

**CITY OF PORT ORFORD
REGULAR SESSION OF THE PARKS COMMISSION
THURSDAY, August 3rd, 2023, AT 6:00 P.M.**

Please join this meeting from your computer, tablet or smartphone.

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AGENDA

1. Call to order/roll call
2. Additions to the Agenda
3. Citizen Concerns (On Agenda items only; 3 min.)
4. **REPORT: Buffington Park Host**
5. Consent Calendar
 - a. Minutes from 7/7/23
6. Financial Report
7. Commissioner Reports
8. Old Business
 - a. Bench Plaque sales; update
 - b. Post Card Hoodies/T-shirts update
 - c. Playground Update/Comparison
 - d. Visitor Center Update
 - e. Appointment Application: Sierra Izumida
9. New Business
 - a. Assuming of the TLT committee duties
10. Considerations
 - a. Citizens b. Commissioner's
11. Future Meetings
Thursday, September 5th, 2023; Regular Meeting In the Gable Chambers at 6:00 pm
12. Adjourn

**PORT ORFORD PARKS COMMISSION
REGULAR HYBRID MEETING
Thursday, July 7th, 2023; 6:00 P.M.**

MINUTES

Present: Chair Bryan Thompson, Comm Kelly Bechtel, Liaison/Comm Greg Tidey, Comm. Ciaran Fraser, Comm. Clark Kocurek

Staff: City Administrator Huttel, City Recorder Joseph Harrison

Audience: Jen Bailey, Susan Russell + 2, Tom Calvanese + Inters: Grant, Soph, and Conner, Shania Lillie

1. **(0:00-0:02) Call to Order:** Chair Thompson called the meeting to order Thursday, July 7th, 2023, at **(6:00)** P.M. Commissioners recited the Pledge of Allegiance led by Chair Thompson.
2. **(0:02-0:04) Additions to the Agenda:**
 - a. Visitor Center discussion added as item 8(a).
 - b. Horse Arena fixes has been added as item 8(b).
 - c. Discussion on absorbing the duties of the TLT committee into the Parks Commission added as item 9(b).
3. **(0:04-0:06) Citizens' Concerns:**
 - a. Sierra Izumida: Came to speak to the Planning Commission about small budget items and programs she would like to run out of the A-Frame Building. She brought a handout that has been included in the minutes. **(6:05)**
 - b. Susan Russell: Just wanted to say Kudos on the amazing Jubilee this year and give thanks to the Parks and city for helping.
4. **(0:06-0:08) REPORTS:**
 - a. **Buffington Park Host Report:** Councilors discuss the possibility of finding a new host and agree via consensus to direct staff to investigate the job description and meet with the current host. **(6:08)**
5. **(0:08-0:10) Consent Calendar:**
 - a. **(0:10-0:11) Meeting Minutes July 6th:** Committee members take a few minutes to review the minutes.
 - i. **Liaison Tidey motions to approve the minutes. (6:10)**
 - ii. **Chair Thompson seconds the motion.**
 - iii. **Discussion: None**

iv. **Vote: (6:10)**

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

6. **(0:11-0:12) Financial Report:** CA HuttI provided a verbal financial report. Items that have been ordered previously are coming in, the Storage Container for the Park is in and ready to be put in place. Addition items for the A-frame are coming in. The only new expenditure since the last meeting is adding phone and internet to the Visitor Center. **(6:12).**

7. **(0:12-0:25) Commission Reports:**

- a. **Comm. Kocurek:** Thanked the Community at large for helping with the city and street clean up prior to the Jubilee.
- b. **Comm. Fraser:** The Postcard T-shirts are about half done; the Commission needs to decide if the funds raised are going toward a specific line item or are just going to be general funds raised and where the City is going to sell the shirts. Via consensus the Commission agrees that the funds raised are general funds and to sell the shirts at Café 2.0. **(6:15)**
- c. **Comm Tidey:** July 4th disc golf tournament went well; was sold out in 15 minutes and approximately 25 additional applicants had to be turned away. Raised \$625 for the Parks fund and believes that the next disc gold tournament in October will be more successful and will be buying extra discs to ensure there are enough for everyone who wants to compete.
- d. **Comm. Bechtel:** Skipped
- e. **Chair Thompson:** Reiterated thanks to the Community for the Community Clean up prior to the Jubilee went well and the City and the Park look great. Gives thanks to the Community at large for helping and gives extra thanks to the Jubilee Committee for their hard work organizing the event. **(6:23)**

