

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
October 27, 2011 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of September 22, 2011

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- A. Smoking Ban in Parks – Police Lt. Donny Dotson
- B. Capital Improvements Plan Priority List – PW Director Loree Pryce
- C. Rescheduling of November 2011 meeting (to Nov 17th) – PW Director Loree Pryce

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- A. Lower Stout Park – Commissioner Parrish
- B. Bud Cross Park – Commissioner Baron

VIII. STAFF UPDATES

- A. Parks & Recreation Commission Organization Update

IX. COMMISSIONER REPORTS/COMMENTS

X. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 22, 2011

CALL TO ORDER

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

ROLL CALL

Present: Chair Tony Parrish, Commissioners Tony Baron, Mitchell Bolt, Don Vilelle

Also present: City Manager Gary Milliman, Public Works Director Loree Pryce

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Baron to approve the minutes of July 21, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

Mike Harris, 917 Tanana Place, Costa Mesa, CA introduced himself as a visitor with intentions of possibly relocating to the area and his previous experience of being a member of the Parks & Rec Commission in Costa Mesa. In regards to decreasing the number of Commissioners from seven to five, he advised that from his past experiences with a five member commission, it is easier to obtain a quorum and to fill Commission seat positions which is difficult with a seven member Commission, leaving Commissioner seat positions going unfilled.

REGULAR AGENDA

- A. Fencing and Improvements at Bud Cross Park – Commissioner Baron requested this item be removed from the agenda and will bring back at a later date.
- B. Smoking Ban in City Parks – City Manager Milliman presented information collected regarding smoking bans in other communities that have enacted similar regulations in their City parks. Commissioner Baron questioned enforcement and how it would impact the Police Department. City Manager Milliman advised that enforcement would be determined by the Police Department. Chair Parrish believed enforcement would be self-enforced and most people would obey the laws, and that potential fire hazards and cigarette butt litter would be reduced. Commissioner Baron believed the Police Department would be unreasonably called upon to enforce the ban in order to eliminate cigarette butt litter and stated he had discussed the issue with Parks Foreman Dave Lentz who had told him he did believe cigarette butt litter was that great. Commissioner Vilelle suggested that a cigarette butt box in the parks might alleviate some of the litter. Commissioners Baron and Vilelle do not agree with imposing further regulations on individuals. Further discussion and input from the Police Department was suggested, item tabled for further review.

INFORMATION UPDATES/DISCUSSION ITEMS

Lower Stout Park – Chair Parrish advised that the bricks are in at Lower Stout Park and he has received many positive responses and more donations. The next money project is a transformer box for electricity to power the pump of the cistern well, the water feature and park irrigation; if the City were to provide the funds to pay for the transformer, the money raised will go towards the well itself. Also, the Azalea Middle School leadership class will be planting daffodils with Master Gardeners and Azalea Garden Club at a date to be determined.

STAFF REPORTS.

- A. City Manager Milliman advised that the City Council will be meeting September 26th and discussing reorganization of the Parks & Recreation Commission, possibly by reducing the

Commission from seven to five members, possibly increasing the number of non-resident Commissioners from one to two, possibly by relieving requirements for regular monthly meetings and by looking at the possibility of having the Commission establish sub-committees for each park, the golf course and major events. Primary discussion is to be the size of the Commission.

- B. City Manager Milliman advised he will be recommending to new Public Works Director Loree Pryce that the Capital Projects Plan Priority list be put on the next agenda for the Commission's review and recommendations to the City Council on which projects to proceed with.
- C. Public Works Director Pryce advised that Public Works had received a complaint about residents using the Stout Park parking lot for long-term overnight parking. Parking enforcement is handled by the Police Department by issuing citations. Suggested signage "No Overnight Parking" with hours posted at the parking lot entrance or on either side; matter to be further reviewed.

COMMISSIONERS COMMENTS

Chair Parish advised he had received emails concerning making "Make a Difference Day" an annual event sponsored by the City, and establishing a sub-committee to start planning for next year. Commissioner Baron found the email complaining about the lack of involvement by the City Council was untrue and believed that negative remark should be addressed. Matter to be investigated to determine if City wants to sponsor event annually.

PUBLIC COMMENTS

Mike Harris, 917 Tanana Place, Costa Mesa, CA – in regards to the smoking ban agreed with Commissioner Baron's concerns requiring law enforcement to enforce.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:37 pm. Next meeting scheduled for October 27, 2011.

