

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
May 26, 2011 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of April 28, 2011

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

A. Bud Cross Improvement Plan – Commissioner Tony Baron

VII. INFORMATION UPDATES/DISCUSSION ITEMS

A. Lower Stout Park – Commissioner Parrish

VIII. STAFF REPORTS

- A. Update/review of Park & Rec Goals [Parks Master Plan - Ch.6] – Cody Erhart
- B. Final Review of Capital Improvement Plan [last page of Ch. 6] – Cody Erhart
- C. Make a Difference Day

IX. COMMISSIONER REPORTS/COMMENTS

X. ADJOURNMENT

A. Next meeting June 23, 2011

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
April 28, 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. *Also present:* City Manager Gary Milliman.

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Baron to approve the minutes of March 24, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. Relocation of Plants along Chetco Avenue – Gary Milliman advised that the storm drain replacement project between City Hall parking lot and Chetco Avenue which includes the placement of a new manhole in the island landscaped area between Frontage Road and Chetco will begin soon. It needs to be determined what to do with the current plants. Commissioner Parrish advised the plants can be divided, stored and replanted. Divided plants can also be used in other parks. Commissioner Parrish and Vilelle will prepare plan to advise which plants to move.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Lower Stout Park* – Chair Parrish advised Flora Pacifica has donated @\$130 in plants, a work party is planned for May 4, and they are working with Bob Schaefer on moving some large boulders from Azalea Park. Almost 30 bricks have been ordered so far. Dirt is still being donated, trying to have in shape before Azalea Festival weekend.

STAFF REPORTS

- A. Swimming Pool Floor – Gary Milliman advised that Don Scoggins has been hired to remove the current floor surface in the changing rooms and entrance and then grind down to a concrete surface for a non-stick condition this season. Has requested Scoggins provide an estimate for tile floors and other flooring options for future budgeting. Mechanical repairs are also being made. Commissioner Baron asked if it would be possible to move the propane tank over 10 feet for an accessible rail. City Manager to check into moving propane tank.
- B. 2011-2012 Budget – Gary Milliman gave a preview of items being requested in the upcoming budget year, including purchasing the right of way on Mill Beach Road to the beach from South Coast Lumber for \$38,200; tennis court light replacement and ADA sidewalk compliance improvements off Third Streets at Bud Cross Park; and requesting \$5,000 be set aside for KidTown structure repairs. Also have to put in other capital projects pending adoption of the Parks Master Plan. Commissioner Parrish questioned if SDC funds can be used for Stout Park and suggested Stout Park be identified as a capital improvement project and requested two street lights, a bench, trashcan and an electric transformer. Requested commissioners review Capital Improvement Plan and establish a priority list for the next meeting. Other budget items include retaining current staffing and two summer temporary workers, and a new

position of Resource Superintendent responsible for managing parks and resource properties, organizing volunteers, managing the parks master plan, grant writing, water conservation, and regulatory permits relating to City properties. That position was not approved in last years' budget. Also advised Council has approved going out to bid for repairs on the Chetco Point trail bridge which has foundation failure from dry rot.

COMISSIONER REPORTS/COMMENTS

Commissioner Vilelle – wondered if a trashcan is available to be put at the north end of the Chetco Bridge, discussed accessibility by Public Works to be able to empty the trashcan. City Manager to check into.

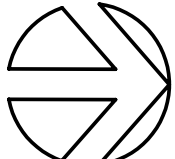
Commissioner Baron – advised that at the next meeting he will have a plan for Bud Cross Park improvements and would like to discuss writing a grant for Oregon Parks & Recreation.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:35pm. Next meeting scheduled for May 26, 2011.

