

**CITY OF PORT ORFORD
HYBRID SESSION OF THE PARKS COMMISSION
THURSDAY, November 3, 2022 AT 6:00 P.M.**

AGENDA

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- 1. Call to Order/Pledge of Allegiance**
- 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 September 1, 2022
- 6. Financial Report**
- 7. Commissioner Reports**
- 8. Old Business**
 - a. Follow up on Disc-Golf Tournament
 - b. Thank you to Rouge Credit Union Employees for Painting outside of Playground Perimeter
- 9. New Business**
 - a. Proposal to renovate and improve backboard at Buffington Park.
- 10. Considerations**
 - a. Citizen
 - b. Commissioner's
- 11. Future Meetings**

Thursday, December 1 , 2022 6:00 pm. City Hall Chambers Hybrid Meeting
- 12. Adjourn**

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Parks meeting 9/1/22

Attendance: Thompson, Tidey, Kocurek, Bechtel, Kessler

1. Call to order/pledge
2. Additions to agenda – Tidey added disc golf modification request under his Comm. Report
3. Citizen's concerns – none heard
4. Moved New Business to item 3
 - Cinnamon Roll Run request to use park and A-frame Oct 12 from 2-7
 - Discussed closure of disc golf for that evening to prevent conflicts and injury
 - Tidey motions to approve the request as presented, Kocurek seconded, unanimous approval
 - Larry Skeels and Rachel Stiefbold requested a reduction in rate for community use of the community center for biweekly skating
 - Larry supports the proposal
 - Rachel wants to use the community center for 2 nights a week plus possible Saturday nights
 - Waiving of fee
 - Rachel will leave security deposit on file
 - Thompson made a motion to make Larry Rachel's contact for skate purposes, accept monies paid to date as compensation for the next six months to test the program over winter, and to require liability waivers from all participants. Tidey seconds and passes unanimously.
5. REPORT: Buffington Park Host was not in attendance again.
6. Consent calendar: Meeting minutes were reviewed. Kocurek motioned to approve the minutes, Thompson seconded, minutes were accepted
7. Financial Report: approved by consensus
8. Commissioner reports
 - a. Kessler
 - i. Trails grant – Kessler asked if we still wanted to pursue an RTP grant from Oregon Parks and Recreation for trail improvement and restoration. Tidey motioned to approve the request to submit a letter of intent, Kocurek seconded, the motion was approved unanimously.
 - ii. Skate Park expansion: Kessler asked to pursue design bids from skatepark companies. Discussion indicated that was a continuation of existing efforts to add a plaza to the skatepark and the commission approved the request to pursue bids by consensus.

- b. Bechtel
 - i. Reported 30-35 visitors per day Thursday-Tuesday at the visitor's center
- c. Kocurek
 - i. Kocurek is still waiting on delivery of job site box for storage of baseball and soccer equipment. Tidey to ask Jessica for that along with trash cans, picnic tables, soccer goals, BBQ grills, ash canister, etc. that were ordered previously.
 - ii. Kocurek is still waiting on Word file version of Community Center rental agreement to modify as a proposed draft for rental agreement on the A-Frame
- d. Tidey
 - i. Disc golf course fundraiser: Comm. Tidey requested to repurpose funds used at the last meeting. Previously, \$800 had been approved for the purchase of discs to lend out of the equipment box but after consulting with experts, Tidey was concerned that they would be stolen representing a loss the park. Instead, Comm. Tidey requested a modification to use the money to purchase discs to sell at a fundraising tournament (Oct/Nov) benefit the playground fundraiser. Kocurek motioned to approve the change, Thompson seconded and it was approved unanimously with Tidey abstaining.
 - ii. Commissioner Tidey is looking into bids on repairing the bathrooms at minigolf course.
 - iii. Commissioner Tidey installed a videoconferencing system at the American Legion Hall
- e. Thompson
 - i. Commendations: Thompson commented on all the ongoing work that the Parks Commission is accomplishing

9. Old Business

- a. Items a-g had no change

10. Citizen's considerations

- a. Mark Schwindlein of Coast Guard Hill maintains the minigolf and tennis equipment on a volunteer basis. He requested the commission's support for a second equipment box attached to the tennis court fence for tennis and pickleball equipment to keep the equipment separate from the golf clubs. He volunteered to construct the box if Parks would approve a budget for materials. \$300 was recommended as a maximum budget for the box. Kocurek motioned to approve up to \$300 for such a box, Thompson seconded, approved unanimously and Comm. Tidey volunteered to meet with Mark while acquiring materials for the equipment box.

