

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber 898 Elk Drive
February 22, 2007 - 7:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

A. Welcome new commissioner, Patricia Brown

IV. APPROVAL OF MINUTES

A. Minutes of January 25, 2007

V. PUBLIC APPEARANCES

A. Pauline Olsen – Friends of Trees

VI. REGULAR AGENDA

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

B. Election of Officers

VII. INFORMATION UPDATES/DISCUSSION ITEMS

A. Commissioners Budget Wish Lists

B. Park Use Surcharge

C. Azalea Park Master Plan

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 March 22, 7PM)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
City of Brookings 898 Elk Drive, Brookings
January 25, 2007

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

Chair Frances Hartmann called the meeting to order at 7:05 pm followed by the pledge of allegiance.

III. ROLL CALL

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

Commissioners absent: Michelle Benoit

Staff Present: John Cowan, Director of Public Works; Jan Willms, City Councilor

Public present: Tom Hubka, Pilot Reporter

IV. APPROVAL OF MINUTES

A motion was made to approve the minutes of October 26, 2006 and by a voice vote, they were approved as written. A motion was made to approve the minutes of December 14, 2006 and by a voice vote, they were approved as written.

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

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

Discussion by board members. **Motion was made to approve the Veterans Services application that they be allowed the use of Bankus Fountain Park the first weekend of each month for sale of veteran items with the exception of the weekend of the Azalea Festival. Motion carried unanimously.**

B. *In the matter of the Brookings Skatepark proposed ordinance regarding rules for the Skatepark. Motion was made to send the proposed Skatepark Guidelines and Rules to the City Council. Motion carried unanimously.*

VII. INFORMATION UPDATES:

A. *2006 Parks and Recreation Annual Report – Frances Hartmann to submit to City Council on February 12, 2007.*

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

VIII. COMMISSIONER REPORTS/COMMENTS

Election of officers scheduled for the February meeting.

IX. ADJOURNMENT

With no further business before the Commission, the meeting adjourned at @8:45 pm

Approved by the Parks and Recreation Commission

Date: _____

The athletic fields in Brookings have a lot of potential, however the fields were built by volunteers and the City does not have the man power or the funds to maintain the fields properly so they are in sad shape. We can turn this around and start a new and better maintenance program by creating a new source of revenue. This type of funding is very successful at The City of Portland. (See attachment) The new funding will come thru the athletic teams. The teams will charge an additional fee of five dollars for youth and ten dollars for adults and that money will go into a trust fund. The City will then match those funds. A sports committee will be formed consisting of city staff and volunteers from different athletic teams to decide how the money is spent. The new revenue will only be used for field maintenance, field improvement, or maintenance equipment. Hopefully this new funding will be accepted so we can be proud of our athletic fields.

Dave Lentz --- Park and Rec. Dept.



Jim Carr & Associates
Operations & Maintenance Consulting

Dave Lentz
City of Brookings, Oregon

Dear Dave,

The citizens of Brookings are good people, they love their parks and they will support your efforts for enhanced maintenance, if you educate them on what enhancement means to the quality of their parks and the quality of life. They need to know what it will cost and what they need to do to get there.

Below, I would like to provide you with an example of how we were able to work through this process with Portland Park's sports users groups. Allowing us to generate the energy necessary to support and pass a Local Option Levy for enhanced park maintenance, in turn also creating additional support from this group, for even more funding above and beyond for sports field enhancement alone.

DESCRIPTION OF TRUST FUND:

**TO FUND ENHANCED ATHLETIC FIELD MAINTENANCE
AND MINOR GYMNASIUM IMPROVEMENTS**

Portland Parks & Recreation (PP&R) sustained numerous budget cuts during the past 10 years. As a result, PP&R was unable to support the desired quality of field maintenance or adequate equipment replacement at gymnasiums. In November of 2002, a 5-year operating levy received 68% voter approval. A small but important portion of these levy funds are dedicated to improving PP&R fields, but this funding won't address all the cumulative needs or meet the expectations of the sports community.

Therefore, an athletic field maintenance/gymnasium improvement trust fund was established by PP&R on behalf of the Sports Work Group (SWG). SWG is an on-going committee devoted to communication and problem resolution between PP&R Recreation Division and organized sports users/athletic associations. This account would not be part of the general fund of the City and would "roll over" each year. Funds in this account would support improved service levels and would be used to supplement existing budgets. A subcommittee of the SWG shall hold regularly schedule meetings, facilitated by PP&R staff where proposed projects/improvements would be discussed, researched if needed, and prioritized. Recommendations would be forwarded to the Director of PP&R or her designee for approval. PP&R staff would be responsible for project management and would provide to the SWG an accurate accounting of annual trust fund expenditures.

The SWG through its partners of sports associations will assess a maintenance contribution from each athletic team each year to establish an ongoing cash balance in the trust fund. The logistics of collection will be determined by the SWG. In keeping with our SWG Principles, youth fees will be discounted. It is recommended that the team fee be based on \$5/youth and \$10/adult multiplied by the average number of players per team.

Approximate revenue generated annually

Youth \$5.00/person X approx. 20,000 = \$100,000

Adult \$10.00/person X approx. 20,000 = \$200,000

Total per year \$300,000

Up to \$100,000 of the Turf Maintenance and Athletic Field Maintenance, levy allocation will be provided to the Trust Fund as a 1:1 match of money raised by the group. Also PP&R staff and sports associations will explore potential granting sources to further stretch the buying power of the trust fund. If sports groups were interested in further enhancement of the trust fund through corporate solicitations, these donations could be made to the PP&R Foundation for tax write-off purposes. The effectiveness of the trust fund would be evaluated after the first year (and as needed thereafter) by the SWG and PP&R to determine any desired shift in focus.

Dave, identifying and developing alternative funding sources for the enhancement of sports fields and park maintenance activities is always a challenge and yet a necessary ongoing process for today's operating budgets. This along with identifying and demonstrating the true cost of ownership is instrumental in the sustainability of any park agency.

Brookings Parks has a few tremendous challenges ahead of it, but what a grate opportunity for a wonderful city to involve its citizens and help them to make a difference in their community. It can be done as we strive to keep our parks Open Safe and Clean.

Dave, it was pleasure spending time with you during our training event last summer. I enjoyed sharing ideas and discussing strategies working towards a stronger maintenance campaign. Please feel free to contact me if there are specific areas that you or other members of the City of Brookings would care to explore or discuss, I am working with other park agencies across the country dealing with the same challenges, please don't hesitate to give me a call.

Respectfully,

Jim Carr
Principal Consultant