

**CITY OF PORT ORFORD
REGULAR SESSION OF THE PARKS COMMISSION
THURSDAY, July 3rd, 2025, AT 6:00 P.M.**

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United States (Toll Free): 1 (877) 309-2073

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Access Code: 985-208-605

- 1. Call to order/roll call/Pledge of Allegiance**
- 2. Additions to the Agenda**
- 3. Financials**
- 4. Minutes April 3rd, 2025**
- 5. Citizen Concerns (On Agenda items only; 3 min.)**
- 6. REPORT: Buffington Park Host**
- 7. Consent Calendar**
- 8. Commissioner Reports**
 - a. Comm. Kocurek**
 - b. Comm. Thompson**
 - c. Comm. Fraser**
 - d. Comm. Currier**
 - e. Comm. Rickey**
- 9. Old Business**
 - a. Parks Top 10 Goals**
 - b. Playground Grant**
 - c. Park Host Discussion**
- 10. New Business**
 - a. Officer Election (Chair and Secretary Positions)**
 - b. New Commissioner Training**
 - c. A-Frame Security Incident**
- 11. Considerations**
 - a. Citizens**
 - b. Commissioner's**
- 12. Future Meeting: Tentatively Thursday, July 3rd, 2025; Regular Meeting In the Gable Chambers and Online at 6:00 pm**
- 13. Adjourn**

Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>010-60-64130</u>	Charge from Water Fund	948.00	948.00	0.00	0.00	948.00	100.00 %
<u>010-60-64135</u>	Charge from Sewer Fund	1,184.00	1,184.00	0.00	0.00	1,184.00	100.00 %
<u>010-60-91120</u>	Transfer to Public Safety Fund	159,114.00	159,114.00	0.00	0.00	159,114.00	100.00 %
<u>010-60-91140</u>	Transfer to Street Fund	63,781.00	63,781.00	0.00	0.00	63,781.00	100.00 %
<u>010-60-98500</u>	Contingency	45,131.00	45,131.00	0.00	0.00	45,131.00	100.00 %
<u>010-60-99000</u>	Unappropriated Reserves	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
	Expense Total:	861,540.00	861,540.00	29,562.32	394,459.71	467,080.29	54.21%
	Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-6,058.55	170,969.66	170,969.66	0.00%

Fund: 014 - PARKS FUND

Revenue							
<u>014-00-40100</u>	Prior Year Fund Balance	286,572.00	286,572.00	0.00	0.00	-286,572.00	100.00 %
<u>014-00-41410</u>	Transient Lodging Tax	175,000.00	175,000.00	15,362.16	135,968.92	-39,031.08	22.30 %
<u>014-00-42010</u>	Interest on Investments	14,280.00	14,280.00	1,525.80	13,271.01	-1,008.99	7.07 %
<u>014-00-43416</u>	CDBG Community Building Grant	0.00	0.00	0.00	214,257.00	214,257.00	0.00 %
<u>014-00-43421</u>	American Legion Hall Grants	0.00	0.00	0.00	102,000.00	102,000.00	0.00 %
<u>014-00-43422</u>	American Legion Hall Donations	0.00	0.00	0.00	104,301.36	104,301.36	0.00 %
<u>014-00-44410</u>	Rent - Community Building	1,000.00	1,000.00	0.00	705.00	-295.00	29.50 %
<u>014-00-44416</u>	Community Building Deposits	0.00	0.00	0.00	200.00	200.00	0.00 %
<u>014-00-44420</u>	American Legion Income/Rent	3,648.00	3,648.00	0.00	2,005.00	-1,643.00	45.04 %
<u>014-00-44425</u>	A-Frame Rental	2,000.00	2,000.00	140.00	1,260.00	-740.00	37.00 %
<u>014-00-44430</u>	Visitor Center Rental	600.00	600.00	0.00	0.00	-600.00	100.00 %
<u>014-00-46210</u>	Miscellaneous Receipts	0.00	0.00	0.00	17.00	17.00	0.00 %
<u>014-00-46883</u>	Park Fundraising	0.00	0.00	0.00	2,325.00	2,325.00	0.00 %
<u>014-00-46886</u>	Parks Donations	0.00	0.00	0.00	3,280.00	3,280.00	0.00 %
<u>014-00-46890</u>	Contributions Fort Point	0.00	0.00	0.00	2,338.49	2,338.49	0.00 %
	Revenue Total:	483,100.00	483,100.00	17,027.96	581,928.78	98,828.78	20.46%

