

**CITY OF PORT ORFORD
HYBRID SESSION OF THE PARKS COMMISSION
THURSDAY, August 11, 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 July 2022
6. **Financial Report**
7. **Commissioner Reports**
8. **Old Business**
 - a. Playground Fundraiser Update
 - b. Battle Rock/ Memorial Bench
 - c. Signage by Trash Cans
 - d. Better Picnic Area by Kids Play Area
 - e. Baseball Equipment
 - f. Implementing Top 10 Goals
 - g. Tools/Repairs and Maintenance
9. **New Business**
10. **Considerations**
 - a. Citizen
 - b. Commissioner's
11. **Future Meetings**

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

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**PORT ORFORD PARKS COMMISSION
REGULAR HYBRID MEETING
Thursday, July 7, 2022; 6:00 P.M.**

MINUTES

Disclaimer: These minutes were prepared without access to the agenda or packet information. They reflect the meeting to the best of ability.

Present: Chair Bryan Thompson, Kelly Bechtel, Greg Tidey, Clark Kocurek.

Staff:

Audience: Leila Thompson

1. **Call to Order:** Chair Thompson called the meeting to order the meeting Thursday, July 7, 2022, at 6:02 P.M. Commissioners recited the Pledge of Allegiance led by Chair Thompson.
2. **Additions to the Agenda:** None.
3. **Citizens' Concerns:** None.
4. **REPORTS:**
 - a. **Buffington Park Host:** Not in attendance.
5. **Consent Calendar: Meeting Minutes June 2, 2022.**
Comm. Tidey moved to approve the minutes from the June 2, 2022 meeting as written with Comm. Kocurek as second. *Motion carried 4-0.*
Discussion: None.

<i>Comm. Thompson</i>	<u><i>Yes</i></u>	<i>Comm. Bechtel</i>	<u><i>Yes</i></u>
<i>Comm. Kocurek</i>	<u><i>Yes</i></u>	<i>Comm. Tidey</i>	<u><i>Yes</i></u>
6. **Financial Report:** CA Ginsburg provided commissioners with a written report. Comm. Tidey clarified the amount entered for the golf course. Report accepted by consensus.
7. **Commission Reports:**

Comm. Kocurek: Comm. Kocurek is waiting for the sports equipment storage bin. He has attended the park last weekend and is pleased to see how many people are using it.

Comm. Bechtel: Comm. Bechtel updated on the Visitor Center. It is currently open. Highest use was 63 in attendance and lowest was 12.

Comm. Tidey: Reported public works assisted in hauling out truckloads of downed limbs and debris. Other volunteers assisted in cleanup and paint at the horse arena. Signage for the park was received. The disk golf course is open. Comm. Tidey explained how the routes were made through nature without damage to nature.

Chair Thompson: Reported damage to tiles at the Lookout that will need repaired. There were 63 volunteers for the pickleball court clean up along with 16 school students. The skate demo was successful. The A-Frame still needs attention.

Chair Thompson presented commissioners with Ciaran Fraser's resignation as a Park Commissioner. Comm. Kocurek moved to accept the letter of resignation from Ciaran Fraser with Comm. Bechtel as second.

Discussion: There are two empty chairs on the Parks Commission.

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

8. Old Business:

- a. **Playground Fundraiser Update:** Parks playground and skatepark renovation will be submitted for on the current budget. Amount available for match money is now 60,000 dollars.
- b. **Battle Rock / Memorial Bench:** CA Ginsburg has ordered the signage and soccer goals. They have not been received yet.
- c. **Signage by Trash Can:** CA Ginsburg has ordered trashcans but not yet received.
- d. **Baseball Equipment:** Dropbox will be provided. Commissioners ask for donations.
- e. **Implementing Top 10 Goals:** The parks commission is accomplishing a lot for the parks.

9. New Business:

- a. **Disk Golf Completion:** Signs received and will be posted this weekend. The course is complete and has been open online for two weeks. Tracking number of users was discussed. Comm. Tidey explained an app disk golfers use that reflects the number of users that are familiar with the app. The course is short but challenging. Comm. Tidey is looking for a used mailbox to put found disks into. He suggested having custom stamped disks to put into the sports storage box.
- b. **Nature Trail:** Celest Johns, local resident, representing the Watershed Council speaks regarding the nature trail. Ms. Johns provided commissioners with written history of the nature trail and a pamphlet. She spoke of past renovation and volunteers that assisted in maintenance. Ms. Johns hopes the nature trail is maintained and feels the disk golf course will be a benefit. She hopes the second part of the disk golf course can go around the outside of the nature trail. Comm. Tidey agreed to this approach since there is plenty of space behind the nature trail. He agrees the city is concerned with homeless camps on the trail. Ms. Johns asked to be included in future plans involving the nature trail including the disk golf course. Chair Thompson expressed his appreciation to Ms. Johns and volunteers for their work with the nature trail.

