



**PARKS COMMISSION**  
**January 11, 2023**  
**5:30 PM**  
**Myrtle Creek City Council Chambers**

**1.) CALL TO ORDER**

**2.) ROLL CALL**

Patty Turner  
Alvin Ankle

Beverly Powell  
Linda Connell

Olivia See  
Bill Umphlett

**3.) ELECTION OF OFFICERS**

**4.) PLEDGE OF ALLEGIENCE**

**5.) AUDIENCE PARTICIPATION**

**6.) MINUTES**

a.) October 11, 2022

**7.) FINANCIAL STATEMENT**

a) December 2022 Financial Report

**8.) PARKS DEPARTMENT REPORT**

**9.) FUTURE AGENDA TOPICS**

**10.) GOOD OF THE ORDER**

**11.) ADJOURNMENT**

**\*\*AMERICAN WITH DISABILITIES NOTICE\*\***

All public meetings are ADA accessible. The City of Myrtle Creek will attempt to provide public accessibility to services, programs and activities. If accommodation is needed to participate at this meeting, please contact the City Recorder at (541) 863-3171 at least 48 hours prior to the scheduled meeting time.

# City of Myrtle Creek

207 NW Pleasant, P.O. Box 940, Myrtle Creek, OR 97457

“Where nature is your neighbor”

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## Park Commission Meeting Minutes

October 11, 2022

### 1. CALL TO ORDER

Vice Chair Alvin Ankle called the meeting to order at 5:30 PM

### 2. ROLL CALL

Commissioners present: Alvin Ankle, Bill Umphlett, Linda Connell, Olivia See, Beverly Powell

Commissioners absent: Pattie Turner

A quorum was present.

City representatives: City Administrator Lonnie Rainville, City Recorder Joanna Billbrey

### 3. PLEDGE OF ALLEGIANCE

### 4. AUDIENCE PARTICIPATION

No audience participation.

### 5. APPROVAL OF THE MINUTES

Motion was made by Park Commissioner Powell to accept the minutes of August 9, 2022.

Motion was seconded by Park Commissioner Umphlett. Discussion: No discussion was had.

**Vote: Unanimous**

### 6. FINANCIAL STATEMENT

September 2022 Financial statement was reviewed. City Administrator Lonnie Rainville shared that the RV Park was moved out of the Parks Department to be its own enterprise fund. The City moved \$60,000 of Park Development funds to begin the initial enterprise fund account. By doing this the city can better track the revenue and expenses of the RV Park. Vice Chair Ankle asked about the Food Court Charges. Day and Night completed the underground power service, conduit, and the eight pedestals. Commissioner Connell asked if there has been more thought into charging food trucks for using the spot. The City Administrator is hoping to help draw people to the community and not use the food court necessarily as a money maker. A new slide has been ordered for Evergreen Park. Picnic shelter roof, playground roof, and repair of the bandshell have all been completed by the Parks Department. Park Commissioner Ankle asked about the status of the exercise equipment for Millsite Park. The revenue is still there, the exercise equipment hasn't been ordered yet.

### 7. PARKS REPORT

The City Administrator shared that the parks department is gearing up for leaf season which is two to 2 ½ months. There are just two parks' personnel, and this will take most of their time. The City Administrator shared that the water and power are in for the Food Court and that the gravel

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is being put in. Until we see how much use the food court gets, we are delaying paving the surface. The water and power can be used for other events including the Summer Festival. Michael and Jeremy are going to be working on the walkways at Maggie Steinbaugh Park. The tree roots have lifted portions of the walkways creating tripping hazards. Park Commissioner See mentioned that the Creekside Park parking area is starting to show wear. The City Administrator shared that possibly next summer we will be widening the entrance and exit to Creekside Park, at that time we will level and fill low spots in the lot. Park Commissioner Connell asked about having the stairs by the Millsite Park restrooms turned into a ramp. City Administrator Lonnie Rainville shared that Michael Branson spoke with the property owner next to the pool and was given permission to trim the hedge between the pool and church is going way back. Michael thanked whoever fixed the pickleball net.