Expense							
<u>014-00-51505</u>	PW Superintendent	11,577.00	11,577.00	948.24	9,008.28	2,568.72	22.19 %
<u>014-00-51600</u>	WWTP Operator	2,173.00	2,173.00	0.00	160.56	2,012.44	92.61 %
<u>014-00-51700</u>	Utility Worker #1	0.00	0.00	425.39	3,806.82	-3,806.82	0.00 %
<u>014-00-51754</u>	Parks Resource Officer	58,053.00	58,053.00	4,603.20	51,643.14	6,409.86	11.04 %
<u>014-00-51800</u>	Maintenance Worker #1	6,533.00	6,533.00	560.24	5,042.20	1,490.80	22.82 %
<u>014-00-51801</u>	Water Treatment Plant Operator #2	3,348.00	3,348.00	0.00	0.00	3,348.00	100.00 %
<u>014-00-51810</u>	Maintenance Worker #2	7,267.00	7,267.00	0.00	0.00	7,267.00	100.00 %
<u>014-00-51820</u>	Maintenance Worker #3	16,311.00	16,311.00	556.16	7,034.87	9,276.13	56.87 %
<u>014-00-51900</u>	Utility Worker #2	0.00	0.00	425.40	3,973.61	-3,973.61	0.00 %
<u>014-00-52010</u>	Social Security	8,423.00	8,423.00	539.72	5,190.57	3,232.43	38.38 %
<u>014-00-52020</u>	PERS Retirement	31,230.00	31,230.00	2,264.06	19,928.73	11,301.27	36.19 %
<u>014-00-52030</u>	Worker's Comp./Disability Ins.	4,407.00	4,407.00	2.31	969.14	3,437.86	78.01 %
<u>014-00-52040</u>	Health, Dental, Life Ins.	32,225.00	32,225.00	2,220.84	16,951.12	15,273.88	47.40 %
<u>014-00-53014</u>	Charge to Parks	48,240.00	48,240.00	0.00	0.00	48,240.00	100.00 %
<u>014-00-55800</u>	Vacation Expense	0.00	0.00	0.00	-1,791.90	1,791.90	0.00 %
<u>014-00-61210</u>	Office & Operating Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>014-00-61260</u>	Uniforms	750.00	750.00	0.00	174.21	575.79	76.77 %
<u>014-00-61340</u>	Fuel (Equip & Vehicles)	3,000.00	3,000.00	372.70	2,030.36	969.64	32.32 %
<u>014-00-61360</u>	Heating Fuel-Community Bldg	3,000.00	3,000.00	0.00	980.54	2,019.46	67.32 %
<u>014-00-61361</u>	Heating fuel - American Legion	4,000.00	4,000.00	0.00	1,217.08	2,782.92	69.57 %
<u>014-00-62110</u>	Auditing & Accounting	1,383.00	1,383.00	0.00	1,010.70	372.30	26.92 %
<u>014-00-62165</u>	Tourism & Beautification Grant	15,000.00	15,000.00	5,000.00	10,000.00	5,000.00	33.33 %
<u>014-00-62210</u>	Telephone	500.00	500.00	49.44	444.96	55.04	11.01 %
<u>014-00-62220</u>	Internet Access	2,000.00	2,000.00	0.00	1,633.51	366.49	18.32 %
<u>014-00-62415</u>	Business Promotion	26,194.00	26,194.00	0.00	13,627.65	12,566.35	47.97 %
<u>014-00-62610</u>	Insurance & Bonds	2,268.00	2,268.00	0.00	2,490.72	-222.72	-9.82 %
<u>014-00-62740</u>	Electricity	6,379.00	6,379.00	334.47	3,059.31	3,319.69	52.04 %
