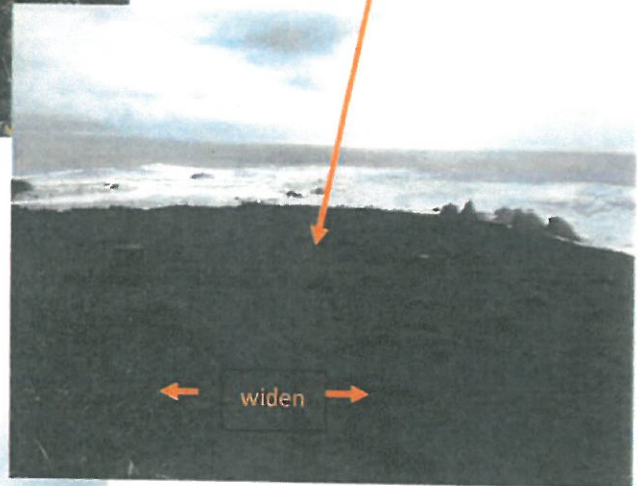


### Segment E

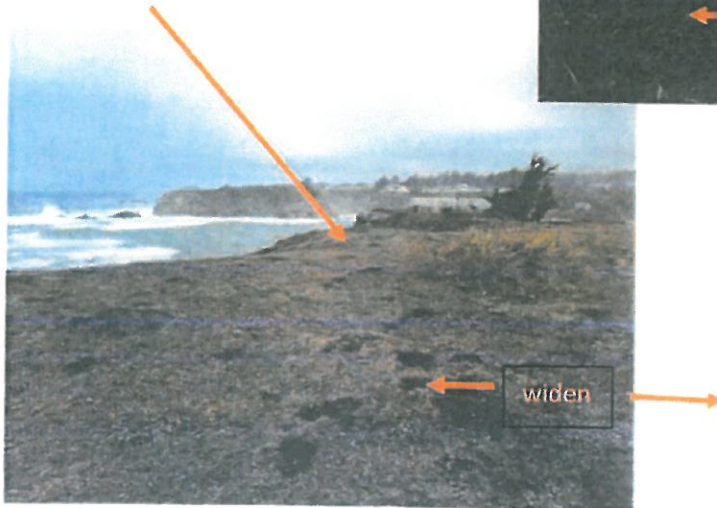
This segment of trail is 450 lf looping around Chetco Point. The existing section is quite narrow but room to expand the path to 5ft. We propose to widen the trail to 5ft, resurface with gravel and add two observation points. These observation points will include one or two benches at each, as well as interpretive signage.



