

**CITY OF PORT ORFORD
REGULAR SESSION OF THE PARKS COMMISSION
THURSDAY, September 7th, 2023, AT 6:00 P.M.**

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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. Approve Minutes of August 3rd regular meeting
6. Commissioner Reports
7. Old Business
 - a. Playground update
8. New Business
 - a. Local Schools Cross Country Race
 - b. Pinehurst Boat Ramp
9. Considerations
 - a. Citizens
 - b. Commissioner's
10. Future Meetings
Thursday, June 1st, 2023; Regular Meeting In the Gable Chambers and Online at 5:30 pm
11. Adjourn

**PORT ORFORD PARKS COMMISSION
REGULAR HYBRID MEETING
Thursday, August 3rd, 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 HuttI, City Recorder Joseph Harrison

Audience: Susan Russell, Kitty Million, Red Fish Rocks Interns: Grant & Conner

1. **(0:00-0:02) Call to Order:** Chair Thompson called the meeting to order Thursday, August 3rd, 2023, at **(6:06)** P.M. Commissioners recited the Pledge of Allegiance led by Chair Thompson.
2. **(0:02-0:03) Additions to the Agenda:**
 - a. Item (8)(e) should be item (9)(b)
3. **(0:03-0:03) Citizens' Concerns:**
 - a. None
4. **(0:03-0:05) REPORTS:**
 - a. **Buffington Park Host Report:** CA HuttI: There are nesting swallows in the Bathroom at Buffington that we are currently working on extracting. A previously purchased push mower is being sold because it couldn't fit in some gates, since the mower was purchased with city funds, the proceeds of the sale will be returned to the city for the purchase of a new riding mower. **(6:08)**
5. **(0:05-0:0) Consent Calendar:**
 - a. **Meeting Minutes July 7th:** Committee members take a few minutes to review the minutes.
 - i. **Vice Chair Kocurek motions to approve the minutes. (6:09)**
 - ii. **Comm. Fraser seconds the motion.**
 - iii. **Discussion: None**
 - iv. **Vote: (6:)**

<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. **Financial Report:** CA HuttI gave a verbal report due to a minor amount of financial activity happening on the parks account – just minor expenses that have been previously approved for the Visitor Center, receipts for those expenses are being returned. The Post Card Shirt/Sweatshirt sales have generated \$826 in sales thus far and more are being ordered in the more popular style. **(6).**

7. Commission Reports:

- a. **Comm. Kocurek:** Starts by expressing gratitude for the installation of an equipment storage chest at the ballpark. There is an obstacle at the disc golf course that needs to be repaired or replaced due to rust.
- b. **Comm. Bechtel:** Kitty Million from Mainstreet will be giving an update on the Volunteer status for the Visitor Center; Comm. Bechtel volunteers her home to host a Volunteer Appreciation Event (a Bar-Bee-Que). There needs to be a system for handling the keys at the Visitor Center – CA Huttli will coordinate with Volunteers.
- c. **Comm Tidey:** Ordered discs for December Tournament; there's an approx. 6-8 week wait for the order. Design for the posters and Discs is done. We're ordering 100 instead of 50 and should sell at least 75.
- d. **Comm. Fraser:** Nothing to report other than Post Card Hoodie update which was previously covered in Finance Report.
- e. **Chair Thompson:** The Baseball equipment storage chest went well; it has been chained down to prevent it from going anywhere and the Park Commission is currently accepting equipment donations. Skating night is back and going great, the community is really enjoying it.

8. Old Business:

- a. **Bench + Plaque Sale Update:** Verbal report given by Joseph; 1 of the Battlerock benches has been sold and is seeking clarity on where the other will go – 2 new benches at Buffington, 2 new benches at Battlerock, and 2 replacement benches at Battlerock. Commissioners would like clarity on whether Public Works are the ones putting them in, that is the plan; we can install the benches prior to the plaques to get them out of the area that they are being stored.
- b. **Post Card Hoodie Update: Previously Covered**
- c. **Playground Comparison:** New plans were handed out by CA Huttli prior to the meeting and will be included with these minutes when they are entered into the official record. The last plan amongst those presented was the one Commissioners selected – it has a variety of activities so that children of all ages can enjoy it. The Commissioners request the tire swing be changed into 2 normal sized swings. Sierra Izumida, primary school teacher/prospective member of the Parks Commission, weighed in agreement of having more normal sized swings. The Commissioners discuss the pros and cons of using wood chips or pea gravel for cushioning for the playground; consensus is reached on preferring pea gravel, if possible, within the budget.
 - i. **Comm Fraser motions to accept bids for the project with the adjustment of removing the tire swing and replacing it with 2 normal sized swings.**

ii. **Comm Tidey seconds the motion.**

iii. **Vote: with no further discussion, the vote passes unanimously at (6:36) pm.**

<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>		

d. Visitor Center Update:

i. **Susan Russell:** Shows new brochure stand design and handed out an item that will be included with the formal record. The council voices approval of the design. Mainstreet will begin looking into what brochures will be available, now that the design for the stand has been approved.

ii. **Kitty Million:** 12 confirmed volunteers and 5 more prospective volunteers based on the following.