<u>014-00-62744</u>	Electricity-Legion Hall	2,648.00	2,648.00	65.16	1,272.89	1,375.11	51.93 %
<u>014-00-62745</u>	Electricity-Community Bldg	942.00	942.00	51.73	766.98	175.02	18.58 %
<u>014-00-62812</u>	R & M - Battle Rock	14,500.00	14,500.00	285.34	1,951.99	12,548.01	86.54 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>014-00-62813</u>	R & M - A-Frame	1,000.00	1,000.00	14.99	290.99	709.01	70.90 %
<u>014-00-62814</u>	R & M - Comm. Building	2,500.00	2,500.00	37.48	621.17	1,878.83	75.15 %
<u>014-00-62817</u>	R & M Visitor Center	5,000.00	5,000.00	0.00	300.98	4,699.02	93.98 %
<u>014-00-62825</u>	R & M - Buffington	8,700.00	8,700.00	444.83	2,307.55	6,392.45	73.48 %
<u>014-00-62827</u>	R & M - American Legion	1,000.00	1,000.00	192.42	1,037.16	-37.16	-3.72 %
<u>014-00-62829</u>	R & M - 12th St. Boat Ramp	2,000.00	2,000.00	112.44	729.88	1,270.12	63.51 %
<u>014-00-62835</u>	Small Tools & Minor Equipment	500.00	500.00	0.00	262.27	237.73	47.55 %
<u>014-00-62836</u>	Comm Bldg S Tools & Minor Equip	0.00	0.00	0.00	19.99	-19.99	0.00 %
<u>014-00-62840</u>	Vehicles & Equipment Maint.	500.00	500.00	0.00	1,055.36	-555.36	-111.07 %
<u>014-00-62842</u>	Parks Committee Projects	4,318.00	4,318.00	0.00	841.43	3,476.57	80.51 %
<u>014-00-62930</u>	Custodial Services	24,300.00	24,300.00	2,002.00	11,985.41	12,314.59	50.68 %
<u>014-00-62942</u>	Reimbursements / Refunds	0.00	0.00	0.00	1,006.39	-1,006.39	0.00 %
<u>014-00-62943</u>	Reimbursements / Deposits	0.00	0.00	0.00	200.00	-200.00	0.00 %
<u>014-00-62945</u>	Charge to Parks.	8,750.00	8,750.00	0.00	0.00	8,750.00	100.00 %
<u>014-00-64130</u>	Charge from Water Fund	3,793.00	3,793.00	0.00	0.00	3,793.00	100.00 %
<u>014-00-64135</u>	Charge from Sewer Fund	4,736.00	4,736.00	0.00	0.00	4,736.00	100.00 %
<u>014-00-72010</u>	CDBG Community Building Grant	0.00	0.00	9,862.01	115,440.80	-115,440.80	0.00 %
<u>014-00-72020</u>	American Legion Bldg Improve	0.00	0.00	403.50	27,470.11	-27,470.11	0.00 %
<u>014-00-72040</u>	Battle Rock Parks Trails (Fort Point)	0.00	0.00	0.00	10,961.52	-10,961.52	0.00 %
<u>014-00-73900</u>	Playground Equipment Upgrade	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00 %
<u>014-00-98500</u>	Contingency	18,152.00	18,152.00	0.00	0.00	18,152.00	100.00 %
	Expense Total:	483,100.00	483,100.00	31,774.07	337,109.05	145,990.95	30.22%
	Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	-14,746.11	244,819.73	244,819.73	0.00%

