

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**January 24<sup>th</sup>, 2008 - 7:00 p.m.**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
  - A. Minutes of December 20, 2007
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Review Azalea Park Master Plan General Outline of Findings and Proposed Projects (Gary Milliman)
  - B. Summer Recreation Program (Shelly Palmer)
  - C. Lower Stout Park – presentation of concept plan (Mike Woodstra)
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
  - A. Parks and Recreation Annual Report (Chair Parrish)
  - B. Vandalism at Azalea Park Festival of Lights
  - C. Easy Manor Park Update (Commissioner Brown)
  - D. Stout Mountain Railway (Chair Parrish)
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT** (Next meeting February 28<sup>th</sup>, 7 pm)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
December 20, 2007

**CALL TO ORDER**

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

**ROLL CALL**

*Commissioners present:* Michelle Benoit, Patricia Brown, Ken Barkema, Don Vilelle & Chair Tony Parrish. Introduction of new commissioner Ken Barkema.

*Commissioners absent:* Frances Hartmann

*Others present:* City Councilor Jan Willms, Public Works Director John Cowan

**APPROVAL OF MINUTES**

- A. Motion made by Commissioner Brown to approve the minutes of November 29, 2007 as written; motion was seconded and Commission voted, the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. Review proposal of re-planting trees in Azalea Park due to SOD and make recommendation for City Council consideration --** Public Works Director John Cowan read Agenda Report concerning re-planting of trees in Azalea Park. Commission discussed tree choices and varieties available, suggested hemlock, spruce, cedar and redwood. Also suggested that trees be densely planted and thinned out as they get bigger. **A motion was made by Commissioner Benoit to make recommendation for City Council to accept the proposal (of replanting trees). The motion was seconded and the Commission voted, the motion carried unanimously.**
- B. Review proposal to remove trees by Coos Curry Electric Co-op and make recommendation for City Council consideration.** Public Works Director John Cowan read Agenda Report concerning removal of eight designated hazard trees in Azalea and Stout Park due to their proximity to power poles.

Lauren Porsch, Coos Curry Electric Coop (CCEC), provided information concerning the main feeder lines that the trees tower over and the power they provide. Believes trees and their branches are a hazard to the general public and the power lines. To install underground wiring would be cost prohibitive. CCEC is willing to remove trees and grind stumps at no charge, replant new trees and to listen to any ideas/proposals. CCEC requests all proposals be specific and in writing, work to be negotiated and approved before any action is taken.

Pauline Olsen, 317 Memory, Brookings, read an email from Kristin Ramstad, Community Assistance Forester concerning the condition of the Stout Park trees.

Commission discussed tree removal and options. **A motion was made by Commissioner Benoit to make recommendation to City Council to accept the proposal (removal of eight designated hazard trees in Azalea and Stout Park due to their proximity to power**

poles) and that further discussion of replacement trees be done by John Cowan, Gary Milliman, Friends of Trees and CCEC; the motion was seconded and the Commission voted, the motion carried unanimously.

#### **INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *Easy Manor Park Update* – Commissioner Brown presented minutes of the November 30, 2007 subcommittee meeting.
- B. *Azalea Park Foundation* – Commisioner Vilelle presented minutes of the 12-12-07meeting.

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

Commissioner Benoit attended the Lower Stout Park subcommittee meeting, they discussed the need of developing an overall theme for the design of the park, decided to ask for funding from business partnerships rather than grant funding, and received information from Woodstra Concrete on project ideas.

Chair Parrish advised of the progress of Stout Park Railroad, an actual display is at the Library. Project is on schedule to be finished by Azalea Festival.

#### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:48 p.m.

Respectfully submitted,

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Tony Parrish, Chair

(approved at January 24, 2008 meeting)

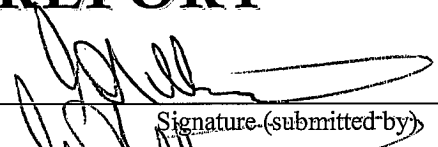
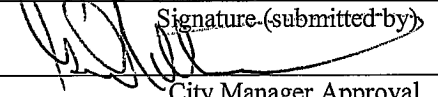
# CITY OF BROOKINGS

## PARKS & RECREATION COMMISSION

### AGENDA REPORT

Meeting Date: January 24, 2008

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject: Azalea Park Master Plan

Recommended Motion: Motion to approve the recommendations contained in the Azalea Park Master Plan General Outline of Findings and Proposed Projects report as prepared by the City Manager.

