

**CITY OF PORT ORFORD
VIRTUAL SESSION OF THE PARKS COMMISSION
THURSDAY, February 3, 2021 AT 6:00 P.M.**

AGENDA

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1. Call to Order
2. Additions to the Agenda
3. Citizen Concerns (On Agenda items Only; 3 min.)
4. **REPORT: Buffington Park Host**
5. **Consent Calendar**
 - a. Meeting Minutes January 6, 2022
6. **Financial Report**
7. **Commissioner Reports**
8. **Old Business**
 - a. 4th of July Jubilee Update- New Commission
 - b. Playground Fundraiser Update: Additional Ideas/ Timeline for Implementation/ Old Demo
 - c. Visitor Center: Redfish rocks/Main Street/Light/Carpet/Plexi Glass on Desk
 - d. Discussions
 - 1) Signage by Trash Cans Ok'd at last meeting
 - 2) Better Picnic Area by Kids Play Area
 - 3) Baseball Equipment
 - 4) Implementing Top 10 goals : Bids and Grants
9. **New Business**
 - a. WIFI for Legion Hall
10. **Considerations**
 - a. Citizen
 - b. Commissioner's
11. **Future Meetings**

Thursday, March 3, 2022 6:00 pm. City Hall Chambers (if Possible) and Virtual
12. **Adjourn**

**PORT ORFORD PARKS COMMISSION
REGULAR HYBRID MEETING
Tuesday, January 6, 2022; 6:00 P.M.**

MINUTES

Present: Chair Bryan Thompson, Kelly Bechtel, Clark Kocurek. Amy Mumford.

Absent: Greg Tidey, Ciaran Fraser, Edward Kessler,

Staff:

Audience:

1. Call to Order: Chair Thompson called the meeting to order the virtual meeting Tuesday, January 6, 2022, at 6:00 P.M. Commissioners recited the Pledge of Allegiance led by Chair Thompson.

2. Additions to the Agenda: None.

3. Citizens' Concerns: None.

4. REPORT: Buffington Park Host: Not in attendance.

5. Consent Calendar: Meeting Minutes November 2, 2021.

Comm. Kocurek moved to approve the minutes from the December 2, 2021 meeting as amended with Comm. Mumford as second. *Motion carried 4-0.*

Discussion: Comm. Kocurek would like 50,000 dollars to read 50 dollars when speaking of the repairs to the Visitor's Center in Old Business 8.b.

<i>Comm. Thompson</i>	<u><i>Yes</i></u>	<i>Comm. Bechtel</i>	<u><i>Yes</i></u>	<i>Comm. Mumford</i>	<u><i>Yes</i></u>
<i>Comm. Kocurek</i>	<u><i>Yes</i></u>				

6. Financial Report: A written report is presented to commissioners. Commissioners have questions about line items and will ask CA Ginsburg to attend the next meeting. Chair Thompson reported the playground funds are now at 11,313 dollars, which is over the 10,000-dollar mark to be matched. The total is now 21,303 dollars. Chair Thompson expressed appreciation to Ciaran and commissioners. *Financial report accepted by consensus.*

7. Commission Reports:

Comm. Kocurek: Comm. Kocurek reported on the Buffington Park bathroom and bleachers. He inspected the site and confirmed there is an issue with standing water on the bathroom floor in places. The floor has settled and is no longer graded properly to drain. He is unsure where the water is coming from. He advised as a short-term solution to invest in Wet Floor signs for

public safety. He reported the bathrooms need a facelift with fresh paint, touchup on the exterior and painting the safety rail on the outside.

Comm. Kocurek reported there are two banks of bleachers by the baseball diamonds. One is on the east side and the other on the north side. The east side bleachers are in better shape than the north side bleachers and are suitable for repair and maintenance with paint and fresh lumber. North side bleachers are in much worse shape with rust problems in structural uprights, corners, and footrests. The lumber has rot. The north bleachers are a safety concern. Comm. Kocurek suggested replacing the north bleachers and maintaining or replacing the east bleachers. Comm. Kocurek will research off-the-shelf options and metal fabricators including aluminum after taking measurements. After quotes are received and more commissioners are in attendance **this discussion will be added to the agenda.**

Comm. Mumford: Comm. Mumford reported on signage. She researched other playground and park signage. She would like a map of the park to assist in sign placement directing people from one location to another. CA Ginsburg will be contacted for the map. Signage budget is discussed. Expenditure will come from the Buffington line item.

Comm. Mumford reported on a community member's request for access to the baseballs and bats. There is a building near the baseball diamond that houses the equipment. Jason Loyal oversees the Sunday 3:00 p.m. baseball event. He will have to be contacted regarding the equipment ownership. CA Ginsburg has a key. Comm. Kocurek suggested a sign-in sheet for equipment use and key acquisition. There is space under the announcer platform and/or the A-frame that can be considered for equipment storage. Comm. Kocurek will investigate space for equipment storage.

