

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**October 16, 2014 - 7:00 pm**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**  
Minutes of September 25, 2014
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Azalea Park Foundation
  - B. Bud Cross –Municipal Pool site expansion for proposed recreation center
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
  - A. Next Parks & Recreation Commission Meeting to be January 22, 2015
- VIII. STAFF UPDATES**
- IX. COMMISSIONER REPORTS/COMMENTS**
- X. ADJOURNMENT**

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
September 25, 2014

**CALL TO ORDER**

Chair Patricia Brown called the meeting to order at 7:02pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Garth Richey, Don Vilelle and Chair Patricia Brown. Commissioner Kather arrived at @7:15

*Also present:* Parks/Tech Services Supervisor Tony Baron, Mayor Ron Hedenskog, Public Work Director Loree Pryce and several members of the public

**APPROVAL OF MINUTES**

**A. Motion made to approve the minutes of July 24, 2014 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

Mayor Ron Hedenskog – thanked the Commissioners for volunteering and for their work on the Parks and Recreation Commission. He advised that he and City staff have been collaborating with the non-profit organization, Friends of Brookings-Harbor Aquatic Center (FBHAC) that is trying to build a community recreation center with a pool and gymnasium to research the possibility of establishing the recreational facility with them in Brookings. He and staff have visited different facilities along the coast and in Grants Pass that are run and maintained by different entities including City run, Park District managed and in cooperation with the YMCA. He advised grants are available to assist in the process of planning/building a facility. He would like to request the support of the Parks and Recreation Commission to develop such a community recreation center with the assistance of City staff and FBHAC and proposed that the next meeting of the Parks and Recreation Commission be a joint meeting with the FBHAC and staff. Commission agreed to scheduling the meeting in October.

Public Works Director Loree Pryce also appeared to request the support of the Parks and Recreation Commission in the development of a community recreational facility.

**REGULAR AGENDA**

**A. A Carousel in Azalea Park** – Tony Baron introduced Bud Halliday and Marion Roberts, who have formed a non-profit group that has expressed interest in locating a Carousel in Azalea Park near KidTown. They are asking for use of the land in Azalea Park in the form of a lease and would maintain the facility and area. The carousel will have to be enclosed to protect it and the suggested area is to the left of KidTown restrooms. They will be conducting fundraising to raise funds to purchase a used carousel at first and will replace the horses with hand carved sea creatures as time goes by to create a sea themed carousel with local area history backboards. They plan to charge to ride \$1.50 to the carousel and believe the costs would cover the maintenance. They do not know the exact cost of a carousel yet and enclosure yet. Bud Halliday advised that they will advertise the carousel and believes it will become a tourist attraction and improve the economy to the area. Connie Hunter of Brookings believes developing a cultural asset such as the carousel will bring tourism and money to the community. **Motion made by Garth Richey to recommend the suggested area of Azalea Park location to the City Council, motion seconded by Commission Vilelle and Commission voted; the motion carried unanimously.** Matter forwarded to the City Council.

B. **Memorial Benches in Azalea Park** – Tony Baron presented proposal to install two granite memorial benches in Azalea Park from Meg and Mike Claffin near the Capella, dedicated in memory to William and Maggie Graham. Commissioners questioned if benches in Azalea Park were subject to vandalism, Tony Baron advised that yes, but granite benches may not be as prone to vandalism. **Motion made by Garth Richey to approve the benches as proposed in the bench proposal, motion seconded by Commission Vilelle and Commission voted; the motion carried unanimously.**

#### **INFORMATION UPDATES/DISCUSSION ITEMS**

A. **INTRODUCE RARE PARTICPANT** - Tony Baron introduced Austin Dunn, the 2014-15 RARE (Resource Assistance for Rural Environment) employee. He will be assisting the Public Works department for the next eleven months with several projects. He is currently developing a work plan for the native azaleas in Azalea Park with a map location for each azalea and their current condition/appearance to create a long term management plan for the azaleas. So far he has mapped approximately 500 azaleas. Austin advised he is also working on a project of connecting walking trails in the City such as Mill Beach to Chetco Point and Tanbark.

