

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
January 25, 2018 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of October 26, 2017

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- A. Take One – Leave One Rock Garden – Oasis Park
- B. Azalea Park Foundation Board - Commissioner appointment
- C. Parks and Recreation Commission Meeting Schedule

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- A. Monarch Garden
- B. Park Master Plan Update – Schedule Public Workshop(s)

VIII. COMMISSIONER REPORTS/COMMENTS

IX. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 26, 2017

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Patt Brown, Jay Trost, Trace Kather, and Chair Tom Bozack. Commission welcomed new Commissioner Holly Beyer.

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

Motion made by Commissioner Trost to approve the minutes of September 28, 2017; motion seconded by Commissioner Kather and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

REGULAR AGENDA

A. Parks Master Plan Update – Tony Baron presented the PARC on the 2018 Parks Master Plan Update and reviewed the status of park projects completed or in progress that were listed in the 2011 Parks Master Plan Update. He proposed to start having workshops to develop new Park CIP projects that could move forward for the next five to ten years; he anticipates less new development and more maintenance projects. Would like the public to have input to develop and prioritize park projects. Tony to schedule workshops after January, and to invite service organizations, park volunteers and the public to help in the process.

INFORMATION UPDATES/DISCUSSION ITEMS

- A.** Azalea Park Tree update will be on the November 13 City Council meeting.
- B.** Azalea Park Ball Field Project progress – Tony Baron advised the Phase I is complete, Phase II finishing up and Phase III is design process and will then go out to bid.
- C.** Chetco Point Park – Tony Baron advised the restroom has been installed and is just needing flatwork to finish it. The reconstructed trail will not be ADA accessible but will be improved access. Phase I of widening the path has been completed. Currently in phase II which is the bridge design and reconstruction. Phase III will be the boardwalk construction scheduled to be done next summer.

COMMISSIONER REPORTS/COMMENTS

Commissioner Beyer requested that a monarch butterfly garden to attract butterflys be on the next agenda for discussion.

ADJOURNMENT

Next meeting scheduled for January 25, 2018. With no further business, meeting adjourned at 7:44 pm.

Respectfully submitted,

Tom Bozack, Chair

(Approved at January 25, 2018 meeting)


CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: January 25, 2018

Originating Dept: Parks



Parks and Planning Manager

PW/DS Director Approval

Subject: Take One – Leave One Garden

Motion: approve the placement of a Take One – Leave One Rock Garden in Oasis Park

Background/Discussion: Naquita Scott of Brookings Oregon Painted Rocks #BOPR, is proposing to place a Take One – Leave One (T1L1) Rock Garden in Oasis Park. The park is currently under the care of the Lions Club as part of the City's Adopt a Park program. The Lions Club has issued a letter of approval for the project (see attached). BOPR is proposing the project will be funded and maintained by donations and volunteers and that content will be monitored by volunteers.

Attachment(s):

- a. Oasis Park T1L1 Garden Proposal
- b. Lions Club letter of support/approval
- c. T1L1 Garden – photo samples

Proposal for T1L1 Garden at Oasis Park

I would like to start by saying thank you for opportunity to share my ideas on making the community a brighter more colorful world to live in. With adding a T1L1 (Take 1 Leave 1) Garden to Brookings. The Group I am a part of is a whole community of artist whose goal is to bring more kindness and love to all people. It all started with the Kindness Rock Project and grew from there. Now with hundreds of Rock groups across the world. I am the group leader of Brookings Oregon Painted Rocks (#BOPR) on Facebook. We paint rocks and hide them all around not limited to just Brookings but everywhere even in other States. Then people post pictures on the Facebook group page as the rock travel or someone ends up keeping it. Whole family's young to old are involved in painting rocks, hiding them and, finding them. The rocks have art and positive sayings on them we promote family friendly rocks.

What we want to propose is a T1L1 (Take 1 Leave 1) Garden in Oasis Park here in Brookings. Where people can come together share their art, love and, kindness to others all in one spot. This Kind of Rock Garden is where you can take or leave a rock, the saying is "You take one for inspiration, share one for motivation or leave one to help our garden grow". Great way to spread a very amazing thing to the whole community. There will be no cost to the City for this project, as a group we would like to do what is needed to make and up keep this project. The Brookings-Harbor Lions Club has sent a letter for their approval and they think it will be a wonderful adding to the Oasis Park and to the Brookings community. We are still working out with the Lion Club where the location within Oasis park where the garden will be. There are hundreds of Gardens/stations around the USA. People often stop at each garden around them as they travel. There is group on Facebook for Oregon T1L1 gardens showing all their locations, so people can travel to them all.

