

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
March 22, 2018 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of January 25, 2018

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- A. Election of Officers
- B. Parks Capital Improvement Project List FY18-19
- C. Compassionate Friends Memorial Bench – Azalea Park
- D. Parking Lot Lighting – Azalea Park

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- A. Monarch Garden
- B. Park Master Plan Update

VIII. COMMISSIONER REPORTS/COMMENTS

IX. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
January 25, 2018

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 Patt Brown, Holly Beyer, Jay Trost, Trace Kather, and Chair Tom Bozack.

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

Motion made by Commissioner Kather to approve the minutes of October 26, 2017; motion seconded by Commissioner Trost and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

REGULAR AGENDA

- A. Take One – Leave One Rock Garden – Oasis Park** – Tony Baron presented PARC, Naquita Scott presented the Commission with rocks and explained the Rock Garden program. **Motion made by Commissioner Beyer to approve the Take One - Leave One Rock Garden in Oasis Park; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**
- B. Azalea Park Foundation Board** – Tony Baron presented PARC appointing Commissioner Beyer to the Azalea Park Foundation Board. **Motion made by Commissioner Trost to appoint Commissioner Beyer as the Parks and Recreation Liaison to the Azalea Park Foundation; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**
- C. Parks & Recreation Commission Meeting Schedule** – Tony Baron presented PARC. Currently the Commission meets every other month and if necessary is able call special meetings. Commission discussed meeting needs and felt they were adequate. No action taken.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Monarch Garden** – Commissioner Beyer wondered if a Monarch Butterfly Garden could be established in the garden area next to the Capella in Azalea Park. Tony recommended the Monarch Butterfly group submit a request to the Parks and Rec Commission with details for consideration. Jay Trost suggested the group might also be interested in the wooded area north of the old Harris Beach rest area that is owned by Oregon State Parks for a butterfly pavilion.
- B. Park Master Plan Update – Schedule Public Workshops** – scheduling a series of workshops with organizations and the public to discuss park conditions and future Capital Improvement Projects to begin the process of updating of the Parks Master Plan. First workshop scheduled for February 22nd at 4 pm in the EOC. Press releases to invite public will be made.

COMMISSIONER REPORTS/COMMENTS

Tony to check into possibility of Azalea City signs.

ADJOURNMENT

Next meeting scheduled for March 22, 2018. With no further business, meeting adjourned at 7:49 pm.

Respectfully submitted,


Tom Bozack, Chair

(Approved at March 22, 2018 meeting)

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: March 28, 2018

Originating Dept: Parks



Signature (submitted by)

PW/DS Director Approval

Subject: 2018-19 Park C.I.P. Projects List

Motion: recommend to City Council the 2018-19 Parks Capital Improvement Plan List as determined by the Commission.

Background/Discussion: Park projects are identified for the upcoming fiscal year prior to the beginning of Budget Committee Meetings. Staff presents the list of projects to the Parks and Recreation Commission for approval and recommendation to Council.

The list of projects is a work in progress, beginning with priority projects identified in the Parks Master Plan as well as the addition of projects developed by staff as requested by Council and the Commission.

The list of projects identified for 2018-19:

| | |
|--|----------------------|
| Azalea Park – Band Shell Sidewalk Repairs, Grading and New Grass | \$16,000 (Gen. Fund) |
| Azalea Park – Lower Parking Lot Repairs & Expansion | \$24,000 (SDC) |

Projects currently approved in parks for fiscal year 2018-19 include Azalea Park Ball Field Reconfiguration Phase 3 and the Chetco Point Park Memorial Trail. Both projects are funded in part by grants and donations.

Attachments: None

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: March 28, 2018

Originating Dept: Parks


Signature (submitted by)
PW/DS Director Approval

Subject: Compassionate Friends Memorial Bench – Azalea Park

Motion: approve the placement of a Compassionate Friends Memorial Bench in Azalea Park

Background/Discussion: The Compassionate Friends (TCF) is a non-profit self-help bereavement group assisting those grieving the death of their son, daughter, grandchild or sibling. The local North Coast Chapter represented by Georgia Cockerham, is requesting the placement of a bench in the band shell area of Azalea Park. The granite bench would be placed on the existing slab and adjacent to an existing granite bench provided by TCF in 2015. TCF will be responsible for any required maintenance or graffiti removal as needed.

Financial Impact: none...all cost covered by TCF

Attachments:

- a. Letter of request
- b. Photo of bench area



**THE
COMPASSIONATE
FRIENDS**

Assisting families after the death of a child

Northwest Coast Chapter

P.O. Box 1595, Brookings, OR 97415, (541) 469-5814

www.tcfnorthwestcoast.org

February 6, 2018

Parks and Recreation Commission
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: THE COMPASSIONATE FRIENDS MEMORIAL MONUMENT

Dear Commissioners:

The Northwest Coast Chapter of The Compassionate Friends kindly requests permission to erect a beautiful, new memorial bench in Azalea Park, to be located on the existing concrete pad and immediately next to the existing Compassionate Friends memorial bench approved in 2015.

