

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
January 22, 2009

**CALL TO ORDER**

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

**ROLL CALL**

*Present:* Commissioners Ken Barkema, Patricia Brown, Frances Hartmann, Tony Parrish and Chair Michelle Benoit.

*Absent:* Commissioners Don Vilelle and Deborah Dudley

*Also present:* Gary Milliman City Manager, John Cowan Public Works Director

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Parrish to approve the minutes of December 18, 2008 as written; motion seconded and Commission voted, the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. *Capella* – Gary Milliman advised that the sub-committee had a meeting with Elmo Williams. Capella is not complete, they have installed an ADA sidewalk and door locks, but a final inspection has not yet been scheduled. Walk thru to be arranged at completion for staff and the commission to learn functions of the building. Event to organize a volunteer support group is planned for late February. Mr. Williams suggested contact with local performing arts groups and existing non-profit groups for managing the facility. A User Fee still needs to be established, and an events package information handout with wedding/event/facility planners, florists, contact numbers etc. is being developed. Further discussion required to understand Parks & Recreation Commissions' vision for the Capella, if it's to be used for scheduled events only or if it is to be open daily to the public. No city resources/staff available to staff daily so would need to recruit volunteer organizations to staff and secure the building which could prove difficult to have someone there daily guaranteed. Landscaping is being completed but a landscape plan has not yet been received. Questions arose regarding operational hours required by initial contract for Capella signed in 2005 with Mr. Williams. Subcommittee to meet again in early February.

**INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *Easy Manor Park* – Chair Benoit advised grant paperwork has been signed. Now in process of getting playground structure out to bid.
- B. *Lower Stout Park* – Commissioner Parrish advised they are trying to raise money through the Wild Rivers Foundation, at their next meeting they will be working on a preliminary marketing plan and a scale model to be built all for a future public presentation.

**COMMISSIONER REPORTS/COMMENTS**

Chair Benoit - Bankus Park to undergo restructuring soon, azaleas to be ordered and scheduling of a community service day where local organizations can help with plantings and bark covering is to be planned. Loins Club donated \$250 for plantings, bark and mulch.

Commissioner Parrish – Would like the KASPER program to provide a written description for this summers' upcoming program and to have better communication with them. CCEC has still not planted the correct trees at Stout Park, requested trees be replaced several months ago. Will provide list of correct trees and damaged azaleas to Dave Kitchen for further investigation to get matter resolved.

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:43 pm. Next meeting scheduled for February 26, 2009.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michelle Benoit". The signature is written in black ink and is positioned above a horizontal line.

Michelle Benoit, Chair

(approved at February 26, 2009 meeting)