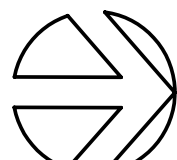
Respectfully submitted,

Tony Parrish, Chair
(approved at May 26, 2011 meeting)



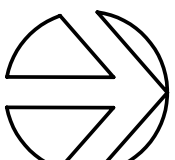
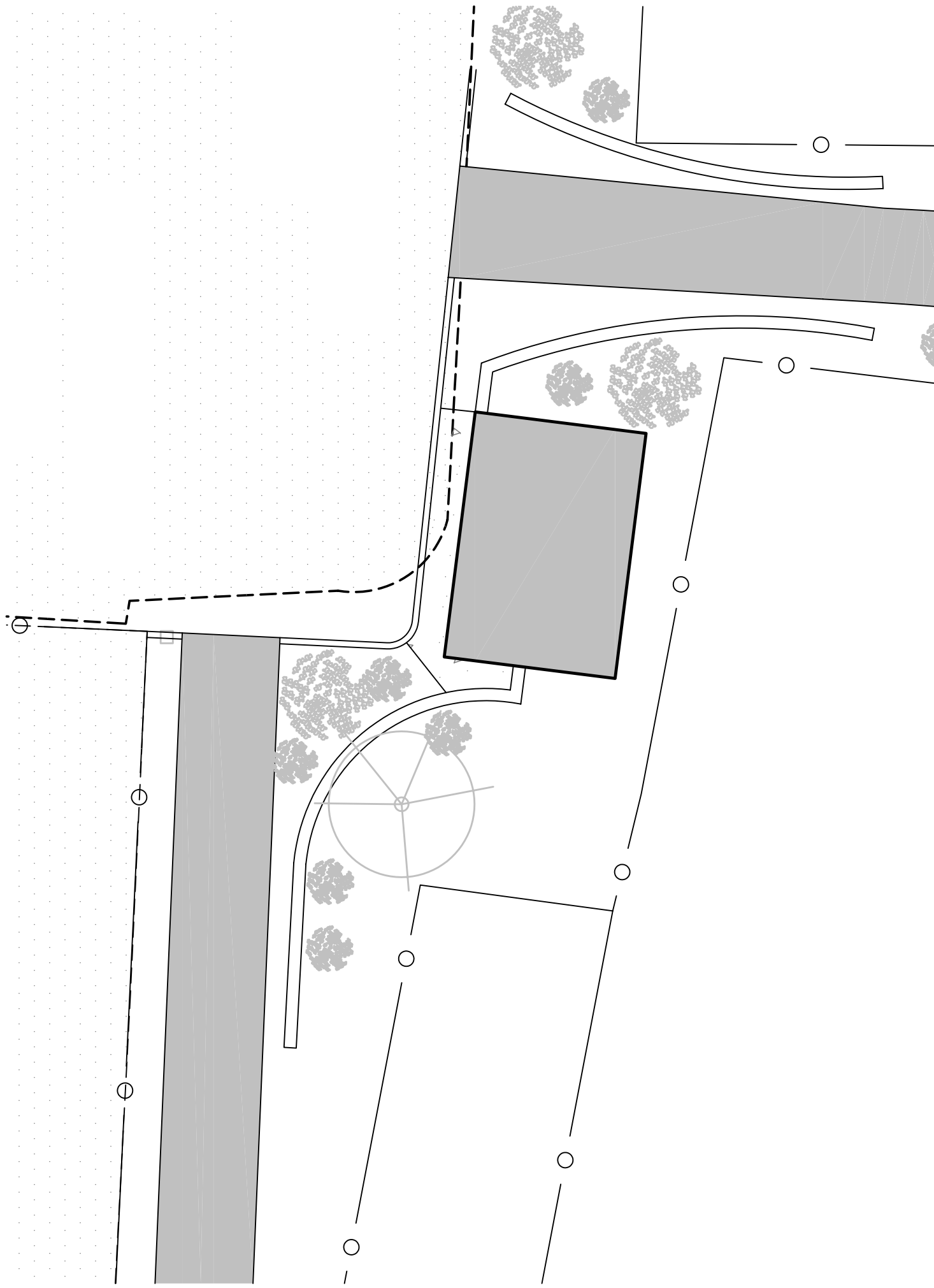
SITE PLAN
OVERALL

