

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
October 25th, 2007 - 7:00 p.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
 - A. Minutes of September 27, 2007
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
 - A. Review of City Park Reservation Fee Schedule (City Manager, Gary Milliman, page 3)
 - B. Grant Application Planning (City Manager, Gary Milliman, page 6)
 - C. Flagpole at Azalea Park Bandshell Area (Commission Chair Parrish)
 - D. 4-H Use of Bankus Park for Holiday Candy Sale Fundraiser.
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
 - A. Easy Manor Park Update (Commissioner Brown)
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT** (Next meeting November 29th, 7 pm)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 27, 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, Frances Hartmann, Don Vilelle & Chair Tony Parrish

Commissioners absent: Hayley Farr - Hayley has missed three consecutive meetings unexcused, referred to city council to vacate position. Elizabeth Grodin has formally resigned.

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

APPROVAL OF MINUTES

- A. **A motion was made by Commissioner Vilelle to approve the minutes of August 23, 2007 as written; the motion was seconded and the Commission voted, the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. Change of November & December meeting dates. Because of holidays, the November meeting was changed to November 29th and the December meeting to December 20th.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Easy Manor Park Update – Commissioner Brown presented a review of the Easy Manor Park Ice Cream Social. Over 100 parents and children attended enjoying ice cream and games. A presentation was given on the playground equipment and play areas. Possibly a volunteer neighborhood steering committee can be established to help attain funding for new playground equipment. The next subcommittee meeting will be October 5th at 2:30 to review the comment cards submitted at the ice cream social.
- B. John Cowan reviewed proposed changes in the Park Use Rules & Regulations application form. Discussion pursued and clarification made regarding proposed changes including sign posting, leashing of pets, park damage, conflicts of use, Bankus Park regulations and regulation enforcement. Commissioners suggested a sign with park rules be installed.
A motion was made by Commissioner Vilelle to approve the proposed Park Use Rules and Regulations Application form as presented; the motion was seconded and the Commission voted, the motion carried unanimously.
- C. Sudden Oak Death Park Update – John Cowan advised the commission of the current schedule and procedure by the Department of Forestry for removal of affected trees from Azalea Park. Signage has been put in place advising of Sudden Oak Death. The herbicide treatment has been done and ODF will be back in approximately two weeks to begin the burning/removal of the infected Tanoak trees. Four fir trees that were dead and a danger have been removed along with two fir trees adjacent to Lundeen Lane which were removed by Coos Curry Electric Contract crew. ODF is looking into a contractor to apply the AGRIPHOS fungicide to the trees around the gazebo that we are trying to save and not yet infected. ODF will also be checking trees in Stout Park for signs of the disease.

COMMISSIONER REPORTS/COMMENTS

Commissioner Vilelle – Nature's Coastal Holiday not meeting yet; Azalea Park Foundation meeting did not have a quorum for the September meeting.

Commissioner Hartmann attended the community wide Sudden Oak Death informational meeting held at the library and appreciated the information that was provided to the public.

Commissioner Brown appreciates being kept informed of the Sudden Oak Death circumstances and the affects it is having on the park and community.

Chair Parrish was contacted regarding the donation of a 30' flagpole at the Azalea Park Bandshell. The matter was tabled until the next meeting for further discussion. Stout Mountain Railroad progressing, have sold sponsorship buildings to several local businesses.

Public Works Director John Cowan advised that the new bandshell cover will be replaced by the company because of the two tone fabric used when making it.

ADJOURNMENT

With no further business before the Commission, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Tony Parrish, Chair

(approved at October 25, 2007 meeting)



PARKS & RECREATION COMMISSION AGENDA REPORT

To: Commissioners

From: City Manager

Date: October 19, 2007

Subject: City Parks Reservation Fee Schedule

Recommendation: Approve for Council consideration and action a recommendation to: 1) remove park use fees from the Administrative Fee ordinance and add language allowing park use fees to be set by resolution; and 2) adopt by resolution a revised fee schedule for City park use.

