

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
January 24, 2013 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of December 13, 2012

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- Azalea Park Caretakers Residence

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- Parks Capital Improvement List
- Parks Maintenance Matrix
- Unleashed Dog Areas
- Festival of the Arts at Stout Park

VIII. STAFF UPDATES

- Progress on Parks Projects

IX. COMMISSIONER REPORTS/COMMENTS

X. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
December 13, 2012

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Garth Richey and Don Vilelle; Chairperson Patricia Brown

Also present: Parks/Tech Services Supervisor Tony Baron

Absent: Commissioner Don Laque

APPROVAL OF MINUTES

A. Motion made to approve the minutes of September 27, 2012 as written; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES

None

REGULAR AGENDA

None

INFORMATION UPDATES/DISCUSSION ITEMS

- Parks Capital Improvement List of 2013-2014 - Parks/Tech Services Supervisor Tony Baron reviewed the 2011-2012 Capital Improvement List and provided informational updates on the projects status. Many projects have been completed or are in progress. Tony to compile a new list of projects and requested Commissioners review and prioritize the projects before the January meeting.
- Dog Park - Tony introduced discussion of developing an "Unleashed Dog Area" at a city owned location, as dogs are not allowed unleashed in parks and believes there may be city areas that could be developed for pet owners to allow dogs to run off leash. "Unleashed Areas" are typically two separately fenced flat grassy areas to allow separate areas for incompatible dogs. Stout Park, Easy Manor Park, Bud Cross Park, Azalea Park all mentioned as possible sites, all sites would need fencing. Commissioner Vilelle and Richey both stated they would rather see the skate park fenced before spending money on fences on a dog park. Tony Baron believes interested dog owners will come forward and initiate efforts to take on the project. He will map out three different areas and submit to Commissioners for review.

STAFF UPDATES

- Maintenance of Chetco Bridge Overlook - No new progress, still waiting to negotiate an intergovernmental agreement with ODOT to take over some of the maintenance of the roadside in the Chetco Bridge area. Tony advised that Brian Tillung is trying to install a flag pole in that area also. Eventually hope to have a park area established.
- Progress on Parks Projects
 - *Bud Cross Park* - moving along, sidewalks/ramp almost complete.
 - *Azalea Park Foundation* - Memorandum of Understanding has been signed which includes the formal gardens and their input on how to handle the native azaleas. The Foundation volunteers are dwindling and hope is to recruit younger members.
 - *Lower Stout Park* - no updates or minutes from their meeting. They are trying to get the transformer and irrigation to the well.
 - *Social Security Bar Access* - Path of river has changed and now a pothole with a pool of

water is at the foot of the boat ramp and people are crossing the pool to get across to the sandbar and riverbank thus deepening the pothole, possibly getting stuck and having vehicle oil eventually washing into the river. Oregon Parks & Rec is now involved, as the pothole can no longer be filled without going through the process of obtaining a permit from Army Corp of Engineers and having various organizations establishing rules on crossing the river which have people taking sides.

- *West Family Foundation Grant Award* - Tony applied for and has received a \$10,000 grant to partially fund the replacement of the \$26,000 backstops at Bud Cross Park. Hopes to fundraise or obtain further grants to raise the rest of the costs.

COMMISSIONER REPORTS/COMMENTS

Commissioner Richey - wondered the amount of time the City contributed to lighting up Azalea Park for Natures Coastal Holiday. Tony did not know the total amount of time, but the PW crew did spend a great amount of time on the event. Commissioner Richey advised the volunteer groups putting up the lights this year dwindled greatly and not as many people showed up to help. All of the organizations are suffering from low turnout of volunteers; need to encourage more groups of people to volunteer for various activities, with leaders providing organizational direction.

Congratulations to Commissioner Vilelle for his award of the 2012 Volunteer of the Year.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:10 pm. Next meeting is scheduled for January 24, 2013.

Respectfully submitted,

Patricia Brown, Chair
(approved at January 24, 2013 meeting)

CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: January 24, 2012

Parks & Technical Services Superintendant

Originating Dept: Parks

Public Works Director

Subject:

Caretakers Residence at Azalea Park

Recommendation:

To consider the construction of a caretakers residence as an addition to the existing concession building at Azalea Park.