Admin for Brookings Oregon Painted Rocks #BOPR, Niquita Scott

Niquita.scott@yahoo.com (812) 718-1487

January 5, 2018

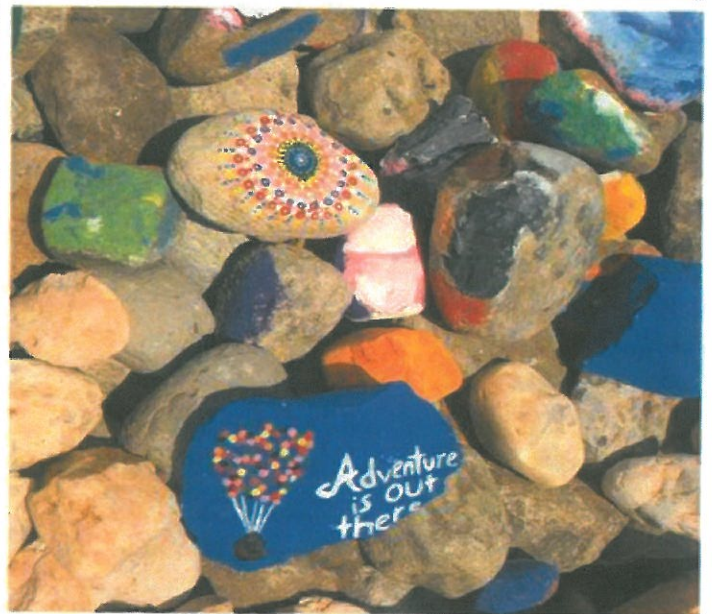
A painted rock garden would be a delightful fun community art project for everyone to enjoy year- round. Brookings-Harbor Lions Club gives approval for Brookings Oregon Painted Rock group to place decorated rock art as part of the "Take 1, Leave 1" project at Oasis Park. Exact location in park is still to be discussed with Rock group.

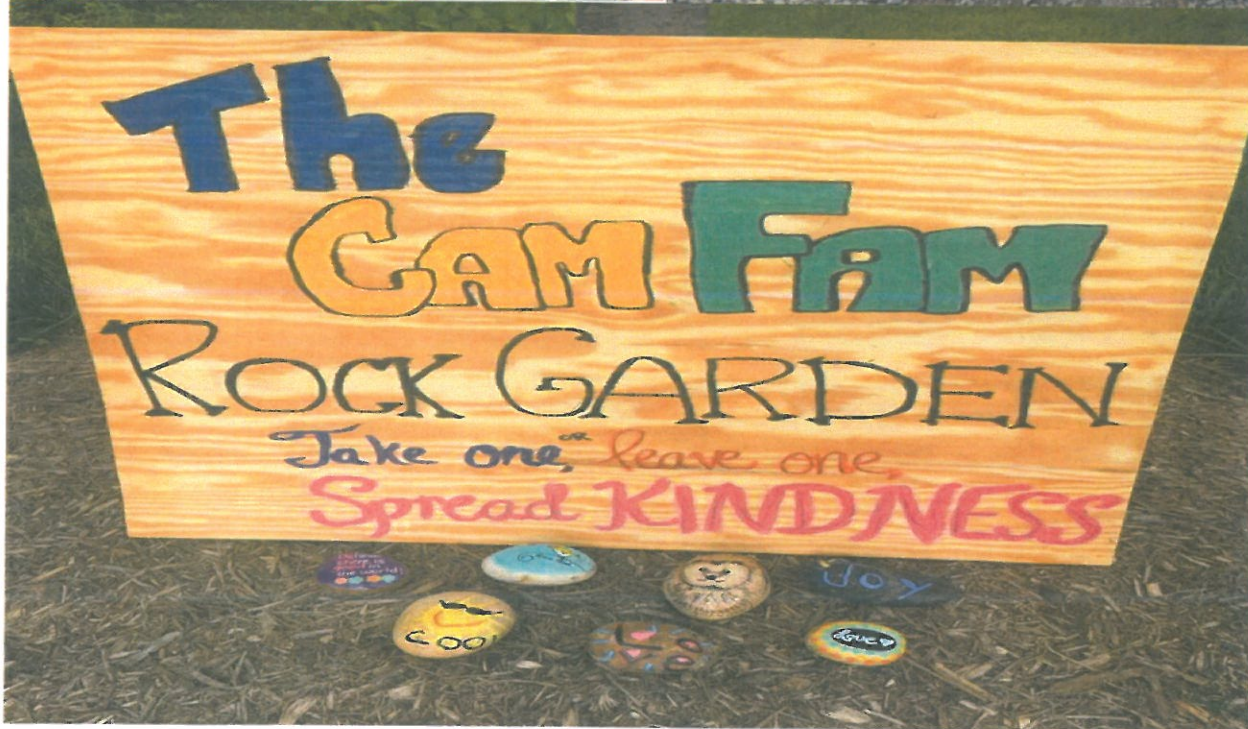
Lions Oasis Park Chairs, Joan and Jenna Willis
lionjcw@yahoo.com 541-469-1816



