

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
November 17, 2011 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of October 27, 2011

V. PUBLIC APPEARANCES

- A. Heather Eller - Curry County Public Health Tobacco Prevention and Education Program Coordinator

VI. REGULAR AGENDA

- A. Smoking Ban in Parks – PW Director Loree Pryce
- B. Capital Improvements Plan Priority List – PW Director Loree Pryce

VII. INFORMATION UPDATES/DISCUSSION ITEMS

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

VIII. STAFF UPDATES

IX. COMMISSIONER REPORTS/COMMENTS

X. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 27, 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, Don Vilelle

Absent: Commissioner Mitchell Bolt

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

APPROVAL OF MINUTES

- A. Motion made by Commissioner Vilelle to approve the minutes of September 22, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

Bob Wordall, secretary of the Maclyn Cove Homeowners Association distributed pictures of Mill Beach Road and the parking area. The City has recently acquired the Mill Beach Road property thereby allowing the public vehicle access to Mill Beach which increases the amount of traffic and people who use the Mill Beach area. The homeowners are interested to find out if the City is going to pave the road and parking area and start sweeping the road which pine needles accumulate on and cause slipperiness, if a toilet facility is going to be installed, if they are going to take over the street light that the Condo association now pays for, and since the City has cut back and cleared bushes and willow trees for surveying thus exposing the condominiums stairs to the public if they were going to install some type of plantings or fencing to screen them off. As the plans for Mill Beach are still in the development process, City Manager Milliman requested that the Homeowners Association contact Public Works Director Loree Pryce to get further clarification of the future plans for the Mill Beach area.

REGULAR AGENDA

- A. *Smoking Ban in Parks*** – Matter continued from September agenda, Police Lt. Donny Dotson advised a smoking ban would be enforced similar to other City ordinances, an officer would not be dedicated to look for violations, but if a complaint is received and/or they observe a violation a citation would be issued. Believed signage has been successful with banning alcohol use in the park and it would work for smoking. Heather Eller, Curry County Public Health Tobacco Prevention and Education Program Coordinator provided informational material and statistics on tobacco use. Chair Parrish stated the cigarette butt litter is an unsightly problem. Commissioner Baron believes the cigarette butt problem will only move across the street from the park and that having a smoking ban will not stop people from smoking and only make people smoke somewhere else leaving the cigarette butt litter somewhere else. Commissioner Vilelle mentioned use of cigarette butt boxes similar to ones in Alaska. Commissioner Baron agrees cigarette smoking is bad but would like to think more about the ordinance and its implications before making a decision on the issue. Chair Parrish requested the Commission be able to review a draft ordinance of a smoking ban. Matter tabled for further review.
- B. *Capital Improvements Plan Priority List*** – PW Director Loree Pryce presented the top 15 park projects as ranked in the 2011 Parks Master Plan and which projects were eligible for SDC funds. City Manager Milliman explained the process to recommend/rank which projects to fund to the City Council with SDC funding or through the General Fund. Commissioners questioned the priority and need for two Chetco Point picnic tables and their exact location and believe it was carried over from the previous Parks Master Plan. **Motion made by Chair**

Parrish to remove the Checto Point picnic areas (2) from the priority list; motion seconded by Commission Baron and Commission voted; the motion carried unanimously. Chair Parrish also questioned the two Stout Park benches and picnic areas as being a priority and stated they were not considered a priority by the Stout Park subcommittee but that getting an electricity transformer was and that is not listed on the priority list. PW Director Pryce explained if these items were no longer priorities they could re-evaluate the list and submit a new list to the City Council. Commissioners proceeded with list review discussing the Mill Beach picnic area plan. Commissioner Baron believed the picnic area could be a start to the Mill Beach project. **Motion made by Commissioner Baron to approve SDC funding for the Mill Beach Picnic area for \$2879, motion seconded by Chair Parrish and Commission voted, Commissioner Vilelle opposed, the motion failed.** Commissioner Vilelle does not believe the project should be approved until the other issues and plans for Mill Beach as previously discussed are developed. **Motion made by Commissioner Vilelle to not proceed with the Stout Park benches, Stout Park picnic areas and the Mill Beach picnic area on the Parks Top 15 Priority list; no second, the motion failed.** Chair Parrish believes another group may take on the Stout Park picnic tables and some of the benches have already been replaced, but he does not want to have them removed from the list. Commissioners questioned location of the Azalea Native Trail and if that project was already done during "Make a Difference Day." For project clarification PW Director Pryce suggested a workshop be scheduled for park site visits to obtain more information and details on the parks projects list. Scheduled workshop for November 7th at 9 am meeting at KidTown parking lot. Matter tabled for further review.

