

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
February 28th, 2008 - 7:00 p.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
 - A. Minutes of January 24, 2008
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
 - A. Election of Officers
 - B. Azalea Park Planning/Projects
 - C. Azalea Park Planning/Operations
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
 - A. Parks and Recreation Annual Report (Commissioner Parrish)
 - B. Easy Manor Park Update (Commissioner Brown)
 - C. Stout Mountain Railway (Chair Parrish)
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT** (Next meeting March 27th, 7 pm)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
January 24, 2008

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: Ken Barkema, Michelle Benoit, Patricia Brown, Frances Hartmann, Don Vilelle & Chair Tony Parrish.

Others present: City Manager, Gary Milliman, City Councilor Jan Willms, Public Works Director John Cowan

APPROVAL OF MINUTES

- A. Motion made by Commissioner Benoit to approve the minutes of December 20, 2007 as written; motion was seconded and Commission voted, the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. *Lower Stout Park* – presentation of concept plan by Mike Woudstra. Presented a design proposal with a water feature, pond, bridge and rotunda. Many projects, decisions, issues to decide. Suggestion made to form a non-profit Lower Stout Park subcommittee to start process for the beautification of the park. **A motion was made by Commissioner Brown to form a Lower Stout Park subcommittee non-profit organization. The motion was seconded and the Commission voted, the motion carried unanimously.**
- B. *Review Azalea Park Master Plan General Outline of Findings and Proposed Projects.* Gary Milliman presented a summary of the Azalea Park Master Plan General Outline of Findings and Proposed Projects. Discussed park projects, maintenance, needs and the possible creation of a Brookings-Harbor Park & Recreation District.
- C. *Summer Recreation Program* – Carolyn Milliman presented a summary of the Kids After School Program of Education and Recreation (KASPER) program, a program to revitalize the summer recreation program and to eventually offer year round after school care. **A motion was made by Commissioner Hartmann to endorse the KASPER program for the summer recreation program and possibly year round after school care, the motion was seconded and the Commission voted, the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Parks & Recreation Annual Report* – Chair Parrish to present next month.
- B. *Vandalism at Azalea Park* – Public Works Director John Cowan advised that approximately \$2600 worth of damage occurred during the Festival of Lights. The cameras are being adjusted so they can be used effectively.
- C. *Easy Manor Park Update* – Commissioner Brown presented minutes of the January 18, 2008 subcommittee meeting.
- D. *Stout Mountain Railway* – Chair Parrish presented a progress report.

COMMISSIONER REPORTS/COMMENTS

Commissioner Vilelle requested clarification on the cutting down, selling and replanting of the trees by CCEC in Stout and Azalea Park.

Commissioner Benoit is excited about the summer KASPER program and the prospects of it eventually turning into an after school program.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:20 p.m.

Respectfully submitted,



Tony Parrish, Chair

(approved at February 28, 2008 meeting)

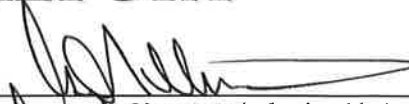
CITY OF BROOKINGS

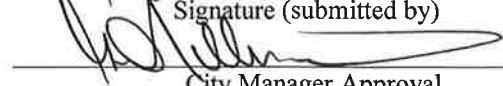
PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: February 28, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Azalea Park Planning/Operations

Recommended Motion:

1. 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. 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. Recommend that City Staff include proposed funding in the 2008-09 budget for the following maintenance needs:
 - a. Repair vandalism to the memorial bench.
 - b. Make structural repairs to the gazebo.
 - c. Post more signs with park rules.
 - d. Improve litter control in the gazebo area.

Financial Impact: To be determined.

Background/Discussion: In his presentation to the Commission on January 24th, the City Manager recommended the above actions.

Subcommittees should be comprised of not more than three commission members. The funding recommendation would be forwarded to the Public Works Director for incorporation into the proposed parks maintenance budget.

Policy Considerations:

Attachment(s):

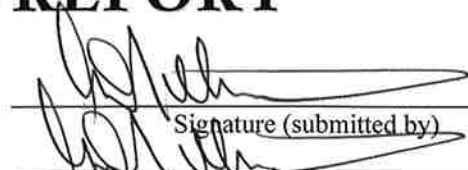
CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: February 28, 2008

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Azalea Park Planning/Projects

Recommended Motion: Review and approve a list of projects for inclusion in the Azalea Park Master Plan.

Financial Impact: Further financial analysis needed.

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 following projects were proposed for inclusion in the Azalea Park Master Plan (responsible parties in parenthesis).

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 (paving/widening) to Lundeen Lane (City).
7. Construction of a water line loop to serve the athletic fields, proposed snack shack and 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. Reforest area impacted by Sudden Oak Death eradication (City/State Forestry/volunteers).

Project #12 is scheduled for implementation by State Forestry crews within the next few weeks.

One additional project, acquisition of additional lands for park expansion, will be the subject of a future Agenda Report.

Policy Considerations:

Attachment(s):