WE SERVE







The Kindness Rock Project

- ♥ Take one that means something to you
- ♥ Share one with someone you love ♥
- ♥ Add one to the pile • spread the kindness
- Spread Kindness one rock at a time ♥
- No act of kindness, no matter how small, is ever wasted

- for more info: YouTube - The Kindness rocks Project
- #thekindnessrocksproject
- thekindnessrocksproject.com



CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: January 25, 2018

Originating Dept: Parks


Parks and Planning Manager

PW/DS Director Approval

Subject: Azalea Park Foundation Liaison

Motion: to appoint Commissioner Beyer as the Parks and Recreation Liaison to the Azalea Park Foundation

Background/Discussion:

Commissioner Beyer is requesting the Parks and Recreation Commission consider appointing her as the liaison to the Azalea Park Foundation.

The Azalea Park Foundation Bylaws state that one board member position shall be filled by a Parks and Recreation Commissioner. Don Villele was the last appointed Commissioner.

Attachment(s):

- a. Azalea Park Foundation Bylaws

ARTICLE I: Name

The name of the organization is the AZALEA PARK FOUNDATION.

ARTICLE II: Offices

The Foundation shall maintain in the state of Oregon, a registered office and a registered agent located at the registered office. The Board of Directors may, at any time, change the location of the registered office and person designated as the registered agent.

ARTICLE III: Purpose

This Foundation shall be organized and operated exclusively for charitable, scientific, literary and educational purposes. The purposes of this Foundation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and #509 (a) (1) and 170 (b) (1) (a) (vi) of the Internal Revenue Code of 1954 (or their corresponding future statutes.)

This Foundation's primary purpose will be:

To assist the City of Brookings with maintenance and improvements of Azalea Park.

This Foundation's primary objectives will be:

1. Develop plans, raise funds, and complete projects approved by the Parks and Recreation Commission and Brookings City Council.
2. Preserve and enhance the natural beauty of the park with selective planting, emphasizing low maintenance.
3. Develop the park into a place that all residents will enjoy and point to with pride.
4. Create an area that will welcome tourists to visit and thus benefit the local economy.

ARTICLE IV: Membership

#1. Classes and voting.

There shall be one class of members of this Foundation. Each member shall be entitled to one vote on all matters for which a membership vote is required by law or the bylaws of this Foundation.

#2. Qualifications.

A person shall become a member of the Foundation by expressing an interest in becoming actively involved in the services and projects of the organization.

#3. Annual Meeting.

The annual meeting of the members of this Foundation shall be held in November of each year. Time and date at the discretion of the Board of Directors

#4. Special Meetings.

Special meetings may be called as needed by the Board of Directors.

#5. Quorum and voting.

A quorum will consist of more than one half of the Board of Directors present at any meeting. A motion may be passed by a vote of more than one half of the members present at any scheduled meeting.

#6. Proxy voting.

There shall be no voting by Proxy.

ARTICLE V: Board of Directors

The Board of Directors shall consist of no less than five (5) and no more than nine (9) members. The exact number of which shall be fixed from time to time by resolution of the Board. At least one Director position shall be filled with a representative from the Brookings Parks and Recreation Commission.

This Board of Directors shall consist of the following Officers and Directors at large.

Officers.

#1. Titles.

The officers of the Foundation shall be: President, Vice President, Treasurer, Secretary, the immediate past President and the Directors.