8. **(0:25-1:26) Old Business:**

- a. **(0:25-0:59) Visitor Center:** The Port Orford Visitor Center is part of the Parks Committee and currently has two occupants who rent the back rooms; Mainstreet and Redfish Rocks Research Station. It needs some renovations and is currently open on volunteer basis.
 - i. **Liaison Tidey:** We can get 4 volunteers to help and Mainstreet can provide 3. However, we need to get internet and phone at the Center; it was previously closed due to safety concerns surrounding lack of communication devices on the premises. Additionally, Mainstreet would like to paint the Visitor Center and would like Committee approval.
 - ii. **Susan Russel:** Mainstreet want to work with the Parks Committee to get the Visitor Center reopened because it gets people to stop in town and look around.

Issues currently facing the Visitor Center include: it needing a new paint job, a desk needs to be removed, a brochure stand needs to be removed, and we should have more Port Orford brochures available. **(6:38)**

- iii. **Tom Calvanese:** Introduces 3 of his Interns with Redfish Rocks and lets them speak on how they think the Visitor Center can be improved. **(6:43)**
- iv. **Grant:** Of the 3 brochure stands, one should be removed to open up space for the mural and the interactive display and biological display cases. **(6:45)**
- v. **Soph:** Excited to see Visitor Center opening again and is working with State Parks to reform the local Junior Ranger Program. **(6:47)**
- vi. **Conner:** Has two items to bring to Committee attention.
 - 1. Unveiling art piece and the interactive display within the next couple of months.
 - 2. Junket app has a tour of Port Orford with 12 stops explaining the city and its history. Conner tried importing all the info to Google Maps but the two were non-compatible. Red Fish Rocks is proposing to put perinate QR code signs with the info at each stop on the tour and consolidate the number of stops. **(6:52)**
- vii. **By Consensus the Parks Committee gives Mainstreet Permission to Paint the Visitor Center. (6:59)**

b. (1:00-1:07) Horse Arena Fixes: During the Jubilee, the City Hosted a Horse Show, but a few problems were found during the set up. (7:00)

- i. **Shania Lillie** – Gives thanks to the City for allowing her organization to use the Arena. Proposes altering Arena slightly for next years event; add a barrier to make the Areana conform to standard size and dimensions and using the extra space as a staging area. And would like to replace the railing at the Arena as the wood has become rotten; made clear that this is not a request for funds, simply a request for permission to redo the railings. A handout was given to the commissioners and has been included in the minutes.
- ii. **Chair Thompson motions to make the recommendation to the City Council to approve the work. (7:05)**
- iii. **Comm. Fraser seconds the motion**
- iv. **Vote passes unanimously with no further discussion. (7:07)**

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

c. (1:07-1:11) Skating in the Community Building: Most of the gear has come in, the last of the fixes are being completed soon. Should be ready to reopen to the public for the skating event by Friday the 14th, which is being treated as a tentative reopening date. **(7:11)**

d. (1:11-1:17) Bench Plaque Price Discussion: The Commissioners agreed via consensus to set the price at \$1,500 for each bench/plaque combo. The Benches will go up at 3 locations around town, 2 benches in each location, **(7:17)**

- e. **(1:17-1:20) Status of Purchases Approved Last Year:** BBQ's are in, we are waiting to consult with the Fire Department before putting them in the park. Benches and Picnic Tables are ordered but not all of them are in yet. **(7:20)**
- f. **(1:20-1:26) Playground Design:** Playcraft has sent 4 designs, we need to select which one we want. The Budget is \$163,000 which includes the funds raised through various Parks fundraising activities. After selecting a design its approximately another 6-8 months for manufacturing before installation can begin. By consensus, the Parks Committee directs staff to narrow down selections for next meeting so the Parks Committee can vote on a final design. **(7:26)**

9. (1:26-1:30) New Business:

a. (1:26-1:27) Vice Chair of Parks Committee Selection:

- i. **Liaison Tidey motions for Clark Kocurek to be the new Vice Chair. (7:27)**
- ii. **Ciaran Fraser seconds the motion**
- iii. **Vote passes 4-1 with the only discussion being Clark Kocurek confirming that he is willing and able to serve as Vice Chair. (7:58)**