**8. FUTURE AGENDA ITEMS:**

**9. GOOD OF THE ORDER:**

Parks Commission Vice Chair Ankle asked if the hooks had been added to the RV park showers. Park Commission Vice Chair Ankle also asked if Pattie Turner had submitted her resignation. She called in and notified the City of her intent and said that she would submit her resignation in writing. She is stepping down to care for her husband.

**10. MEETING ADJOURNED at 6:13 PM.**

Motion was made by Park Commissioner Powell to adjourn the meeting of October 11, 2022.  
Motion was seconded by Park Commissioner Bill Umphlett. Discussion: No discussion was had.  
Vote: Unanimous

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Alvin Ankle  
Parks Commission Vice Chair

ATTEST:

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Joanna Bilbrey, City Recorder

		CASH	Budgeted	PARK DEVELOPMENT PROJECTS		
		BALANCE	Operating	Friends	Millsite Park	Disc Golf
			Costs	of the Pool	Volleyball Courts	Task Force
<b>9/30/2022</b>	<b>BALANCE</b>	<b>242,925.53</b>	<b>4,649.46</b>	<b>32,400.82</b>	<b>5,833.09</b>	<b>98.30</b>
Oct	RV Park Revenue	1,073.00				
Oct	Park Rentals	200.00				
Oct	Investment Interest					
Oct	Card Member Services - Misc Repairs	(43.36)				
Oct	South Umpqua Disposal	(338.50)	(338.50)			
Oct	MSK Building Supply	(103.92)				
Oct	Allen Rental	(370.44)				
Oct	Aspira - Book Your Site Monthly Fee	(399.00)				
Oct	VISA Fees	(240.40)				
Oct	OR Dept of Revenue-Lodging Tax	(61.84)				
<b>10/31/2022</b>	<b>BALANCE</b>	<b>242,641.07</b>	<b>4,310.96</b>	<b>32,400.82</b>	<b>5,833.09</b>	<b>98.30</b>
Nov	RV Park Revenue	6,915.63				
Nov	Park Rentals - Disc Golf	227.00				
Nov	Playcraft refund	1,736.56				
Nov	Park Rentals	200.00				
Nov	MSK Building Supply	(98.09)				
Nov	All Rock(Park Development)	(3,300.00)				
Nov	Shirtcliff Oil Co	(86.90)				
Nov	South Umpqua Disposal	(338.50)	(338.50)			
Nov	Douglas Fast Net ( Internet at RV Park)	(224.98)				
Nov	VISA Fees	(255.53)				
Nov	Aspira - Book Your Site Monthly Fee	(369.00)				
<b>11/30/2022</b>	<b>BALANCE</b>	<b>247,047.26</b>	<b>3,972.46</b>	<b>32,400.82</b>	<b>5,833.09</b>	<b>98.30</b>
		CASH	Budgeted	PARK DEVELOPMENT PROJECTS		
		BALANCE	Operating	Friends	Millsite Park	Disc Golf
			Costs	of the Pool	Volleyball Courts	Task Force
<b>11/30/2022</b>	<b>BALANCE</b>	<b>247,047.26</b>	<b>3,972.46</b>	<b>32,400.82</b>	<b>5,833.09</b>	<b>98.30</b>
Dec	RV Park Revenue	1,183.50				
Dec	Investment Interest					
Dec	MSK Building Supply	(40.46)				
Dec	South Umpqua Disposal	(338.50)	(338.50)			
Dec	Shirtcliff Oil Co	(80.00)				
Dec	Aspira - Book Your Site Monthly Fee	(274.00)				
Dec	Douglas Fast Net ( Internet at RV Park)	(112.49)				
Dec	Systech	(50.00)				
<b>12/31/2022</b>	<b>BALANCE</b>	<b>247,335.31</b>	<b>3,633.96</b>	<b>32,400.82</b>	<b>5,833.09</b>	<b>98.30</b>