Linda Bozack of Brookings spoke that she liked the idea of trail connectivity and wondered if public access would be available at Rainbow Rock to make an accessible beach trail. The current one is used by surfers and not maintained. Commissioners questioned if the area was in the city limits, they were advised it is, but that it is probably ODOT right of way and further research would have to be done if a possible agreement could be worked out with ODOT.

#### **STAFF UPDATES**

A. November 20<sup>th</sup> meeting date has been changed to October 16<sup>th</sup>, which will be a co-meeting with the FBHAC to discuss the collaboration of the community recreational facility.

#### **COMMISSIONER REPORTS/COMMENTS**

Commissioner Vilelle – asked where the rocks were that had been placed at Boulder Park (Alder Street) and why the boulders were moved after the Commission had voted to keep them there. Tony Baron advised they had been relocated to Azalea Park as new sidewalks, curbs and gutters are being installed on Alder Street on one side. The rocks originally had been placed there to stop cars from parking in the right of way and the area is not officially a park, but some consider it a pocket park. Since being placed staff has discovered the rocks are breaking up and the smaller rocks cause problems when mowing the area.

Commissioner Richey – pleased that there is an effort being made to possibly expand the pool and create a recreational facility.

Chair Brown – agreed that a recreational facility would be a great benefit to community for children since the recent closing of the bowling alley.

#### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:50 pm.

Respectfully submitted,

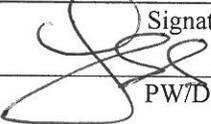
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Patricia Brown, Chair  
(approved at October 16, 2014 meeting)

**CITY OF BROOKINGS**  
**PARKS & RECREATION COMMISSION**  
**AGENDA REPORT**

Meeting Date: October 16, 2014

Originating Dept: Parks

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
PW/DS Director Approval

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Subject: Azalea Park Foundation – Board Member Seat

Motion: To appoint a member of the Parks and Recreation Commission to sit on the Azalea Park Foundation Board of Directors.

Background/Discussion: The newly elected board members of the Azalea Park Foundation reviewed its by-laws during its last meeting and discovered that in it states a member of the Parks and Recreation Commission must hold at least one seat on the Foundation's board of directors. The Foundation is requesting that the Commission appoint one of its members to join the board.

Attachments:

- a. Azalea Park Foundation By-Laws

#### 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

**CITY OF BROOKINGS**  
**PARKS & RECREATION COMMISSION**  
**AGENDA REPORT**

Meeting Date: October 16, 2014

Originating Dept: Parks

  
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Signature (submitted by)  
  
\_\_\_\_\_  
PW/DS Director Approval

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Subject: Bud Cross Park – Recreation Center

Motion: Recommend to City Council the use of Bud Cross Park as the site to extend improvements to the municipal swimming pool for a recreation center.

Background/Discussion: Bud Cross Park is a 6.4 acre Community Park located between Third and Second Street and cross streets Ransom Avenue and Hassett Street. The park is zoned public open space and is surrounded by single family residences. There are two residential properties located in the mid section of the west side along Second Street (see attached map). Park amenities include a skate park, three tennis courts, a full court basketball court, restroom building, concessions building, batting cages, equipment building and two little league baseball and softball fields. A large gravel lot off Hassett Street serves as the park’s main parking lot in addition to the small paved parking lot adjacent to the tennis courts and pool. Several park projects have been completed over the past few years with several more slated in the future. Projects identified on the Parks Capitol Improvement list include re-surfacing the tennis courts, replacing the fatigued net stanchions as well as additional repairs to fences and gates. The basketball court is also in need of seal coating and restriping. Estimates to complete this work is near \$40,000. Also on the list of improvements to Bud Cross Park is the development of a day-use picnic area between the two ball fields. Bud Cross is the only community park of the three in our inventory that lacks a day-use picnic area.

