

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**January 24, 2019 - 7:00 pm**

- I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**  
Minutes of November 29, 2018
- IV. COMMISSION BUSINESS**  
Election: Chair and Vice-Chair
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Azalea Park Foundation – Budget Funding Request
  - B. City Funded Recreation Programs – Budget Funding Request
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
  - A. Chetco Point Trail Update
  - B. Park Master Plan Update
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT**

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
November 29, 2018

**CALL TO ORDER**

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

**ROLL CALL**

*Present:* Commissioners Tom Bozack, Patt Brown, Holly Beyer, and Chair Trace Kather

*Also present:* Deputy PWDS Director Jay Trost

**APPROVAL OF MINUTES**

**Motion made by Commissioner Bozack to approve the minutes of October 18, 2018; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES – None**

**REGULAR AGENDA –**

**A. Capella Parking Lot - Natures Coastal Holiday Grant App** – Jay Trost presented PARC report, Leslie Wilkinson NCH Representative unable to attend. Commission questioned if NCH was going to put up the whole 40% match, the structure details/costs and site location. **Motion made by Commissioner Beyer to recommend City Council consider directing staff to apply for an Oregon Parks and Recreation Local Government Grant to develop the Capella parking lot and picnic area with the provision the detailed plan be brought to the Parks & Rec commission in the future; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

**B. Park Facility Closure Policy** – Jay Trost presented PARC report and explained policy was broadened to cover all park facilities. Commission discussed park closure duration and installing signage to advise of the policy and to encourage vandalism reporting. **Motion made by Commissioner Bozack that the proposed park facility closure policy for City Park Property/ Vandalism be moved forward to Council for consideration; seconded by Commissioner Beyer and Commission voted; the motion carried unanimously.**

**INFORMATION UPDATES/DISCUSSION ITEMS**

**A. Homeless 9<sup>th</sup> Circuit Court Decision** – Jay Trost provided an update on how the City is interpreting the courts decision. Advised that individuals are allowed in the park from dawn to dusk for sleeping only and must vacate by dawn. Park staff does do a morning patrol and has not had to remove anyone. Trace Kather suggested the possibility of community volunteers patrolling parks to alev some of the impact on the Police Department.

**B. Azalea Park Update** – The parking lot lights have been installed and are working. Jay Trost advised that with the ball fields complete and to encourage field useage he will be considering starting up a City Community Rec Program.

**C. Chetco Point Trail Update** – The trail is open and 90% complete. It has been widened, paved and the footbridge replaced. Hand railing is still needed at the point and an informational kiosk is planned. A dedication plaque will also be placed to commemorate the trail grant sponsor.

**D. ADJOURNMENT**

With no further business, meeting adjourned at 7:52 pm. Next meeting scheduled for January 24, 2019.

Respectfully submitted,

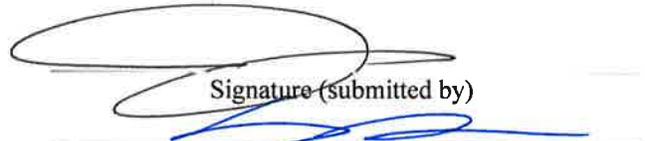
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Trace Kather, Chair - approved at January 24, 2019 meeting

**CITY OF BROOKINGS**  
**PARKS & RECREATION COMMISSION**  
**AGENDA REPORT**

Meeting Date: January 24, 2019

Originating Dept: PWDS

  
Signature (submitted by)  
\_\_\_\_\_  
Department Director Approval

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Subject: Azalea Park Foundation stipend

Recommended Motion: Recommend budget committee to consider providing the Azalea Park Foundation a \$3000.00 stipend in the upcoming 2019-2020 budget

Financial Impact: \$3000.00 to be paid out of the Parks general fund.

Background/Discussion: The Azalea Park Foundation has requested \$3000.00 in the upcoming budget to pay for plants, fertilizer, sprays and collection bags. Providing these materials is in line with our current memorandum of understanding with the Azalea Park Foundation.