Fund: 020 - PUBLIC SAFETY

Revenue							
<u>020-00-40100</u>	Prior Year Fund Balance	22,989.00	22,989.00	0.00	0.00	-22,989.00	100.00 %
<u>020-00-41120</u>	Property Taxes-Prior	8,000.00	8,000.00	462.82	4,177.56	-3,822.44	47.78 %
<u>020-00-41130</u>	Public Safety Tax Option	289,520.00	289,520.00	5,976.42	284,696.10	-4,823.90	1.67 %
<u>020-00-42010</u>	Interest on Investments	2,500.00	2,500.00	0.00	685.61	-1,814.39	72.58 %
<u>020-00-44191</u>	Burning Permit	450.00	450.00	85.00	340.00	-110.00	24.44 %
<u>020-00-45150</u>	Insurance/Reimbursement	350.00	350.00	0.00	1,122.00	772.00	320.57 %
<u>020-00-46110</u>	Transfer From General Fund	159,114.00	159,114.00	0.00	0.00	-159,114.00	100.00 %
<u>020-00-46210</u>	Miscellaneous Receipts	100.00	100.00	0.00	0.00	-100.00	100.00 %
<u>020-00-46880</u>	Reimbursements	100.00	100.00	0.00	1,040.00	940.00	1,040.00 %
	Revenue Total:	483,123.00	483,123.00	6,524.24	292,061.27	-191,061.73	39.55%

Expense							
<u>020-00-51100</u>	Overtime	14,000.00	14,000.00	1,316.23	11,446.90	2,553.10	18.24 %
<u>020-00-51120</u>	On Call Pay	10,000.00	10,000.00	924.75	8,118.75	1,881.25	18.81 %
<u>020-00-51520</u>	Police Chief	68,344.00	68,344.00	6,344.62	60,273.89	8,070.11	11.81 %
<u>020-00-51755</u>	Police Officer #2	60,340.00	60,340.00	5,178.60	52,333.62	8,006.38	13.27 %
<u>020-00-51757</u>	Police Officer #3	60,340.00	60,340.00	5,178.61	52,851.50	7,488.50	12.41 %
<u>020-00-51850</u>	Police Officer #4	28,705.00	28,705.00	2,386.56	22,346.88	6,358.12	22.15 %
<u>020-00-52010</u>	Social Security	16,758.00	16,758.00	1,590.04	16,199.43	558.57	3.33 %
<u>020-00-52020</u>	PERS Retirement	51,325.00	51,325.00	6,288.16	64,492.71	-13,167.71	-25.66 %
<u>020-00-52030</u>	Worker's Comp./Disability Ins.	7,620.00	7,620.00	6.33	5,284.04	2,335.96	30.66 %
<u>020-00-52040</u>	Health, Dental, Life Ins.	38,190.00	38,190.00	4,008.00	37,065.99	1,124.01	2.94 %
<u>020-00-53020</u>	Charge to Public Safety	47,120.00	47,120.00	0.00	0.00	47,120.00	100.00 %
<u>020-00-55800</u>	Vacation Expense	0.00	0.00	0.00	-17,902.40	17,902.40	0.00 %
<u>020-00-61210</u>	Office & Operating Supplies	2,000.00	2,000.00	434.96	1,044.18	955.82	47.79 %
<u>020-00-61260</u>	Uniforms	4,000.00	4,000.00	8.55	8.55	3,991.45	99.79 %
<u>020-00-61340</u>	Fuel (Equip & Vehicles)	15,000.00	15,000.00	1,051.07	9,420.94	5,579.06	37.19 %
<u>020-00-62110</u>	Auditing & Accounting	3,145.00	3,145.00	0.00	2,454.26	690.74	21.96 %
<u>020-00-62140</u>	Computer Services	500.00	500.00	113.00	2,786.15	-2,286.15	-457.23 %
<u>020-00-62175</u>	Legal Services	0.00	0.00	0.00	806.00	-806.00	0.00 %
<u>020-00-62210</u>	Telephone	5,000.00	5,000.00	162.57	3,199.85	1,800.15	36.00 %
<u>020-00-62230</u>	Postage	300.00	300.00	4.23	43.29	256.71	85.57 %
<u>020-00-62343</u>	Travel & Training / Meetings	1,000.00	1,000.00	93.97	295.42	704.58	70.46 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>020-00-62610</u>	Insurance & Bonds	16,729.00	16,729.00	0.00	19,019.17	-2,290.17	-13.69 %
<u>020-00-62835</u>	Small Tools & Minor Equipment	2,000.00	2,000.00	0.00	40.66	1,959.34	97.97 %
<u>020-00-62840</u>	Vehicles & Equipment Maint.	4,000.00	4,000.00	10.00	2,529.53	1,470.47	36.76 %
<u>020-00-62920</u>	Dues & Memberships	500.00	500.00	0.00	300.00	200.00	40.00 %
<u>020-00-62936</u>	Miscellaneous	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>020-00-63215</u>	Justice System	7,420.00	7,420.00	0.00	6,380.00	1,040.00	14.02 %
<u>020-00-63216</u>	King's Online	1,000.00	1,000.00	75.00	675.00	325.00	32.50 %
<u>020-00-63223</u>	Lexipol	2,587.00	2,587.00	0.00	2,629.39	-42.39	-1.64 %
<u>020-00-98500</u>	Contingency	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
	Expense Total:	483,123.00	483,123.00	35,175.25	364,143.70	118,979.30	24.63%
	Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	0.00	0.00	-28,651.01	-72,082.43	-72,082.43	0.00%