Financial Impact: Potential costs associated with Park improvements and maintenance as yet undefined.

Background/Discussion:

A stakeholders meeting was conducted on October 30, 2007, concerning the future development of Azalea Park. As a result of that meeting and further staff analysis, the City Manager has developed a report and recommendations (attached) with respect to the development of an Azalea Park Master Plan and addressing maintenance and operations needs.

Policy Considerations:

The development of a Master Plan for Azalea Park is important to enable the City to plan for future improvements and cooperative efforts with community based organizations.

Attachment(s): Azalea Park Master Plan General Outline of Findings and Proposed Projects

## **AZALEA PARK MASTER PLAN**

### **GENERAL OUTLINE OF FINDINGS AND PROPOSED PROJECTS**

A stakeholders meeting was conducted on October 30, 2007, concerning the future development of Azalea Park. As a result of that meeting and further staff analysis, the following general recommendations are made with respect to the development of an Azalea Park Master Plan.

#### **FINDINGS**

Basic findings are that:

1. With the addition of the multipurpose sports field, concession stand near the sports fields and restrooms near the sports fields, the Park will be "built-out."
2. The Park offers a good mix of passive and active recreation opportunities. Existing "buffers" between active and passive recreation areas should be retained.
3. Recreation needs exceed the capacity of Azalea Park to accommodate those needs.
4. While progress on the Capella project continues, and there is an agreement whereby the building will be accepted by the City upon completion, there is no operations and maintenance plan for the building.

#### **PROPOSED PROJECTS**

Projects proposed for the Park (responsible parties in parenthesis) include:

1. Construction of a snack shack near the athletic fields. (Softball Association)
2. Construction of a restroom facility near the athletic fields. (Softball Association)
3. Construction of a multipurpose/soccer field between the two existing athletic fields. (Soccer League)
4. Expansion of fill to the east in the canyon between the existing athletic fields. (City)
5. Installation of lights for night sports activities on the south softball field. (Softball Association)
6. Improvements to Lundeen Lane. (City)
7. Construction of a water line loop to serve the athletic fields, proposed snack shack and proposed restroom. (City)
8. Construction of a sewer line to serve the proposed snack shack and restroom. (City)
9. Installation of irrigation system improvements in the heritage Azalea area. (City/volunteers)
10. Expansion and possible paving of athletic field parking lots. (City)
11. Construction of a small playground near the athletic fields. (Softball Association)
12. Acquisition of the vacant parcel north of Lundeen Lane for future expansion of the Park. (City)
13. Reforest area impacted by Sudden Oak Death eradication. (City/State Forestry/volunteers)

## **MAINTENANCE NEEDS**

1. Review the relationship between the City and the Azalea Park Foundation as to who has primary responsibility/authority for maintenance of the heritage Azalea area and evaluate the capacity of volunteer organizations to continue the maintenance into the future.
2. Repair vandalism to the memorial bench.
3. Make structural repairs to the gazebo.
4. Undertake an Ivy and Blackberry eradication program.
5. Post more signs with Park rules.
6. Improve litter control in the gazebo area.

## **STAFF RECOMMENDATIONS**

1. The Parks and Recreation Commission should appoint a subcommittee to work with the City Staff and the Azalea Park Foundation to develop a long-term plan for the maintenance of the heritage Azalea area.
2. The Parks and Recreation Commission should appoint a subcommittee to work with the City Staff and the Capella developer to develop a transition plan for ownership of the building and a long-term maintenance/operation plan.
3. City Staff should include proposed funding in the 2008-09 budget for Maintenance Needs items 2, 3, 5 and 6.
4. The Parks and Recreation Commission should organize a volunteer effort to implement Maintenance Needs item 4.
5. The Parks and Recreation Commission should review and make recommendations to the City Council with respect to the Proposed Projects.
6. The Parks and Recreation Commission should recommend to the City Council that they make a finding that, with the projects recommended by the Commission, Azalea Park should be considered "built-out" within its existing footprint.