Financial Impact:

Based on estimates, it would cost \$87,926 for the construction of an addition to the existing concession stand including associated fees. The attached Parks Maintenance matrix has identified a cost in wages at \$17,383.66 to maintain Azalea Park. If all duties were diverted to a caretaker, the payback would be approximately 5 years.

If it were allowed, it would cost an estimated \$93,658 to place a park model on site in the vicinity of the existing concession building.

Background/Discussion:

The idea of a "Park Host" at Azalea Park was first discussed three years ago as work was being completed on the Capella. A "park model" was to be located in the vicinity of the Capella and concession stand and would serve as a residence for a park host who would provide a presence in the park and the Capella for security and various park & Capella duties. City staff researched the idea and determined that "park models" were not allowed in public open space per LDC section 17.40 because they are not considered a "residence". A manufactured home, to be considered a residence, must be multi-sectional and have a living area more than one thousand square feet. They are also required to have a minimum single car garage.

The park host idea resurfaced in July of this year as part of the parks maintenance staffing discussion. A standalone residence emerged as a preliminary proposal. Three options for this could be a manufactured home, stand alone stick built structure or an addition to an existing structure. The option as an addition the existing concession stand is less expensive due to the fact that the infrastructure (electrical, plumbing) is already in place.

Arguments for of a caretakers residence would be to provide full time volunteer(s) for the Capella as well as provide security to combat the continued vandalism and thefts that occur in the vicinity of the Capella and band shell/concession stand areas. A caretaker could also reduce the need for full time staff dedicated to all the various duties at Azalea Park as identified on the attached Parks Maintenance Matrix document.

Included in the concept of a caretakers residence is a 24 x 24 maintenance storage room/shop for maintenance equipment used at Azalea Park. Staff spends a considerable amount of time loading and transporting mowers and equipment from our maintenance facility on Railroad Street to various parks. The idea of a local maintenance shop at Azalea Park could significantly reduce equipment transport time.

Policy Considerations:

Park Models are not allowed in Public Open Space per LDC 17.40 because they are not considered a “residence” and would require changing the code to allow them, but is an option.

A manufactured dwelling, stand alone residence or an addition to the existing snack shack is allowed under LDC section 17.40.040 (B) for a “Caretaker, Night Watchmen or Park Host” but only under a Conditional Use Permit.

Attachment(s):

- a. Area map
- b. Cost estimate to construct addition
- c. Parks maintenance matrix
- d. Police call outs

Azalea Park Caretakers Residence

Addition to Existing Concession

SDC Fees	\$15,696.35
Building Permits	\$1,430.00
Caretakers Residence (720 sq. ft. @ \$65/ft)	\$46,800.00
Shop (400 sq. ft. @ \$30/ft)	\$18,000.00
Misc. Sidewalks & Patios	\$6,000.00
Total	\$87,926.35

