

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
January 26, 2017 - 7:00 pm

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
Minutes of November 17, 2016
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
 - A. Azalea Park Foundation - Board Member Seat
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT**

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
November 17, 2016

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Trace Kather, Don Vilelle, Patt Brown, and Chair Tom Bozack

Absent: Commissioner Jay Trost

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

A. Motion made by Commissioner Kather to approve the minutes of September 22, 2016; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – Tony Baron introduced new Public Works & Development Services Director Paul Stevens.

REGULAR AGENDA

- A. Mill Beach Access Memorial Bench** – Tony Baron presented agenda report and location map requesting a memorial donor bench at Mill Beach Access Point, with bench and installation to be paid for by requesting party. **Motion made by Commissioner Brown to approve a memorial bench at Mill Beach; motion seconded by Commissioner Kather.** Commissioner Vilelle questioned if this would lead to future memorial requests. Tony advised this is a piece of functional equipment with a small plaque of commemoration and is a way of people buying into the adopt-a bench program recently developed. **Commission voted; the motion carried unanimously.**
- B. Bird Houses in Parks** – Tony Baron presented agenda report and John Curtis provided bird and bird house details. Exact park locations yet to be determined on poles or trees. **Motion made by Commissioner Vilelle to approve bird houses in parks; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**
- C. Lions Club – Lion Drinking Fountain** – Tony Baron presented agenda report. Lions advised that they will be donating the 4' high lion fountain and provide volunteer labor and equipment to install. There are funds in the current Parks budget to pave and enhance the general area. **Motion made by Commissioner Vilelle to approve the installation of a Lions Club drinking fountain; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**
- D. Lions Club – Adopt Oasis Park** – Tony Baron presented agenda report and advised that “Adopt a Park” is a new program that encourages organizations to sponsor and maintain parks. Originally Oasis Park was a pocket park and minimal volunteer maintenance was expected but never materialized. Lions Club members have ideas to improve and maintain the area. **Motion made by Commissioner Kather to approve Lions Club adoption of Oasis Park; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.**
- E. KidTown – Swing Replacement Project** - Tony Baron presented agenda report and concerns about current KidTown condition. There is a West Family grant and funds in the current budget to replace swings. Plan to replace remaining structure and components over

time. Components that require immediate attention are replaced as needed and staff inspects the structure several times a week. **Motion made by Commissioner Brown to recommend to City Council the purchase of new swings at Kidtown swing; motion seconded by Commissioner Kather and Commission voted; the motion carried unanimously.**

- F. Azalea Park – Hazard Tree Removal** - Tony Baron presented agenda report and concerns about the hazard trees. Provided detailed maps of trees identified to be removed, replaced and/or improved upon. Organizations have volunteered to remove trees for the donation of the wood. **Motion made by Commissioner Vilelle to recommend to City Council the removal of hazard trees identified by staff in Azalea Park; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Commissioner Term Updates** - Tony reminded Commissioners Trost, Kather and Bozack that their terms are ending in February 2017 and to submit their renewal applications as soon as possible if they intend to reapply for their positions.

COMMISSIONER REPORTS/COMMENTS

- A.** Commissioner Kather wondered if a crosswalk in area of the Botanical Garden and Azalea Park is a possibility. Tony to review further.
- B.** Commissioner Villele requested the Commission appoint a new liaison to the Azalea Park Foundation (APF) that he currently fills and that he is hereby resigning as liaison to the group. He advises he does not feel the APF is a functional group, there are only three to four members on the committee and he is not kept advised of what is going on even though they recently voted him as president. Tony Baron to place on next meeting agenda.
- C.** Commissioner Brown advised that she has spoken with a couple who regularly walk through Azalea Park and who are extremely supportive of the work on the azaleas that has taken place. Indications are that the pruned azaleas are coming back.

ADJOURNMENT

Next meeting scheduled for January 26, 2017. With no further business before the Commission, the meeting adjourned at 7:58 pm.

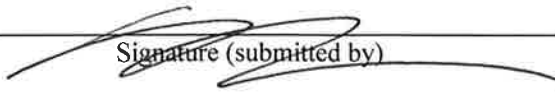
Respectfully submitted,

Tom Bozack, Chair
(Approved at January 26, 2017 meeting)

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: January 26, 2017

Originating Dept: Parks



Signature (submitted by)

PW/DS Director Approval

Subject: Azalea Park Foundation – Board Member Seat

Motion: To appoint a member of the Parks and Recreation Commission to sit on the Azalea Park Foundation Board of Directors.

Alternate Motion: To not appoint a member of the Parks and Recreation Commission to sit on the Azalea Park Foundation Board of Directors until the final seat is left to fill and the APF resumes regular scheduled meetings.

Background/Discussion: In October of 2014, Staff discovered that the Azalea Park Foundation (APF) By-Laws stipulate that a member of the Parks and Recreation Commission appoint a commissioner to sit on the APF board of directors. The Commission appointed Don Villele at the October 2014 meeting and he served for 24 months until his resignation (from APF) in October of 2016. At the last Parks and Recreation meeting Commissioner Villele requested the Commission appoint a new liaison. He advised that he does not feel the APF is a functional group. There are only a few board members and there is not a set meeting schedule to follow.

In December of 2016, City Council terminated an agreement with the APF for a community garden in the area where the current sand volleyball court is due to lack of progress.

Attachments:

- a. APF Community Garden Termination Letter



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1101 Fax (541) 469-3650 TTL (800)735-1232
gmilliman@brookings.or.us

GARY MILLIMAN

City Manager
Credentialed City Manager
International City Management Association

December 13, 2016

Azalea Park Foundation
P.O. Box 6876
Brookings, OR 97415

Dear Foundation Members:

This letter is to inform you that the City Council has unanimously decided to terminate the agreement for the creation of a community garden between the City and the Azalea Park Foundation due to a lack of progress on the project and no foreseeable future progress.

At this time, the area designated to become the community garden, previously used as a sand volleyball court, will resume its prior status as such.

Further, it is imperative that the Azalea Park Foundation return any monies earmarked for the community garden to any donors; All Care in particular should be reimbursed \$5,000.

If you have any questions or concerns, you may call me at (541) 469-1101 or email me at gmilliman@brookings.or.us.

Respectfully,

Gary Milliman
City Manager