

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**April 28, 2011 - 7:00 pm**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
  - Minutes of March 24, 2011
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Relocation of Plants along Chetco Avenue
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
  - A. Lower Stout Park – Commissioner Parrish
- VIII. STAFF REPORTS**
  - A. DRAFT 2011 Parks Master Plan
  - B. Make a Difference Day, July 23, 2011
- IX. COMMISSIONER REPORTS/COMMENTS**
- X. ADJOURNMENT**
  - A. Next meeting May 26, 2011

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
March 24, 2011

**CALL TO ORDER**

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

**ROLL CALL**

*Present:* Commissioners Tony Baron, Mitchell Bolt, Don Vilelle, Chair Tony Parrish. Introduction and welcome to new Commissioner Bolt.

*Also present:* City Manager Gary Milliman, Parks Facilities Planner Cody Erhart.

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Baron to approve the minutes of March 3, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

None

**INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *Lower Stout Park* – Chair Parrish advised they are planning to be part of the April Artwalk where they will be making the commemorative bricks with sponsors names. Heathers and a few more garden club plants are ready to be planted.

**STAFF REPORTS**

- A. **DRAFT 2011 Parks Master Plan** – Cody Erhart distributed the most comprehensive DRAFT of the 2011 Parks Master Plan to the Commission ~ 90 pgs. This DRAFT includes text for all eight (8) chapters, new maps created in ArcGIS and Adobe Illustrator showing park sites, planning strategies, and city amenities, and a preliminary Capital Improvement Plan. Requested Commission review in detail and come ready to discuss at next month's meeting.
- B. **Make a Difference Day (MaDD), July 23, 2011** – Cody advised that the sub-committee meeting of interested organizations have met and reviewed the plans so far. Gave an overview of the current park projects being proposed/planned. Will continue sub-committee meetings to campaign for community support, and gather further assistance in project formation and implementation. Verified that City insurance will cover participating volunteers, sign-up sheets will be made.
- C. **Hillside/Chetco Avenue Project** – Cody presented site plan, design detail sheets, gave an overview of the construction phasing, level of PW assistance being requested, and public art aspects of the new 'park' site. **Motion made by Commissioner Baron to approve the design as presented; motion seconded, discussion followed.** Commissioner Vilelle expressed desire to include some native plants, Cody explained with current project design two trees are included and more vegetation could be planned. **Commission voted; the motion failed.** The Commission requested a provision that a planting plan be included showing proposed vegetation for the project site. **Motion made by Commissioner Baron to approve preliminary design with condition to provide planting plan of future plantings; motion seconded and Commission voted; the motion carried unanimously.** The plan will be forwarded to the Urban Renewal Agency for approval.

D. Cody gave an overview of the projects he is working on and their timelines and what he will be working on for the duration of his time with the City.

#### **COMISSIONER REPORTS/COMMENTS**

Commissioner Baron – advised that he met onsite at Bud Cross Park with Cody, Technical Services Superintendent Richard Christensen and City Engineer Mike Erickson to discuss sidewalks and accessibility planning. He also has observed several bicyclists in the Skatepark and questioned them if they understood the rules of the park, they advised they thought they were allowed if no skateboarders were there. He suggested the rules sign indicate “No Bicycles Allowed” to clarify the matter and the rules be enforced.

Commissioner Vilelle – wondered if the request to reducing Commissioners term had gone before the City Council yet, Gary Milliman advised that the draft ordinance will go before the Council on April 11<sup>th</sup>.

Chair Parrish – disappointed that they had some vandalism at Stout Mountain Railway from a large rock being dropped on the tracks, approximately \$50 damage, indicated this was the second time this had happened. Also, suggested the old trashcans be repainted and placed in Stout Park to avoid litter.

#### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:46 pm. Next meeting scheduled for April 28, 2011.