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

- b. **(1:27-1:30) Discussion on absorbing the duties of the TLT committee into the Parks Commission:** Due to the difficulty of getting members for the TLT committee, it has been recommended that the Parks Committee absorbs the duties of the TLT committee. By Consensus the Parks Committee agrees. **(7:30)**

10. (1:30-1:38) Considerations:

a. Citizens:

- a. John Hutt: Jubilee did a great job with this years event; multiple records were broken. **(7:31)**
- b. Jen Bailey: Jubilee Appreciates the work that the city and Parks Committee did to help the Jubilee Committee make the Jubilee the best it could be. **(7:34)**

b. Commissioners:

- a. Fraser: Would like to reiterate that the desk in the Visitor Center needs to be removed, it is too big for the space its in. Would like to bring up [replacing] the Buffington Park Sign. **(7:36)**

- b. Bechtel: As we renovate the Visitor Center we need to remember that many of our volunteers are older and need a place to sit if they can't stand for long periods of time. **(7:38)**

12: Future Meetings:

Park Commission meeting will be Thursday, August 3rd, 2023, at 6:00 p.m. held as a hybrid meeting at City Hall Chambers and online.

13: Adjourn: Meeting adjourned at **(7:40)** p.m. on July 7th, 2023, by Bryan Thompson.

Attest,

Bryan Thompson, Chair

Date

Attest,

Joseph Harrison, City Recorder

Date

Our Sincerest Thanks from Siskiyou Discovery School!

We are thriving in the Aframe building and give our deepest gratitude for this opportunity!

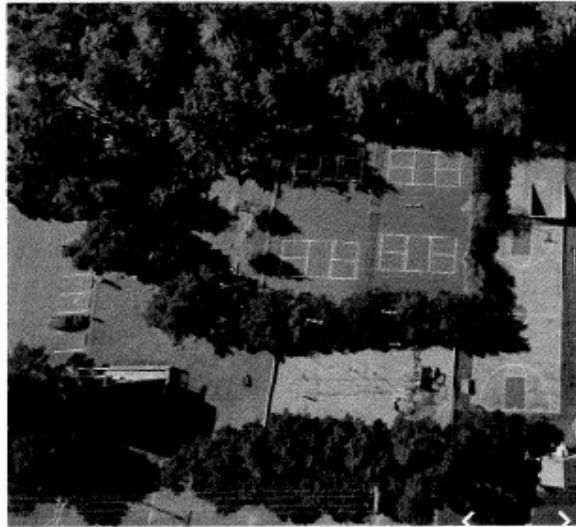
Congratulations on an approved budget for a new playground and we thank you for your hard work and dedication.

Brainstorming with local families involved in program and that are often at the park:

High Priority:

Safety Fence

With Materials Purchased there are many who would love to volunteer to pick-up, deliver and install.



Other fun ideas to consider:

- Tether balls in vacant paved space near the wall ball court
- Smaller Basketball hoops for littles to practice
- Culvert Tunnel with Mounded dirt hill to add play space
- Mural on East face of wall ball court

Maintenance/Ideas we would love to contribute to:

- Trimming of hedges adjacent to basketball court and cleaning of shading parts of court to prevent injuries
- Planting of any new flowering trees in park
- Sanding/Painting of Current picnic tables.

Shania Lillie

Lillies of the Field Equine Rescue

88186 Cardinal Ln

Bandon, Oregon 97411

My name is Shania Lillie, and I am writing on behalf of Lillies of The Field Equine Rescue. Our organization's mission is to rescue, rehabilitate, retrain, and rehome unwanted and abused equines into caring and capable homes.

The second part of our mission is to educate and encourage current and future equine owners. We provide them with the tools to take care of their equines efficiently and safely.

At Lillies of The Field Equine Rescue, we are working on a project that will greatly improve the Wilbur Green Memorial Horse Arena in Buffington Park, Port Orford, OR.

The arena post and rails are literally falling apart and have been repaired too many times to count. It is no longer a safe environment for equestrians or the public. We plan to replace all the posts and rails to make it a safe equestrian arena for public use again.