Attachment(s):

- a. Letter from Azalea Park Foundation requesting funding.
- b. Azalea Park Foundation Memorandum of understanding (2013)

January 15, 2019

To: City of Brookings and the Parks and Recreation Committee

From: Azalea Park Foundation

Re: MOU between APF and The City of Brookings, and projects in the park for the upcoming budget year 2019-2020.

In reviewing the MOU that APF has with the city, several items in the MOU have not been followed for years. There are two items that APF is asking the City to honor per the MOU.

- 1) City Obligations: 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and with the Formal Gardens.
- 2) City Obligations: 2.05. Provide new plants, fertilizer, mulch, sprays and collection bags.

In a meeting recently with Jay Trost, Tony Baron and Azalea Park Foundation members, Teresa Lawson, Dave Paoli and Susan Shampo; the following items were discussed. Tony Baron stated that years ago APF had said they wanted control of the irrigation in the Formal Gardens. Irrigation systems are complex and it is not practical or reasonable that volunteers manage such a system, when city staff has the expertise in this area and manages the irrigation for the rest of the park. In the next month or two, Jay Trost will meet with APF in the park to review what is and isn't working. The City will repair/replace the irrigation systems in the Formal Garden in a timely manner, and if needed cost to do this will be included in the 2019-2020 budget.

The second MOU item above providing plants/supplies also has not been followed for years. APF manages and maintains the Formal Gardens for the City. APF spent over \$15,000 in the last year for plants, supplies and landscapers. APF is asking that going forward the City pays a set amount per year of the plant and supply cost per our MOU. In our meeting it was suggested that \$3,000 would be a reasonable amount, considering the amount of area that APF manages. This is the same amount the City provides The Garden Club for the areas that they maintain. There was discussion about a flat amount verses actual expenses. The flat amount was agreed to because it would be easier to administrate for the City and APF. Any additional cost for plants/supplies for the Formal Gardens will be paid by APF.

New sod was also discussed for two areas around the old concrete fountain, close to KidTown. These areas have been mostly dead grass for several years now. Per Tony Baron new sod for this area will be part of the 2019-2020 budget for the park, with planting no later than the fall of 2019.

The final item was Replacing Park Benches: Both sides agreed the current blue benches should be replaced as soon as possible. The wood is old and very warped. Tony said there was an extra bench the city has and it could replace one bench soon. Tony also said there is a family exploring the idea of purchasing a memorial bench and he suggested the garden. APF is

considering the purchase one new bench for the existing names from the old benches. The cost of the new benches is 4 to 6 times more than the old blue benches that were purchased by families, which would justify combining the names onto one bench, while still honoring the memorials. It was also discussed that the city might be able to pre purchase a bench or two and then when a family wanted a memorial the plaque would be added, reimbursing the city for the cost. If the City could do this, it would allow for most of the benches to be replaced in the next year. The discussion consensus was to work together to update the benches as soon as fiscally possible.

The Azalea Park Foundation Board is available to discuss any of the above projects with City Staff or Parks and Recreation Committee members.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF BROOKINGS  
AND  
AZALEA PARK FOUNDATION**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Azalea Park Foundation (FOUNDATION), an Oregon non-profit corporation.

WHEREAS, CITY owns that certain area known as Azalea Park, inclusive of the areas bordered by Lundeen Lane, Old County Road & North Bank Road.

WHEREAS, FOUNDATION currently cares for, and maintains an area within Azalea Park known as the "Formal Gardens", boundary of which is described on a map called Exhibit A.

WHEREAS, FOUNDATION has demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, FOUNDATION has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

**1.0 FOUNDATION OBLIGATIONS**

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance within the Azalea Park Formal Gardens identified in Exhibit A,
- 1.02. Manage planted areas by dividing existing and/or installing new plants as determined by FOUNDATION.
- 1.03. Perform general litter clean-up in Formal Gardens as needed.
- 1.04. Remove all vegetation debris and place at a location provided by City within the park.
- 1.05. Provide consultation services as needed, to City and volunteer organizations during yearly maintenance and service projects undertaken outside the Formal Gardens.