Chair Thompson: No report on the tennis courts or pickleball. Chair Thompson reported tree branches have been trimmed up at the playground. Once the tree service is finished with the playground, they will start on the pickleball court followed by the skatepark. Windfall and debris have been removed from the gravel. Some of the longer limbs removed can possibly be used in the disk golf course.

Chair Thompson reminded commissioners that Steve Lawton volunteered benches at the Visitor Center. Comm. Bechtel offered to reach out to Steve Lawton for an update for next meeting.

Comm. Bechtel: Comm. Bechtel gave an update on the Visitor Center. Commissioner Tidey and other volunteers cleaned, painted, moved furnishings in place and got the Visitor Center ready for reopen. The goal is to be open Friday, Saturday, Sunday and Monday from 10:00 a.m. to 3:00 p.m. Comm. Bechtel reached out to past volunteers and found that people are still hesitant due to COVID. There are enough for the four-day-a-week opening. The brochure company will have a representative at the Visitor Center at 10:00 a.m. January 7. There will be coffee and cookies at opening. The next step is to replace the old worn carpet with a non-carpet option and replace the desk. The current desk is falling apart. The back area is a mess. Comm. Bechtel will start working on organizing. Susan Russell of Main Street volunteered the use of her truck to transport appropriate items to the dump. Comm. Bechtel volunteered his

vehicle if necessary. Comm. Tidey is not in attendance but has the financial report on current Visitor Center expenditures.

Comm. Thompson moved to remove the carpet and replace with a non-carpet alternative and replace the desk at the Visitor Center with Comm. Kocurek as second. **Motion carried 4-0.**

Discussion: None.

Comm. Thompson Yes **Comm. Bechtel** Yes **Comm. Mumford** Yes
Comm. Kocurek Yes

8. Old Business:

a. Playground Fundraiser Update, additional ideas: The 10,000-dollar goal has been exceeded.

b. Visitor Center Updates: Painting, Redfish Rocks, Main Street, Light: See above for Visitor Center update. Comm. Bechtel met with CA Ginsburg and was advised that CA Ginsburg will take care of the lease update to include Main Street. Comm. Bechtel will recontact CA Ginsburg to get a copy of the updated lease. Redfish Rocks is planning to continue their lease with Main Street in the back area. In 2016 lease payments were 50 dollars a month. Commissioners discussed raising the lease payment cost. Both are nonprofit organizations that benefit the community. Main Street will have an intern inside using resources. A cost of 50 dollars a month each is suggested to cover cost of utility usage. A stakeholder meeting is suggested. Hopefully there will be a representative from Redfish Rocks and Main Street at the February meeting. Comm. Bechtel will communicate this info to both groups. **This is an agenda item for next meeting.** Reese Electric has submitted a bid of 1,600 dollars for a vapor-tight light to be placed in front of the Visitor Center door. It will have a photocell resulting in the light coming on at dark and off during daylight. Chair Thompson moved to approve the Reese Electric bid for a safety light outside the Visitor Center with Comm. Bechtel as second. **Motion carried 4-0.**

Discussion: As above.

Comm. Thompson Yes **Comm. Bechtel** Yes **Comm. Mumford** Yes
Comm. Kocurek Yes

c. Updates on Top 10 Goals and Related Grants: No grant update available.

d. Discussions:

Jubilee/4th of July: Jubilee Committee representative, Christy Phillips, was contacted by phone. Ms. Phillips reported there is no current active committee. She is trying to gather volunteers to get a committee formed again and to get a celebration organized for the 2022 Fourth of July. Ms. Phillips asked of the Parks Commission would like to join in an attempt to rejuvenate the committee. Christy informed that generally the Jubilee was in charge of helping with the parade, filing for permits for the use of the state highway, fund raising for fireworks and permit for such, soliciting and scheduling of events, the trifold brochure of events, and application for TLT funds. The Jubilee also hosted the City-Wide Art Sale, which was a stand-alone event. If the committee is rebuilt, insurance will need to be paid for. Chair Thompson suggested using the website that lists city activities to some degree. The Jubilee website needs rebuilt if deemed necessary. It is unknown how active the website was, but the Facebook page was very active. Currently funds are available

for the 2022 and 2023 fireworks. The funds have been given to the fire department. There is 300 to 400 dollars remaining in the account.

Comm. Kocurek expressed appreciation to Christy for all the effort in the past for the events. A meeting is planned for Thursday the 13th at 6:00 p.m. at the Port Orford Senior Center regarding the Jubilee. The planning commissioners are invited to attend. Comm. Bechtel and Chair Thompson plan to attend. Main Street assistance and attendance is suggested.

Comm. Kocurek suggested waiting for the meeting to see if there is a rally around the Jubilee Committee. If not, he suggested Parks step in to help. Commissioners agree.