1. Phone/Internet Access being available at the location so volunteers can call for assistance in case of an emergency.
2. Bathroom Keys need to be readily available for volunteers.

iii. **Susan Russell:** TSOC (The Southern Oregon Coast Network) offers hospitality/inclusivity training and Mainstreet is looking into it. Visitor Center work is coming along, there is a new Collage that is being installed, but there's still space available to be used. There was a TV with looping photos in the A-Frame, could it be installed in the Visitor Center instead? By Consensus the council agreed with the idea.

iv. Red Fish Rocks Inters: Gives their own update on Visitor Center

1. **Grant:** The lockbox for the keys at the Visitor Center should be better than the one at the Pickle Ball Court for security reasons – there was a recent incident at the Court. The old brochure stand is out of the Visitor Center, as is the desk. The Interactive display will be set up before the next meeting. The display cases with biological displays have been taken down – the sealion skull is being investigated for its origin and legality.

2. **Conner:** Ants and Spiders have been cleared out of the Visitor Center. Red Fish Rocks on the Docks event will be on the 25th; The Walking Tour is drafted and points reduced to 6 (from 12), the signs need approval from the City Council.

v. **Susan Russell:** The City and the Parks Committee are working on getting internet and phone in the Visitor Center. Mainstreet is in the process of checking with the Tribal Government about replacing a faded graphic. The City and the Parks Committee will do the upkeep of the outside of the Visitor Center.

Commissioners ask if there are any planned expenses coming up, only Posters for now.

9. New Business:

a. Item (9)(b): Appointment Application of Sierra Izumida; Addressed prior to (9)(a) due to the project length of discussions for (9) (a) and (b).

- i. Commissioner discuss issues surrounding potential bias due to the applicant being the head of school that could benefit from decisions rendered by the Parks Commission. The consensus is that bias shouldn't be an issue under the Oregon Government Ethic Commission (OGEC) standards as long as the applicant recuses herself to make decisions that could directly impact her institution. For example; any discussion involving the A-frame (rent rates, work that needs to be done, ect.) should be limited to as a lessee, not a commissioner.

- ii. **Liaison Tidey motions to approve the Application of Sierra Izumida.**
- iii. **Comm. Kocurek seconds the motion.**
- iv. **Vote unanimously with no further discussion. (7:10)**

<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>		

b. Item (9)(a): Assuming the TLT Committee Duties:

- i. The council approved the Parks Commission absorbing the duties of the TLT committee; however, the Parks Commission needs to approve the idea prior to it being implemented. the Parks Commission would assume the duties of the TLT committee except items 3-8 (see TLT code). There is another code amendment clarifying the language on cash matches for Businesses applying for the TLT funds. Commissioners ask for some training regarding the procedures during the adoption process.

- ii. **Comm Kocurek motions to adopt the code language on the TLT proposed by the City Administration that would see the Parks Commission absorb the TLT Committee.**
- iii. **Comm Fraser seconds the motion.**
- iv. **Vote: vote passes unanimously with no further discussion at (7:17) pm.**

<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>		

10. (1:12-1:32) Considerations:

a. Citizens:

- a. None

b. Commissioners:

- a. **Kocurek:** Reiterates the placement of the benches and gets confirmation from the rest of the Commission. Possibility of getting Chess sets in the Parks.
- b. **Fraser:** Inquired about the procurement process; 30-60 days at bid, then 6-8 months for installation and an indeterminate amount of time for the company to procure parts and assign the task.
- c. **Tidey:** Wants to put in a Bache Ball court between the Concession stand and the Community Garden and wants to turn one of the Handball courts into a Cornhole area.

12: (1:32-1:33) Future Meetings:

The Park Commission meeting will be Thursday, September 5th, 2023, at 6:00 p.m. held as a hybrid meeting at City Hall Chambers and online.

13: (1:33) Adjourn: Meeting adjourned at (7:37) p.m. on July 7th, 2023, by Brian Thompson.

Attest,

Brian Thompson, Chair

Date

Attest,

Joseph Harrison, City Recorder

Date