The Compassionate Friends (TCF) is a non-profit self-help bereavement group assisting those grieving the death of their son, daughter, grandchild or sibling. The local Northwest Coast chapter is one of nearly six hundred chapters in the United States and has been helping the bereaved within our community since 2004. During the past fourteen years we have communicated with more than two hundred fifty bereaved individuals in the southwest Oregon and northwest California communities we serve. In addition to holding monthly meetings we offer a bi-monthly newsletter, grief related pamphlets, library of grief books, summer BBQ, December dinner, and annual Candle Lighting program. We operate solely on donations and charge no fees or dues for our services. Eight local bereaved individuals oversee chapter operations. We also have an Advisory Board of individuals who, because of their profession or avocation, are in contact with the bereaved and provide our chapter as a resource. Everyone associated with the local chapter is a volunteer.

Many individual TCF chapters across the country have erected memorial monuments in scenic locations for the purpose of remembering those who have *gone too soon*. In 2015 our chapter oversaw, with the assistance of two of our Advisory Board members, the placement of the existing memorial bench in Azalea Park. Response to this beautiful memorial has been ongoing, as it provides great meaning and comfort to those remembering the, primarily, sons and daughters whose names and dates are etched into the bench.

The new bench would be of the same material and design as the existing granite bench. The existing concrete pad, paid for by our chapter, is of a size to easily allow for a second bench. This new bench would, like the first, face the stage and provide comfortable seating for anyone enjoying the park. There would be no need for removal of vegetation or pouring of addition concrete. Our chapter will cover all costs for the granite bench and its placement.

The new bench will look the same as the existing one, with a quotation in the front and center of the backrest and names and dates on both sides of the quote. Etched onto the backside of the backrest will be our local chapter name, date and names of project partners.

Enclosed for your review are photos of the existing concrete pad and bench, in addition to the view from the proposed location for the new bench. Also enclosed are a list of individuals currently serving on our Steering Committee and Advisory Board, a TCF fact sheet and a few of the more than forty brochures we distribute to the bereaved.

On behalf of the Northwest Coast Chapter of The Compassionate Friends I thank you, again, for your 2015 approval of the existing bench, and I appreciate your time and consideration of our current request. Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Georgia Cockerham". The signature is written in black ink and has a long, horizontal flourish extending to the right.

Georgia Cockerham
TCF Northwest Coast Chapter Leader
TCF Regional Coordinator, State of Oregon



CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: March 28, 2018

Originating Dept: Parks

Signature (submitted by)

PW/DS Director Approval

Subject: Parking Lot Lighting – Azalea Park

Motion: recommend Council accept a donation of \$13,060 to be used to purchase and install parking lot lighting in Azalea Park.

Background/Discussion: Parking in Azalea Park is limited for night time events when they occur. Visitors to the park for events often find themselves relying on vehicle headlights to find their way to their cars when leaving the park. This occurs mostly during the Natures Coastal Holiday light show event. When this event has its highest attendance, all parking lots are full and require volunteers to perform traffic control due to either poor or lack of lighting.

Natures Coastal Holiday (NCH) is proposing to fund the purchase and installation of seven light pole assemblies for the Capella and lower parking lots of Azalea Park. They are requesting the work be coordinated through the City and be ready for use during the 2018 NCH Event.

Financial Impact: none...all cost covered by NCH

Attachments:

- a. Letter of Request
- b. Estimate
- c. Proposed Light Pole Locations



PO Box 6928
Brookings, Oregon 97415

naturescoastholiday.com
EIN 93-1256343

Parks & Recreation Commission, City of Brookings

The Festival of Lights in Azalea Park is a tradition this community can certainly be proud of. Nature's Coastal Holiday greatly appreciates the support the City of Brookings and its staff extends us so we may bring this event to the community each year. We are thankful to those who sponsor, volunteer and to each individual who attends. This year, we would like to show our gratitude to the City and this community by funding a much needed improvement to Azalea Park.

After meeting with Tony Baron, Parks and Planning Manager, Nature's Coastal Holiday's Board of Directors has voted to fund the purchase and placement of 7 new parking lot lights and accompanying electrical. Three of the lights will be placed in the parking area across from St. Timothy's. The other four lights will be placed in the lower lot/the Cappella Chapel lot. We understand from Tony, these lights will be installed over this coming summer by opening day of the 2018 Festival of Lights. A breakdown of the exact improvement is detailed in the attached exhibit.

Nature's Coastal Holiday is please to present our proposal to the Parks & Recreation Commission, City of Brookings for use to improve the lighting in Azalea Park parking areas. Nature's Coastal Holiday looks forward to your approval so we may present the City Council with our check at their April meeting.