#2. Election.

The Directors shall elect the officers to serve a one-year term and may be re-elected. Members to serve as Directors, shall be elected by the membership at the annual meeting and will serve a two-year term and may be re-elected.

#3. Vacancy.

A vacancy of the office of President, Vice President, Treasurer or Secretary, shall be filled not later than the first meeting of the Board following the vacancy.

Director vacancies will be filled by a majority vote of Board members.

#4. Other Officers.

The Directors may elect or appoint other officers, agents and employees as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the Directors.

#5. President.

The President shall be the executive officer of the Foundation, shall preside at all meetings, shall have responsibility for the general management of the Foundation, and shall see that all orders and resolutions of the Board of Directors are carried into effect.

#6. Vice-President.

The Vice-President shall act in the absence of the president and assume any or all duties as stipulated by the President.

#7. Treasurer.

The Treasurer shall have overall responsibility for the Foundation funds. The Treasurer shall perform, or cause to be performed, the following duties: (a) keeping of full and accurate accounts of all financial records of the Foundation ; (b) the deposit of all monies and other valuable effects in the name and to the credit of the Foundation in such depositories as may be designated by the Board; (c) the disbursement of any funds when proper to do so; (d) making financial reports as to the financial condition of the Foundation to the Board; (e) any other duties as may be prescribed by the Board; and (f) participate in an annual audit.

#8. Secretary.

The Secretary shall have overall responsibility for all record keeping not designated to the Treasurer. The Secretary shall perform, or cause to be performed, the following duties; (a) official recording of the minutes of all proceeding of the Board and members meetings and actions; (b) provide for notice of all meetings of the Board and members.

#9. Quorum and Voting.

A quorum at a board meeting shall be a majority of the number of all Board members in office immediately before the meeting begins. If a quorum is present, action is taken by a vote of a majority of members present.

#10. Regular Meetings.

Regular meetings of the Board shall be attended by Officers and Directors. The Board shall meet once a month.

#11. Special Meetings.

Special meetings may be called by the Board, as necessary. Notice of time and place shall be delivered to each Board member personally or by telephone or by mail not less than two (2) days prior to the special meeting.

#12. No Salary.

Board members shall not receive any salaries for their Board services. With prior approval from the Board, members may be reimbursed for expenses related to Board services.

#13. Action by Consent.

Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a Board meeting, may be taken without a meeting if a consent in writing, setting forth

the action to be taken or so taken, shall be signed by all Board members.

#14. Expulsion.

An Officer or Director may be expelled by the Board of Directors, after being given at least fifteen (15) days written notice of the expulsion and the reasons for the act. The person shall be given an opportunity to be heard by the Board or its designated agent orally or in writing, at least five (5) days before the effective date of the expulsion. The written notice of the expulsion shall be given by first class or certified mail and sent to the last address of the person shown in the Foundation's records. The decision of the Board or its designated agent shall be final and shall not be subject to any review or appeal by any court or other persons.

ARTICLE VI: Committees

#1. Nominating Committee.

A nomination committee composed of three members shall be selected by the Directors at the October meeting. The nomination committee shall choose representatives for the following committees:

- Fund Raising Committee
- Program and Planning Committee
- Publicity and Public Relations Committee
- Volunteer and Work Committee

Once the list of nominees has been closed, the membership shall vote to approve or disapprove of the nominees.

#2. Limitations on the Powers of Committees.

The function of each committee is to consider, investigate, or take action to carry out each stage of the development of the Master Plan. Any action which involves physical alteration, additions to, or removal from Azalea Park must be approved first by the Board and next by the City of Brookings, prior to implementation. No committee may authorize payment of a dividend or any part of the income of the corporation to its directors or officers, may approve dissolution, merger, or the sale, pledge, or transfer of any of the Foundation's assets, may elect, appoint, or remove directors or fill vacancies on the Board or on any of its committees; nor may adopt, amend, or repeal the Articles, bylaws, or any resolution by the Board.

ARTICLE VII: Corporate Indemnity of Officers and Directors

This Foundation will indemnify its officers and directors to meet the requirements of Oregon law.