- C. *Rescheduling of November 2011 meeting* – due to the Thanksgiving holiday the November meeting will be rescheduled to November 17th. **Motion made by Commissioner Baron to reschedule the November meeting to November 17th; motion seconded and Commission voted; the motion carried unanimously.** With the reorganization of the Parks & Recreation Commission, meetings will be held every other month so there will be no December meeting and the next scheduled meeting will be January 26th, and election of officers will be in March. **Motion made by Chair Parrish to cancel the December meeting; motion seconded and Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Lower Stout Park – Commissioner Parrish advised they have done more planting and are still looking for wood chips. They are redoing the commemorative bricks set in sand as the parking lot drains out in that area and the bricks and sand washed out. They will redo and set the bricks in concrete this time. They will soon be cutting down the wetland area for the winter.
- B. Bud Cross Park – Commissioner Baron advised that major improvements have been made at Bud Cross with the help of volunteers and Public Works including installing a 2" meter backflow device, 320lf of water line, infrastructure for current and future park expansion, both fields properly graded for drainage and seeded with timer irrigation installed, replacing old storm waterline and catch basins, a volunteer painting contractor is painting the snack shack, batting cage, score boxes, and equipment shed so all buildings are the same color, and the rock, junk pile and equipment shed have been removed. Vandals recently destroyed the flagpole; they plan to replace it eventually with a removable flagpole that can be stored in the off-season. Brookings-Harbor Little League will be hosting the 2012 District 8 All Star Little League Tournament and the Major Girls State Tournament bringing in many visitors to the area. Believes picnic tables are items still needed for Bud Cross Park and the priority list needs to be reconsidered to finish Bud Cross Park.

STAFF UPDATES

A. Parks & Recreation Commission Organization Update – City Manager Milliman reviewed City Council Ordinance #11-O-685, whereby the Park and Recreation Commission is reduced to five members, will meet bi-monthly starting in January, 2012, and new commissioners terms will be for two years.

COMMISSIONER REPORTS/COMMENTS

Commissioner Baron – would like to thank Gary, Loree and all of Public Works for their assistance with Bud Cross Park.

Chair Parrish – advised Stout Park Railroad will be running this Saturday for Halloween and then at Christmas the train will be set up next door to Shop Smart in Harbor.

ADJOURNMENT

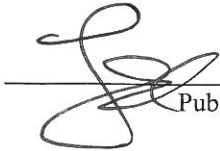
With no further business before the Commission, the meeting adjourned at 8:31pm. Next meeting scheduled for November 17, 2011.

Respectfully submitted,

Tony Parrish, Chair
(approved at November 17, 2011 meeting)

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: November 17, 2011



Public Works Director

Originating Dept: Public Works

Subject: Smoking Ban in Parks

Recommendation: a motion to approve, reject or alter the proposed BMC revisions and direct staff to forward to Council for their approval.

Background/Discussion:

On October 27, staff was directed to present a proposed ordinance for a smoking ban in City Parks. The following BMC has been edited with proposed versions for a smoking ban in City Parks. The Commission may use this template for consideration and motion for proposal to City Council.

Chapter 12.25
PUBLIC PARKS AND RECREATIONAL AREAS

Sections:

[12.25.010](#) City-owned public parks and city-owned public recreational areas hours.

[12.25.012](#) Rules and regulations specific to city-owned parks.

[12.25.015](#) Dogs prohibited in Easy Manor Park.

[12.25.016](#) Dogs prohibited in Kidtown playground at Azalea Park.

[12.25.020](#) Exceptions.

[12.25.030](#) Penalties.

12.25.010 City-owned public parks and city-owned public recreational areas hours.

Except as provided in BMC [12.25.020](#), all city-owned public parks and city-owned public recreational areas located within the city of Brookings shall be open for use by the public from one-half hour prior to sunrise to one-half hour past sunset. [Ord. 94-O-505 § 1.]

