

# **Agenda**

**City of Brookings**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber 898 Elk Drive**  
**May 23, 2002 7:00 p.m.**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**
  - A. Minutes of April 25, 2002, regular meeting
- IV. PUBLIC APPEARANCES**
- V. COMMITTEE REPORTS**
  - A. **Stout Park**-Tony Parrish
  - B. **Chetco Point Park**-Nina Canfield
  - C. **Softball/Soccer Fields**-Paul Prevenas
  - D. **Kidtown**-Dori Blodgett
  - E. **Skate Park**-Leroy Blodgett
  - F. **Parks Master Plan**-Bill Boynton
- VI. LIAISON REPORTS**
  - A. Azalea Park Foundation - **Lorraine Williams**
- VII. STAFF ANNOUNCEMENTS/CONCERNS/FOLLOWUPS**
  - A. Financial Report-Capital Improvements Plan
  - B. Parks & Fields Use Calendar Update
  - C. Other
- VIII. COMMISSIONER COMMENTS**
- IX. ADJOURNMENT**



## PARKS AND RECREATION COMMISSION MEETING MINUTES

City of Brookings  
898 Elk Drive, Brookings, Oregon  
April 25, 2002 7:00 p.m.

### Call To Order

Chair Bill Boynton called the meeting to order with the pledge of allegiance led by  
~~Ex Officio Commissioner Lisa Nowlin.~~ *PAT SHERMAN*

### Roll Call

*Commissioners Present:* Nina Canfield, Dori Blodgett, Lorraine Williams, Bill Boynton, Paul Prevenas, Tony Parrish, and Pat Sherman.

*Ex Officio Commissioner Present:* Lisa Nowlin

*Council Liaison Present:* Councilor Frances Johns

*Staff Present:* City Manager Leroy Blodgett, Special Projects Assistant Jeremy McVeety, and Community Development Secretary Linda Barker

Chair Boynton introduced newly appointed Commissioner Pat Sherman. Sherman moved to Brookings in June, 2001, from Canby, Oregon.

### Minutes

Commissioner Williams moved, it was seconded, and the Commission voted unanimously to approve the March 28, 2002, minutes as corrected.

### Public Appearances

Jennifer Brost, Brookings Parks Master Plan Project Manager for the Community Planning Workshop reviewed work that has been done so far on the masterplan. She gave a presentation on the classification system of parks and asked Commission input on city parks classified so far. The Commission agreed on the following classifications for city parks:

Type of Facility	Service Area	Existing parks of this type
Mini-Parks	0 - 0.25 acres	5th and Easy Mini-park Tanbark Mini-Park Fountain at Chetco & 5 <sup>th</sup> Richard Mini-Park Medical Service Center Mini-Park
Neighborhood Parks	¼ - ½ mile	Easy Manor Park Stout Park
Community Parks	½ - 5 miles	Bud Cross Park Azalea Park

Commissioner Blodgett moved, it was seconded, and the Commission voted unanimously to maintain the same level of service for parks, approximately 10 acres/1,000 residents, as is currently in place.

Based on input received, Brost recommended the year-round pool/community center complex should be placed as the top priority on the five-year Capital Improvements Plan. She asked the city to forward funding options, such as bond issues, grants, etc. to her.

The Community Planning Workshop requested a June 11, 2002, joint meeting of the City Council, Parks and Recreation Commission and the Planning Commission to consider their draft plan. Public input would also be sought at this meeting.

### **Committee Reports**

*Stout Park:* No report

*Chetco Point Park:* Commissioner Canfield noted the north side could be the place to locate a porta-pot. She will contact CTR and get prices and levels of service.

*Softball/Soccer Fields:* Commissioner Prevenas commented the fields are seeing a lot of use.

*Kidtown:* None

*Skate Park:* City Manager Blodgett said the Dream Team crew is in town finishing up the final concrete work. At the next Skate Park Committee meeting, May 1, 2002, the committee will finalize plans for a dedication ceremony for the park, probably to be held in conjunction with the Azalea Festival. Thrasher Magazine has a two page spread in the May edition.

### **Liaison Reports**

*Azalea Park Foundation:* Commissioner Williams reported 22 volunteers turned out for a successful work party. She showed pictures of a trellis constructed by Greg Shinn. The trellis highlights a natural cul de sac in the Park and may be used for weddings and other ceremonies. The area can hold approximately 30-40 people. Currently roses are planted to twine up the trellis and clematis may also be added. The Foundation will host two work parties in May, on the 4<sup>th</sup> and 18<sup>th</sup>. One thousand cosmos and one thousand marigolds will be planted.

### **Staff Announcements/Concerns/Follow-ups**

*Financial Report:* City Manager Blodgett reported budget documents will be prepared for the Commissioners by the next meeting. The Budget Committee accepted the draft budget at their session April 24 and it next goes to the City Council for final approval.

*Parks & Fields Use Calendar Update:* none

*Yard of the Month/Most Improved Property of the Month program:* City Manager Blodgett showed pictures of signs which will be displayed in yards of winning properties for this new Council-approved program. The City will honor a yard of the month and a most improved property of the month between April and September of each year. *Yard of the Month* is a property within the city limits that is considered to have outstanding landscape. *Most Improved Property of the Month* will not necessarily be the most attractive property in town, but a property that has been substantially improved. The improvements may be to the yard, buildings or general property clean-up. Yard Signs will be displayed in the yard of the

winning properties throughout the month and each property owner will be credited \$50 towards their city water/sewer account. A three-member anonymous committee will make the selection.

*Golf Tournament:* Commissioner Parrish reported that since dates proposed for the city-sponsored tournament had been reserved by other organizations there would be no golf tournament this year.