Stand Alone Park Model

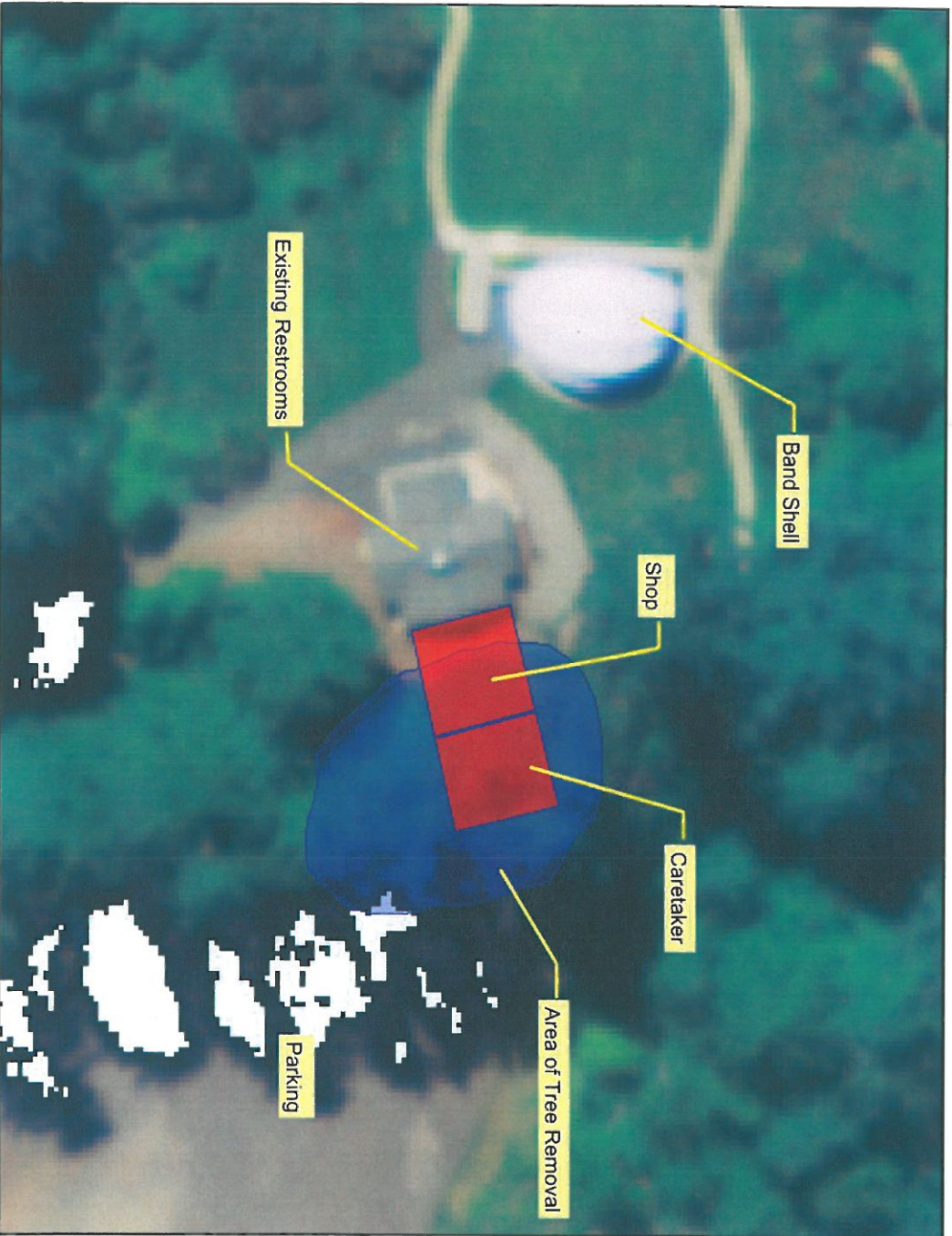
SDC Fees	\$15,696.35
Building Permits	\$462.00
Caretakers Park Model	\$55,000.00
Single Car Garage	\$14,000.00
Misc. Sidewalks & Patio's	\$6,000.00
Sewer & Water Connections	\$2,500.00
Total	\$93,658.35

Azalea Park Activities 2012

Abandoned Vehicle	1
Animal Complaint	7
Assault	1
Assist Public	2
Assist Public Works	5
Attempt to Locate	1
Building Check	60
Burglary	2
Criminal Mischief	9
Criminal Trespass	1
Disorderly Conduct	1
FI	42
Found Property	6
Harassment	2
Illegal Dumping	1
Information	53
Juvenile Problem	8
Lost Property	1
Loud Noise	5
Minor in Possession	1
Parking Violation	1
Sex Crime	1
Shots Fired	1
Suspicious Conditions	7
Theft	1
Traffic Stops	19

TOTAL CALLS 240

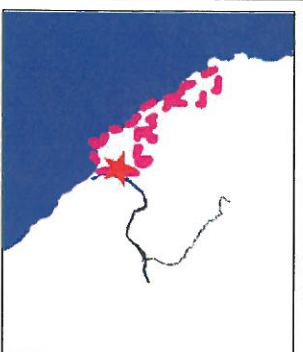
Azalea Park Caretaker



0 60 120 180 ft.

Map center: 42° 3' 27.4" N, 124° 16' 24.37" W

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.



Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN



Scale: 1:600


City of Brookings						
Park's Capitol Improvement Projects (revised)		previous ranking	proposed ranking	Comments		Cost Estimate
		2012-2013 budget	2013-2014 budget			
Azalea Park						
Caretakers Residence & Shop		low				\$ 97,000.00
Lighting for Band Shell		low				\$ 10,000.00
Replace Wooden Picnic Tables		low				\$ 2,000.00
Security Camera Upgrades & Additions		low				\$ 12,000.00
SOD Interpretive Signage		low				\$ 3,000.00
Sports Field Reconfiguration		medium				\$ 95,000.00
Sports Field Restroom		medium				\$ 33,000.00
Sports Field Concessions		low				\$ 80,000.00
Trail to Botanical Garden		medium				
<i>(add additional projects to CIP list below)</i>						
Purchase Land for Future Park Expansion						
Dog Unleashed Area						
Fishing Pond						
Pave Ball Field Parking Lots						
Ball Field Lights						
Bud Cross Park						
BMX park		low				
Street Skate Area		low				\$ 20,000.00
<i>(add additional projects to CIP list below)</i>						
Ball Field Backstops				West Family Foundation Grant for \$10,000 to apply to this project		\$ 26,000.00
Day-Use Picnic area Landscaping						
Play Structure				To apply for West Family Foundation Grant for partial funding this project		
Dog Unleashed Area						
Pave Parking Lot						

[illegible]

City of Brookings					
Park's Capitol Improvement Projects (revised)		previous ranking	proposed ranking	Comments	Cost Estimate
<u>Stout Park</u>		2012-2013 budget	2013-2014 budget		
Picnic areas		high		picnic tables purchased - waiting for conc. pad for installation	
Bench installation		high		benched purchased - waiting for conc. Pad for installation	
Lighting		medium			\$ 3,500.00
Dog unleashed area		medium			\$ 2,150.00
(add additional projects to CIP list below)					
<u>City Hall</u>					
Stormwater Detention Pond		low			
(add additional projects to CIP list below)					
Irrigation System					
EOC Landscaping					
<u>Fleet Street</u>					
Bench Installation		low			
Bike Rack Installation		low			
Landscaping		ongoing			
(add additional projects to CIP list below)					
<u>Hillside Oasis Pocket Park</u>					
(add additional projects to CIP list below)					
<u>Bankus Fountain</u>					
(add additional projects to CIP list below)					
Irrigation system					
<u>Boulder Park</u>					
(add additional projects to CIP list below)					

City of Brookings					
Park's Capitol Improvement Projects (revised)		previous ranking	proposed ranking	Comments	Cost Estimate
<u>5th & Easy Street</u>		2012-2013 budget	2013-2014 budget		
<i>(add additional projects to CIP list below)</i>					
<u>Richard Street</u>					
<i>(add additional projects to CIP list below)</i>					
<u>Richard Street</u>					
<i>(add additional projects to CIP list below)</i>					
<u>North Jetty Beach</u>					
Bike rack installation		low			\$ 549.00
<i>(add additional projects to CIP list below)</i>					
<u>Tanbark Overlook</u>					
<i>(add additional projects to CIP list below)</i>					
Trail and overlook					\$ 15,000.00
<u>City Pool (Bud Cross Park)</u>					
<i>(add additional projects to CIP list below)</i>					
Exterior Lighting - replacement (pool & parking area)					\$ 6,000.00
Interior Lighting - replacement					\$ 4,500.00
Pool Area Cover					\$ 173,526.00
Concession Stand					\$ 12,000.00
Spa/Jacuzzi Area					\$ 55,000.00
Expand Deck Area for spectators and amenities					\$ 35,000.00
Seal Concrete Deck					\$ 2,500.00
Exterior Painting					\$ 5,500.00
Pool Resurfacing				10 year cycle, due to be done again - last resurfacing was in 1994	\$ 75,000.00

City of Brookings					
Park's Capitol Improvement Projects (revised)		previous ranking	proposed ranking	Comments	Cost Estimate
<u>Non Park Specific</u>		2012-2013 budget	2013-2014 budget		
Land Acquisition - Lundeen Lane		low			\$ 1,500,000.00
City Signage Replacement		medium			\$ 10,000.00
Community Garden - rain barrel installation		low			\$ 100.00
Community Garden - raised garden beds		low			\$ 2,000.00
Indoor Tennis Courts		low			
Land Acquisition - Dawson Tract		low			\$ 250,000.00
Outdoor Gym Equipment		low			
Seasonal Work Crews		medium			\$ 12,000.00
Develop Mill Pond Site		low			\$ 100,000.00
(add additional projects to CIP list below)					

