

PARK AND RECREATION COMMISSION MEETING

Minutes, October 22, 1998

ROLL CALL

Present: Mickelson, Prevanus, Smith, Canfield, Weldon. Excused: Higginson, Abbott. Absent: Lent, McKay.

Minutes from 9/28/98 approved. Minutes from 9/24/98 to be held over until 11/19/98 meeting.

Gil Rosario presented a mock-up model of the proposed Vietnam Veteran's memorial and a hand out giving more particulars. Memorial to be placed in city park facing highway 101 to the north of the fountain. After much discussion, it was decided to place the memorial abutting the concrete pad of the present memorial. The Vietnam Veterans are hoping that they will be able to find a wood carver who can sculpt the memorial in 3 dimension so that it will be more easily seen from highway 101. A motion to this was made and passed 5 to 0.

A discussion of yearly cost to maintain the memorial followed. Gil stated the Vietnam Vets will be doing the yearly maintenance. Tom Weldon did not feel that the maintenance costs as outlined in the hand out were accurate and needed to be reworked. Gil agreed to do this. A motion was made and passed 5 to 0 for Gil to get a more accurate cost factor for the cost of yearly maintenance.

STOUT PARK

Craig Mickelson stated that the park is looking good.

CHETCO POINT PARK

Craig Mickelson reported that gravel has been placed almost down to the bridge. Don Higginson has realigned several of the trails to make them easier to walk and to get better drainage. The bridge should be put in place sometime the week of October 26th if things go as planned. After the bridge is in place, then the remaining trails to the point can be addressed. There are several places along the trails which can be widened and become view points. There have been several hazard areas identified. At the November meeting the budget and work calendar can be laid out. There are several historical markers and cultural issues that need to be addressed. It was suggested that possibly the historical society could be contacted to help with this issue.

SOFTBALL/SOCCER FIELD

Paul Prevanus stated he has not been out to view the fields. He stated that he would visit the sites before the November meeting and possibly bring the chairperson of the committee to the November meeting.

PARK MASTER PLAN

Mike Smith stated that he has all the pieces and just needs to assemble them which he hopes to so by the November meeting.

POLICY ON VOLUNTEER PROJECTS/SERVICES

Tom Weldon went over proposal he had drafted to help to prevent any repeats of the problems which were encountered with Azalea Park. A motion was made and passed 5 to 0 in regards to the proposal.

Motion to adjourn: passed.

PARK AND RECREATION COMMISSION MEETING

Minutes, September 24,1998

ROLL CALL

Present: Higginson, Abbot, Lent, Mickelson, Weldon, Absent; Smith, Prevanus, Excused; Canfield.

Minutes approved with one correction, deletion of "and the city council" in paragraph about Azalea Park.

Nature's Coastal Holiday

Keith Pepper reported that \$3500 has been donated by a local business for a new section of lighting for the festival. Presented a proposal to increase the outlets available for the lighting which would be paid out of funds from last years proceeds. Motion by Lent, second Abbot that the proposal be recommended to the city council, passed.

Stout Park

Gro Lent reported that the plantings are ongoing and that lawn is now showing. The sundial was presented to the commission.

Chetco Point

Mickelson reported that a new area had been leveled off and a roadway cut down to the trailhead and a 20 foot bridge will be needed to for the trail to the point. Higginson reported that we will need approximately 50 yards of rock to put over the trail to protect against erosion. A calendar is in the makings for work to start on the project.

Other Reports

Higginson reported on work being done on the Lundeen field and concern about the trenches and waterlines. A discussion went on about seeing a plan for water and electrical. There needs to be a supervisor for the different volunteer projects.

It was reported by Abbot that the Azalea Park foundation had received their grant. Discussion pertaining to seeing final plans for work to be done with the grant funds.

Weldon reported that student representatives would be determined at the next council meeting.

adjournment: 8:40 pm

PARK AND RECREATION COMMISSION MEETING

SPECIAL MEETING
MINUTES 9/28/98

ROLL CALL

Present: Mickelson, Higginson, Canfield, Lent, Abbott, Smith, Prevanus, Weldon. Absent: McKay

Elmo Williams presented a detail account of how he proposes to spend the grant monies he has received to date: Entrance pillars- 2 at upper park entrance and 1 at lower park entrance-to be made of cultured stone and redwood. A curb is to be placed on the left side of the upper entrance and behind the curbing landscaping of rhodies and azaleas. Two tiered drinking fountain in the upper garden. Concrete pad with bench in the upper garden. Concrete pad with 4 benches by the stage area. Elmo stated he would be taking back the repair of the gazebo which Natures' Coastal Holidays was going to do. Elmo explained that it was a question of renovation vs. restoration and since the grant monies specified that the grant considered it to be a historic item the repair work must be done in a restorative manner. A motion was made and passed 6 to 1 to follow the grant monies guideline and restore the damage areas of gazebo which will be done by Azalea Park Foundation.

Motion was made and passed 7 to 0 to have remaining Azalea Park Foundation monies be used to complete 2 tiered drinking fountain in upper garden, construct the entrance pillars, the curbing on the left side of the upper entrance with the landscaping of the area beside the new curbing, concrete pad and bench in upper garden, concrete pad with 4 benches by the stage area.

This left the question of sidewalks both new and replacement. The asphalt portion of walkway from the upper garden to the gazebo to be replaced and widened. Tom Weldon stated the city would remove the asphalt and grade the area. Since Elmo has taken back gazebo repair, Keith Pepper stated that Natures' Coastal Holiday would help with the sidewalk replacement and possible some other concrete walkways that Elmo had in mind.