The arena is currently 105 W x 248 L. We will need 50 Pressure Treated 10 ft 4x6s for the posts and 50 rough-cut 16 ft 2x6s for the rails. 10 gallons of white paint, 6 yards of 3/4 rock, and apx 1,300 3 in. screws. We will need either donations of these items or funds to help pay for these items and labor costs. The total bid from Hunt Lawns LLC for labor and materials is \$13,000. Bid with 105x 48ft staging arena \$14,000.

To make a difference, we rely on the support of generous individuals and businesses in our community. We would be most grateful if you would consider donating anywhere from \$50-\$5,000 to this community project, benefiting the people of the great City of Port Orford and the entire Southern Oregon Coast!

Lillies of the Field Equine Rescue simply wants to help facilitate rebuilding the arena to its former glorying! Lillies of the Field Equine Rescue is a 501 C (3) Non-Profit organization. EIN:87-4708343 All donations are tax write-offs, and the proceeds will go directly to the replacement of the Wilbur Memorial Horse Arena.

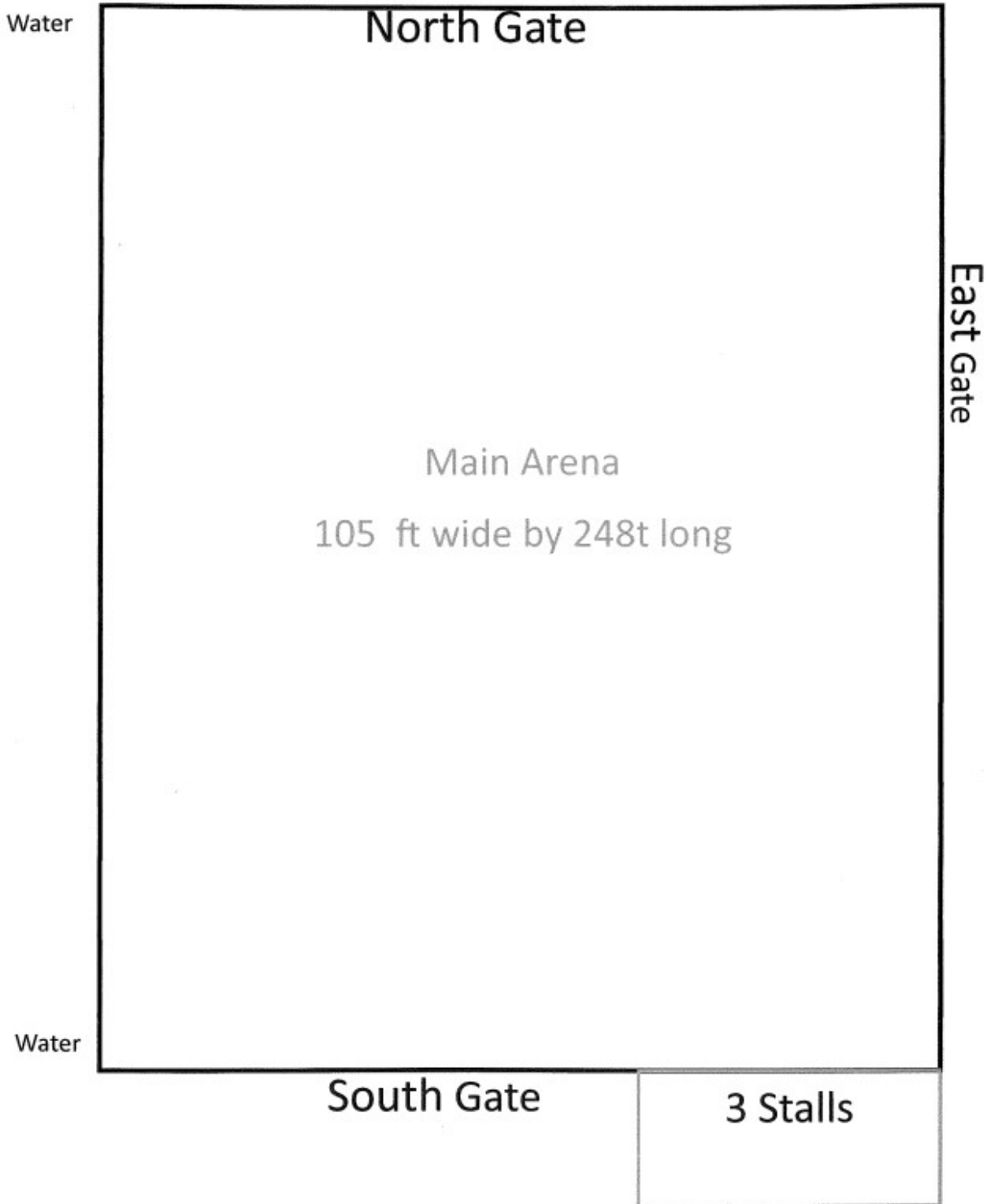
Please contact us at 541-733-5395 or Lilliesofthefieldequine@gmail.com if you can support our efforts to make a difference in our community. You may also contribute through our Facebook page, Venmo, check, cash, or in-kind donations. Thank you so much for your kind consideration of our request, and we hope to hear from you soon!

