

**CITY OF PORT ORFORD
HYBRID SESSION OF THE PARKS COMMISSION
THURSDAY, December 1, 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 November 2022 (Pg. 3-6)
6. **Financial Report (Pg. 7-8)**
7. **Commissioner Reports**
8. **Old Business**
 - a. Playground Fundraiser update: Line item on Financials
 - b. Battle Rock/ Memorial Bench Status
 - c. Signage by Trash Cans
 - d. Better Picnic Area by kids play area
 - e. Baseball Equipment and items purchased in 2022
 - f. Implementing Top 10 Goals
 - g. Tools/Repairs and Maintenance
9. **New Business**
 - a. Leah Heyl Appointment to Parks Commission(Pg. 9-10)
 - b. A-Frame Proposal: Sierra (Pg. 11-12)
 - c. Consideration of Bids, grants, R/M funds
 - d. Discussion of 2023 Goals
 - e. Bids for Foliage Outside Community Center/ American Legion Hall (Pg. 13-14)
10. **Considerations**
 - a. Citizen
 - b. Commissioner's
11. **Future Meetings**

Thursday, January 5 , 2023 6:00 pm. City Hall Chambers Hybrid Meeting
12. **Adjourn**

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**PORT ORFORD PARKS COMMISSION
REGULAR HYBRID MEETING
Thursday, November 3, 2022; 6:00 P.M.**

MINUTES

The minutes were prepared to the best of our ability considering the challenging quality of the audio for those attending in the Gable Chambers. Audio was not available from Comm. Bechtel during a portion of the meeting.

Present: Chair Bryan Thompson, Kelly Bechtel, Greg Tidey (excused late), Comm. Kessler.

Staff: None.

Audience: Mark Schlindwein.

1. **Call to Order:** Chair Thompson called the meeting to order Thursday, November 3, 2022, at 6:08 P.M. Commissioners recited the Pledge of Allegiance led by Chair Thompson. For the record, there was not an October Parks Commission meeting due to lack of public notice.
2. **Additions to the Agenda:** Mark Schlindwein of Coast Guard Hill maintains the minigolf and tennis on a volunteer basis. He gave an informal update. Quorum is established with more than half of the commissioners in attendance.
3. **Citizens' Concerns:** None.
4. **REPORTS:**
 - a. **Buffington Park Host:** Not in attendance.
5. **Consent Calendar: Meeting Minutes September 1, 2022.**
Comm. Kessler moved to approve the minutes from the September 1, 2022 meeting as corrected with Comm. Bechtel as second. *Motion carried 4-0.*
Discussion: The correct spelling of Mark's last name is Schlindwein.

<i>Comm. Thompson</i>	<u><i>Yes</i></u>	<i>Comm. Bechtel</i>	<u><i>Yes</i></u>
<i>Comm. Kessler</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. Additional funds on the report were discussed and explained. Playground funds and donations are not located. Commissioners want a financial representation at the next meeting to explain financials. Comm. Tidey will notify CA Ginsburg. Approving the financials has been tabled by Commissioner consent.
7. **Commission Reports:**

Comm. Kessler: Comm. Kessler reported contacting five skate park builders. He has heard back from one. He will not be going after the RTP grant regardless of the letter of intent. He does not have the capacity and he does not feel the city has the capacity to get the necessary

Comm. Kessler *Yes* *Comm. Tidey* *Yes*

10. Considerations:

- a. Citizens: None.
- b. Commissioners: Comm. Kessler is interested in designing an order to provide the role of grant research if new commissioners agree. Comm. Tidey advised that trees/shrubs need trimmed at the tennis courts. He suggested Chair Thompson to look at the problem. Comm. Kessler suggested trimming willows back at Battle Rock benches and put gravel under tables. The pathway needs repair. Commissioners agree to look for community involvement.
- c. Chair Thompson: Chair Thompson suggested reviewing top 10 goals going into 2023 at the next meeting in December. The master plan needs reviewed and updated.

12: Future Meetings:

Park Commission meeting will be Thursday, December 1, 2022, at 6:00 p.m. held as a hybrid meeting at City Hall Chambers and online.

13: Adjourn: Meeting adjourned at 7:00 p.m. August 11, 2022.

Brian Thompson, Chair

Attest,

Jessica Ginsburg, City Administrator/Recorder

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Income Statement Account Summary

