

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
May 27, 2010 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of April 22, 2010

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

A. Chetco Point Trail Clearance – Gary Milliman

B. Capella Review – Gary Milliman

C. Access Improvements at Bud Cross Park – Gary Milliman

VII. INFORMATION UPDATES/DISCUSSION ITEMS

D. Lower Stout Park – Commissioner Parrish

E. Bankus Park Rehabilitation – Chair Brown

VIII. COMMISSIONER REPORTS/COMMENTS

IX. STAFF REPORTS

X. ADJOURNMENT

A. Next meeting June 24th, 2010

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
April 22, 2010

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Tony Baron, Tony Parrish, Don Vielle, Chair Patricia Brown

Also present: Public Works Assistant Lauri Ziemer

REGULAR AGENDA

- A. *Little League Storage Building Relocation* – Daryn Farmer of the Little League Association advised of repairs being made to the snack shack at Bud Cross Park for the upcoming season. They would like permission to proceed with other improvements including: Proposal #1, make an addition to the existing snack shack to provide storage. The foundation is already in place, Little League is willing to provide all supplies and labor to construct. Proposal #2, rebuild the current equipment shed which is in very poor condition in the same location using same foundation, Little League is willing to provide all supplies and labor to construct. Proposal #3, request concrete stairs with handrails be installed by the City at: 1) Third Street down to the snack shack, 2) by the existing equipment shed to the swimming pool parking lot and 3) swimming pool parking lot to the field, all areas are currently slippery dirt hillsides. **A motion was made by Commissioner Baron to approve all three proposals and forward to City Council. The motion was seconded by Commissioner Parrish and the Commission voted; the motion carried unanimously.**
- B. *Park Regulations* – Current park rules and regulations #1,5,6,8,9,10,11,12,13,14,15, & 17 discussed in the interest of establishing an enforceable city ordinance. Commissioner Parrish expressed interest in #12 to allow fireworks in parks on a permit basis. All others rules and regulations agreed upon. **A motion was made by Commissioner Baron to forward rules and regulations to City Council to establish a parks rule and regulations ordinance. The motion was seconded by Chair Brown. Discussion pursued. Commission voted; the motion carried 3 to 1 with Commissioner Parrish opposing.**
- C. *Park & Recreation District Formation* – Having received no responses from the stakeholders, matter tabled until further contact with the stakeholders.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Lower Stout Park* – Commissioner Parrish advised they are trying to get grant money for some “green” projects which include using solar power to run the well and water features.
- B. *Bankus Park Rehabilitation* – Chair Brown advised that 63 plants have been purchased for planting at Bankus Park. Commissioner Vielle has started planting and they hope to finish this weekend. Water accessibility is still an issue, closer hose bib would be nice.

COMMISSIONER REPORTS/COMMENTS

Commissioner Baron – regarding Azalea Park Master Plan – completed a walk thru and the City is investigating rerouting a stormwater drain. Developing a plan/schedule to go before Site Plan committee in order to move forward with master plan which could implement project sooner.

Commissioner Parrish – Stout Mountain Railway continuing its season.

Commissioner Vielle – would like to donate plants to finish the planting at Bankus Park if not enough plants were purchased to finish the project.

Chair Brown – has been advised by several people that the trail at Chetco Point has poison oak and would like to see if it can be removed. Would like Commissioner Baron to get a plant list from Diane Caverness for Lower Stout Park.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:43 pm. Next meeting scheduled for May 27, 2010.

Respectfully submitted,

Patt Brown, Chair
(approved at May 27, 2010 meeting)

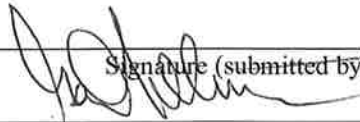
CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: May 27, 2010

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Chetco Point Trail Clearance

Background/Discussion:

At the April 22 Commission meeting, Chair Brown advised that several people had reported on the existence of poison oak on the trail at Chetco Point Park.

Public Works Supervisor Bob Schaefer reports that the trail beyond the end of the pavement at Chetco Point Park is narrow and requires brushing by hand. He reports that City employees who conduct the brushing invariable contract poison oak infection. Schaefer reports that several years ago he had recommended that the trail be widened to six feet to allow maintenance by mechanical means, and to allow the installation of a base rock surface, which would suppress vegetation growth along the path. At the time there was opposition to this proposal from the Mayor and possibly others. We would like to discuss this matter with the Commission again.

CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: May 27, 2010

Signature (submitted by)

Originating Dept: City Manager

City Manager Approval

Subject: Capella Review

Background/Discussion:

When the City began operating the Capella, the City Council requested a review of the operation periodically.

Since the Capella opened in April 2009, the City has rented the Capella for seven weddings and two memorials. Two more wedding parties have made reservations for this summer. According to City Staff, 8-10 parties have declined to rent the Capella for events because of 1) the \$200 minimum fee, 2) the 49-person seating capacity (too small), 3) the insurance requirement. No one has rented the Capella for more than two hours at a time; most events are concluded within an hour.

Currently, the cost of providing janitorial service for an event is \$15.00 per hour. This service includes cleaning the lower windows. Electric costs for the last 12 months have totaled \$1099.07. We have issued a request for proposals for window cleaning and dusting of high trusses twice; no proposals have been received. A total of \$734.60 has been collected in donations.

Current operating hours are daily, 10am to 4 pm. There are 22 volunteer docents.

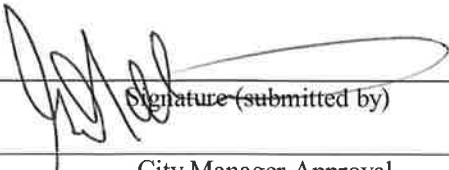
CITY OF BROOKINGS

PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: May 27, 2010

Originating Dept: Commission



Signature (submitted by)

City Manager Approval

Subject: Access Improvements at Bud Cross Park

Background/Discussion:

At its meeting of April 22, the Commission received a request from the Brookings Little League to install a stairway at Bud Cross Park. This matter has been reviewed by staff.

Staff recommends that any access improvements installed at Bud Cross Park be done so as a part of a comprehensive plan, which would also address compliance with the American's With Disabilities Act. There is currently no comprehensive plan for access to this park, and no funds are budgeted to undertake such a project.