Chair Thompson moved the extended disk golf extend nine holes to the back outside of the nature trail with a buffer with Comm. Bechtel as second.

Discussion: Comm. Kocurek confirmed through maps that there are two city lots larger or equal to Buffington park in size.

Comm. Thompson Yes *Comm. Bechtel* Yes
Comm. Kocurek Yes *Comm. Tidey* Yes

- c. Completion of Jubilee:** Terry Hughes is in attendance representing the Jubilee. The Jubilee is looking forward to next year and would like feedback from citizens. Chair Thompson expressed his appreciation for the fireworks, parade and other activities. He praised the parade. The porta-potty placement will be reconsidered next year for more appropriate locations. Ms. Hughes reported that Coos-Curry donates one day of electricity to Jubilee at Battle Rock. Jubilee will petition Coos-Curry to move the free day at Buffington. Comm. Tidey has drone footage of events to edit and provide for future advertisements. Ms. Hughes reported Jubilee is the provider of the fireworks, and moving forward, Jubilee will need to do some fund raising. Fireworks will cost approximately 15,000 dollars. Jubilee and Main Street collaborated in clean up with the help of citizens.

10. Considerations:

- a. Citizens:** None.
- b. Commissioners:** Comm. Kocurek spoke on an offer by Linda Tarr representing the Watershed Council to assist on wetlands cleanup. They expressed interest in assisting the Parks Commission. Comm. Kocurek encouraged commissioners to schedule the wetlands cleanup soon. The library is doing a wetlands walk one week from today. Wetlands cleanup is scheduled July 12 at 6:00 p.m. by commissioners.
- c. Chair Thompson:** Chair Thompson and Comm. Kocurek will meet later this week to discuss the A-frame.

12: Future Meetings:

Park Commission meeting will be Thursday, August 4, 2022, at 6:00 p.m. held as a hybrid meeting at City Hall Chambers and online.

13: Adjourn: Meeting adjourned at 7:10 p.m. July 7, 2022.