Background /Discussion:

Park use fees currently set by ordinance include only fees for Standard/Commercial Park Use Fees and the Bandshell/Stage use. Additionally, there is no differentiation between fees charged City residents in terms of the number of anticipated event participants. At this time, a flat \$40 fee is charged for all events sponsored by City residents whether there are 10 or 1000 participants even though larger events clearly place a greater burden on park facilities, park grounds and Parks Department staff. The attached revised Park Use Reservation Procedures and Fess schedule provides for an increased fee for City residents holding events with greater than 200 participants to help mitigate the extra burden placed on City resources when funds for maintenance are already in short supply.

Fees for use of the concession stand, concession restrooms and picnic tables have not been set by ordinance. Past practice has been to either wave these fees altogether for non-profits or at least allow them a 50% reduction. The attached fee schedule provides a reduced rate equaling one-half the normal rate for non-profits for Standard Park Use, Bandshell/Stage, Concession Stand and Concession Restroom fees.

Since the majority of events take place after regular business hours, picnic tables typically require overtime for delivery and pick-up. At this time there is no minimum number of tables in place to ensure that overtime costs are off-set. Additionally, some non-profits have been allowed to haul the trailer housing the tables to receive a 50% rate reduction. Allowing non-City staff to pull the City's trailer is a liability issue. The attached fee schedule sets a fixed rate for picnic table rental fees at \$20 per table, regardless of the user, and sets 5 as the minimum number of tables an applicant may rent in order to have the City deliver and pick-up. Rentals of fewer than

5 tables may be allowed, but the applicant will be required to make their own arrangements for their pick up and return.

Finally, removing park use fees from the ordinance and adding language that allows these fees to be set by resolution provides greater flexibility for adding, removing or modifying fees to better meet the City's needs.

Financial Impact(s):

None.

City Manager Review and Approval for placement on Agenda:

A handwritten signature in black ink, appearing to read 'Gary Milliman', is written over a horizontal line.

Gary Milliman City Manager

CITY PARKS RESERVATION PROCEDURES & FEES



1. Fill in, sign and return the Park Use Application Form to the City Manager's Office at least 14 days prior to the event. Your application must be accompanied by two checks, one for the total Use Fee and another for the Total Deposit. Make BOTH checks payable to the City of Brookings. You will be notified upon approval.
2. Any cost or fees for security officers, parking attendants or other special personnel required for the event shall be the applicant's responsibility. Certain types of events may require proof of insurance for the event. Please refer to pages 5 and 6 of the Application for more information.
3. The applicant or applicant's representative must be at the location at least one-half hour before the event time with a copy of the approved application (this is the authorization to use the park). If the area is not occupied by a representative at that time, the area will be deemed open to the public.
4. **Fees:** Fees will be charged based upon the following fee schedule.
5. **Deposits:** A deposit is required for ALL events equal to the amount of the *total fee*. Deposits are refundable upon verification that the park area, facilities, grounds and equipment have been left in good condition and no exceptional clean-up is required.

STANDARD PARK DAILY USE FEES

Number of People	City/per day		Non-City/per day	
	Resident	Non-Profit	Resident	Non-Profit
0-50	\$ 40	\$20	\$ 40	\$20
51-100	\$ 40	\$20	\$ 50	\$25
100-200	\$ 40	\$20	\$ 75	\$37
201-400	\$ 75	\$37	\$150	\$75
401-600	\$150	\$75	\$300	\$150
601-1000	\$250	\$125	\$500	\$250
Each additional 100	\$ 40	\$20	\$ 50	\$25
Bandshell/Stage	\$ 40	\$20	\$ 50	\$25

COMMERCIAL PARK DAILY USE FEES

(motion picture, video and still camera activities involving props)

Number of People	City	Non-City
	Resident	Resident
1-5	\$ 40	\$100
6-30	\$ 40	\$150
31-60	\$ 40	\$300
61-100	\$ 40	\$400
Each additional 100	\$ 40	\$ 50

OTHER FEES:	Fee	
Concession Stand w/Restrooms*	\$75	Key required
Concession Restrooms ONLY	\$25	Key required

	Fee
Folding Picnic Tables**	\$20 ea/per event

***CONCESSION STAND w/Restrooms:** Electricity, water, refrigerator, and sink provided. User provides all other needs.

****FOLDING PICNIC TABLES:** City personnel will deliver and pick-up tables before and after the event with a minimum rental of 5 tables. Rentals of 4 tables or fewer must be picked up and delivered by the applicant. Tables may be rented for off-site non-profit events with prior City Manager approval. Tables are to be returned clean and in good condition.