Craig Mickelson and Tom Weldon to take the above proposals to the City Council for approval so the work can get underway.

Motion to adjourn: passed.

Memorandum

TO: Mayor, City Council
FROM: City Manager Tom Weldon
DATE: October 22, 1998



Issue: Vietnam Veterans memorial

Background:

1. Gil Rosario of Vietnam Veterans of America has been talking with Parks and Recreation Commission and staff off and on for several months about such a memorial.
2. They have finally decided they would like to place this memorial on the park property by the fountain on U.S. 101.
3. Gil will be making a presentation to Parks and Recreation Commission Thursday night (Oct. 22nd) and they will have a recommendation to you at Monday night's Council meeting.
4. Attached is a completed copy of their Request for Site Development form and a page with the plaque inscription language.
5. At the Council meeting I will have a model of the memorial and pictures of what it would look like. It's proposed to be a concrete structure with a wooden pole. The pole would have heads and hats of 5 different representatives of the military - Army, Marines, Navy, Air Force and Coast Guard.
6. Gil will be at the Monday night Council meeting with pictures of exactly where they would like to place the memorial and dimensions.

Recommendation: Staff has no recommendation at this time.

City of Brookings Parks and Recreation Department

Request for Site Development

Fill out form completely and submit to the City of Brookings for Parks and Recreation Commission review and City Council approval. Parks and Recreation Commission meets every fourth Wednesday at 7:00 p.m. in city hall. Approval from both the Parks and Recreation Commission and the City Council is required prior to any site development project commencement.

1. Organization/individual(s) name: Vietnam Veterans of America
Address: 96 PO Box 1453 Brookings Ore 97415
Contact person and telephone: Gil Rosario, Committee Chair

2. Park selected for site development:
 Bud Cross Azalea Richard Street
 Stout Easy Manor Other near fountain

3. Identify specific area within selected park: midway between tree to north of fountain and concrete slab north of tree

4. Development Proposal: Community Development Coordinator (Leo Lightle) already consulted, in agreement, on site. Building & Construction done by Gil Rosario Construction (CCB# 99950) & Maintenance done by Vietnam Veterans of America Chapter # 757

5. Use back of form for sketch of development design

6. Parking space required: Parking already in place

7. Development resources (i.e. funding, manpower, materials, etc.): VVA Chapter # 757 providing all resource development (fund raising, benefits, official dedication ceremony.

8. Development supervisor: Gil Rosario

Contact person and telephone: same 469-4705

9. Approximate annual maintenance cost: \$500 to \$1000/yearly at most (VVA assume maintenance)

10. Liability insurance carrier: _____
Name: _____
Address: _____
Contact person and telephone: _____

For Official Use Only

Parks and Recreation Recommendation: Conceptual Approved Disliked Date: _____
Final Approved Disapproved Date: _____
Reasons: _____

City Council: Conceptual Approved Disapproved Date: _____
Final Approved Disapproved Date: _____
Reasons: _____

inscription
on
plaque *

This monument stands in honor
OF the Men and Women
OF the U.S. Army, U.S. Marines,
U.S. Air Force, U.S. Navy and U.S. Coast Guard.

Honoring those who served in, survived and
returned Home from the Vietnam War.

Their war is over.

They've hung up their hats.

- WELCOME HOME -

This also stands in tribute
TO the POWs and MIAs
OF all WARS OF The United States of America.

- YOU ARE NOT FORGOTTEN -

This monument stands in honor
of the men and women
of the US Army, Air Force, Marines,
Navy, and Coast Gaurd.

To those who served in, survived, and returned
home from the Viet Nam War.

Welcome Home

← Their war is over.

← They've hung up their hats.

This also stands in tribute to the POW's
and MIA's of all wars of the United States of America.

You are not forgotten

City of Brookings

TO: Mayor, City Council

THROUGH: Tom Weldon, City Manager *Tom*

DATE: October 15, 1998



ISSUE: Adopting a policy on volunteer projects and/or services sponsored by the city.

BACKGROUND:

1. The volunteer City Council is elected to oversee city assets and city provided services.
2. Brookings has a wealth of volunteers and volunteer groups. Hundreds of these individuals and many groups have been associated with the city and have provided wonderful things—projects and services the citizens of this community would not have enjoyed without these volunteers.
3. City of Brookings insurance covers volunteers working on city property and those volunteers working under the name of the City of Brookings while providing services.
4. All city-related volunteer projects/services take some city staff time as volunteer efforts need to be coordinated with city staff.
5. Before new projects or services are implemented, future resource requirements must be addressed. Projects or services provided by volunteers oftentimes become permanent. Volunteer efforts are not always permanent as funding or volunteer worker time may stop. This may put the city in the difficult position of having to continue the service/maintain the project improvements or discontinue funding maintenance of a project or providing a service the community likes and assumed was permanent.

RECOMMENDATION: Council adopt the following policy:

Volunteer projects on city-owned property or services provided in the name of the city must be approved by the City before work begins. This includes changes to existing projects or services and projects or services funded by grants or donations. Grants need to be approved before they are applied for. New minor projects or services or changes may be approved by the City Manager. Others must be approved by the City Council and this requires that volunteers work with the City Manager (or other designated staff) and any appropriate city volunteer advisory committee, such as the Planning Commission or Parks and Recreation Commission before being considered by the City Council.