SCALE: 1"=40'-0"



ENLARGED PLAN
THIRD STREET ENTRANCE

SCALE: 1"=10'-0"



ENLARGED PLAN
POOL PARKING LOT ENTRANCE

SCALE: 1"=10'-0"

BARON
DESIGNS

ANTHONY BARON
1724 S. HASSETT RD
BROOKINGS, SD
57006
PH: (641)-464-2106

CITY
OF
BROOKINGS

BUD CROSS PARK
BROOKINGS, OR 97415

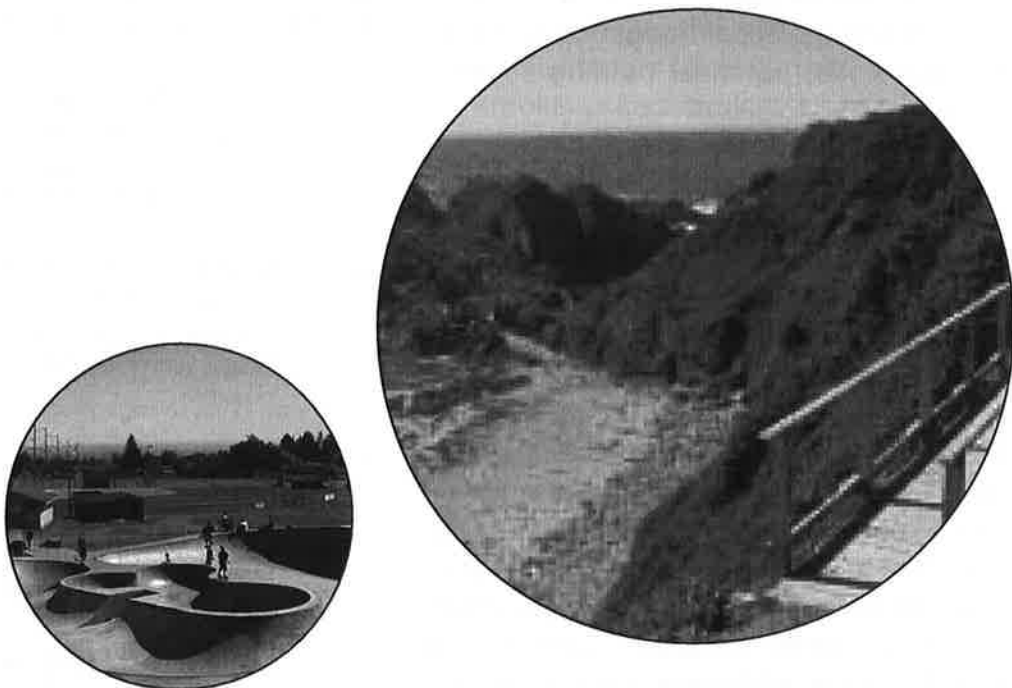
SITE PLAN

DRAWN: ASB
REV. DATE: 4/25/11

AOOI

Brookings Parks Master Plan

2011 CAPITAL IMPROVEMENT PLAN



Park	Priority	Capital Improvement Project	Year	Cost [Estimate]
Bud Cross Park	COMPLETED	Restroom Replacement	2007	\$33,000 (\$100,000)
	COMPLETED	Skate Park- Construction	2006	\$37,814
	COMPLETED	Skate Park- Rehabilitation	2010	\$7,500
	COMPLETED	Sports Fields- Topographic Survey	2011	[\$2,500]
	ONGOING	Landscaping + Maintenance	ONGOING	\$10,177/yr
	MEDIUM	ADA Accessible Pathways	---	[\$48,480]
	HIGH	ADA Entrance Stairs + Ramp	---	[\$71,820]
	MEDIUM	ADA Sidewalk Along Third Street	---	[\$30,150]
	MEDIUM	Basketball Court Retaining Wall	---	[\$1,021]
	LOW	BMX Park	---	[\$____]
	MEDIUM	Sports Fields- Picnic Area	---	[\$1,200/bench][\$2,000/table]
	MEDIUM	Sports Fields- Site Grading/Drainage	---	[\$____]
	HIGH	Sports Fields- Backflow Device/Meter	---	[\$1,500]
	LOW	Street Skate Area	---	[\$20,000]
	MEDIUM	Tennis Court Lighting	---	[\$17,500-\$19,000]
	MEDIUM	Tent Structure for Swimming Pool	---	[\$173,526]
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Total Cost for Bud Cross Park				[\$372,397-\$373,897]
Chetco Point Park	COMPLETED	Trail to Point & Beach, Overlook Area, Seating	2005	\$98,000
	ONGOING	Landscaping	ONGOING	\$1,454/yr
	HIGH	Bike Rack Installation	---	[\$549]
	HIGH	Bridge- Replacement	---	[\$8,500-12,700]
	LOW	Bridge- Handrailing Along Path	---	[\$3,500]
	LOW	Educational/Historical Signage	---	[\$4,000]
	LOW	New Restroom	---	[\$30,000-100,000]
	HIGH	Parking Lot- Fence Removal	---	[\$____]
	LOW	Parking Lot- Asphalt Paving	---	[\$35,000]
	MEDIUM	Parking Lot- Permeable Pavers	---	[\$21,924]
	MEDIUM	Pathway to Multipurpose Field	---	[\$25,000]
	HIGH	Picnic Areas	---	[\$1,200/bench][\$2,000/table]
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Total Cost for Chetco Point Park				[\$98,673-\$185,949]