Signage by Trash Cans: There is a problem with people using the cans for their household trash. To give police authority to step in, there must be an ordinance and signage stating, "no household trash." Comm. Tidey previously offered to bring the topic up to the City Council. Comm. Tidey is not in attendance. By consensus, commissioners agree to present verbiage for signage and for ordinance to the city council.

Better Picnic area by kids play area: Comm. Mumford reviewed the playground booklet provided for equipment and notice options of picnic tables. Comm. Frazer has interest in this topic but is not in attendance. **This topic will be on the agenda in February.**

Baseball Equipment: See above.

9. New Business:

- a. **Implementing Top 10 Goals (Bids):** See above Reese Electric bid.
- b. **Discussion of Old Playground Demo timeline:** A timeline of construction and installation is needed. **This topic will be on the agenda in February.**

10. Considerations:

- a. Citizens: None.
- b. Commissioners: None.
- c. Chair Thompson: None.

12: Future Meetings:

Park Commission meeting will be Thursday, February 3, 2022, at 6:00 p.m. held as a virtual meeting.

13: Adjourn: Meeting adjourned at 7:23 p.m. December 2, 2021.

Brian Thompson, Chair

Attest,

Jessica Ginsburg, City Administrator/Recorder

Income Statement

Account Summary

For Fiscal: 2021-2022 Period Ending: 06/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 014 - PARKS FUND						
Revenue						
<u>014-00-40100</u>	Prior Year Fund Balance	95,966.00	95,966.00	0.00	0.00	95,966.00
<u>014-00-41410</u>	Transient Lodging Tax	100,000.00	100,000.00	0.00	88,441.58	11,558.42
<u>014-00-42010</u>	Interest on Investments	500.00	500.00	0.00	335.43	164.57
<u>014-00-43415</u>	DLCD Grant	0.00	0.00	0.00	35.00	-35.00
<u>014-00-43419</u>	Buffington Park Playground Upgrade	0.00	0.00	0.00	11,313.98	-11,313.98
<u>014-00-43420</u>	OR Marine Board Grant	3,900.00	3,900.00	0.00	0.00	3,900.00
<u>014-00-44410</u>	Rent - Community Building	1,000.00	1,000.00	0.00	0.00	1,000.00
<u>014-00-44420</u>	American Legion Income/Rent	2,500.00	2,500.00	0.00	175.00	2,325.00
<u>014-00-44430</u>	Visitor Center Rental	600.00	600.00	0.00	0.00	600.00
<u>014-00-44435</u>	Battle Rock Binocular Receipts	250.00	250.00	0.00	0.00	250.00
<u>014-00-46110</u>	Transfer from General Fund	35,000.00	35,000.00	0.00	0.00	35,000.00
<u>014-00-46210</u>	Miscellaneous Receipts	100.00	100.00	0.00	0.00	100.00
<u>014-00-46880</u>	Reimbursements	700.00	700.00	0.00	260.84	439.16
<u>014-00-46890</u>	Contributions Fort Point	20,000.00	20,000.00	0.00	-445.28	20,445.28
	Revenue Total:	260,516.00	260,516.00	0.00	100,116.55	160,399.45
Expense						
<u>014-00-51505</u>	PW Superintendent	4,920.00	4,920.00	0.00	4,994.57	-74.57
<u>014-00-51600</u>	WWTP Operator	203.00	203.00	0.00	474.00	-271.00
<u>014-00-51750</u>	Seasonal Maint. Worker	7,253.00	7,253.00	0.00	3,395.72	3,857.28
<u>014-00-51800</u>	Maintenance Worker #1	4,760.00	4,760.00	0.00	2,393.92	2,366.08
<u>014-00-51801</u>	Utility Worker #3	2,932.00	2,932.00	0.00	1,364.03	1,567.97
<u>014-00-51810</u>	Maintenance Worker #2	5,523.00	5,523.00	0.00	3,028.52	2,494.48
<u>014-00-51900</u>	Utility Worker #2	2,842.00	2,842.00	0.00	-212.26	3,054.26
<u>014-00-52010</u>	Social Security	1,904.00	1,904.00	0.00	1,143.48	760.52
<u>014-00-52020</u>	PERS Retirement	4,203.00	4,203.00	0.00	3,035.48	1,167.52
<u>014-00-52030</u>	Worker's Comp./Disability Ins.	3,076.00	3,076.00	0.00	1,620.10	1,455.90
<u>014-00-52040</u>	Health, Dental, Life Ins.	11,569.00	11,569.00	0.00	3,144.33	8,424.67
<u>014-00-52050</u>	Unemployment Insurance	5,125.00	5,125.00	0.00	0.00	5,125.00
<u>014-00-53014</u>	Charge to Parks	8,485.00	8,485.00	0.00	0.00	8,485.00
<u>014-00-55800</u>	Accrued Sick Leave	0.00	0.00	0.00	-1,094.58	1,094.58
<u>014-00-61210</u>	Office & Operating Supplies	1,000.00	1,000.00	0.00	48.00	952.00
<u>014-00-61260</u>	Uniforms	50.00	50.00	0.00	28.36	21.64
<u>014-00-61340</u>	Fuel (Equip & Vehicles)	2,000.00	2,000.00	0.00	1,059.56	940.44
<u>014-00-61360</u>	Heating Fuel-Community Bldg	2,000.00	2,000.00	0.00	0.00	2,000.00
<u>014-00-61361</u>	Heating fuel - American Legion	2,000.00	2,000.00	0.00	0.00	2,000.00
<u>014-00-62110</u>	Auditing & Accounting	900.00	900.00	0.00	1,806.51	-906.51
<u>014-00-62160</u>	Professional Services	700.00	700.00	0.00	100.78	599.22
<u>014-00-62165</u>	Tourism & Beautification Grant	15,000.00	15,000.00	0.00	1,159.00	13,841.00
<u>014-00-62210</u>	Telephone	375.00	375.00	0.00	174.36	200.64
<u>014-00-62220</u>	Internet Access	800.00	800.00	0.00	485.88	314.12
<u>014-00-62410</u>	Advertising	150.00	150.00	0.00	0.00	150.00
<u>014-00-62415</u>	Business Promotion	36,967.00	36,967.00	0.00	0.00	36,967.00
<u>014-00-62610</u>	Insurance & Bonds	1,439.00	1,439.00	0.00	1,477.85	-38.85
<u>014-00-62740</u>	Electricity	2,850.00	2,850.00	0.00	2,240.48	609.52
<u>014-00-62744</u>	Electricity-Legion Hall	1,500.00	1,500.00	0.00	0.00	1,500.00
<u>014-00-62745</u>	Electricity-Community Bldg	700.00	700.00	0.00	0.00	700.00
<u>014-00-62812</u>	R & M - Battle Rock	2,000.00	2,000.00	0.00	1,285.29	714.71
<u>014-00-62813</u>	R & M - A-Frame	500.00	500.00	0.00	0.00	500.00
<u>014-00-62814</u>	R & M - Comm. Building	1,000.00	1,000.00	0.00	105.61	894.39
<u>014-00-62817</u>	R & M Visitor Center	2,000.00	2,000.00	0.00	154.98	1,845.02
<u>014-00-62825</u>	R & M - Buffington	4,875.00	4,875.00	0.00	765.63	4,109.37