Also located at Bud Cross Park is the City’s outdoor municipal swimming pool and bath house located on the corner of Ransom and Second Street. The municipal pool and bathhouse were constructed in the early 1970’s and was funded in part from an outdoor recreation grant through Land & Water Conservation Fund. The bathhouse is a 2300 square ft building that includes women’s and men’s restroom, shower and dressing rooms, entry lobby with reception counter, staff office and equipment room. The swimming pool dimensions are 75x44 with a shallow end at 3.5ft and a deep end at 12ft. The pool is surrounded by a 12ft chain link security fence. The pool is constructed of reinforced concrete with a plaster finish that requires re-plastering every ten years, currently two years overdue. The deck around the pool is broom finished concrete that is showing signs of its age rendering it difficult to maintain. The pool currently meets all accessibility and safety requirements with the recent installation of a chair lift and new pool drain covers. The high dive at the deep end was removed several years ago leaving only a low diving board.

Recent capital improvement projects completed at the pool include pool pump room equipment upgrades, bathhouse interior and exterior lighting replacement, exterior and interior painting. The roof of the bathhouse and equipment building were replaced within the last eight years. Projects budgeted for this fiscal the pool lights around the pool deck and resurfacing the pool. There has been an effort in the past to build a cover over the pool and have it open year round.

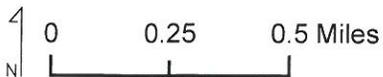
In 2013, staff approached Friends of the Brookings Harbor Aquatic Center (FBHAC), through the Vision Council, to offer the existing municipal swimming pool as a potential location for the new recreation/aquatic center. We agreed that it could be mutually beneficial for both in that it takes property acquisition off the table as well as cost to construct a swimming pool. The City would not be burdened with a vacant facility if FBHAC were to construct a new one. Recently the City has partnered with FBHAC and solicited stakeholders from the community including Mayor Hedenskog, to form a Recreation Center Task Force. This group is in the early stages of developing a plan on implementing the Recreation Center.

Staff is in support of utilizing the existing municipal swimming pool and expanding it to meet the needs of the community. The existing pool is in good working condition and with a phased expansion approach, coupled with the restructuring of its operations, could make the project more feasible in the near future. Tillamook and Grants Pass YMCA's are great examples of a phased approach and are both operating in the black. We are asking for support from the Parks and Recreation Commission to consider the expansion of the existing municipal swimming pool facility at Bud Cross Park for the development of a recreation center. This will help the Task Force decide/focus on location.

Attachments:

- a. Map Bud Cross Park
- b. Sample Facility Rendering
- c. Grants Pass YMCA Budget information.