Fund: 030 - WATER ENTERPRISE FUND

Revenue

<u>030-00-40100</u>	Prior Year Fund Balance	106,157.00	106,157.00	0.00	0.00	-106,157.00	100.00 %
<u>030-00-42010</u>	Interest on Investments	1,500.00	1,500.00	687.24	5,055.89	3,555.89	337.06 %
<u>030-00-43221</u>	Oregon Water Resources Grant	0.00	0.00	0.00	5,065.28	5,065.28	0.00 %
<u>030-00-43440</u>	ARAP Grant	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
<u>030-00-43460</u>	DEQ-Hubbard Creek Sediment/Culv	0.00	0.00	0.00	16,482.00	16,482.00	0.00 %
<u>030-00-44109</u>	Designated for Reserves	88,122.00	88,122.00	6,550.93	72,176.21	-15,945.79	18.10 %
<u>030-00-44110</u>	Water Usage	628,744.00	628,744.00	45,997.09	498,249.44	-130,494.56	20.75 %
<u>030-00-44111</u>	Door Hanger Fees	1,018.00	1,018.00	25.00	1,075.00	57.00	105.60 %
<u>030-00-44112</u>	Past Due Fees	13,000.00	13,000.00	1,590.00	6,960.00	-6,040.00	46.46 %
<u>030-00-44113</u>	Contractor Water Usage	1,000.00	1,000.00	0.00	797.25	-202.75	20.28 %
<u>030-00-44114</u>	Reconnect Fee	1,500.00	1,500.00	0.00	665.67	-834.33	55.62 %
<u>030-00-45010</u>	Irrigation Meters	1,000.00	1,000.00	125.00	617.17	-382.83	38.28 %
<u>030-00-45500</u>	Restricted Cash-Deposits	2,000.00	2,000.00	50.00	-150.00	-2,150.00	107.50 %
<u>030-00-46210</u>	Miscellaneous Receipts	0.00	0.00	0.00	25.00	25.00	0.00 %
<u>030-00-46231</u>	Transfer from Water Capital Reserv	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
<u>030-00-46310</u>	Charge to General Fund	948.00	948.00	0.00	0.00	-948.00	100.00 %
<u>030-00-46314</u>	Charge to Parks Fund	3,793.00	3,793.00	0.00	0.00	-3,793.00	100.00 %
<u>030-00-46335</u>	Charge to Sewer Fund	108,716.00	108,716.00	0.00	0.00	-108,716.00	100.00 %
<u>030-00-46340</u>	Charge to Street Fund	474.00	474.00	0.00	0.00	-474.00	100.00 %
	Revenue Total:	1,082,972.00	1,082,972.00	55,025.26	607,018.91	-475,953.09	43.95%