Sincerely,

Shania Lillie

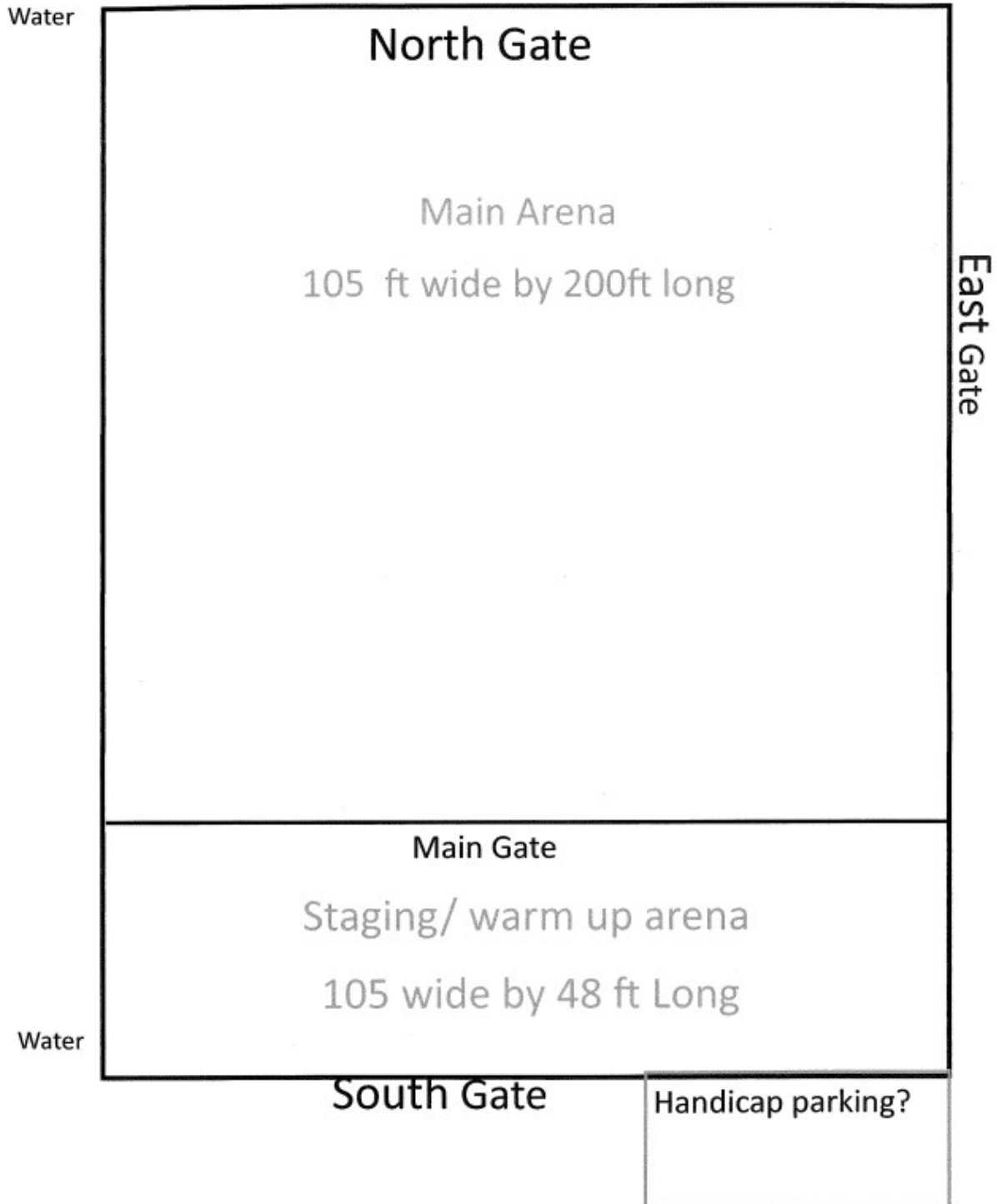
Founder/ Executive Director – Lillies of the Field Equine Rescue