12.25.012 Rules and regulations specific to city-owned parks.

A. The following activities and uses are prohibited in all city parks, except by city park employees, volunteers or contractors in the performance of authorized maintenance or construction:

1. Camping.
2. Parking or use of motorized vehicles, other than wheelchairs, on walkways, landscaped areas, natural vegetation areas, playgrounds and sports fields, except for authorized maintenance or the purpose of set-up or tear-down of an event.
3. Possession or use of fireworks or explosives; unlawful possession or use of firearms.
4. Throwing of rice or seeds, including bird seed.
5. Damage to or removal of any vegetation.
6. Modification or painting of any structure, equipment or furniture.
7. Bicycles, skateboards, skates or roller blades, except in designated areas.
8. Unleashed dogs.
9. Failure to remove animal excrement by the animal owner.
10. Attaching signs to any city sign post, trees or other vegetation.
11. Any use of the park for an organized event without having first obtained an approved park use permit. An organized event includes weddings, memorials, athletic activities, concerts, holiday displays, picnics

where the host wishes to reserve a specific area, use of the snack shack, bandshell or Capella, and the conduct of business activities.

12. Amplified sound and/or music at a level that is not contained within the immediate area of the activity, subject to BMC [8.15.080](#).

13. Placement of any sign without first having obtained approval by the city manager or his designee.

14. Failure to remove signs within two hours of the conclusion of an event.

15. Fires, except fires in camp stoves, portable barbeques or fireplaces provided for such purposes.

16. The use of camp stoves or portable barbeques except in designated picnic areas.

17. Unattended fires, camp stoves or portable barbeques.

18. Leaving the location of a fire until the fire is completely extinguished with no hot coals remaining.

19. The use of amplified sound at Bankus Park.

20. The use of Bankus Park for more than single-day events, except as approved by the parks and recreation commission.

B. Penalties and Fines.

1. The fine for a first offense under subsection (A) of this section is \$50.00, a second violation is \$100.00, and any third or subsequent violation shall be the maximum allowed under Chapter [1.05](#) BMC, General Penalty.

2. Upon a third violation/conviction, the offending person may be prohibited from using or entering all city-owned parks for a period of one year.

3. If a person is given a citation for violating subsection (A) of this section, he or she must immediately cease the offending conduct. If the person given the citation continues the offending use or activity, he or she will be subject to additional citations and/or immediate trespass under ORS 164.245. [Ord. 10-O-667 § 2.]

12.25.015 Dogs prohibited in Easy Manor Park.

Dogs are prohibited in Easy Manor Park, except for dog guides as defined in ORS 346.610. [Ord. 10-O-662 § 2.]

12.25.016 Dogs prohibited in Kidtown playground at Azalea Park.

Dogs are prohibited in Kidtown playground at Azalea Park, except for dog guides as defined in ORS 346.610. [Ord. 10-O-664 § 2.]

ADD 12.25.017 Smoking prohibited in all Parks

Option 1

- A. The use of any tobacco products is prohibited in all City Parks.

Option 2

- A. Smoking is prohibited in all City Parks.

Option 3

- A. Persons are prohibited from smoking in City parks in all areas except paved parking lots. A limited smoking area may also be designated by the sponsoring agency if the area is clearly identified by signage and borders and is located in a restricted area at the outside edge of said concert or event.

Option 4

- A. Persons are prohibited from smoking in City Parks at all times in the following areas: Kidtown and play areas, athletic fields, bleachers, grandstands, benches and spectator areas located adjacent to playgrounds, restrooms and concession areas.

Option 5

- A. Disposal of cigarettes language that requires the liter to be removed or it would be a violation. We have to be concerned that requiring them to dispense in a trash can could become a fire hazard.

- B. Penalty – penalties shall be in accordance with Section 12.25.012 (B) herein.

12.25.020 Exceptions.

The city manager may, upon prior application, permit use of a city-owned public park or city-owned public recreational area at times other than the times that the premises are open for use by the public. [Ord. 94-O-505 § 2.]

12.25.030 Penalties.

Unless otherwise provided in this chapter, any violation of the provisions of this chapter shall, upon conviction thereof, be punished pursuant to Chapter [1.05](#) BMC, General Penalty. [Ord. 10-O-662 § 2; Ord. 94-O-505 § 3.]

CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: November 17, 2011


Public Works Director

Originating Dept: Public Works

Subject: Parks Priority List – Direction from Commission to Recommend Council Approval of Funding Sources

Recommendation: a motion to approve, reject or alter the Park Project Priorities and direct staff to forward to Council for their approval.

Background/Discussion:

On October 27, staff presented the status and potential funding sources for the top 15 priority projects in the Parks Master Plan. A follow up workshop was conducted on November 7 to review the Parks Master Plan priorities and discuss their scope, status, possible funding sources and revisit the priorities. Please refer to the attached excerpt of the Parks Master Plan and summary table.