# Bud Cross Park - Area Map -

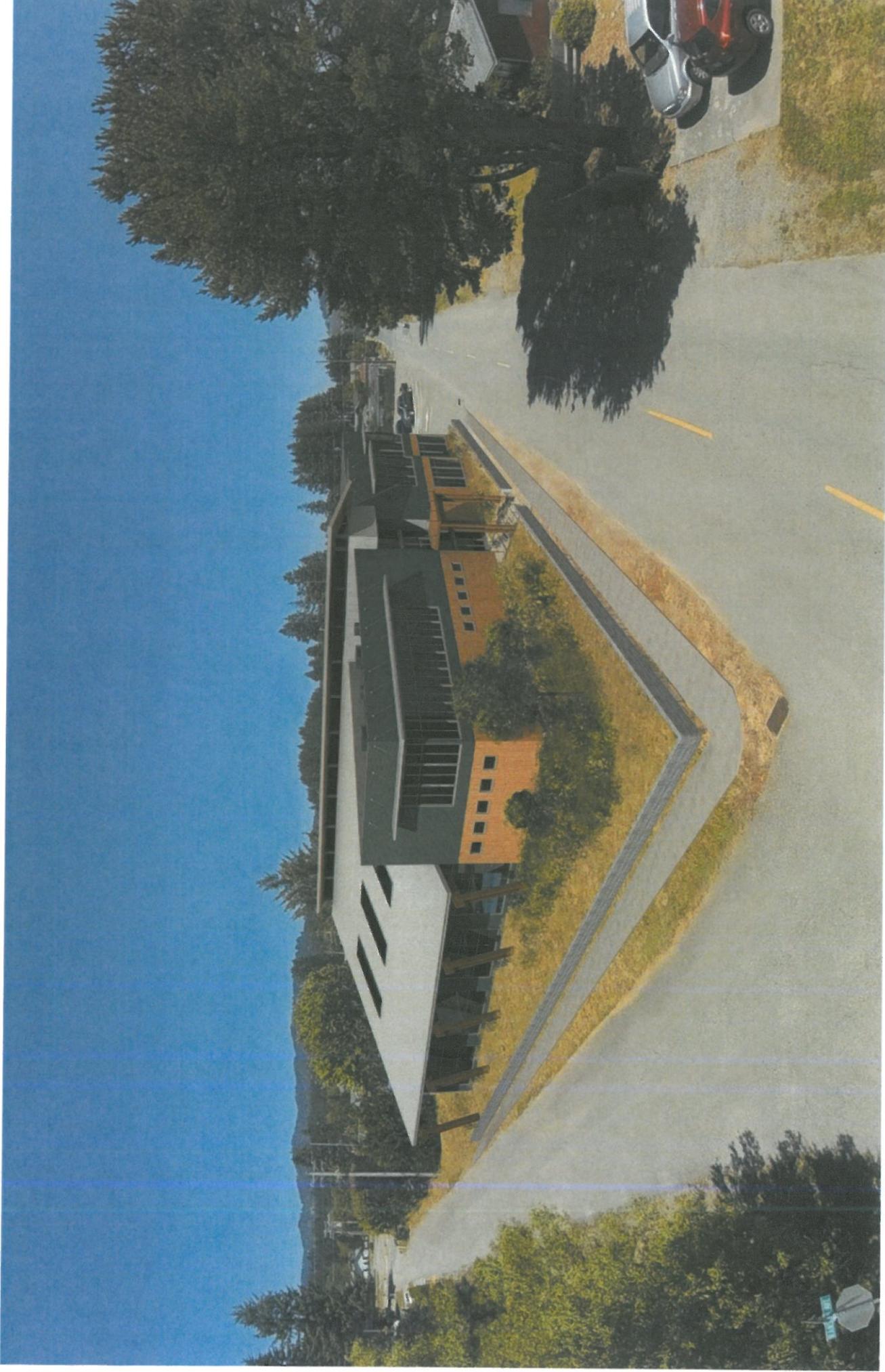


## City of Brookings, Oregon

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Projection: NAD83StatePlaneSouth. City of Brookings, 10/8/2014 jf

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, and the GIS User Community



CITY OF BROOKINGS | MUNICIPAL POOL EXPANSION DESIGN CONCEPT

## GRANTS PASS FAMILY YMCA

	2014 budget
REVENUES	
MEMBERSHIP INC	\$ 1,546,499.00
PROGRAM INC	\$310,344.21
CONTRIBUTIONS INC	\$45,260.63
GRANTS INC	\$2,100.00
CAPITAL DONATIONS	\$0.00
CONTRACTUAL INC	\$264,964.00
MERCHANDISE INC	\$13,019.22
MISCELLANEOUS INC	\$26,495.12
INTEREST INC	\$79.91
FEES	\$4,000.00
TOTAL REVENUES	\$2,212,762.09

EXPENSES	
PAYROLL EXP	\$1,181,139.75
RELATED P/R EXP	\$92,104.72
EMPLOYEE BENEFITS	\$114,313.74
FEES & SERVICES EXP	\$102,465.69
SUPPLIES EXP	\$147,031.39
TELEPHONE EXP	\$5,777.91
POSTAGE EXP	\$3,600.46
FACILITY EXP	\$214,701.00
GRANT EXP	\$0.00
EQUIPMENT EXP	\$61,777.15
ADVERTISING & PROMO EXP	\$16,316.36
TRAVEL & TRAINING EXP	\$14,884.38
CONFERENCE EXP	\$1,000.00
NATIONAL SUPPORT/DUES	\$44,434.00
FUNDRAISING EXP	\$1,468.22
INSURANCE EXP	\$30,440.00
MISCELLANEOUS EXP	\$105,592.25
EVERGREEN LOAN EXP	\$40,446.48
TOTAL EXPENSES	\$2,177,493.50
NET INCOME	\$35,268.59