Brian Thompson, Chair

Attest,

Jessica Ginsburg, City Administrator/Recorder

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Income Statement

Account Summary

For Fiscal: 2021-2022 Period Ending: 08/31/2021

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 014 - PARKS FUND						
Revenue						
014-00-40100	Prior Year Fund Balance	95,966.00	95,966.00	0.00	0.00	95,966.00
014-00-41410	Transient Lodging Tax	100,000.00	100,000.00	12,025.84	0.00	100,000.00
014-00-42010	Interest on Investments	500.00	500.00	51.56	122.11	377.89
014-00-43420	OR Marine Board Grant	3,900.00	3,900.00	0.00	0.00	3,900.00
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	2,500.00	2,500.00	0.00	0.00	2,500.00
014-00-44430	Visitor Center Rental	600.00	600.00	0.00	0.00	600.00
014-00-44435	Battle Rock Binocular Receipts	250.00	250.00	0.00	0.00	250.00
014-00-46110	Transfer from General Fund	35,000.00	35,000.00	0.00	0.00	35,000.00
014-00-46210	Miscellaneous Receipts	100.00	100.00	0.00	0.00	100.00
014-00-46880	Reimbursements	700.00	700.00	0.00	171.31	528.69
014-00-46890	Contributions Fort Point	20,000.00	20,000.00	0.00	0.00	20,000.00
	Revenue Total:	260,516.00	260,516.00	12,077.40	293.42	260,222.58
Expense						
014-00-51505	PW Superintendent	4,920.00	4,920.00	920.24	1,315.33	3,604.67
014-00-51600	WWTP Operator	203.00	203.00	0.00	0.00	203.00
014-00-51750	Seasonal Maint. Worker	7,253.00	7,253.00	1,104.81	1,659.54	5,593.46
014-00-51800	Maintenance Worker #1	4,760.00	4,760.00	460.18	652.81	4,107.19
014-00-51801	Utility Worker #3	2,932.00	2,932.00	258.86	368.95	2,563.05
014-00-51810	Maintenance Worker #2	5,523.00	5,523.00	496.08	716.92	4,806.08
014-00-51900	Utility Worker #2	2,842.00	2,842.00	0.00	0.00	2,842.00
014-00-52010	Social Security	1,904.00	1,904.00	240.88	349.81	1,554.19
014-00-52020	PERS Retirement	4,203.00	4,203.00	556.47	795.84	3,407.16
014-00-52030	Worker's Comp./Disability Ins.	3,076.00	3,076.00	1.35	1,615.64	1,460.36
014-00-52040	Health, Dental, Life Ins.	11,569.00	11,569.00	502.40	776.31	10,792.69
014-00-52050	Unemployment Insurance	5,125.00	5,125.00	0.00	0.00	5,125.00
014-00-53014	Charge to Parks	8,485.00	8,485.00	0.00	0.00	8,485.00
014-00-55800	Accrued Sick Leave	0.00	0.00	-37.62	-41.79	41.79
014-00-61210	Office & Operating Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-61260	Uniforms	50.00	50.00	28.36	28.36	21.64
014-00-61340	Fuel (Equip & Vehicles)	2,000.00	2,000.00	359.61	359.61	1,640.39
014-00-61360	Heating Fuel-Community Bldg	2,000.00	2,000.00	0.00	0.00	2,000.00
014-00-61361	Heating fuel - American Legion	2,000.00	2,000.00	0.00	0.00	2,000.00
014-00-62110	Auditing & Accounting	900.00	900.00	0.00	0.00	900.00
014-00-62160	Professional Services	700.00	700.00	64.77	64.77	635.23
014-00-62165	Tourism & Beautification Grant	15,000.00	15,000.00	0.00	0.00	15,000.00
014-00-62210	Telephone	375.00	375.00	29.06	29.06	345.94
014-00-62220	Internet Access	800.00	800.00	161.96	161.96	638.04
014-00-62410	Advertising	150.00	150.00	0.00	0.00	150.00
014-00-62415	Business Promotion	36,967.00	36,967.00	0.00	0.00	36,967.00
014-00-62610	Insurance & Bonds	1,439.00	1,439.00	252.54	252.54	1,186.46
014-00-62740	Electricity	2,850.00	2,850.00	329.98	329.98	2,520.02
014-00-62744	Electricity-Legion Hall	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-62745	Electricity-Community Bldg	700.00	700.00	0.00	0.00	700.00
014-00-62812	R & M - Battle Rock	2,000.00	2,000.00	287.78	384.37	1,615.63
014-00-62813	R & M - A-Frame	500.00	500.00	0.00	0.00	500.00
014-00-62814	R & M - Comm. Building	1,000.00	1,000.00	63.81	77.61	922.39
014-00-62817	R & M Visitor Center	2,000.00	2,000.00	0.00	0.00	2,000.00
014-00-62825	R & M - Buffington	4,875.00	4,875.00	94.33	149.52	4,725.48
014-00-62827	R & M - American Legion	1,000.00	1,000.00	545.50	586.89	413.11
014-00-62829	R & M - 12th St. Boat Ramp	1,500.00	1,500.00	65.51	106.91	1,393.09

Income Statement

For Fiscal: 2021-2022 Period Ending: 08/31/2021

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-62835 Small Tools & Minor Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-62836 Comm Bldg S Tools & Minor Equip	2,132.00	2,132.00	0.00	0.00	2,132.00
014-00-62837 Amer Legion S Tools & Minor Eq	8,893.00	8,893.00	0.00	0.00	8,893.00
014-00-62840 Vehicles & Equipment Maint.	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-62842 Parks Committee Projects	9,663.00	9,663.00	0.00	0.00	9,663.00
014-00-62846 Skate Park Committee Projects	436.00	436.00	0.00	0.00	436.00
014-00-62847 Binocular Rent	260.00	260.00	0.00	0.00	260.00
014-00-62930 Custodial Services	15,694.00	15,694.00	1,396.22	3,046.93	12,647.07
014-00-62936 Miscellaneous	100.00	100.00	0.00	0.00	100.00
014-00-62945 Charge to Parks.	5,538.00	5,538.00	0.00	0.00	5,538.00
014-00-72040 Battle Rock Parks Trails	30,000.00	30,000.00	0.00	0.00	30,000.00
014-00-98500 Contingency	40,699.00	40,699.00	0.00	0.00	40,699.00
Expense Total:	260,516.00	260,516.00	8,183.08	13,787.87	246,728.13
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	3,894.32	-13,494.45	
Total Surplus (Deficit):	0.00	0.00	3,894.32	-13,494.45	