11. Commissioner's Considerations

- a. None

12. Future Meetings: Will be Thursday, October 6th, 2022 in City Hall Chambers with hybrid accessibility

13. Commissioner Thompson adjourned the meeting at 7pm.

Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 014 - PARKS FUND						
Revenue						
014-00-40100	Prior Year Fund Balance	37,114.00	37,114.00	0.00	0.00	37,114.00
014-00-41410	Transient Lodging Tax	140,000.00	140,000.00	60,441.86	112,547.17	27,452.83
014-00-42010	Interest on Investments	800.00	800.00	0.00	544.88	255.12
014-00-43419	Buffington Park Playground Upgrade	5,000.00	5,000.00	0.00	100.00	4,900.00
014-00-44410	Rent - Community Building	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-44420	American Legion Income/Rent	3,000.00	3,000.00	0.00	0.00	3,000.00
014-00-44430	Visitor Center Rental	300.00	300.00	0.00	0.00	300.00
014-00-46110	Transfer from General Fund	30,000.00	30,000.00	0.00	0.00	30,000.00
014-00-46210	Miscellaneous Receipts	100.00	100.00	0.00	0.00	100.00
014-00-46880	Reimbursements	500.00	500.00	0.00	0.00	500.00
014-00-46887	Park Donations	0.00	0.00	0.00	900.00	-900.00
014-00-46888	Visitor Center Donations	118.00	118.00	0.00	0.00	118.00
014-00-46890	Contributions Fort Point	0.00	0.00	0.00	-40.73	40.73
Revenue Total:		217,932.00	217,932.00	60,441.86	114,051.32	103,880.68
Expense						
014-00-51505	PW Superintendent	1,000.00	1,000.00	853.62	2,987.67	-1,987.67
014-00-51600	WWTP Operator	1,428.00	1,428.00	132.15	473.75	954.25
014-00-51800	Maintenance Worker #1	5,200.00	5,200.00	398.47	1,456.73	3,743.27
014-00-51801	Utility Worker #3	4,124.00	4,124.00	804.33	1,385.99	2,738.01
014-00-51810	Maintenance Worker #2	6,000.00	6,000.00	519.38	1,836.91	4,163.09
014-00-51820	Maintenance Worker #3	5,000.00	5,000.00	0.00	0.00	5,000.00
014-00-52010	Social Security	2,500.00	2,500.00	200.98	602.13	1,897.87
014-00-52020	PERS Retirement	5,000.00	5,000.00	555.52	1,971.42	3,028.58
014-00-52030	Worker's Comp./Disability Ins.	4,200.00	4,200.00	1.04	2.81	4,197.19
014-00-52040	Health, Dental, Life Ins.	7,500.00	7,500.00	558.01	5,078.35	2,421.65
014-00-53014	Charge to Parks	10,000.00	10,000.00	0.00	0.00	10,000.00
014-00-61210	Office & Operating Supplies	500.00	500.00	0.00	0.00	500.00
014-00-61260	Uniforms	750.00	750.00	0.00	0.00	750.00
014-00-61340	Fuel (Equip & Vehicles)	1,950.00	1,950.00	0.00	628.69	1,321.31
014-00-61360	Heating Fuel-Community Bldg	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-61361	Heating fuel - American Legion	1,500.00	1,500.00	0.00	1,252.60	247.40
014-00-62110	Auditing & Accounting	1,000.00	1,000.00	0.00	350.00	650.00
014-00-62160	Professional Services	500.00	500.00	0.00	43.29	456.71
014-00-62165	Tourism & Beautification Grant	15,000.00	15,000.00	0.00	9,690.00	5,310.00
014-00-62210	Telephone	400.00	400.00	0.00	135.66	264.34
014-00-62220	Internet Access	1,500.00	1,500.00	184.95	823.79	676.21
014-00-62410	Advertising	50,000.00	50,000.00	0.00	0.00	50,000.00
014-00-62415	Business Promotion	1,511.00	1,511.00	0.00	0.00	1,511.00
014-00-62610	Insurance & Bonds	4,314.00	4,314.00	0.00	0.00	4,314.00
014-00-62740	Electricity	1,212.00	1,212.00	0.00	572.53	639.47
014-00-62744	Electricity-Legion Hall	700.00	700.00	0.00	425.71	274.29
014-00-62745	Electricity-Community Bldg	5,000.00	5,000.00	0.00	324.13	4,675.87
014-00-62812	R & M - Battle Rock	2,500.00	2,500.00	262.81	872.90	1,627.10
014-00-62813	R & M - A-Frame	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62814	R & M - Comm. Building	2,000.00	2,000.00	111.91	171.21	1,828.79
014-00-62817	R & M Visitor Center	5,000.00	5,000.00	74.70	149.40	4,850.60
014-00-62825	R & M - Buffington	1,200.00	1,200.00	317.67	1,416.00	-216.00
014-00-62827	R & M - American Legion	1,000.00	1,000.00	187.00	364.91	635.09
014-00-62829	R & M - 12th St. Boat Ramp	2,000.00	2,000.00	112.64	347.63	1,652.37
014-00-62835	Small Tools & Minor Equipment	500.00	500.00	630.52	735.38	-235.38
014-00-62836	Comm Bldg S Tools & Minor Equip	4,100.00	4,100.00	0.00	0.00	4,100.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-62837 Amer Legion S Tools & Minor Eq	2,000.00	2,000.00	0.00	4,184.98	-2,184.98
014-00-62840 Vehicles & Equipment Maint.	0.00	0.00	40.62	59.10	-59.10
014-00-62842 Parks Committee Projects	4,758.00	4,758.00	0.00	1,505.00	3,253.00
014-00-62845 Dog Park	0.00	0.00	0.00	2.49	-2.49
014-00-62846 Skate Park Committee Projects	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62930 Custodial Services	1,600.00	1,600.00	1,307.74	5,230.96	-3,630.96
014-00-62936 Miscellaneous	100.00	100.00	0.00	0.00	100.00
014-00-62945 Charge to Parks.	8,000.00	8,000.00	0.00	0.00	8,000.00
014-00-72036 Pinehurst Kayak Launch	200.00	200.00	0.00	0.00	200.00
014-00-72040 Battle Rock Parks Trails	2,500.00	2,500.00	0.00	0.00	2,500.00
014-00-73039 Visitor Center Improvements	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-99000 Unappropriated Reserves	38,185.00	38,185.00	0.00	0.00	38,185.00
Expense Total:	217,932.00	217,932.00	7,254.06	45,082.12	172,849.88
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	53,187.80	68,969.20	
Total Surplus (Deficit):	0.00	0.00	53,187.80	68,969.20	