Deliverable	Source of Estimate	Funding Options
1 qty. new restroom	Dave Lentz, Parks Foreman	Parks Budget
1 qty. skate park	Janell Howard, Financial Services	Donations, Parks Budget
repaired copings, resurfacing	Gary Milliman, City Manager	Parks Budget
1 qty. topographic map	Roberts & Associates	SDC's, Parks Budget
3hrs/wk clean, 2hrs/wk mow, .5hr/wk weed eat	Dave Lentz, Parks Foreman	Parks Budget
700 l.f. of asphalt paths around outfields	Richard Christensen, PW	Parks Budget, SDC's, Grants,
new park entrance, access stairs, & ramp	Richard Christensen, PW	Parks Budget, SDC's, Grants
300 l.f. sidewalk along Third Street	Richard Christensen, PW	Parks Budget, SDC's, Grants
130' l.f. CMU seating wall @ 3' high along 3rd. St.	Tony Baron, P&RC	SDC's,
___ linear feet of track/ ___ acre park	---	---
2 qty. new benches, 3 qty. new tables	Cody Erhart, Park Planner	SDC's, Grants, Donations
regrading of ballfield #1	Mike Erickson, Dyer Partnership	SDC's, Grants, Partnerships, Parks Budget
1 qty. backflow device/water meter	Bob Schaefer, Public Works	Parks Budget, SDC's
rails, ramps, and obstacles for flat asphalt area	Cody Erhart, Park Planner	Partnerships, SDC's, Grants, Donations
5 qty. new lighting poles and furnishings	Ray Page, Public Works	Parks Budget, Grants, Partnerships
1 qty. tent structure	Dave Edmonson, Creative Tent	Grants, SDC's, Partnerships
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trail improvements, view points, ADA access	Gary Milliman, City Manager	Grant, Parks Budget
1 hr/wk mow	Dave Lentz, Parks Foreman	Parks Budget
1 qty. bike rack	Cody Erhart, Park Planner	SDC's, URA, Donations, Grants
1 qty. new bridge, foundation, etc.	Gary Milliman, City Manager	Parks Budget, Grants, Donations, URA
100 l.f. handrail on WWTP end of bridge	Wagner Companies	Parks Budget, SDC's, URA, Grants
2-3 qty. new signs about WWII and WWTP	Gary Milliman, City Manager	Grants, Partnerships, URA
1 qty. new restroom	Gary Milliman, City Manager	Parks Budget, SDC's, Grants
Removal of fence along Wharf, retain WWTP fence	Bob Schaefer, Public Works	Parks Budget
9,600 sq. ft. asphalt paving	Gary Milliman, City Manager	Grants, SDC's, URA
9,600 sq. ft. permeable pavers	Boddingtons Inc.,	Grants, SDC's, URA, Partnerships
ADA pathway up to field	Mike Erickson, Dyer Partnership	Parks Budget, SDC's, URA, Grants
2 qty. new tables, 1 qty. new bench	Cody Erhart, Park Planner	SDC's, URA, Grants
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Park	Priority	Capital Improvement Projects	Year	Cost [Estimate]
City Hall	LOW	Stormwater Detention Ponds	---	[\$116,000]
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	Total Cost for City Hall			[\$116,000]
Easy Manor Park	COMPLETED	Restroom Replacement	2007	\$100,000
