

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

- A. Minutes of October 26, 2006
- B. Minutes of December 14, 2006

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- A. Veterans application for use of Bankus Fountain Park for sale of items
- B. Proposed ordinance regarding rules for the Skatepark

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- A. Parks and Recreation Annual Report
- B. Distribution of the ordinance establishing the Parks and Recreation Commission and conducting a preliminary discussion of the Commission's mission/assignment/meeting schedule/etc.

VIII. COMMISSIONER REPORTS/COMMENTS

- A. Commissioner Vilelle report on the Azalea Park Foundation and Nature's Coastal Holiday Committee
- B. Commissioner Farr

IX. ADJOURNMENT (Next meeting February 22, 7PM)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
City of Brookings 898 Elk Drive, Brookings
October 26, 2006

I. & II. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Frances Hartmann called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

III. ROLL CALL

Commissioners present: Michelle Benoit, Tony Parrish, Don Vilelle and Chair Frances Hartmann.

Commissioners absent: Haley Farr, Don Gallian and Daryn Farmer

Staff Present: John Cowan, Director of Public Works; John Bishop, Lieutenant for the Police Department.

Public present: Tom Hubka, Pilot Reporter

A letter of resignation was received from Daryn Farmer for his position as Commissioner on the Parks & Recreation Commission. The letter will be forwarded to the City Council so a new commissioner can be appointed.

John Cowan recently promoted to Director of Public Works stated he was attending the meeting on behalf of City Manager, Dale Shaddox who could not attend.

IV. PUBLIC APPEARANCES:

A. Barbara Glazebrook scheduled to appear regarding a proposal for lighting installation at Azalea Park ballfields was not in attendance and rescheduled for next months meeting.

V. REGULAR AGENDA:

A. Review of Park Facilities

VI. INFORMATION UPDATES:

Schedule/Status of FY2006-07 Capital Projects:

- Easy Manor & Bud Cross Restrooms – Plumbing needs installed.
- Easy Manor Fencing
- Easy Manor Play Equipment & Landing Materials – No money for play equipment, landing materials replenished as needed.
- Easy Manor extended property area – No action at this time
- City Hall Courtyard Landscaping – Complete, benches will be added
- Azalea Park Parking Lot adjacent to Softball Fields – chip seal to be transferred to Chetco Point Park Parking Lot instead.
- Bandshell Cover – ordered
- Chetco Park Irrigation System – waiting for funding and planning
- Richard Street Park – rip-rap placed then removed at request of Homeowners
- Security Cameras & Lighting, Skatepark and Azalea Park – Police Lt. John Bishop discussed the security cameras being placed at the Skatepark and the proposed Skate Park Guidelines and Rules.
- Proposed Ordinance regarding rules for the Skatepark -- A motion was made and passed unanimously to recommend that the Skatepark Guidelines and Rules be forwarded to the City Council for adoption of a new ordinance enforcing them.

VII. COMMISSIONER REPORTS/COMMENTS

Dogipots have been installed at Azalea Park and Bud Cross Park.

Commissioners would like to know the status of the High School Leadership class signage program at the parks, Michelle Benoit will inquire further.

Commissioner Parrish would like four of the old concrete trashcans to be located at Stout Park if possible.

Commissioners would like to know the status of the Mill Beach path that starts at Chetco Point Park.

John Cowan will have the light timers at the tennis courts reset for the upcoming time change.

VIII. ADJOURNMENT

With no further business before the Commission, the meeting adjourned.

Approved by the Parks and Recreation Commission

Date: _____

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
City of Brookings 898 Elk Drive, Brookings
December 14, 2006

I. & II. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Frances Hartmann called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

III. ROLL CALL

Commissioners present: Michelle Benoit, Tony Parrish, Don Vilelle, Haley Farr and Chair Frances Hartmann.

Commissioners absent: Don Gallian

Staff Present: John Cowan, Director of Public Works; Craig Mickelson & Jan Willms, City Councilors.

Public present: Tom Hubka, Pilot Reporter

IV. PUBLIC FORUM

In the matter of the Brookings Skatepark, the following persons spoke in support of the Brookings Skatepark being used for the purpose it was built to serve.

Craig Mickleson – City Councilor, past president of the Skatepark Building Committee. The Skatepark was built for skateboards and inline skates only, they also need to wear helmets.

Russ Johnson – Member of the Skatepark Building Committee. Provided documents supporting the use of the skatepark for skateboards and inline skates only. Submitted photos of Skatepark damage believed to be caused by bikes.

O.K. Doyle – Opposes bikes in Skatepark.

Richard Huhn – has kids, proponent of Skatepark only, build bikes their own BMX facility.

In the matter of the Brookings Skatepark, the following persons spoke in support of allowing "Bikers" to use the Brookings Skatepark.

Chris Vanderscheaf – Stated bikes should be in their own park, but in the interim able to use the Skatepark.

Heather Weckler – Member of the Skatepark Building Committee. In support of bikes in Skatepark, says they won't hurt current park.