Observation Point 2



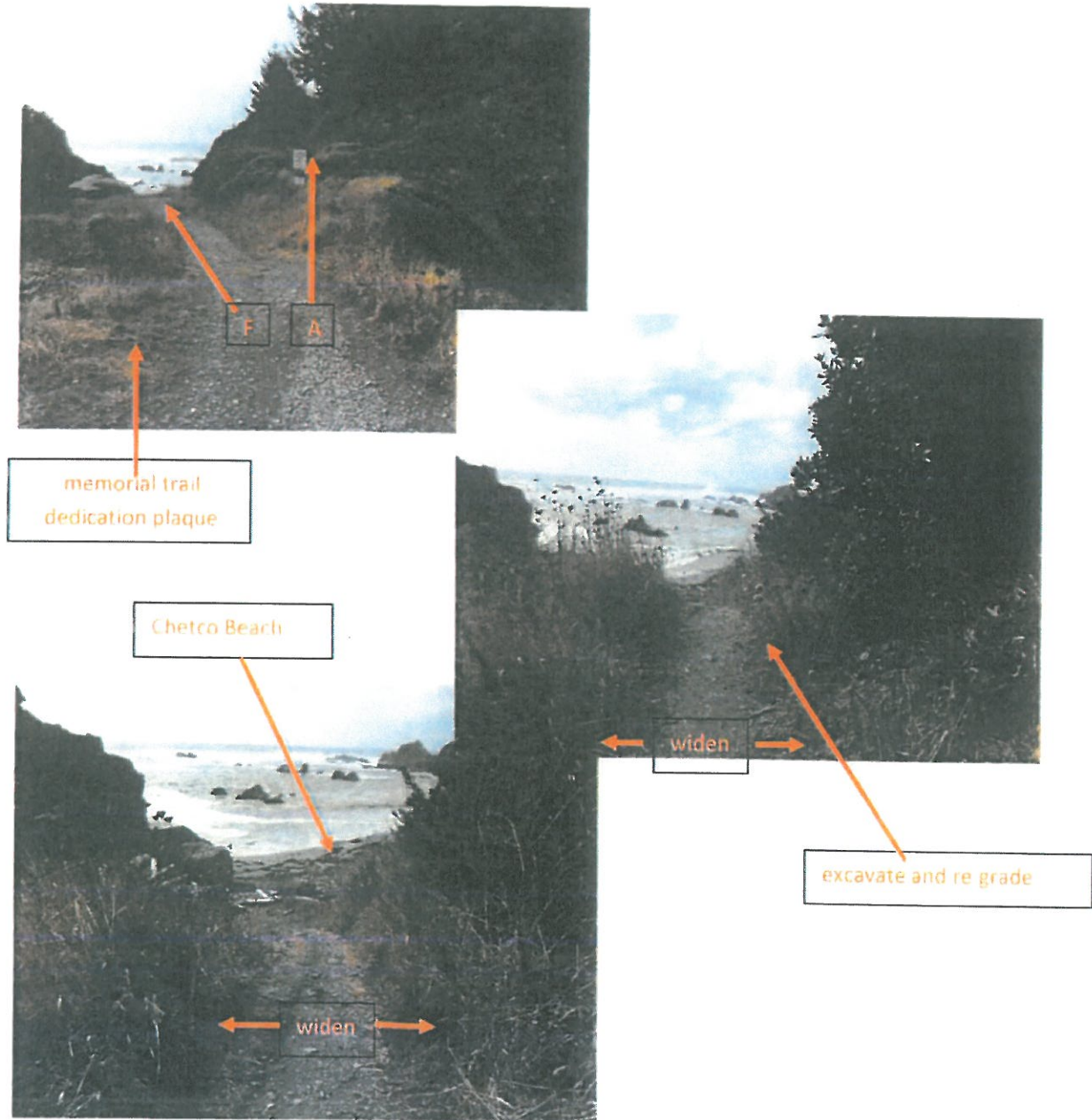
Observation Point 3





## Segment F

This segment of trail is 220 lf and extends to Chetco Beach. Approximately seventy five percent of the trail is 5ft to 8ft wide. We propose to widen the remaining portions of the trail to a minimum of 5ft wide, add a gravel base and pave with asphalt. In addition we propose to excavate a relatively small portion of the path at the end in order to create a gentle grade to the beach.



# City of Brookings Chetco Point Memorial Trail

October 5 2016

Description	Quantity	Unit	Unit Cost	Item Cost
Rebuild/Widen Existing Bridge - to 6ft	1	LS	\$20,000.00	\$20,000
Observation/Resting Platform (Segment A)	1	LS	\$15,000.00	\$15,000
Observation Areas (Segment E) w/benches	2	LS	\$1,600.00	\$3,200
Interpretive Areas (Segments A & E)	3	LS	\$500.00	\$1,500
Cable Railing	340	LF	\$24.00	\$8,160
Gravel Base	75	YDS	\$15.00	\$1,125
Asphalt Paving (Segments A)	800	SF	\$3.00	\$2,400
Asphalt Paving (Segments B,C,&E)	3400	SF	\$6.00	\$20,400
Signage (included memorial dedication plaque)	1	LS	\$2,800.00	\$2,800
Contract labor & equipment for path widening and gravel surfacing	20	Days	\$1,000.00	\$20,000
<b>Total (option a)</b>				<b>\$94,585</b>
<u>Option B (Segment A)</u>				
Wood Framed Boardwalk	1920	SF	\$70.00	\$134,400
Land Surveying	1	LS	\$1,800.00	\$1,800
Geotechnical Engineering	1	LS	\$13,000.00	\$13,000
Civil Engineering (soil & erosion control plan - drainage plan	1	LS	\$4,000.00	\$4,000
Structural Engineering (boardwalk structure and foundation)	1	LS	\$6,500.00	\$6,500
<b>Total (option b)</b>				<b>\$159,700</b>
<b>Total (with option b)</b>				<b>\$254,285</b>

See Note in report regarding ADA requirements



09/19/16

Larry A. Kahle  
10 Nesting Place  
Sequim, WA 98382

RE: Chetco Point Trail

Dear Mr. Kahle,

It is my pleasure to write a letter in support of the City of Brookings submittal, in response to your call for proposals for the development of a coastal bluff trail. Also, I'd like to thank you for considering the Oregon coastline for this very generous opportunity.