	COMPLETED	Playground Replacement	2010	\$113,527
	COMPLETED	New Bench	2011	Donated
	ONGOING	Landscaping + Maintenance	ONGOING	\$3,635/yr
	LOW	Development of Adjacent City-owned Property	---	[\$15,000]
	MEDIUM	Fence Realignment	---	[\$____]
	MEDIUM	Landscaping Enhancements	---	[\$350]
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	Total Cost for Easy Manor Park			[\$15,350]
Ferry Creek Reservoir	LOW	Feasibility Study	---	[\$180,000]
	LOW	Earthen Dam Repair	---	[\$250,000]
	LOW	Earthen Dam Removal	---	---
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Total Cost for Ferry Creek Reservoir				[\$430,000]
5th & Easy St.	---	---	---	---
Total Cost for 5th & Easy St.				\$0.00
Fleet Street	ONGOING	Landscaping	ONGOING	[\$1,817]
	LOW	Bench Installation	---	[\$1,200 ea.]
	LOW	Bike Rack Installation	---	[\$549]
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Total Cost for Fleet Street				[\$1,749]
Hillside / Chetco Ave.	COMPLETED	Base Materials	2011	\$739
	COMPLETED	Landscaping	2011	\$500
	COMPLETED	Mural Materials	2011	\$1,266
	COMPLETED	Site Grading	2011	[\$____]
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	---	Bench Installation	---	[\$1,200]
Total Cost for Hillside/Chetco Ave.				[\$1,200]

Deliverable	Source of Estimate	Funding Options
2 qty. stormwater detention ponds	Mike Erickson, Dyer Partnership	SDC's, URA, Grants, Partnerships
1 qty. new restroom	Dave Lentz, Parks Foreman	Grants, Parks Budget
new playstructure, paths, etc.	Gary Milliman, City Manager	Grants, Parks Budget
1 qty. new bench	Gary Miliman, City Manager	Donations
1hr/wk clean, 1hr/wk mow/weed eat	Dave Lentz, Parks Foreman	Parks Budget
development plan for vacant property	Cody Erhart, Park Planner	Grants, Donations, SDC's, Partnerships
move fence to reflect actual property boundary	Bob Schaefer, Public Works	Parks Budget
3-5 qty. 3" caliper trees	Cody Erhart, Park Planner	Partnerships, Donations
Study of constraints	Mike Erickson, City Engineer	Grants, SDC's, Partnerships
Repair of dam structure	Mike Erickson, City Engineer	Grants, SDC's, Partnerships
Removal of dam, restoration of forest	Mike Erickson, City Engineer	Grants, SDC's, Partnerships
.5hrs/wk mow, .5hr/wk weed eat	Dave Lentz, Parks Foreman	Parks Budget
1 qty. new bench	Cody Erhart, Park Planner	Parks Budget
1 qty. new bike rack	Cody Erhart, Park Planner	SDC's, Donations, Grants
aggregate, washsand, and blowsand	Cody Erhart, Park Planner	URA
Variety of native trees, shrubs, and ferns	Cody Erhart, Park Planner	URA
15' x 40' wall mural	Pete Chasar, Public Art Comm.	URA
regrade contours, install retaining wall	Bob Schaefer, Public Works	Parks Budget
1 qty. new bench, pour concrete pad	Bob Schaefer, Public Works	Parks Budget