Respectfully submitted,

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Tony Parrish, Chair  
(approved at April 28, 2011 meeting)

# **CITY OF BROOKINGS**

## **PARKS & RECREATION COMMISSION**

### **AGENDA REPORT**

Meeting Date: April 28, 2011

Originating Dept: City Engineer

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Relocation of plants along Chetco Avenue

Background/Discussion:

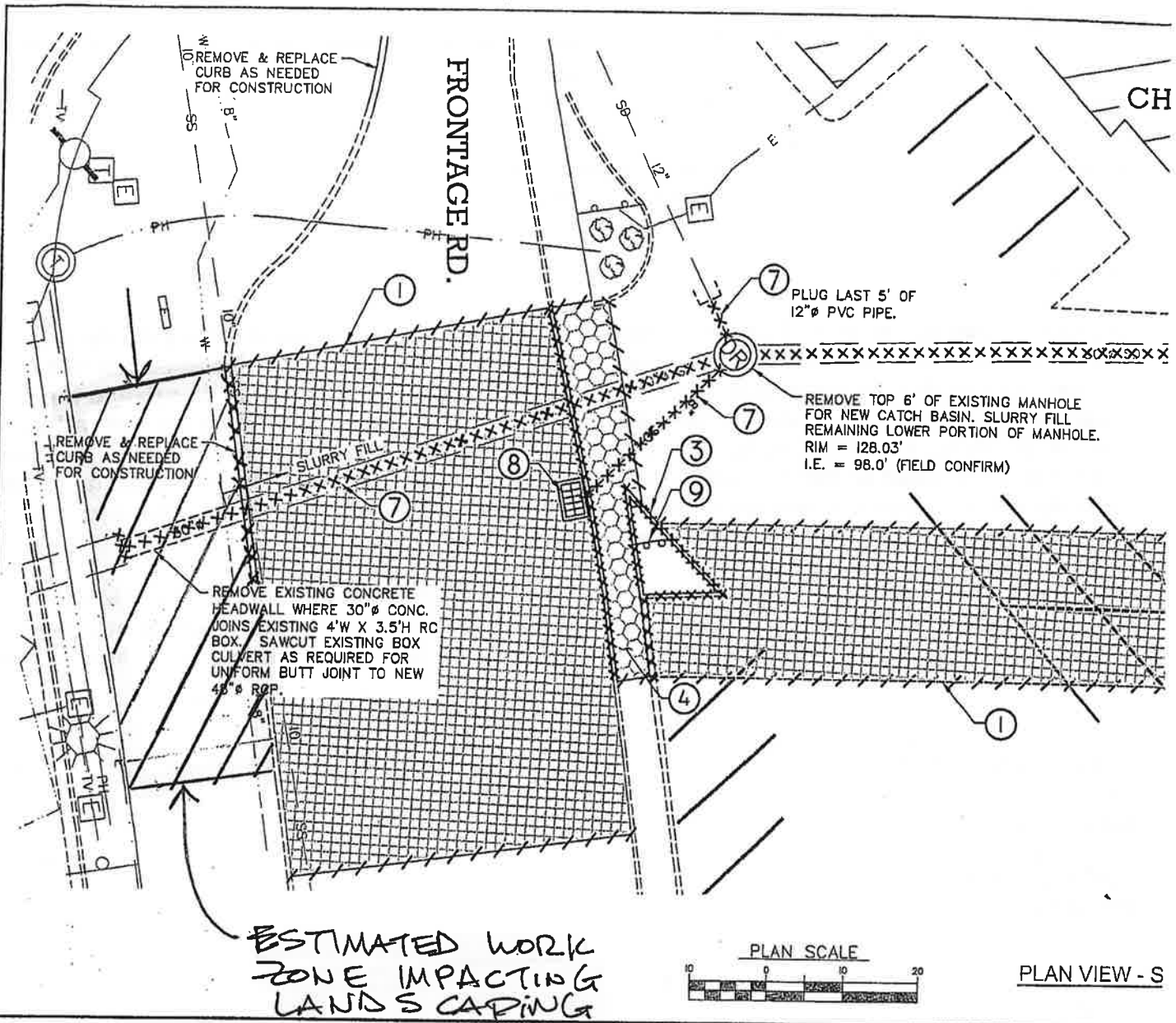
The City will be constructing a new storm drain project between City Hall and Chetco Avenue during June. The plans for this project include installation of a manhole in the landscaped area between Frontage Road and Chetco Avenue as indicated in the attachment. Most of this area could be re-landscaped following construction.

Staff is seeking recommendations from the Parks and Recreation Commission on the disposition of the plants which will be removed from this area during construction. Should they be permanently relocated elsewhere and replaced with new plants, or temporarily maintained off site and replanted?