We are often asked by our stakeholders to support efforts which invest in our coastal tourism economy; and, we do when a proposition is compelling enough for us to weigh in on.

The Oregon Coast Visitor's Association is the official Regional Destination Marketing Organization for the Oregon Coast, as designated by Travel Oregon and the Oregon Tourism Commission. We support efforts which invest in our coastal tourism economy along all 363 miles of the Oregon Coast by representing the interests of our private industry, non-profit sector and government agency stakeholders. We believe the more opportunities we are able offer visitors, the longer visitors will stay and the greater long-term economic benefits will be for our coastal region.

Our staff is most familiar with the Chetco Point location. Chetco Point fits well with the wishes of the donor, as you describe them in your letter. The existing walking trail already offers some beautiful raised views and two different locations with picnic tables. However, trail improvements to make the island-like point more accessible, and new benches on the point bluff, would be tremendous.

*OREGON COAST VISITORS ASSOCIATION*

*po box 940 ~ 2200 1st St #490 tillamook, oregon 97141 p 541 574 2679 ~ 888 628 2101 ~ c 541 264 0543*



There are miles of breathtaking coastline in Oregon. But a combination of traits makes this location special, and especially fitting for the memorial trail opportunity. Chetco Point is easily accessible from Highway 101, it is walking distance to downtown Brookings, and yet it is a quiet location offering opportunities for solitude and contemplation.

Without reservation, OCVA supports the Brookings proposal and urges you to closely consider Chetco Point or Tanbark Overlook as the perfect home for the memorial trail. Please feel free to contact me if you would like to discuss my recommendation further.

Sincerely,

Marcus Hinz  
Executive Director

**THE PEOPLE'S COAST**

**MARCUS HINZ**

executive director

OREGON COAST VISITORS ASSOCIATION

Director@ThePeoplesCoast.com

cc: Gary Milliman, City Manager, Brookings Oregon

*OREGON COAST VISITORS ASSOCIATION*

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# CITY OF BROOKINGS

## PARKS & RECREATION COMMISSION

### AGENDA REPORT

Meeting Date: February 23, 2017

Originating Dept: Parks

  
Signature (submitted by)

PW/DS Director Approval

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Subject: 2017-18 Park C.I.P. Projects List

Motion: To recommend to City Council the 2017-18 Parks Capital Improvement Project List as determined by the Commission.

Background/Discussion: Park projects are identified for the upcoming fiscal year prior to the beginning of Budget Committee Meetings. Staff presents the list of projects to the Parks and Recreation Commission for approval and recommendation to Council.

The List of projects is a work in progress, beginning with priority projects identified in the Parks Master Plan as well as the addition of projects developed by staff as requested by Council and the Commission.

Attachments:

- a. Parks 2017-18 C.I.P. List

### Parks Capitol Improvements List - FY 2017-18

<u>Project</u>	<u>Cost Estimate</u>	<u>Potential Funding Source(s)</u>	<u>C.I.P. Request</u>
Azalea Park - Ball Field Reconfiguration - Phase 3	\$1,130,000.00	OPRD Local Government Grant / Local Donations/ Gen. Fund	\$452,000.00
Azalea Park - Ball Field Reconfiguration - Phase 2 (unfunded)	\$201,000.00	Regional Solutions/West Family Foundtion / Gen. Fund	\$24,700.00
Azalea Park - Kidtown Repairs	\$10,000.00	Donations/Volunteers/Gen. Fund	\$8,000.00
Azalea Park - Nature Trail Extension	\$17,680.00	OPRD RTP Grant / Gen. Fund	\$7,072.00
Chetco Point Park - Trail Upgrade Project	\$256,000.00	Private Donor / Gen. Fund	\$56,000.00
Easy Manor Park - Overflow Parking Area	\$32,000.00	SDC / Gen. Fund	\$32,000.00
<b>Estimate Totals</b>	<b>\$1,646,680.00</b>	<b>General Fund / C.I.P. Totals</b>	<b>\$579,772.00</b>

SDC funds may be used for projects that increase capacity.