Sincerely,

Klaus Gielisch, President
Nature's Coastal Holiday

Encl.

The Best Christmas Light Show on the Southern Oregon Coast

City of Brookings

January 9 2018

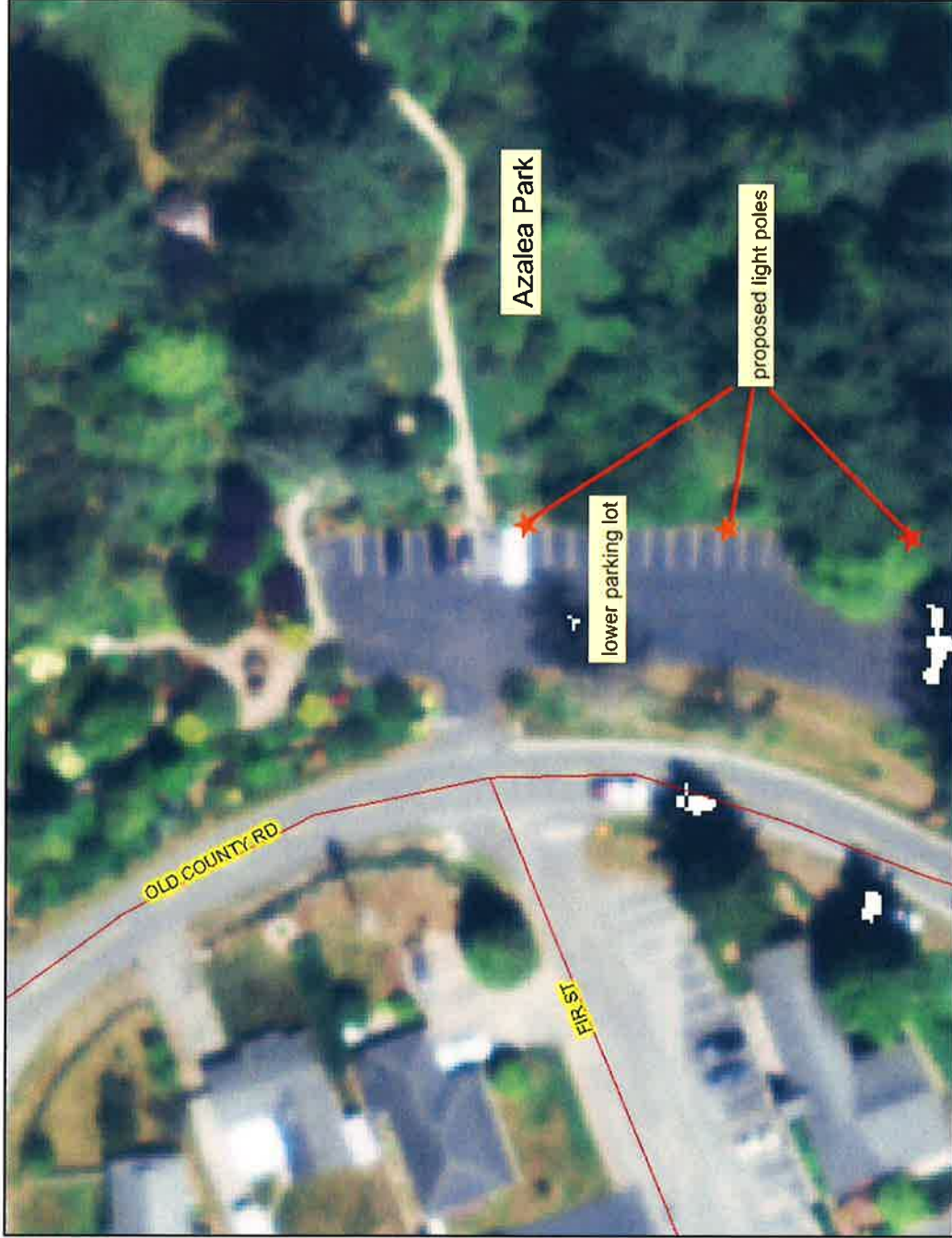
Azalea Park - Capella and Lower Parking Lot Lighting

| <i>Description</i> | <i>Quantity</i> | <i>Unit</i> | <i>Unit Cost</i> | <i>Item Cost</i> |
|--|-----------------|-------------|------------------|------------------|
| Fiberglass direct bury pole & hardware | 7 | | \$1,330.00 | \$9,310 |
| Electrician- materials & labor | 1 | | \$2,000.00 | \$2,000 |
| Trenching and conduit | 7 | | \$250.00 | \$1,750 |
| | | | | <u>\$13,060</u> |

proposal to place 4 additional light poles in the Capella parking lot - tie into power of existing light pole
proposal to place a receptacle at the bottom of one pole t.b.d.