A Park and Recreation Commission decision is needed on the following items;

1. Identify addition funds needs for Bud Cross ADA entrance and recommend to Council via Streets or General Fund.
2. Confirm that Chetco Point Picnic Area benches are to be eliminated.
3. Stout Park - Accept or reject 2 new Benches at via SDC funds.
4. Stout Park –Accept or reject installing 2 new Picnic Areas at via SDC funds.
5. Bud Cross ADA Path/Outfield – Identify if this will be recommended for funding via SDC.
6. Bud Cross Sidewalk – Identify if this will be recommended for funding via SDC.
7. Mill Beach Picnic Area – Confirm that this will be determined upon review of Mill Beach Roadway Improvement design.
8. Mill Beach Roadway Improvement – no action at this time. This project will likely require additional funds for construction.
9. Azalea Native Trail Resurface – Identify if this will be recommended for funding or CIP for next year.
10. Bud Cross Picnic Area – Identify if this will be recommended for funding via SDC.
11. Azalea Park Bench at Horseshoe Pit – Identify if this will be recommended for funding out of SDC.
12. Stout Park Transformer - Identify if this will be recommended for funding via SDC.
13. Stout Park Drainage – Identify if this will be recommended for CIP or SDC funding.
14. Tennis Court Lighting – Identify if this will be supported for funding out of SDC or General fund.
15. Bud Cross- Tennis Court Fencing - Identify if this will be recommended for CIP or SDC funding.
16. Bud Cross – Generator Relocation – Identify if this will be recommended for SDC funding.

Overall Priorities

As part of the development of a Capital Improvement Plan, Commissioners from the P&RC were asked to prioritize projects based on their assumed importance and pertinence. Commissioners rated each capital improvement as either Low, Medium, or High and each rating was given a weighted value of 1, 2, and 3, respectively.

Through this process, Commissioners were essentially able to 'vote' for their desired use of Parks funding and see an overall picture of how the Commission felt funds should be allocated.

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

Non Park Specific- City Signage Replacement

(5 points)

Azalea Park- Caretaker Residence

Azalea Park- Security Cameras

Chetco Point Park- Handrailing 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

Parks Projects - Top 15

Priority #	Project	Cost Estimate	Additional Funds Needed	Funding Source
1	Chetco Point Bike Rack COMPLETED	\$ 549.00	-	General Fund; 2010-11 budget
2	Chetco Point Bridge COMPLETED	12,700.00	-	General Fund; 2010-11 budget
3	Bud Cross ADA entrance	71,820.00		2010-11 Budget/ODOT appropriation
4	Bud Cross Sportfield Backflow/Meter COMPLETED	3,795.00	-	General Fund; approved by City Council (1)
5	Chetco Point Fence Removal	-	-	PW staff to handle
6	Chetco Point Picnic Areas (2) ELIMINATED	5,758.00	-	SDC
7	Mill Beach Access/Road Land Acquisition COMPLETED	39,000.00	-	General Fund; completed 8/11
8	Stout Park Benches (2)	1,758.00		SDC
9	Stout Park Picnic Areas (2)	4,000.00		SDC
10	Bud Cross ADA Paths/Outfield	48,480.00		TBD - SDC?
11	Bud Cross Sidewalk/Third Street	30,150.00		Part of ADA entrance above?
12	Chetco Point Multi-Purpose Field Path ELIMINATED	25,000.00	-	Sewer Fund; Construct as part of outfall realignment
13	Mill Beach Picnic Area	2,879.00	-	SDC
14	Mill Beach Roadway Improvement	60,000.00	TBD	Possible Street Improvement Funds
15	Azalea Native Trail Resurface	2,100.00	-	TBD
New				
16	Bud Cross Picnic Area (2)	4,000.00	-	SDC
17	Azalea Park Bench at Horseshoe Pit (1)	879.00	-	SDC
18	Azalea Park - permit to grade and fill	-	-	PW staff to handle
19	Stout Park - transformer	2,000.00	-	General or SDC
20	Stout Park drainage improvements	3,500.00	-	General, future CIP
21	Bud Cross - Tennis Court Fencing	3,000.00	-	General, future CIP
22	Bud Cross - generator relocation	TBD		SDC
	Not in top 15, but budgeted for 2010-11			
	Tennis Court Lighting	\$ 8,000.00	\$3,000	General Fund
	Re-roof Swimming Pool Building ⁽¹⁾	⁽¹⁾ Combined		General Fund
	Swimming Pool Locker Room Floors ⁽¹⁾	total of \$20,000		General Fund
<div> <div>SDC Funds Available: \$ 142,100.00</div> <div>SDC Funds Needed for Above: \$ 14,395.00</div> <div>Funds Needed for Above: \$ 52,249.00 (Source TBD)</div> </div>				

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.