ARTICLE VIII: Amendments to Bylaws

These bylaws may be amended or repealed, and new bylaws adopted, by the Board, by an

affirmative vote of all Board members present, if a quorum is present. Prior to the adoption of the amendment, each Board member shall be given at least two (2) days notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

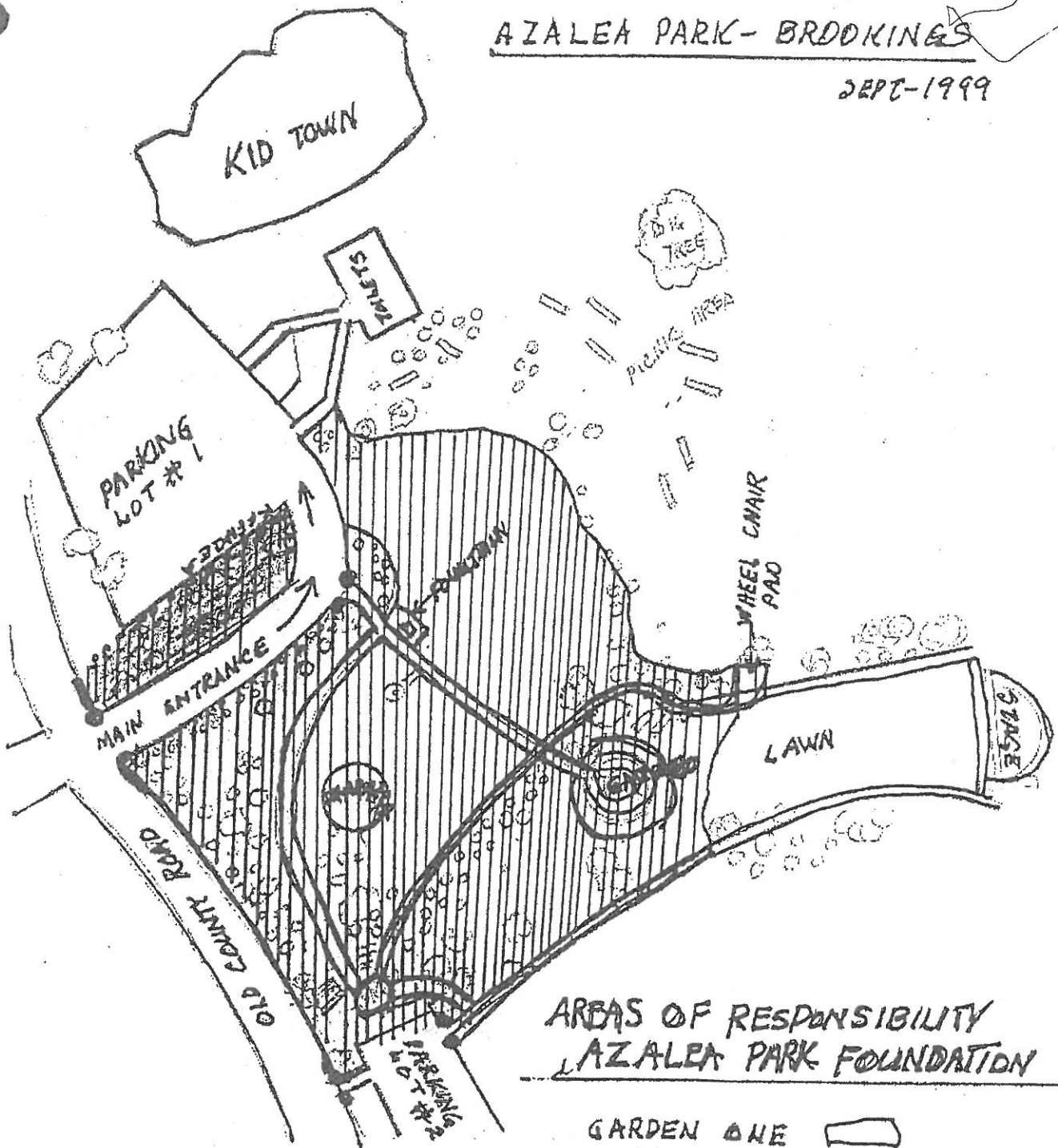
REVISED August 14, 1996

ADOPTED September 11, 1996

AMENDED November 13, 1996


AZALEA PARK - BROOKINGS


SEPT-1999



AREAS OF RESPONSIBILITY AZALEA PARK FOUNDATION

GARDEN ONE 

GARDEN TWO 

GARDEN THREE 

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: January 25, 2018

Originating Dept: Parks


Parks and Planning Manager

PW/DS Director Approval

Subject: Parks and Recreation Regular Meeting Schedule

Motion: recommend Council approve a change to the regular meeting schedule from once every other month to every month.