KEYS for the Concession Stand and Concession Restrooms must be picked up during normal business hours (9am-4:30pm, Monday through Friday) at the City Manager's office prior to the event or, by prior arrangement, at the Police Department. \$25.00 will be deducted from your deposit for keys not returned within 24 hours.

CANCELLATION POLICY:

7 – 14 days before event

- full deposit refunded
- 75% of the daily use fee refunded

Within 7 days of the event

- Refund of deposit only

NOTE: ALL FEES AND DEPOSITS ARE DUE AND PAYABLE AT LEAST FOURTEEN (14) DAYS PRIOR TO THE EVENT.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

Please contact the City Manager's office: (541) 469-1102 for questions or assistance.



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MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

October 9, 2007

To: Parks and Recreation Commission
cc: John Cowan

SUBJECT: Grant Applications

We have obtained grant application materials from the Oregon Department of Parks and Recreation for two grant programs. Applications are due in January/April 2008. We need to be doing the planning now.

Local Government Grant Program – Applications Due April 4, 2008

Possible projects include:

- Improvements to Azalea Park in conjunction with the development of the multi-purpose field. Using the community contribution of developing the field as the local match, we may be able to obtain funding for related project elements, including installing a water line into the park that would better serve all of the athletic fields, construction of restrooms, repaving Lundeen Road and parking lot development.
- Replacing/expanding playground equipment at Easy Manor Park with general improvements to the parking lot and grounds.
- Land acquisition for additional parks.
- Resubmit the Chetco Point grant application (may need some modification to improve competitiveness).
- Improvements to or replacement of swimming pool.
- Improvements to Stout Park (not yet undefined).

Recreation Trails Grant Program – Letter of Intent Due November 2, 2007

Possible projects include:

- Bicycle/pedestrian trail master plan.
- Development of a bicycle/pedestrian trail through Harris Beach State Park to Dawson Road and developing a "trailhead" on ODOT property at Dawson.
- Improvements to the existing bicycle route along Railroad Street as a part of a major street redevelopment project.

Note that trails that are mixed use (i.e. bicycle and pedestrian) score higher under the State rating criteria for these grants. These grant programs are competitive and require a local match.

I would appreciate your review and comment on these potential projects and any others that may be of interest.

Rail Riders Horse 4-H Group

Leaders: Tracey Hedenskog and Janice Gober

P.O. Box 4097

Brookings, OR 97415

October 23, 2005

The Honorable Pat Sherman
City of Brookings
898 Elk Drive
Brookings, OR 97415

Re: See's Candies Sales

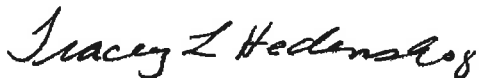
Dear Mayor Sherman:

I am writing today to request permission to use the area on Ray's parking lot at the corner of Chetco Avenue and Fifth Street that is designated for RV parking to sell See's Candies as a fundraiser for our 4-H group. Janice Gober and I are leaders of the group called Rail Riders Horse 4-H Group. We have sold from this location for the past several years with permission from the City. We would be selling on the dates of Nov. 23-25, Dec. 1-2, Dec. 8-9, Dec. 15-16 and possibly Dec. 22-23.

I can be reached for questions at 469-2127 ext. 119 or Janice Gober can be reached at the same number at ext. 209.

Thank you in advance for your consideration of this matter.

Respectfully submitted,



Tracey L. Hedenskog