Cody Miller -In support of bikes in Skatepark. Submitted an online petition and numerous petitions signed by individuals in support of allowing BMX bicycles in the Skatepark.

Becky Miller – Mother of Cody Miller, in support of bikes in Skatepark.

Motion was made to revisit Skatepark Ordinance before further council action. All members in favor.

V. REGULAR AGENDA

Veterans application for use of Bankus Fountain Park for sale of items.

Discussion by board members. Don Vilelle will call the applicant to get more information.

Motion was made to table this matter until the next meeting.

VI. INFORMATION UPDATES:

None

VII. COMMISSIONER REPORTS/COMMENTS

None

VIII. ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:43 p.m.

Approved by the Parks and Recreation Commission

Date: _____

Does anyone need to be at P. R agenda mtg.

661-3480 - Steve

NO



PARK USE APPLICATION FORM

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PERSONNEL USE ONLY:

Completed App. Received: 11/20/06

Forwarded to: Date Sent- to ☐ Public Works
Date Sent- to ☐ Chief of Police
Date Sent- to ☐ Fire Chief
Date Sent- to ☐ Admin Services Dir
Date Sent- to ☐ City Manager

APPROVAL ON BACKSIDE: Please consider any applicable City ordinance requirements; make notations, sign & date; signed approval copies to follow after final approval granted.

Elmer Bankus Fountain

SPECIFIC PARK/LOCATION: (Circle One) Area

Azalea Park

Bud Cross Park

Chetco Point Park

Stout Park

Easy Manor Park

Tennis Courts

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

Gazebo

Bandshell/Stage

Concession Stand

Restrooms/Con. Stand

Lawn - ONLY

Kidtown Picnic-Area

Other: _____

Vendors Trailer

Jan
Little League Field(s)

Softball/Soccer Field(s)

Event Date(s): 1 weekend every month Time: From - 10 am to 3 pm am/pm To - 3 pm am/pm

Approximate number expected to attend event (each day): _____ No. of picnic tables requested _____ (\$20 each)

Nature of Event: Veteran Services

Name of Organization: Vietnam Veterans of America

Contact Person: Steve Dryden Date of Birth: 4/28/49 DL # & State: OR 9744341

Mailing Address: P.O. Box 4056 Brookings, OR 97415 Phone: 541-661-3480

ANSWER YES OR NO TO ALL QUESTIONS (Circle one):

Is this event free? Yes No - If entry fee required/need City Reserve Police Officer(s)

Will there be dancing? Yes No

Will you be using amplification equipment? Yes No

Type of equipment? TRAILER

Will any merchandise be sold? Yes No

What? HATS, T-Shirts, pins

SPECIAL REQUESTS BY ORGANIZATION Request 2 days a month use. Sat. + Sun.

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property.

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

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Steven A. Dryden Date: 11/17/06

Print name of person completing this application: STEVEN A. DRYDEN REVIEW BACK PAGE

APPLICANT - Be sure to review the following page and consider any requirements that might apply.

Recommended to commission
By PR Commission

10/26/06

SKATE PARK GUIDELINES AND RULES

General guidelines and policies.

- A. All users of the skate park are deemed to do so at their own risk. No attendant will be on duty, and the city will not be responsible or liable for injury or theft of property.
- B. The city reserves the right to close the skate park in the event of vandalism, graffiti, or aggressive behavior.
- C. Horseplay, violence and profanity are prohibited, and violators will be required to leave the skate park indefinitely.
- D. Trash containers will be furnished and should be used. Excessive littering will be cause for closure.
- E. Users should refrain from using the skate park when the skating surfaces are either wet and slippery or damaged. Users observing damage should promptly notify city public works at 469-2163
- F. Inclement weather may be cause for skate park closure, at the city's discretion.
- G. The city reserves the right to exclude users at such times as the city deems the skate park at full capacity.
- H. The city reserves the right to subject the skate park to video surveillance at any or all times.
- I. All organized events or formal contests must receive prior written approval from city parks and recreation.
- J. The city reserves the right to eject and bar from the skate park any person who violates these guidelines and policies.

Prohibited acts.

- A. No person shall use the skate park unless such person is wearing, at all times during such use, a safety helmet. Additional safety equipment is recommended but not required.

J. Bishop

unanimously
approved & forward to
City Council

**Parks and Recreation Commission
Brookings, Oregon
Annual Report to the City Council**

February 12, 2007

Your Honor Mayor Sherman, Councilors, City Staff, and Fellow Citizens:

Many notable accomplishments were made in the year. First, I would like to thank my fellow commissioners - Vice Chairman Tony Parrish, Commissioners Michelle Benoit, Don Vilelle, and Hayley Farr for their time, guidance, and efforts on behalf of our parks.

I will address each park individually:

Stout Park: The garbage cans have been changed out and are the cans that were originally on Chetco Ave. Major tree trimming has taken place in this park. Commissioner Parrish works in this park voluntarily to help trim and clean up overgrowth.