City of Port Orford

For Fiscal: 2022-2023 Period Ending: 11/30/2022

		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	11,996.58	124,543.75	15,456.25
014-00-42010	Interest on Investments	800.00	800.00	0.00	1,391.29	-591.29
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	520.00	469.28	-469.28
	Revenue Total:	217,932.00	217,932.00	12,516.58	127,404.32	90,527.68
Expense						
014-00-51505	PW Superintendent	1,000.00	1,000.00	887.76	3,875.43	-2,875.43
014-00-51600	WWTP Operator	1,428.00	1,428.00	138.45	612.20	815.80
014-00-51800	Maintenance Worker #1	5,200.00	5,200.00	458.23	1,914.96	3,285.04
014-00-51801	Utility Worker #3	4,124.00	4,124.00	1,485.54	2,871.53	1,252.47
014-00-51810	Maintenance Worker #2	6,000.00	6,000.00	544.10	2,381.01	3,618.99
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	262.91	865.04	1,634.96
014-00-52020	PERS Retirement	5,000.00	5,000.00	585.30	2,556.72	2,443.28
014-00-52030	Worker's Comp./Disability Ins.	4,200.00	4,200.00	1.47	4.28	4,195.72
014-00-52040	Health, Dental, Life Ins.	7,500.00	7,500.00	531.17	5,609.52	1,890.48
014-00-53014	Charge to Parks	10,000.00	10,000.00	0.00	0.00	10,000.00
014-00-55800	Accrued Sick Leave	0.00	0.00	-1,486.27	0.00	0.00
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	898.10	1,051.90
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	1,453.90	-453.90
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	180.88	219.12
014-00-62220	Internet Access	1,500.00	1,500.00	100.96	924.75	575.25
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	780.63	431.37
014-00-62744	Electricity-Legion Hall	700.00	700.00	0.00	565.15	134.85
014-00-62745	Electricity-Community Bldg	5,000.00	5,000.00	0.00	370.26	4,629.74
014-00-62812	R & M - Battle Rock	2,500.00	2,500.00	60.04	1,614.87	885.13
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	8.58	179.79	1,820.21
014-00-62817	R & M Visitor Center	5,000.00	5,000.00	74.70	224.10	4,775.90
014-00-62825	R & M - Buffington	1,200.00	1,200.00	34.32	3,344.24	-2,144.24
014-00-62827	R & M - American Legion	1,000.00	1,000.00	25.74	390.65	609.35
014-00-62829	R & M - 12th St. Boat Ramp	2,000.00	2,000.00	25.74	373.37	1,626.63
014-00-62835	Small Tools & Minor Equipment	500.00	500.00	0.00	735.38	-235.38

Income Statement

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-62836 Comm Blg S Tools & Minor Equip	4,100.00	4,100.00	0.00	0.00	4,100.00
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	0.00	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	6,538.70	-4,938.70
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	5,046.48	56,002.92	161,929.08
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	7,470.10	71,401.40	
Total Surplus (Deficit):	0.00	0.00	7,470.10	71,401.40	

City of Port Orford

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Parks Committee

Name Leah Heyl

Mailing address P.O. Box 727 Port Orford OR 97465

Residence address if different from above 42554 Arizona St.

Home telephone 541-294-5225 Work telephone 541-294-5225

Email lrhodes2972@gmail.com

Current employment Coos County Electric

Your area of interest Baseball field, nature trails, skate park.

Your area of expertise _____

Why do you want to serve? _____

Previous service in this appointed position or a similar position _____

Other volunteer activities Vice President for Port Orford Jubilee.

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meetings yes no

Does your schedule limit the days you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If Yes, please explain.

Additional comments _____

Date 10/4/22

Signature Leah Heyl

Please return to:

City of Port Orford
P.O. Box 310
Port Orford, Oregon 97465

Phone: 541-366-4568

email: jginsburg@portorford.org

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Siskiyou Discovery Homeschool Cooperative

Structure/Purpose:

- License exempt - parent run homeschool cooperative preschool with closed group tuition based participation.
- Operating Monday-Friday from 9-1pm
- Focusing on nature based education while also providing; science, letter and number, physical, arts, music, conflict resolution, and other foundational education.

Participation:

- Local families with children aged 3-4 form the majority of the group
- Sierra as the parent facilitator has a child just under the age of 2
- 1 student teacher aged 8 participates as a helper
- Group totals 10 individuals including the teacher when having full participation. Group will not exceed this number. Number is usually smaller as full participation is part time and rare.

Long- Term Goals

- As Sierra's child ages, the program will as well. Meaning within the next 3-4 years the age of the participating children will grow to be of school age.
- In moving locations to the park's building, our goal would be to contribute to the long term beauty and functionality of the park for the community as a whole.
Including but not limited to: Improving landscaping, participating in the community garden, potential murals and other arts in the park, providing events open to the general public, assisting with the campaign to improve the park's playground and other facilities, litter patrol, consolidating provided equipment, reports of the park's building status as well as community patrol and reporting of suspicious or illegal activity.
- Grow our program to the point of being a licensed program operating under a non-profit and able to acquire land to build a farm school open to the public. Providing pre-school, school age and after school activities for kids to learn about ecology, farming, land restoration and preservation adjacent to their core curriculum.

Proposal

- For the next 3-5 years we would like to operate out of the Parks Building starting with the limited days of Mondays and Wednesdays from the hours of 9am-1pm. With the potential for occupying the building for more days in the future. This schedule would not include school breaks and holidays. Our program does operate through summer and could be subject to change during this season as the kids spend more time outdoors and at various locations.
- This schedule could be open to other dates to include special events open to the public or family gatherings belonging to the program.
- We would like to be presented with a rental rate that would be consistent as well as any other guidelines for the use of the park's building.

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BID**BID**

Job Description: This bid is to prune the bushes in front of the American Legion Hall and Community building on 11th St in Port Orford. The bushes would be trimmed back from the buildings as well as from overflowing onto the sidewalks, as well as bushes reduced in size by approx 1/3. Everything is currently overgrown. All cut foliage is to be removed, with a standard "per load" dump fee.

Labor: \$950

Per load fee of materials: \$150

Bryan Thompson

Thompson Tree Service, LLC

CCB# 215815 • Licensed • Bonded • Insured • Workers' Comp

Phone: 541.936.7596

Mail: P.O. Box 613. Port Orford, OR 97465

International Society of Arboriculture (ISA) Certified Arborist ID: PN-8817A

Tree Care Industry Association (TCIA) Membership Number: 227812

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