Respectfully submitted,

Tony Parrish, Chair
(approved at October 27, 2011 meeting)

CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: October 27, 2011

Signature (submitted by)

Originating Dept: Public Works

City Manager Approval

Subject: Capital Improvement Plan Park Priority List

Recommended Motion: Motion to forward to City Council the Capital Improvement Plan Priority List with the projects prioritized as determined by the Commission.

Background/Discussion: The 2011 Parks Master Plan ranked park capital improvement projects by priority. The attached table outlines the top 15 projects. Some of these projects were budgeted in 2010-11, have been completed and/or started. Others have not yet been identified for funding as indicated. The table summarizes the total amount of System Development Funding (SDC) available and the projects eligible for SDC funding. Also included are items not in the top 15 but budgeted for 2010-11 and a new item required to make the pool ADA compliant before opening in 2012. Request the Commission review the project list and prioritize the remaining projects not yet funded in the order they believe of importance and should be completed (1-5) for submittal to the City Council for final determination.

Attachment(s): Parks Projects List

Parks Projects - Top 15

| <u>Project</u> | <u>Cost Estimate</u> | <u>Funding Source</u> | <u>Status</u> |
|--|--|--|---------------|
| Chetco Point Bike Rack | \$ 549.00 | General Fund; 2010-11 budget | Completed |
| Chetco Point Bridge | 12,700.00 | General Fund; 2010-11 budget | In Process |
| Bud Cross ADA entrance | 71,820.00 | 2010-11 Budget/ODOT appropriation | In Process |
| Bud Cross Sportfield Backflow/Meter ⁽¹⁾ | 3,795.00 | General Fund; approved by City Council (1) | In Process |
| Chetco Point Fence Removal | - | PW staff to handle | In Process |
| Chetco Point Picnic Areas (2) | 5,758.00 | SDC | |
| Mill Beach Access/Road | 39,000.00 | General Fund; completed 8/11 | Completed |
| Stout Park Benches (2) | 1,758.00 | SDC | |
| Stout Park Picnic Areas (2) | 4,000.00 | SDC | |
| Bud Cross ADA Paths/Outfield | 48,480.00 | TBD | |
| Bud Cross Sidewalk/Third Street | 30,150.00 | Part of ADA entrance above? | In Process |
| Chetco Point Multi-Purpose Field Path | 25,000.00 | Sewer Fund; Construct as part of outfall realignment | In Process |
| Mill Beach Picnic Area | 2,879.00 | SDC | |
| Mill Beach Roadway Improvement | 60,000.00 | Possible Street Improvement Funds | In Process |
| Azalea Native Trail Resurface | 2,100.00 | TBD | |
| Not in top 15, but budgeted for 2010-11 | | | |
| Tennis Court Lighting | \$ 8,000.00 | General Fund | |
| Re-roof Swimming Pool Building ⁽¹⁾ | ⁽¹⁾ Combined total of \$20,000 | General Fund | In Process |
| Swimming Pool Locker Room Floors ⁽¹⁾ | | General Fund | In Process |
| SDC Funds Available: \$ 142,100.00 | | | |
| SDC Funds Needed for Above: \$ 14,395.00 | | | |
| Funds Needed for Above: \$ 52,249.00 (Source TBD) | | | |

The City has just become aware of an ADA compliance issue at the pool and must install an ADA lift prior to the pool opening in 2012. Cost estimates for this project range from \$15-20,000; it is not budgeted. Funds may be diverted from the aforementioned projects.

SDC funds may be used for projects that increase capacity.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON
ORDINANCE 11-O-685**

IN THE MATTER OF ORDINANCE 11-O-685, AN ORDINANCE AMENDING BROOKINGS MUNICIPAL CODE CHAPTER 2.50, PARKS AND RECREATION COMMISSION, OF TITLE 2, ADMINISTRATION AND PERSONNEL, IN ITS ENTIRETY.

Sections:

- Section 1. Ordinance identified.
- Section 2. Amends Chapter 2.50

The City of Brookings Ordains as follows:

Section 1. Ordinance identified. This ordinance amends Brookings Municipal Code Chapter 2.50, Parks and Recreation Commission, of Title 2, Administration and Personnel, in its entirety.

Section 2. Amends Chapter 2.50: Chapter 2.50 is amended as follows:

**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. 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. 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-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. 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.

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. 93-O-482.A § 6; Ord. 91-O-482 § 5.]

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____, day of _____, 2011

ATTEST:

Mayor Larry Anderson

City Recorder Joyce Heffington