proposal to place 3 additional light poles in the lower parking lot (across from St Tim's) - tie into power of existing light pole

Azalea Park - Lower Parking Lot Lighting Plan



Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN



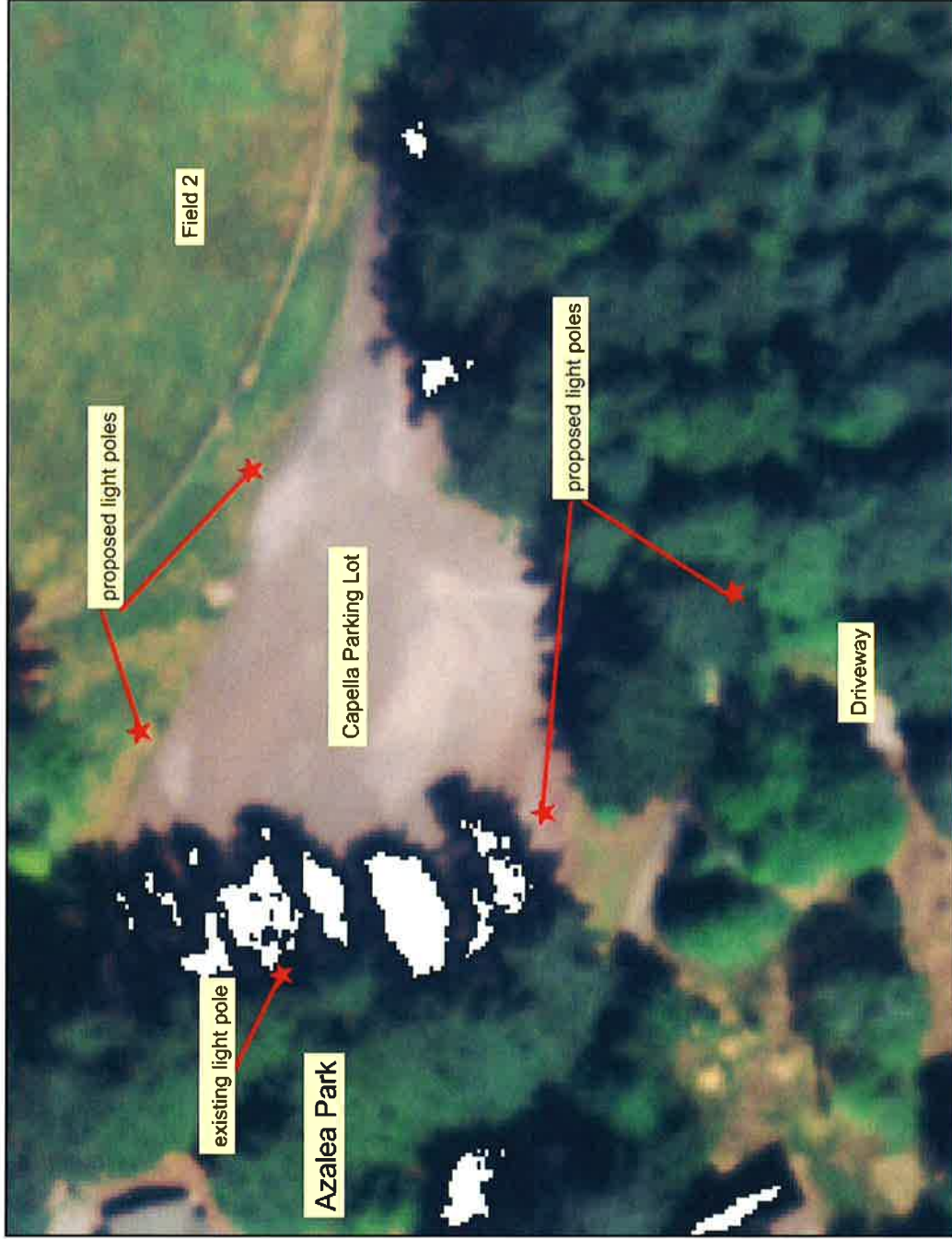
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Map center: 42° 3' 26.12" N, 124° 16' 30.62" W



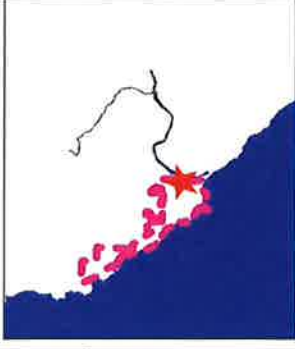
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Capella Parking Lot Lighting Plan



This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Map center: 42° 3' 25.87" N, 124° 16' 21.42" W



- Legend**
- RIVERS
 - ROADS
 - URBAN GROWTH BOUNDARY
 - OCEAN



Scale: 1:750