**2.0 CITY OBLIGATIONS**

- 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and within the Formal Gardens.
- 2.02. Mow all grass areas in the Formal Gardens
- 2.03. Perform general litter and animal feces clean up in grassy areas.
- 2.04. Coordinate its maintenance activities with those of the FOUNDATION.
- 2.05. Provide new plants, fertilizer, mulch, sprays and collection bags

**3.0 INSURANCE REQUIREMENTS**

FOUNDATION will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage.

**4.0 MEETINGS**

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

**5.0 HOLD HARMLESS CLAUSE**

FOUNDATION shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of FOUNDATION or its officers, employees, subcontractors, or agents under this MOU.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this 15<sup>th</sup> day of January, 2013.

CITY OF BROOKINGS  
An Oregon Municipal Corporation

Ron Hedenskog  
Ron Hedenskog, Mayor

ATTEST:  
Joyce Heffington  
Joyce Heffington, City Recorder

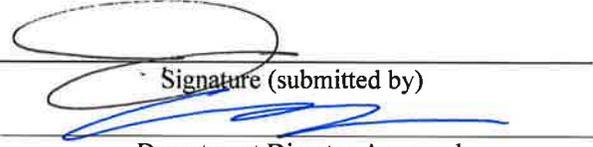
AZALEA PARK FOUNDATION  
An Oregon Non-profit Corporation

Shirley B. Old  
Name:  
Title: President

**CITY OF BROOKINGS**  
**PARKS & RECREATION COMMISSION**  
**AGENDA REPORT**

Meeting Date: January 24, 2019

Originating Dept: PWDS

  
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Signature (submitted by)  
\_\_\_\_\_  
Department Director Approval

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Subject: City funded Recreation Programs

Recommended Motion: Recommend budget committee consider funding recreation programs in the 2019 fiscal year

Financial Impact: \$2500.00 to be funded out of Parks general fund. This would cover the cost of as needed equipment and officials. We anticipate that most, if not all of the costs will be covered by participation fees.

Background/Discussion:

With the enhancements at the Azalea Park ball field complex, an opportunity presents itself to begin building city funded recreation programs.

Staff proposes a start up recreation program with adult kickball and soccer leagues.

Kickball from June 3<sup>rd</sup> to July 12<sup>th</sup>. Games will be on Mondays and Wednesdays. Team entry is \$350.00. Soccer from August 5<sup>th</sup> to September 13<sup>th</sup>. Matches will be played on Monday and Wednesdays. Team entry is \$350.00

Teams will be required to provide their own equipment and uniforms.

Proposed dates for kickball is due May 15<sup>th</sup> and Soccer is due July 15<sup>th</sup>

Attachment(s):

- A. Sample recreation league kickball and soccer schedules

# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Registration Due for Kickball	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	Games 5:30 – 8:30		Games 5:30 – 8:30			<b>8</b>
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	Games 5:30 – 8:30			Games 5:30 – 8:30		<b>15</b>
	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	Games 5:30 – 8:30			Games 5:30 – 8:30		<b>22</b>
	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	Games 5:30 – 8:30			Games 5:30 – 8:30		<b>29</b>
<b>30</b>						

# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Games 5:30 – 8:30	2	3 Games 5:30 – 8:30	4	5	6
7	8 Games 5:30 – 8:30	9	10 Games 5:30 – 8:30	11	12	13 League Tournament
14	15 Registration Due for Soccer	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Games 5:30 – 8:30	6	7 Games 5:30 – 8:30	8	9	10
11	12 Games 5:30 – 8:30	13	14 Games 5:30 – 8:30	15	16	17
18	19 Games 5:30 – 8:30	20	21 Games 5:30 – 8:30	22	23	24
25	26 Games 5:30 – 8:30	27	28 Games 5:30 – 8:30	29	30	31

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3 Games 5:30 – 8:30	4 Games 5:30 – 8:30	5	6	7
8	9 Games 5:30 – 8:30	10	11 Games 5:30 – 8:30	12	13	14 League Tournament
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					