*Other:* Council Liaison Johns said any community center/swimming pool project should be designed for all ages, for seniors, students, young children and that she appreciates the Community Planning Workshop's efforts on the Brookings Parks Master Plan.

**Commissioner comments**

Commissioners Sherman and Parrish concurred that it is seems inconceivable that the swimming pool could be self supporting and a park district is needed.

Chair Boynton announced it would be Recording Secretary Linda Barker's last official meeting as she would be taking over the City Manager secretarial duties in May.

Commissioner Parrish moved, it was seconded and the Commission voted unanimously to adjourn at 9:05 p.m.

Respectfully submitted,

Linda Barker  
Recording Secretary

Approved by the Parks and Recreation Commission  
\_\_\_\_\_ (date)

**DRAFT**

**General Fund**  
**Swimming Pool Department**

This is a new department for this fiscal year. In previous years, the expenses to operate and maintain the City pool were included in the Parks and Recreation department.

This year the pool is scheduled to be open from the last week in May to approximately mid September and is budgeted to generate \$28,000 in revenues. The pool and summer recreation programs are supervised by the Finance Director.

**Employees :** One summer swimming pool supervisor  
Seven lifeguards/swimming instructors

# DRAFT

CITY OF BROOKINGS  
GENERAL FUND

SWIMMING POOL  
EXPENDITURES

SECOND PRECEDING YR 1999-00	FIRST PRECEDING YR 2000-01	ADOPTED BUDGET YR 2001-02	DESCRIPTION EXPENDITURES	ACCOUNT #	BUDGET FOR NEXT YEAR 2002-03		
					PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SWIMMING POOL				
			PERSONAL SERVICES:				
0	0	0	0 SALARIES & WAGES	10-18-5005	33,300	33,300	
0	0	0	0 OVERTIME	10-18-5010	1,000	1,000	
0	0	0	0 PERS	10-18-5015	2,450	2,450	
0	0	0	0 FICA	10-18-5020	2,600	2,600	
0	0	0	0 HEALTH INSURANCE	10-18-5025	3,415	3,415	
0	0	0	0 WORKERS' COMPENSATION	10-18-5030	200	200	
0	0	0	0 UNEMPLOYMENT	10-18-5035	50	50	
0	0	0	0 TOTAL PERSONAL SERVICES		43,015	43,015	0
			MATERIALS AND SERVICES:				
0	0	0	0 OPERATING SUPPLIES	10-18-6030	3,000	3,000	
0	0	0	0 BUILDING MAINTENANCE	10-18-6040	500	500	
0	0	0	0 CHEMICALS	10-18-6110	1,500	1,500	
0	0	0	0 INSURANCE/BONDS	10-18-6115	1,400	1,400	
0	0	0	0 TRAINING/TRAVEL	10-18-6120	500	500	
0	0	0	0 DUES	10-18-6125	300	300	
0	0	0	0 UTILITIES	10-18-6130	23,000	23,000	
0	0	0	0 TOTAL MATERIAL AND SERVICES		30,200	30,200	0
0	0	0	0 TOTAL SWIMMING POOL		73,215	73,215	0

*budgeted*

*general fund \$ spent  
relays on taxes  
July to November*

**DRAFT**

## **STOUT PARK TRUST FUND**

**The stout park trust fund is a fiduciary fund and is used to account for assets held by the city in a trustee capacity.**

**In 1966, Mrs. Palm May Stout of Brookings deeded her home and property on Pine street to the City of Brookings for a park after her passing. In an agreement with the city Mrs. Stout stipulated that no buildings be constructed on the property other than a community hall and adequate restroom facilities. She also established a non-expendable trust fund in the amount of \$15,000.00 with the provision that the income earned by the trust fund will be used for maintenance of the proposed City Park.**

**This fund is the trust money donated by Mrs. Stout as well as interest earnings on the trust fund to be used for maintenance/enhancement of the Stout park property.**

**In December 1994, the City of Brookings received \$200,000.00 from the estate of Virginia Manley, a long-time Brookings resident, for the Stout Park Fund.**

CITY OF BROOKINGS  
STOUT PARK TRUST FUND

**DRAFT**

SECOND PRECEDING YR 1999-00	FIRST PRECEDING YR 2000-01	ADOPTED BUDGET YR 2001-02	DESCRIPTION RESOURCES & REQUIREMENTS	ACCOUNT #	BUDGET FOR NEXT YEAR 2002-03		
					PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
0	0	18,000	NET WORKING CAPITAL	60-09-4910	19,000	19,000	
1,360	1,161	1,200	INTEREST INCOME	60-06-4115	450	450	
1,360	1,161	19,200	SUBTOTAL		19,450	19,450	0
1,360	1,161	19,200	TOTAL RESOURCES		19,450	19,450	0
<u>EXPENDITURES</u>							
988	0	4,200	MATERIALS AND SERVICES: PARK MAINTENANCE	60-10-6050	4,450	4,450	
988	0	4,200	TOTAL MATERIAL AND SERVICES		4,450	4,450	0
5,000	5,000	0	TRANSFERS OUT: TRANSFER OUT-GENERAL FUND	60-10-8505	0	0	
5,000	5,000	0	TOTAL TRANSFERS OUT		0	0	0
0	0	15,000	UNAPPROPRIATED BALANCE: UNAPPROPRIATED ENDING FUND BAL	60-10-9300	15,000	15,000	
0	0	15,000	TOTAL UNAPPROPRIATED BALANCE		15,000	15,000	0
5,988	5,000	19,200	TOTAL EXPENDITURES		19,450	19,450	0
5,988	5,000	19,200	TOTAL FUND EXPENDITURES		19,450	19,450	0