Expense

<u>030-00-51100</u>	Overtime	31,500.00	31,500.00	2,380.34	25,190.18	6,309.82	20.03 %
<u>030-00-51120</u>	On Call Pay	13,185.00	13,185.00	1,501.50	11,653.50	1,531.50	11.62 %
<u>030-00-51210</u>	City Administrator	21,665.00	21,665.00	1,824.58	16,772.07	4,892.93	22.58 %
<u>030-00-51290</u>	Finance Director	13,168.00	13,168.00	0.00	0.00	13,168.00	100.00 %
<u>030-00-51300</u>	Office Clerk	16,480.00	16,480.00	0.00	12,955.80	3,524.20	21.38 %
<u>030-00-51350</u>	Accounting Assistant	10,247.00	10,247.00	697.80	6,073.59	4,173.41	40.73 %
<u>030-00-51400</u>	Accountant/Assistant to Admin	4,434.00	4,434.00	378.58	3,361.13	1,072.87	24.20 %
<u>030-00-51505</u>	PW Superintendent	43,828.00	43,828.00	3,589.76	34,102.72	9,725.28	22.19 %
<u>030-00-51600</u>	WWTP Operator	1,549.00	1,549.00	0.00	107.04	1,441.96	93.09 %
<u>030-00-51700</u>	Utility Worker #1	0.00	0.00	1,276.18	11,420.36	-11,420.36	0.00 %
<u>030-00-51800</u>	Maintenance Worker #1	32,065.00	32,065.00	2,801.21	25,210.92	6,854.08	21.38 %
<u>030-00-51801</u>	Water Treatment Plant Operator #2	41,330.00	41,330.00	0.00	0.00	41,330.00	100.00 %
<u>030-00-51810</u>	Maintenance Worker #2	18,812.00	18,812.00	0.00	0.00	18,812.00	100.00 %
<u>030-00-51820</u>	Maintenance Worker #3	9,492.00	9,492.00	741.55	7,778.99	1,713.01	18.05 %
<u>030-00-51900</u>	Utility Worker #2	0.00	0.00	1,276.18	11,920.69	-11,920.69	0.00 %
<u>030-00-52010</u>	Social Security	18,831.00	18,831.00	1,205.87	12,001.88	6,829.12	36.27 %
<u>030-00-52020</u>	PERS Retirement	62,536.00	62,536.00	4,561.83	39,489.98	23,046.02	36.85 %
<u>030-00-52030</u>	Worker's Comp./Disability Ins.	6,008.00	6,008.00	5.09	3,529.51	2,478.49	41.25 %
<u>030-00-52040</u>	Health, Dental, Life Ins.	62,022.00	62,022.00	4,374.40	43,298.10	18,723.90	30.19 %
<u>030-00-52050</u>	Unemployment Insurance	0.00	0.00	0.00	6,867.00	-6,867.00	0.00 %
<u>030-00-55800</u>	Vacation Expense	0.00	0.00	0.00	4,613.49	-4,613.49	0.00 %
<u>030-00-61210</u>	Office & Operating Supplies	1,500.00	1,500.00	130.55	1,342.83	157.17	10.48 %
<u>030-00-61212</u>	Water Purification Supplies	12,000.00	12,000.00	0.00	9,565.80	2,434.20	20.29 %

CITY OF PORT ORFORD REGULAR SESSION OF THE PARKS COMMISSION THURSDAY, April
3rd, 2025, AT 6:00 P.M.

Please join this meeting from your computer, tablet or smartphone.
<https://meet.goto.com/243960797> You can also dial in using your phone.