Income Statement

For Fiscal: 2021-2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<u>014-00-62827</u>	R & M - American Legion	1,000.00	1,000.00	0.00	674.89	325.11
<u>014-00-62829</u>	R & M - 12th St. Boat Ramp	1,500.00	1,500.00	0.00	186.83	1,313.17
<u>014-00-62835</u>	Small Tools & Minor Equipment	1,500.00	1,500.00	0.00	429.87	1,070.13
<u>014-00-62836</u>	Comm Bldg S Tools & Minor Equip	2,132.00	2,132.00	0.00	0.00	2,132.00
<u>014-00-62837</u>	Amer Legion S Tools & Minor Eq	8,893.00	8,893.00	0.00	0.00	8,893.00
<u>014-00-62840</u>	Vehicles & Equipment Maint.	1,500.00	1,500.00	0.00	312.41	1,187.59
<u>014-00-62842</u>	Parks Committee Projects	9,663.00	9,663.00	0.00	0.00	9,663.00
<u>014-00-62846</u>	Skate Park Committee Projects	436.00	436.00	0.00	0.00	436.00
<u>014-00-62847</u>	Binocular Rent	260.00	260.00	0.00	0.00	260.00
<u>014-00-62930</u>	Custodial Services	15,694.00	15,694.00	0.00	9,585.63	6,108.37
<u>014-00-62935</u>	Custodial Supplies	0.00	0.00	0.00	11.78	-11.78
<u>014-00-62936</u>	Miscellaneous	100.00	100.00	0.00	0.00	100.00
<u>014-00-62942</u>	Reimbursements / Refunds	0.00	0.00	0.00	483.00	-483.00
<u>014-00-62945</u>	Charge to Parks.	5,538.00	5,538.00	0.00	0.00	5,538.00
<u>014-00-72040</u>	Battle Rock Parks Trails	30,000.00	30,000.00	0.00	0.00	30,000.00
<u>014-00-98500</u>	Contingency	40,699.00	40,699.00	0.00	0.00	40,699.00
	Expense Total:	260,516.00	260,516.00	0.00	45,864.01	214,651.99
	Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	0.00	54,252.54	
	Total Surplus (Deficit):	0.00	0.00	0.00	54,252.54	