

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
February 26, 2009

**CALL TO ORDER**

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

**ROLL CALL**

Introduction of new Commissioner Tony Baron.

*Present:* Commissioners Tony Baron, Ken Barkema, Patricia Brown, Frances Hartmann, Tony Parrish, Don Vilelle and Chair Michelle Benoit.

Also present: Gary Milliman City Manager, John Cowan Public Works Director

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Parrish to approve the minutes of January 22, 2009 as written; motion seconded and Commission voted, the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. *State Parks Presentation on Brookings Area Projects* – Ranger David Neighbor, Harris Beach Management Unit provided information/condition of the local state parks in the Brookings-Harbor area.
- B. *KASPER Program Update* – continued to March meeting.
- C. *Swimming Pool* – Dan Brattain represents a volunteer group interested in assisting with future improvements to the municipal pool. Pool Manager Steve Gates went over pool status report on the physical structure and maintenance demands currently affecting the pool. Finance Director Patti Dunn presented Swimming Pool 2008 Financial Operations Report. Pool revenue has decreased and operating expenses increased, believes there needs to be a review of pool use fees to cover costs of pool expenses. Commissioner Parrish agreed to be commission liaison with pool volunteer group. Matter continued to March meeting for further review and discussion.
- D. *Review/Update Capital Projects List* – City Manager Gary Milliman presented a Park Capital Project List indicating projects listed in the Park Master Plan that remain uncompleted and projects recommended by public and staff. Asked the commission to review the project list. This matter continued to April meeting to have a goal setting discussion about capital projects and setting priorities, then will have staff start working on cost estimates. List will then be brought back to the commission as an update to the Capital Project Plan for parks.
- E. *Capella* – City Manager Gary Milliman advised the final inspection has been made and keys turned over the City. A volunteer organizational meeting has been scheduled for March 4<sup>th</sup>. User Fees needs to be determined by the Commission. The Capella subcommittee suggested a fee of \$300 for a full day rental and a \$200 cleaning deposit. After discussion it was proposed to have User Fees of \$100 per hour, with a two hour minimum, a \$200 security deposit, and proof of insurance with a review of the user fees after the first event. Suggested purchasing a doormat and scaffolding to wash windows.
- F. *Election of Officers* – **A motion was made by Commissioner Brown to appoint Commissioner Vilelle as Chair. The motion was seconded and the Commission voted, the motion carried unanimously. A motion was made by Commissioner Benoit to continue Commissioner Brown as Vice Chair. The motion was seconded and the Commission voted, the motion carried unanimously.**

## **INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *Parks and Recreation Annual Report* – Chair Benoit read the 2008 Annual Report and thanked her fellow commissioners for their work on the commission over the past year.
- B. *Easy Manor Park* – Chair Benoit advised that the bid by Wildwood Playgrounds was accepted and the park equipment ordered. Poster of proposed park available for review.
- C. *Lower Stout Park* – Commissioner Parrish advised that they are moving ahead with marketing meetings, grants and fundraising.
- D. *Stout Park Trees* – Public Works Director John Cowan did not have a chance to contact Brian Woolsey of CCEC yet, but Dave Kitchen advised that they are willing to move and replant the correct trees. Three Mountain Ash trees need moved and replaced with three golden rain trees. No location determined yet for the Mountain Ash trees.

## **COMMISSIONER REPORTS/COMMENTS**

Commissioner Hartmann – Thanked Chair Benoit for her year as Chair of P & R Commission.

Commissioner Parrish – restructuring of Bankus Park scheduled for March 14<sup>th</sup>, 9 am. Moving azaleas and rhodys to Stout Park, inviting community volunteer groups to help, also trying to get donations for bark mulch and soil amendments. Some prep work will be done before the scheduled work day, Gary to check if anyone available that needs to fulfill community service hours.

Commissioner Brown – Thanked Chair Benoit for her work this past year.

Commissioner Baron – Glad to be on the commission.

## **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 8:41 pm. Next meeting scheduled for March 26, 2009.

Respectfully submitted,

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Michelle Benoit, Chair/Commissioner  
(approved at March 26, 2009 meeting)