United States (Toll Free): 1 (877) 309-2073 United States: 1 (646) 749-3129 Access Code:
243-630-797

Commissioners present in person: Bryan Thompson, Sara Lovendahl, Carol Currier, Ciaran
Fraser, Clark Kocurek

1. Call to order/roll call/Pledge of Allegiance

- a. Bryan Thompson called the meeting to order at 6:01

2. Additions to the Agenda

- a. 8b Jubilee - Kocurek
- b. 8c Planning Grant – Sara
- c. Kocurek moves to approve agenda with amendments, Sara seconds. All
approve. Unanimous.

3. Financial from December – not included in packet, tabled

4. Minutes February 6th, 2025

Bryan moves to approve, Sara seconds, approved unanimously

5. Application for Appointment: Ledeen Rickey

Clark Kocurek moves to accept application and forward to City Council for approval.
Sara Lovendahl seconds. Unanimous yes.

6. Citizen Concerns (On Agenda items only; 3 min.)

Sierra Izumida – Siskiyou Discovery Co-Op. Sierra is resigning as leader and Parks
Commissioner. They would like to present to council that Siskiyou Discovery is reforming
and needs to transfer its contract for leasing the A-Frame. Transferring to an LLC model.
Bryan expresses thanks to Sierra and excitement for Claire’s accepting the baton. Ciaran
moves to send Claire Schickel to City Council for contract transfer with a recommendation
to maintain the same price structure for the school. Lovendahl seconds. **All vote aye.**

7. REPORT: Buffington Park Host – not present

8a. Karri Gulbransen Pat Ross representing Rotary: Horse Arena Restoration

Pat Ross Wendy pool, Karri Gulbransen came from Rotary. They would like to re-do the horse arena. Would use the same footprint and well-drilling steel pipe. Proposing using a UV protected vinyl fence. Rotary would do all the work and would pay the sum of \$12,000-14,000. Fraser expresses thanks and asks about the sand base. Pat says he will rototill the sand to soften it. Bryan mentions that Lilies of the Field had proposed doing a rodeo-standard size. Pat proposes keeping the exact same footprint. Fraser confirms that Rotary would call 811 before digging to avoid utility lines. Izumida and Lovendahl mentions that digging might have to go through the tribe for permission and to do work for the city it has to be a licensed contractor. Lovendahl mentions that these requirements can be addressed during the planning grant. Fraser asks if its required to go through planning grant if just replacing existing infrastructure. Thompson moves to approve Rotary providing labor and equipment for renewing horse arena. Fraser seconds. Lovendahl states we can't do that without taking care of other items. Bryan asks whether Rotary will present to City. Karri asks for a timeline. Sara explains about the scope of the planning grant. Thompson notes that it is an existing structure and may be separate than the planning grant. **Thompson, Kocurek, Izumida, Currier, Fraser vote "Aye", Lovendahl votes "Nay" citing need to have a contract and contractor lined up.**

8b Jubilee - Addition to agenda –

Jen Bailey and Marlene Hoffman (new liaison to city) Jubilee reports to City through parks. New board. President is Katie King, VP is Debbie Hannigan, Marlene is treasurer and is a volunteer for Common good. Jen is stepping back from Jubilee. Marlene mentions that they are relying on Jen heavily. Keeping parade route about the same. Consensus about moving activities from Battle Rock to Main Street. That will leave Battle Rock more open to relieve congestion and engage more of the businesses. Sara asks if any sidestreets will be closed. Jen mentions that Battle Rock won't be closed this year and Main Street will staff visitor center. Fraser asks about instead of having it at one location, and clarifies that all of town will be included in the jubilee. Bryan mentions that historically Driftwood was more involved and should be considered. Kocurek confirms that Jubilee does not need use of Buffington. Fraser asks about opening Jubilee to all the businesses – is there a plan to have a set area to bring in bathrooms? Marlene states that Jubilee is working with CTR on bathrooms. Jen adds that Jubilee received \$5000 for fireworks and had the option to apply for TLT funding. Most of the items in that request focus on Main St. Carol points out that Driftwood has a big field and there is a space next to Mr. Ed's.