Park	Priority	Capital Improvement Projects	Year	Cost [Estimate]
Mill Beach Access	HIGH	Land Acquisition	----	[\$39,000]
	MEDIUM	Picnic Area	----	[\$1,200/bench][\$2,000/table]
	MEDIUM	Restroom Addition	----	[\$30,000-\$100,000]
	MEDIUM	Roadway Reconditioning	----	[\$60,000]
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Total Cost for Mill Beach Access				[\$137,400-\$207,400]
North Jetty Beach	LOW	Bike Rack Installation	----	[\$549]
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Total Cost for North Jetty Beach				[\$549]
Richard St.	----	----	----	----
Total Cost for Richard St.				\$0.00
Stout Park	ONGOING	Landscaping + Maintenance	ONGOING	\$7,270/yr
	HIGH	Bench Installation	----	[\$1,200 ea.]
	MEDIUM	Dog Unleash Area- Fence	----	[\$1,200]
	MEDIUM	Dog Unleash Area- Base Material	----	[\$950]
	MEDIUM	Electrical Transformer Box	----	[\$2,000]
	MEDIUM	Lighting	----	[\$10,000 ea.]
	HIGH	Picnic Areas	----	[\$2,000 ea.]
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Total Cost for Stout Park				[\$40,550]
Non-Park Specific	ONGOING	Fertilizing	ONGOING	[\$900/yr]
	ONGOING	Weed Control	ONGOING	[\$1,500-2,000/yr]
	MEDIUM	City Signage Replacement	----	[\$10,000]
	LOW	Community Garden- Rain Barrel Installation	----	[\$100]
	LOW	Community Garden- Raised Garden Beds	----	[\$2,000]
	LOW	Indoor Tennis Courts	----	[\$____]
	MEDIUM	Land Acquisition in Dawson Tract	----	[\$100,000-300,000]
	MEDIUM	Seasonal Work Crews	----	[12,000]
	----	Develop Mill Pond Site	----	[\$100,000]
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Total Cost for Non Park-Specific Improvements				[\$224,100-\$424,100]

Deliverable	Source of Estimate	Funding Options
25' ROW + triangle parcel	Gary Manager, City Manager	Grants, SDC's, Partnerships
3 qty. new tables, 2 qty. new benches	Cody Erhart, Park Planner	Grants, SDC's, Partnerships
1 qty. new restroom	Cody Erhart, Park Planner	Grants, SDC's, Partnerships
1 qty. new restroom	Cody Erhart, Park Planner	Grants, SDC's, Partnerships
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1 qty. bike rack	Cody Erhart, Park Planner	Grants, Partnerships, Donations
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3hrs/wk mow, 1hr/wk weed eat	Dave Lentz, Parks Foreman	Parks Budget
2 qty. new benches	Cody Erhart, Park Planner	Parks Budget
500 l.f. of fencing material	Cody Erhart, Park Planner	Parks Budget, SDC's
50 cubic yds of 3/4"- aggregate	Cody Erhart, Park Planner	Parks Budget, SDC's, Donations
1 qty. new electrical hookup	Tony Parrish, P&RC	SDC's, Donations, Grants
3 qty. new light poles	Cody Erhart, Park Planner	SDC's, Donations, Grants
2 new picnic tables	Cody Erhart, Park Planner	SDC's, URA, Grants
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30 bags/yr	Dave Lentz, Parks Foreman	Parks Budget
gallons of weed killer	Dave Lentz, Parks Foreman	Parks Budget