Wilbur Green Memorial Horse Arena
Existing Arena



Wilbur Green Memorial Horse Arena

Suggested Rebuilt Arena By Lillies of the Field Equine Rescue





City of Port Orford

MEMORANDUM

Date: July 27, 2023
To: Parks Commission
From: City Administrator
Re: Buffington Park Playground Options

Background

After input from the Parks Commission, the City Council budgeted \$163,000 for capital improvement for a playground at Buffington Park.

Discussion

Chair Thompson obtained multiple quotes and options from PlayCraft systems in Josephine County. Attached to this memorandum are multiple parks playground site plans, with elements of those plans broken out and priced.

The goal for the Commission is to select elements to create a park playground within the budgeted amount.

Some of the elements were not priced, but included with emails that described prices over the budgeted amounts.

Conclusion

If a majority of the Commission is able to agree on elements within the budget, staff can commence the procurement process for a parks public improvement contract.

Submitted,

John Hutt
City Administrator

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 general 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 Commission

Name: Sierra Izumida

Mailing Address: 92705 Krapp Rd. Port Orford.

Home Address: Same ↗

Home Phone: 541-253-1029 Work Phone: _____ Fax: _____

E-mail: Sierra H Izumida @ gmail. com

Current Employment: Self

Area of Interest: Buffington Park

Area of expertise: Events, childcare, landscaping, Carpentry

Why do you want to serve? To help the organization that has given us such a golden opportunity

Previous service in this appointed position or similar position youth services boards for afterschool programs

Other volunteer activities community gardens beach cleanups, school activities, dance chaperone,

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

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

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

Additional Comments _____

Date: 7/24/23 Signature: 

Please return application to:

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

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhutti@portorford.org



City of Port Orford

MEMORANDUM

Date: July 25, 2023
To: Parks Commission
From: City Administrator
Re: Parks Commission Assuming TLT Expenditure Committee Duties

Background and Discussion

The City is having a difficult time filling volunteer positions on its various boards and commissions. Recently, the City's Transient Lodging Tax (TLT) Expenditure Committee failed to act due to lack of a quorum.

The City Administrator suggested, and it was received favorably by both the Common Council and the Parks Commission that the duties of the TLT Expenditure Committee might could be performed by the Parks Commission.

Attached to this memorandum are some draft code provisions which outline both the duties of the Parks Commission and the duties and responsibilities of the TLT Expenditure Committee.

The Parks Commission makes recommendations to the City Council on expenditure of parks funds, which is comprised of TLT revenues. As such, the Parks Commission is already advising on appropriate expenses of TLT revenues. This item would simply expand the Parks Commission's role in advising on such expenditures.

The new duties would involve considering TLT grant applications, and having hearings and making recommendations to the City Council.

The suggested changes are in underline on the drafts. The purpose of this action item is to allow the Parks Commission to understand the duties of the TLT Expenditure Committee, so as to make an informed recommendation to the City Council with respect to assuming the duties thereof.

///

Recommendation

Motion to forward recommendation to City Council that it adopt appropriate ordinances to authorize the Port Orford Parks Commission to assume the duties and responsibilities of the Port Orford Transient Lodging Tax Expenditure Committee.

Submitted,

John Hutt
City Administrator

DRAFT CODE LANGUAGE FOR PARKS COMMISSION ASSUMING TLT GRANT REVIEW DUTIES

Parks Commission Code:

2.12.070 Powers and duties.

A. The city parks commission shall have the power and authority to employ consultants to advise on parks problems and to pay for their services and for such other expenditures as the commission may lawfully incur, including necessary disbursements incurred by its members in the performance of their duties as members of the commission, out of such funds as are theretofore placed at the disposal of the commission by the common council of Port Orford.