Background/Discussion:

Commissioner Beyer is requesting the Parks and Recreation Commission meet every month. In order to do that a change to the language in the Brookings Municipal Code will be required.

Attachment(s):

- a. Current Municipal Code Language regarding commission meeting schedule

Chapter 2.50
PARKS AND RECREATION COMMISSION

Sections:

- 2.50.010 Creation of parks and recreation commission.**
- 2.50.020 Terms of office.**
- 2.50.030 Organization of parks and recreation commission.**
- 2.50.040 Powers and duties.**
- 2.50.050 Removal/vacancies.**

2.50.010 Creation of parks and recreation commission.

There is hereby created a parks and recreation commission for the city of Brookings, Oregon, consisting of five members, as hereinafter provided. The five members of the commission shall be appointed by the mayor with the approval of the council. These members shall not be officials or employees of the city. Four of the five members shall be residents of Brookings, and one member may be a resident within the Brookings urban growth area. The city council may appoint one of its own members to act as liaison between the commission and the council. Membership shall be restricted pursuant to Chapter 2.01 BMC. [Ord. 12-O-695 § 2; Ord. 11-O-685 § 2; Ord. 11-O-681 § 2; Ord. 93-O-482.A § 2; Ord. 91-O-482 § 1.]

2.50.020 Terms of office.

The term of office for the appointed members of the commission shall be two years. Elected officers within the commission shall not hold the same office for more than two consecutive years. Elected officers shall include, but not be limited to, chair and vice chair. Officer elections shall take place at the March meeting. Term of elected office shall be one year, commencing immediately upon election. [Ord. 11-O-685 § 2; Ord. 11-O-681 § 2; Ord. 93-O-482.A § 3; Ord. 91-O-482 § 2.]

2.50.030 Organization of parks and recreation commission.

At its March meeting the commission shall organize by electing a chair and vice chair of the commission. The commission shall hold regular meetings, every two months, on a day and hour to be fixed by the commission. A majority of appointed commission members shall constitute a quorum. Special meetings may be held upon a call of the chair or vice chair of the commission with consent of a majority of the members of the commission. [Ord. 11-O-685 § 2; Ord. 91-O-482 § 3.]

2.50.040 Powers and duties.

The parks and recreation commission shall have the following powers and duties, in addition to such others as may be prescribed by the council. Upon authorization of the city council, the parks and recreation commission shall:

- A. Solicit gifts or bequests for park and recreational purposes, subject to the approval of the council.
- B. Make and recommend in writing to the council plans for the future growth, development, beautification and establishment of parks and recreational facilities in the city consistent with the future growth and

development of the city of Brookings.

C. Make a detailed and exhaustive study of the future requirements of the city for park and recreational facilities, establish and recommend in writing to the planning commission and the city council a definite long-range plan for the orderly growth and development of park and recreational facilities within the city.

D. Meet and cooperate with representatives of other governmental bodies for joint and integrated plans between various municipal bodies for the most efficient and economical use of park and recreational facilities of the different governmental units.

E. Recommend to the city council such acts necessary and proper for the protection, operation or improvement of city parks and recreational facilities and all necessary rules and regulations, including user fees, schedules and concessions that aid in governing the use of those parks and facilities.

F. Keep the city council informed on the activities of the commission by submitting a copy of their minutes to the city council following approval of the minutes by the commission. The commission shall present at least an annual progress report to the city council at a regular city council meeting each January.

G. Form such subcommittees as it deems necessary to assist in the performance of its duties and responsibilities, in developing working relationships with other units of government and community based organizations, and in providing site or program-specific advice to city management.

H. Review proposals for new park facilities and recreation programs and make recommendations regarding same to the city council. [Ord. 11-O-685 § 2; Ord. 93-O-482.A, §§ 4, 5; Ord. 91-O-482 § 4.]

2.50.050 Removal/vacancies.

A member may be removed by majority vote of the city council. A member who is absent from two consecutive meetings without the permission of the commission chair, or chair when absent without permission from the vice chair, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term. [Ord. 11-O-685 § 2; Ord. 93-O-482.A § 6; Ord. 91-O-482 § 5.]

[Mobile Version](#)