



MYRTLE CREEK PARKS COMMISSION
MEETING AGENDA
CITY HALL COUNCIL CHAMBER, 207 NW PLEASANT ST.

October 10, 2023

1.) CALL TO ORDER

2.) ROLL CALL

Linda Connell, Vice-Chair
Olivia See

Bill Umphlett
Mark Pavlak

Jim Davies

3.) PLEDGE OF ALLEGIENCE

4.) AUDIENCE PARTICIPATION

5.) MINUTES

a.) Minutes from September 12, 2023

6.) FINANCIAL STATEMENT

7.) PARK COMMISSION CONSIDERATION

8.) PARKS DEPARTMENT REPORT

a.) Parks Report, Project Update
b.) Community Town Hall Meeting

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

REGULAR MEETING OF THE PARK COMMISSION

DATE: September 12, 2023

PLACE: Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

PRESIDING OFFICER: Vice Chair Linda Connell

COMMISSIONERS PRESENT: Bill Umphlett, Mark Pavlak, Olivia See, City Councilor Diana Larson

COMMISSIONERS ABSENT: Jim Davies

A quorum was present throughout the meeting.

STAFF IN ATTENDANCE: City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey, Parks Coordinator Michael Branson

CALL TO ORDER: Vice Chair Linda Connell called the September 12, 2023 meeting to order at 5:30 PM

ROLL CALL/PLEDGE OF ALLEGIANCE

AUDIENCE PARTICIPATION

No audience participation.

CONSENT AGENDA

Motion was made by Commissioner Olivia See to accept the meeting minutes for August 8, 2023 as presented. Motion was seconded by Commissioner Mark Pavlak. Discussion: No discussion followed Vote: Motion passed unanimously.

FINANCIAL STATEMENT

Review of the August 2023 Park Financials.

OLD BUSINESS

It was shared that the chess table provided by Park Commissioner Olivia See has been placed in Millsite Park.

PARKS REPORT

Parks Director Michael Branson shared about the concrete work completed at Maggie Steinbaugh Park. Work has continued on the needed irrigation repairs. Jeremy and Kris have been focusing on areas that need the most attention with trimming and weed eating with some of that focus being in Creekside Park. Kris is going to begin painting benches in Creekside and Evergreen Parks while Jeremy is going to start working on bench repair and painting at the pool. Work is in progress on the Millsite Park entrance sign. To best match the previous color we are using John Deere Green.

The pool is closed for the season and there is a little work that needs to be done this winter to prepare the pool for the 2024 season. A contractor will be needed to repair some of the valves. We also need to change the sand in the filter. The old tennis court across from the library has been measured and we would be able to paint lines for three Pickleball courts there. Estimates for painting the court and lines is around \$1300 and most of the netting structures run between \$200 and \$400.

One of the split rails along the Millsite Nature Trail has been damaged. Currently Michael is looking at sources for new materials to make the needed repairs.

Park Commissioner Linda Connell will be meeting with the City Administrator to begin the grant application process for a pickleball pavilion.

FUTURE AGENDA ITEMS

No items were presented.

GOOD OF THE ORDER

Upon review of the Municipal Code there is to be a City Councilor on the Parks Commission. City Councilor Diana Larson volunteered to join the Parks Commission as a liaison to City Council. Park Commissioner Mark Pavlak commended the volunteers that keep the disc golf course looking good. Park Commissioner Bill Umphlett noticed that a group was at Evergreen Park practicing disc golf. It was requested that a trash can be placed closer to the pickleball and tennis court in Evergreen Park. There is a new doggie depot station that is going to be placed along the nature trail near the RV Park. Park Director Michael Branson shared about a webinar he sat in on regarding trail grants. If the City were to receive a trail grant the money would not be awarded until September 2024.

ADJOURNMENT at 6:24 P.M.

Linda Connell, Vice Chair

ATTEST:

Joanna Bilbrey, City Recorder

**PARK DEVELOPMENT
FISCAL YEAR, 2023-2024
FINANCIAL REPORT**

		PARK DEVELOPMENT PROJECTS			
		CASH	Friends	Millsite Park	Disc Golf
		BALANCE	of the Pool	Volleyball Courts	Task Force
07/01/23	BALANCES	297,758.00	32,400.82	5,833.09	98.30
July	Music in the Park Vendor Fee	30.00			
July	Park Rentals	560.00			
July	RV Park Revenue	11,582.25			
July	Investment Interest	1,014.10			
July	FireFly	(377.50)			
July	South Umpqua Disposal	(338.50)			
July	Home Depot	(103.77)			
July	CTX Xerox	(1.60)			
July	MSK Building supply	(1,550.62)			
July	Douglas County Famers Co-Op	(356.95)			
July	Lowes	(186.77)			
July	Cardmember Services	(51.43)			
July	Platt Electric	(77.30)			
July	Shirtcliff Oil Co	(69.60)			
July	VISA Fees	(406.97)			
July	Douglas Fast Net (Internet at RV Park)	(122.18)			
July	Systech	(50.00)			
07/31/23	BALANCE	307,251.16	32,400.82	5,833.09	98.30
August	Park Rentals	930.00			
August	RV Park Revenue	6,469.30			
August	Investment Interest	2,198.15			
	Revenue Totals	9,597.45			
August	FireFly	(269.50)			
August	MSK Building Supply	(447.69)			
August	Douglas County Famers Co-Op	(649.37)			
August	Pacific Power	(946.97)			
August	Douglas Fast Net (Internet at RV Park)	(112.49)			
August	South Umpqua Disposal	(338.50)			
August	Systech	(50.00)			
August	Shirtcliff Oil Co	(124.00)			
August	VISA Fees	(332.60)			
August	Oregon Lodging association (RV ParkFee)	(249.00)			
	Expense Totals	(3,520.12)			
8/31/2023	BALANCE	313,328.49	32,400.82	5,833.09	98.30
		PARK DEVELOPMENT PROJECTS			
		CASH	Friends	Millsite Park	Disc Golf
		BALANCE	of the Pool	Volleyball Courts	Task Force
8/31/2023	BALANCE	313,328.49	32,400.82	5,833.09	98.30
Sept	Park Rentals	580.00			
Sept	RV Park Revenue	7,518.25			
Sept	Investment Interest	1,145.47			
	Revenue Totals	9,243.72			
Sept	Allen Rental	(65.74)			
Sept	CTX Xerox	(3.22)			
Sept	Steel Outlet	(263.76)			
Sept	VISA Fees	(322.92)			
Sept	South Umpqua Disposal	(338.50)			
Sept	Cardmember Services	(46.70)			
Sept	Douglas Fast Net (Internet at RV Park)	(112.49)			
Sept	FireFly	(339.00)			
Sept	MSK	(40.31)			
Sept	Michael Rokus Building	(499.00)			
Sept	Home Depot	(71.63)			
Sept	Systech	(50.00)			
	Expense Totals	(2,153.27)			
		PARK DEVELOPMENT PROJECTS			
		CASH	Friends	Millsite Park	Disc Golf
		BALANCE	of the Pool	Volleyball Courts	Task Force
9/30/2023	BALANCE	320,418.94	32,400.82	5,833.09	98.30