B. It shall be the duty of the city parks commission, and they shall have the power, except as otherwise provided by law, to recommend and make suggestions to the city council concerning plans for the regulations of, development, and beautification of the city of Port Orford, in respect to the development and beautification of the city of Port Orford, so far as its parks and recreational facilities are concerned. (Ord. 244 ' ' 6,7,1972)

C. The City Parks Commission shall perform the duties of the Transient Lodging Tax Expenditure Committee as set forth in Port Orford Municipal Code Section 3.08.250 through 3.08.255.

TLT Code:

3.08.250 Transient Lodging Tax Expenditure Committee

(1) A Transient Lodging Tax Expenditure Committee may be appointed by the Mayor, with Council approval, to advise the council on the expenditure of any transient room tax funds appropriated by the Council for City area tourism development, beautification and tourism promotion. The committee shall be composed of five members of the City, excluding members of the City Council and City employees. (Ord. 2000-04 § 2, 2000) (Ord. 2012-01 § 250, 2011) (2013-01 § 250, 2012).

(2) The members of this committee shall not receive compensation for their services on the committee.

(3) The term of office shall be for four (4) years. No member shall be appointed to more than three consecutive terms without first taking a one-year break in service. After such break in service the members shall be eligible to be reappointment for up to three (3) additional four (4) year terms before another one-term break in service. (Ord. 2012-01 § 250, 2011)

(4) No member shall vote on a funding petition of any organization of which said member is a current member.

(5) Should any member resign or be removed from office as herein provided, the Mayor, with Council approval, shall appoint a replacement member to fill the unexpired term of the replaced or resigned member.

(6) Any member of this committee may be removed from this committee for cause upon written recommendation by the Common Council.

(7) A quorum of three members shall be necessary to conduct the business of this committee.

(8) This committee shall select from its members a Chairperson, Vice Chairperson, and a Secretary who shall serve at the pleasure of this committee.

(9) This committee shall keep a record of its meetings and proceedings and shall keep all minutes, records and files of this committee in the Tax Administrator's office. (Ord. 96-16 § 7, 1996: Ord. 212-90B § 25, 1990)

(10) When the City Council delegates the duties of the Transient Lodging Tax Expenditure Committee to the Parks Commission, then the provisions of subsections (3) through (8) above shall not apply.

3.08.255 Grant Funding Procedures

(A) Any recognized nonprofit organization and any business or commercial property in the City Limits may file an application for grants of transient room tax funds. The application shall state the name of the organization or business to be funded, the amount of funds requested, a description of the project to be funded, a statement of the public purpose furthered by the project, the source of matching funds, or matching cash in the case of a business and such other information as may be required by the City. A business or commercial property may not use labor or donated services as a match, but must match the grant with cash, only.

(B) All organizations, businesses or commercial property receiving funding under this section shall provide quarterly financial reports, which includes a detailed report of the expenditure of funds received from the City, and sufficient supporting documents to demonstrate to the satisfaction of the City Council that the funds were expended pursuant to the terms of the grant. A business or commercial property must show expenditure of cash to match the grant funds; no in-kind is allowed for a business or commercial property. Reports of uncompleted projects shall be made no later than June 30 of the fiscal year.

(C) Any grant funds that are not utilized by an approved grant application shall revert to the City of Port Orford TLT Grant budget line to be used by the TLT Committee for re-assignment, either to increase an existing grant or to be added to the grant funds available the following year, with the approval of the City Council

(D) The Transient Lodging Tax Expenditure Committee shall provide reports to the Finance Department detailing status of all grants, and unexpended funds pursuant to section 3.08.255 subsection (B) of this code. If reports are not received in a timely manner, unexpended funds revert to the City of Port Orford TLT Grant budget line.

(E) In order to increase awareness and attendance among visitors, all grant applications that seek to fund an event shall promote it outside Port Orford at least 60 days before the event. A media sheet listing free sources of listings and announcements will be provided at the time the grant is awarded. Documentation of these efforts will be required in the final report. If no free sources are available, this requirement may be waived.

(F) The Port Orford & North Curry County Chamber of Commerce, as the dedicated Tourism Promotion Agency for the City of Port Orford (pursuant to Resolution 2013-08 and Section 3.08.240 subsection 2 of this code) shall provide quarterly reports to the Finance Department detailing Tourism Promotion. (2013-01 § 240, 2012).