5 qty. new rules/reg. signs for City parks	Cody Erhart, Park Planner	Grants, Partnerships, URA, Donations
1 qty. rain barrels	Cody Erhart, Park Planner	SDC's, Donations, Partnerships, Grants
wooden posts, wood panels, furnishings	Cody Erhart, Park Planner	SDC's, Donations, Partnerships, Grants
---	---	Grants, Partnerships, URA, Donations
0.75-5.0 acres for Neighborhood Park	Cody Erhart, Park Planner	SDC's, Grants, Partnerships
1 qty. worker @ 40 hrs/wk @ 5 mo.	Janell Howard, Financial Services	Parks Budget
new wetland park/interpretive boardwalk	Cody Erhart	SDC's, URA, Partnerships, Grants
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Overall Priorities

High (10-12 points)

(12 points)

Chetco Point Park- Bike Rack Installation

(11 points)

Chetco Point Park- Bridge Replacement

(10 points)

Bud Cross Park- ADA Entrance (stairs/ramp)

Bud Cross Park- Sports Fields backflow device/water meter

Chetco Point Park- Fence Removal

Chetco Point Park- Additional Picnic Areas

Mill Beach Access- Land Acquisition

Stout Park- Bench Installation

Stout Park- Picnic Areas

Medium (7-9 points)

(9 points)

Bud Cross Park- ADA Accessible Pathways around outfields

Bud Cross Park- ADA Sidewalk along Third St.

Chetco Point Park- Pathway to Multipurpose Field

Mill Beach Access- Picnic Area

Mill Beach Access- Roadway Reconditioning

(8 points)

Azalea Park- Resurface Nature Trail w/ Redwood Chips

Azalea Park- Sports Fields Restrooms

Azalea Park- Trail to Botanical Garden

Boulder Park- Sidewalk along Alder St.

Bud Cross Park- Basketball Court Retaining Wall

Bud Cross Park- Sports Fields Picnic Area

Bud Cross Park- Sports Fields Site Grading/Drainage

Bud Cross Park- Tennis Court Lighting

Easy Manor Park- Fence Realignment

Easy Manor Park- Landscaping Enhancements

Mill Beach Access- Restroom Addition

Stout Park- Dog Unleash Area Fence

Stout Park-Dog Unleash Area Base Material

Stout Park-Electrical Transformer Box

(7 points)

Azalea Park- Sports Fields Relocation Site Grading/Drainage

Bud Cross Park- Tent Structure for Swimming Pool

Chetco Point Park- Parking Lot Permeable Pavers

Stout Park-Lighting

Non Park Specific- Land Acquisition in Dawson Tract

Non Park Specific- Seasonal Work Crews

Low (4-6 points)

(6 points)

Azalea Park- Acquire Adjacent Land on Lundeen Ln.

Azalea Park-Lighting for Bandshell

Azalea Park-Replace Wooden Picnic Tables

Azalea Park-Sports Fields Topographic Survey

Azalea Park-Sports Fields Snack Shack

Bankus Fountain- Bus Passenger Shelter

Chetco Point Park- New Restroom

Easy Manor Park- Development of City-owned Property

Ferry Creek Reservoir- Earthen Dam Removal

Non Park Specific- City Signage Replacement

(5 points)

Azalea Park- Caretaker Residence

Azalea Park- Security Cameras

Chetco Point Park- Handrail Along Path

Chetco Point Park- Educational/Historical Signage

City Hall- Stormwater Detention Ponds

North Jetty Beach- Bike Rack Installation

(4 points)

Azalea Park- Resurface Nature Trail w/ Asphalt Grindings

Azalea Park- SOD Interpretive Signage

Bud Cross Park- BMX Park

Bud Cross park- Street Skate Area

Chetco Point Park- Parking Lot Asphalt Paving

Ferry Creek Reservoir- Feasibility Study

Ferry Creek Reservoir- Earthen Dam Repair

Fleet Street- Bench Installation

Fleet Street- Bike Rack Installation

Non Park Specific- Community Garden Rain Barrel

Non Park Specific- Community Garden Raised Garden Beds

Non Park Specific- Indoor Tennis Courts