Chetco Point Park: The landscaping has been upgraded with bark. It has recently been reported that there is graffiti on the new tables at this park.

Kidtown: Touch-up paint has been put on equipment, restroom improvements are completed, some sidewalk has risen and cement will be repoured.

Azalea Park: A new bandshell has been ordered and should be here in mid-March. It will be a vinyl material and beige in color. A security camera is to be installed in the bandshell area by July 1, 2007, a successful change for Nature's Coastal Holiday took place this last holiday season. New organizers have brought the community together to help with responsibility for the Nature's Coastal Holiday event and the set up and break down of displays. New composition roof has been put on snack shack. Volleyball courts are basically not in use. Work has begun on the Cappella. Vandalism has been minimal according to Director of Public Works, John Cowan.

In addition to above, there were two park clean-ups this last year, one in March and one in September. These were community driven with

representatives from many service clubs and organizations from our area. Azalea Park Foundation, City of Brookings, and the Brookings section of the Sierra Club sponsored these two events. Blackberry vines and ivy were cleaned out of two large sections of the park.

Skateboard Park / Bud Cross Field: The bathroom improvements are completed, a fence has been installed that is higher and more rigid between the bleachers and the basketball court. Several local businesses recently built a new snack shack in the park.

The skateboard park is going through a possible transition from having guidelines to changing the rules to an ordinance. There was a public forum held in December for public input. The main topic was whether or not to allow BMX bikes on the skateboard park. Community members have joined together to clean up the skateboard park and all are making an effort to keep the park clean. A bike rack has recently been installed at this park.

Softball fields: The fields continue to be multipurpose and dirt is still being added to level the middle area.

Swimming pool: Summer use was similar to 2005. The pool opened June 5 and closed after the first weekend in September. Please see attached sheet with 2006 Pool Summary Information. Some sealing of cracks has been done and more needs to be done. The high dive platform that held the diving board has been removed. Presently the floor in the restroom is being recoated. This takes place every winter. Some tiles in the pool have been replaced. There is an emergency eyewash and shower station for safety purposes by the pool.

Summer Youth Program: This program was offered last summer at Azalea Middle School in the cafeteria. 125 children attended from June 26-Aug.3. The activities offered were crafts and exercise. 2006 budget was \$7,500. Income: Revenue (enrollment fees) \$3,035. Expenses: staff (payroll) \$3,305. Program Expenses \$4,831. Net cost of program: \$5,101.

Easy Manor Park: The entire bathroom has been remodeled. An interesting note is that the bathrooms in the parks are open seven days a week, twenty-four hours a day. The parks are for day use only. Some metal work has been repainted, there has been community involvement to clean up this park. The teeter-totter has been removed for safety reasons.

Bankus Park: The land strip along the Frontage Rd. has been landscaped. The fountain has been fixed and is maintained on an on-going basis. The Kans for Kids container continues to be maintained by the Brookings Lion's Club and is a successful money-raiser for this club.. The money raised goes back into the community for eye care and other needs.

"Boulder Park": is the unofficial name of the park on Alder St. Boulders were placed around the park, a trash can and picnic table were added.

SOLV Clean-ups: Two organized clean-ups took place last year sponsored by SOLV and headed by Councilor Jan Willms. The community volunteers went around to areas including many parks in Brookings in pick up trash.

Doggie pots: were added to all parks this year.

No report from this commission could be complete without recognizing the many individuals whose assistance and guidance keep our parks in the best possible condition. Thanks to John Cowan, Director of Public Works, Dave Lentz, Parks Foreman, Laurie Ziemer, Public Works Administrative Assistant, City Councilor Jan Willms, Joyce Heffington, City Manager Administrative Assistant and the past City Manager, Dale Shaddox for making a big contribution to our city parks.

Respectfully submitted,



Frances Hartmann
Chairman

2006 Pool Summary

| INCOME | 2006 | 2005 |
|---|------------------------------------|---------------------------------|
| Individual Swims | \$6,292.17 | \$6,178.75 |
| Passes | \$6,374.00 | \$6,570.50 |
| Lessons | \$14,354.00 (Azalea \$1,230.00) | \$15,125.50 |
| Rentals | \$957.50 | \$2001.00 (Azalea \$1074.00) |
| TOTAL | \$27,977.67 | \$29,875.75 |
| | | |
| | | |
| ATTENDANCE | | |
| Public Swim | 3,239 | 3,250 |
| Lessons | 634 | 540 |
| Lap Swim | 1,479 | 1,660 |
| Rentals | 17 | 17 |
| | | |
| | | |
| <p>In 2005 Azalea School rented the pool for 7th and 8th grade swimming at the end of the school year.</p> <p>In 2006 we conducted swimming lessons for Azalea School 7th and 8th grade at the beginning of the school year.</p> <p>Overall the numbers are very similar to 2005.</p> <p>There is a different fee for city and non-city residents which accounts for some of the variation.</p> | | |