


AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION
Council Chamber – 898 Elk Drive
May 27, 2021 – 7 pm

- I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
Minutes of March 25, 2021
- IV. PUBLIC APPEARANCES**
- V. COMMISSION BUSINESS**
- VI. REGULAR AGENDA**
 - A. Brookings Harbor Garden Club MOU
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
 - A. Azalea Festival
 - B. Upcoming Summer Events
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT**

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: May 27, 2021



Signature (submitted by)

Originating Dept: Parks



PW/DS Director Approval

Subject: Memorandum of Understanding with Brookings Harbor Garden Club (BHGC)

Motion: Motion to accept the Memorandum of Understanding with the Brookings Harbor Garden Club for landscape maintenance of the Azalea Park Formal Gardens.

Background/Discussion: For the past eight years, the BHGC has been maintaining the City owned landscaped area along Chetco Avenue known as Frontage Road, and the landscaped area in the quad area of City Hall. These areas were previously maintained by City Parks staff.

The BHGC also currently maintains the Botanical Garden located on ODOT property at the intersection of Chetco and North Bank Chetco River Road.

Under the terms of the proposed Memorandum of Understand (MOU), the BHGC membership will transition from maintaining Frontage Road and City Hall, and take over the maintenance of the Formal Gardens located in Azalea Park. The City will continue to provide the BHGC with a \$3,000 annual stipend.

Financial Impact: \$3,000

Attachments:

- a. Draft 2021 MOU with BHGC

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF BROOKINGS AND BROOKINGS HARBOR GARDEN CLUB**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Brookings Harbor Garden Club (BHGC), 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, BHGC will care 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, BHGC 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, BHGC has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

1.0 CLUB 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 BHGC.
- 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 within the Formal Gardens.
- 1.06. Provide the CITY with quarterly reports on volunteer hours and annual fiscal reports.

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 and provide new plants, fertilizer and mulch if needed
- 2.03. Perform general litter and animal feces clean up in grassy areas.
- 2.04. Coordinate its maintenance activities with those of the BHGC.
- 2.05. Manage and maintain walking paths.
- 2.06. Provide BHGC with \$3,000 annual funding to be paid in two payments of \$1,500 on July 1 and January 1
- 2.07. Manage and maintain all seating areas within the formal gardens.
- 2.08. Provide access to the storage building located at the Kid Town parking lot
- 2.09. Prune and remove large plants and or trees that are deemed unsafe or invasive

3.0 INSURANCE REQUIREMENTS

BHGC 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 MOU. 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

BHGC 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 CLUB or its officers, employees, subcontractors, or agents under this MOU.

6.0 NEW IMPROVEMENTS OR ENHANCEMENTS

All new improvements or enhancements in the Formal Garden area shall be approved by the Parks and Recreation Commission.

7.0 RENEWAL

The MOU shall be reviewed and renewed by June 1st of every odd numbered year.

8.0 TERMINATION

The CITY and or the BHGC have the right to terminate the MOU at anytime, with 30 days written notice.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this _____ day of _____, 2021.

BROOKINGS HARBOR GARDEN CLUB
An Oregon Non-profit Corporation

CITY OF BROOKINGS
An Oregon Municipal Corporation

Name:
Title:

Janell K. Howard
City Manager



MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
March 25, 2021

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Jaime Armstrong, Mike Worthey, and Chair Trace Kather

Absent: Zeus Zamora, Lex Rau

Also present: Deputy PWDS Director Jay Trost

APPROVAL OF MINUTES

Motion made by Commissioner Worthey to approve the minutes of January 28, 2021 with Commissioner Zamora's name corrected; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – Maria Sudduth, Azalea Park Foundation (APF) liasion provided a proposal from members of the current APF to provide maintenance of the Azalea Park formal gardens and requested consideration to have an MOU drawn up. APF currently has five members and funds to pay for landscaper services of the garden. They would like to remove blackberry bushes, weed gardens and plant periennals and annuals before Azalea Festival, which would take at least a month to accomplish. They would be willing to collaborate with Brookings Harbor Garden Club (BHGC).

Jennis Oppenshaw, BHGC member, expressed concern about the current condition of the Azalea Park gardens and advised some members of BHGC support APF restoring the gardens.

COMMISSION BUSINESS – None

REGULAR AGENDA – None

INFORMATION UPDATES/DISCUSSION ITEMS

A. Disc Golf Course Revisions – Jay advised that rather than large rocks being added they will build up an island to create a sloped area so maintaince is possible to Hole #14. This will be the safest and most economic way to improve the current hole. Also, will not be pursuing installion of a permanent t-pad on the multi-use field, a moveable basket when needed can be used. The Disc Golf association's recent tournament was successful and they have more planned.

B. Azalea Park Formal Gardens – Jay advised he has had discussions with BHGC to take over the maintenance of the Azalea Park gardens, BHGC has been unable to meet because of COVID but requested a draft MOU to review. APF's request tonight to have a collaborated effort between the two clubs is new and the matter will be further reviewed.

C. Kidtown Development – The wooden Kidtown play structure at 27 years old is reaching the end of it's useful life and Jay is looking for feedback from the public on what kind of playground to replace it. Depending on playground construction and features, cost varies from \$170,000 to \$560,000. An Oregon State Parks Recreation Department (ORPD) 2022 grant application can be submitted next March. A community sponsored rebuild of Kidtown as was done when Kidtown was originally built is not likely, but a joint effort between city and volunteers is possible if City provides funding through grants and budgeting.

D. Slippery Banana Belt Review – softball tournament was a huge success with 46 softball teams playing and over 30 more teams were on the wait list. The fields held up great to number of people using them. Legacy Sports ran the tournament positively and professionally and are donating all the proceeds after expenses paid which total \$5600 to the City. That money will go towards buying materials and supplies for the Azalea and Bud Cross fields. Also will help costs of installing additional irrigation on Azalea Park fields. Overall a great success and considering a larger summer coed tournament using Bud Cross and Azalea Park.

E. Upcoming Projects – Jay advised of some parks projects proposed for the 2021-22 budget, including sealcoating the Azalea Park parking lot across from St. Tim's, purchasing standard moveable soccer goals, installing water at Chetco Point Dog Park, purchasing diving board, bleachers and shade sails for the swimming pool, installing a patio area at the Capella, replacement of the the bandshell cover, and finish extending the driving range at Salmon Run.

Jay updated Commissioners on the Community Rec Task Force which is at the point where they are working to form a Southern Curry County Parks & Recreation District. The district would be a centralized hub to coordinate all ages of recreation activities and sponsor the building of a Community Rec Center in Brookings. To do so they need to submit signatures or have the Curry County Commissioners agree to sponsor the measure by May 6th to be on the November ballot. This would require southern Curry voters to agree to assess themselves a nominal tax rate increase. If approved, expect the whole process of building Community Rec Center to take about ten years.

COMMISSIONER REPORTS/COMMENTS

Commissioner Worthey advised he had been asked about ADA accessibility at Chetco Point Dog Park. Jay advised the Chetco Point trail is ADA accessible, however the trail up to the dog park is not compliant due to the slope. Jay advised at the top of the trail it is possible to have an easier transition from the pathway to the grass which would make for greater ADA accessibility and he will review.

ADJOURNMENT

Next meeting scheduled for May 27, 2021. With no further business, meeting adjourned at 8:33 pm.

Respectfully submitted,

Trace Kather, Chair

(Approved at May 27, 2021 meeting)