The area in question has been flagged in the field by the Public Works staff.

Attachment(s):

- a. Construction diagram and email from City Engineer.



# NO. DEMOLITION NOTES

GENERAL DEMOLITION NOTE: THIS DEMOLITION PLAN ILLUSTRATES DEMOLITION WORK REQUIRED FOR THE COMPLETION OF THIS PROJECT. THE NUMERICAL ORDER PRESENTED BELOW DOES NOT REPRESENT A DEMOLITION SEQUENCE. REFER TO PROJECT SPECIFICATIONS FOR INFORMATION REGARDING SEQUENCE OF WORK AND RELATED WORK CONSTRAINTS REGARDING SITE DEMOLITION.

- ① SAWCUT LINE: SAWCUT AND REMOVE EXISTING PAVEMENT TO LIMITS SHOWN. FIELD VERIFY LOCATION OF SAWCUT LINE WITH ENGINEER PRIOR TO CUTTING. SAWCUTS ARE NOT SHOWN FOR CLARITY FOR REMOVAL OF EXISTING CATCH BASINS, STORM DRAIN PIPES, CULVERTS AND MANHOLE FRAME ADJUSTMENTS.
- ② DRIVEWAY SAWCUT LINE: FINAL SAWCUT LINE AS INDICATED, INITIAL SAWCUT REQUIRED TOWARD CONSTRUCTION SIDE. SAWCUT AND REMOVE EXISTING PAVEMENT TO LIMITS SHOWN. FIELD VERIFY LOCATION OF SAWCUT WITH ENGINEER PRIOR TO CUTTING.

# NO. D

- ③ CURB/CURB & GUTTER REM CURB/CURB & GUTTER TO REMOVE 2' OFF END OF EX; UNIFORM BUTT JOINT FOR E
- ④ CONCRETE SIDEWALK/DRIVE/ EXISTING SIDEWALK/CONCRE REMOVAL WITH ENGINEER PI
- ⑤ FENCE REMOVAL; REMOVE / BRACKETS, AND ASSOCIATE
- ⑥ WATERLINE REMOVAL; REMO
- ⑦ CULVERT/STORM DRAIN REV CULVERT/STORM DRAIN PIPE REQUIRED, TO SEAL ABAND
- ⑧ CATCH BASIN REMOVAL & F CATCH BASIN AS SHOWN, AND ELEVATIONS PRIOR TO



SUBMITTED BY:

DATE:

APPROVED BY:

DATE:

## REVISIONS

REVISED	DESCRIPTION	SUBMIT	APPR'D	DATE

DESIGNED:

MWE

DRAWN:

ACH

CHECKED:

MWE

APPROVED:



**Gary Milliman**

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**From:** Mike Erickson [merickson@dyerpart.com]  
**Sent:** Monday, April 04, 2011 2:18 PM  
**To:** Gary Milliman  
**Cc:** Richard Christensen  
**Subject:** Storm Drain Reroute - Estimated Work Area  
**Attachments:** Estimated Work Area in Greenway.pdf

**Hi Gary**

**During the pre-bid meeting last week, the Contractors asked about the existing shrubs and plants that would be impacted in the greenway at the tie-in manhole. I discussed this with Richard and we thought that direction would be provided to the Contractor to salvage the existing shrubs and plants within the work zone and deliver these to the City for replanting at a later date. Richard wanted me to send a map outlining the estimated work area involved. This scenario is the same as the original design. We left out this component of the landscaping since the City would retain a landscaper independently to complete the plantings in this area. The contract requires topsoil and hydroseeding in this area.**

**I have attached a tentative plan showing this work area. One side item to note is that no underground sprinkler system has been identified for this area and as such, we do not show any replacement irrigation piping. The addendum will be sent out on Wednesday so if there are any changes, let me know before then.**

Michael Erickson, PE PLS  
The Dyer Partnership  
Engineers and Planners  
1330 Teakwood Avenue  
Coos Bay, OR 97420  
PH: 541-269-0732

PROJECT SCOPE:  
CONTRACTOR TO REMOVE PLANTS WITH  
SUFFICIENT ROOTS MASS & CITY WILL  
RELOCATE/REPLANT