<div><div>City of Brookings Annual Parks Maintenance</div></div>		<div>Regular Duties</div> <div>clean & restock restrooms empty trash receptacles trash & debris cleanup irrigation repairs & inspections mowing blowing & sweeping weed-eating & edging pruning, weed pulling & mulch inspections hand watering general maint. & painting vandalism equipment repair & maint. fertilizing spraying</div>																	<div>total man hours annually per park</div> <div>percentage per park</div>		<div>cost to city in wages with current staffing at 1 full time, 1 quarter time & 1 seasonal (4 months full time). Total 3240 hrs ***</div>		Notes
Park or Public Open Space		260	500	104	106	509	169	303	129	111	76	118	48	260	54	198	2945	100%	\$71,104.00				
Azalea**		104	104	52	21	256	26	16	16	24	6	10	15	40	20	10	720	24.4%	\$17,383.66	Over time and on call duties for concert in the park duties not included in this matrix			
Chetco Point	0	52	4	21	48	16	48	32	12	0	2	2	40	6	6	289	9.8%	\$6,977.61					
Bud Cross	104	104	3	21	48	16	48	8	24	0	10	20	40	10	48	504	17.1%	\$5,168.56					
Easy Manor	52	26	3	0	16	52	16	2	6	0	2	2	40	3	2	222	7.5%	\$5,359.96					
Stout	0	6	16	11	48	16	48	48	12	0	0	1	40	8	6	260	8.8%	\$6,277.43					
City Hall	0	0	1	0	16	16	16	1	0	2	12	0	0	2	3	69	2.3%	\$2,165.93					
Mill Beach	0	52	4	0	0	0	12	0	1	0	0	1	40	0	4	114	3.9%	\$2,152.41					
Hillside Pedestrian Oasis	0	0	0	0	8	1	8	0	0	2	0	0	0	0	1	21	0.7%	\$507.02					
Richard Street POS	0	0	0	0	4	0	4	0	0	0	0	0	0	0	0	8	0.3%	\$193.15					
Boulder Park - (Car Wash)	0	0	1	0	12	0	12	0	0	0	0	0	0	0	0	3	28	1.0%	\$676.03				
Tanbark/Memory POS	0	0	0	0	8	0	4	0	0	0	0	0	0	0	0	0	12	0.4%	\$289.73				
Frontage Road*	0	0	10	0	16	4	16	0	0	0	0	0	0	0	2	0	48	1.6%	\$1,158.91				
Bankus Fountain*	0	0	0	11	8	6	0	0	0	0	16	0	0	0	2	0	43	1.5%	\$1,038.19				
Waste Water Treatment Plant	0	0	0	21	2	0	0	2	0	0	0	8	0	0	0	48	81	2.8%	\$1,955.66				
Joe Hall Creek - Water Treatment Plant	0	0	0	0	4	0	8	0	0	0	0	0	0	0	0	4	16	0.5%	\$386.30				
Gun Range	0	0	0	0	0	0	0	8	2	0	0	0	0	0	0	4	14	0.5%	\$338.02				
Kidown Repairs	0	0	0	0	0	12	0	0	24	0	12	6	0	0	0	52	106	3.6%	\$2,559.26				
City Pool	0	0	0	0	12	3	6	10	6	0	60	0	20	0	4	121	4.1%	\$2,921.42					
Downtown Trash Receptacles	0	156	0	0	0	0	0	0	0	0	0	2	1	0	0	0	159	5.4%	\$3,838.89				
Downtown Tree's & Shrubs	0	0	0	0	0	0	0	0	6	0	48	0	0	0	0	0	54	1.8%	\$1,303.77				
Ferry Creek Reservoir	0	0	0	0	0	0	0	16	0	2	0	0	0	0	0	0	18	0.6%	\$434.59				
Jodie Lane POS	0	0	0	0	3	1	3	0	0	0	0	0	0	0	0	1	8	0.3%	\$193.15				
Spruce Street POS	0	0	10	0	0	0	12	0	0	0	0	0	0	0	0	0	22	0.7%	\$531.17				
North Welcome Sign	0	0	0	0	0	0	0	2	2	0	2	0	0	0	0	2	8	0.3%	\$193.15				
total hours annually in each duty		260	500	104	106	509	169	303	129	111	76	118	48	260	54	198	2945	100%	\$71,104.00				
* Garden Club MOU for all other duties																							
** Azalea Park Foundation MOU for all other duties																							



Stout Park



Azalea Park



Bud Cross Park