8c – Planning Grant

Sara notifies that City Council approved the \$50k/\$10k match Planning grant discussed at the last Special meeting. Skaidra is putting together a team to work on the

grant. The grant is for Buffington Park. It has to be submitted by May 15. We are required to have a licensed contractor to do the work on public property. There are Park consultants who come to look at our aspects needed and make recommendations and engineering work done so that projects can be “shovel ready” to apply for big project grants. For example, the playground or other goals of the commission. That makes us ready for the next phase. We might need community help to get the grant written in time – May 15. Carol asks what the timeline is from grant approval to shovel ready? Sara says it’s a matter of months but can’t speak to it for sure. Fraser asks before May 15 do we need to have our set goals? Bryan mentions Parks master plan. Fraser moves that on or before the 1st of May that we have our Top 10 goals list on the agenda. Bryan seconds. Carol requests a copy of the Parks Master Plan. **Unanimous vote to approve.**

9. Consent Calendar – no consent calendar in packet

10. Commissioner Reports

- a. Comm. Izumida – Reports that it’s been a pleasure working with Parks and is excited about new faces coming onboard. Will send a letter to Joseph. Recommends that the Park Host situation be addressed and that there are ongoing issues with the bathrooms and that there is a lack of accountability happening with that position. Mentions garbage is not being picked up timely. Needles have been found and needs to be addressed. **Sierra moves for City Council to assess whether the Park Host is upholding his contract, and if not, to replace the Park Host. Fraser seconds. Unanimous “aye”**
- b. Comm. Kocurek – Nothing to report
- c. Comm. Thompson – Bench – Bryan’s mom paid to have a memorial plate on a bench and there were two new benches and there was his memorial plaque. However, the bench is overlooking a dilapidated playground so it’s Bryan’s new priority and says thanks to City Employees for help installing benches.
- d. Comm. Fraser – Was at Buffington Sunday and noticed some things that were upsetting: bathroom was not clean. Piles of sticks lying around for collection. Got a new sign for Buffington – thought it was a vinyl sheet but it’s a giant sticker. Needs a piece of metal or plexiglass to put sticker on. Bryan adds that there are signs that might be repurposed.
- e. Comm. Lovendahl – will bring Park Host issue to council as liaison.

f. Comm. Currier – restrooms have not been cleaned in 4 months and have no soap or towels. Have notified three times a week for three months. City was paying someone up until a few months ago. Thank you for accepting me.

11. Old Business - agenda out of order – no old business

12. New Business - agenda out of order – no old business

13. Considerations

a. Citizens

b. Commissioner's –

- Bryan mentions to bring Top 10 to next meeting
- Sierra encourages the Commission to not stop and see the projects happen and make Port Orford an amazing home.

14. Future Meeting: Thursday, May 1st, 2025; Regular Meeting In the Gable Chambers and Online at 6:00 pm

15. Adjourn

1. New Playground: Fundraising currently. Finding an appropriate vendor. Remove trees as necessary for safety and expansion.
2. Signage and painting. Old mill site block signage. Common "themed" signage throughout park. Paint old areas new colors.
3. Disc Golf and Nature Trail Area: Open up areas around perimeter of nature trail. Install Disc Golf holes. Expand holes into Buffington main.
4. Bathroom by Playground: Paint bathrooms and touch-up necessary features.
5. Concrete Wall by basketball courts: Mural artwork. Inside area: attach bouldering holds.
6. Skate Park: Expand skate park for a "street-style" area. Bids for concrete. Remove necessary trees that are filling the bowl with debris. Update/install necessary lighting in existing lighting structures.
7. Tennis Courts/Pickleball. Maintaining the court surface. Update/Install necessary Lighting. Permanent pickleball nets on 1 courtside, leaving 1 tennis court; 2 pickleball courts. Trim branches on the East Side.
8. All Bleachers by Baseball field, skate park: Repaint, new pressure-treated wood and regular maintenance on dilapidated structures.
9. Pavers installed at well-used walking areas. Pavers are being stored at Water Treatment plant.
10. Improve Battle Rock Trails.