



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

1.) CALL TO ORDER

2.) ROLL CALL

Olivia See

Linda Connell

Bill Umphlett

Mark Pavlak

Jim Davies

3.) PLEDGE OF ALLEGIENCE

4.) AUDIENCE PARTICIPATION

5.) MINUTES

a.) June 13, 2023 Park Commission Minutes

6.) FINANCIAL STATEMENT

a) June 2023 Financial Report

7.) NEW BUSINESS

a) Park Memorials

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

REGULAR MEETING OF THE PARK COMMISSION

DATE: June 13, 2023

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

PRESIDING OFFICER: Vice Chair Linda Connell

COMMISSIONERS PRESENT: Bill Umphlett, Olivia See, Jim Davies, Mark Pavlak

COMMISSIONERS ABSENT:

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 June 13, 2023 meeting to order at 5:30 PM

PLEDGE OF ALLEGIANCE

AUDIENCE PARTICIPATION

Diana Larson –

Diana shared that ivy is growing along the trees in Creekside Park along the creek bed and has concern that the ivy will kill the trees.

CONSENT AGENDA

Motion was made by Commissioner Olivia See to accept the meeting minutes for May 9, 2023.

Motion was seconded by Commissioner Mark Pavlak. Discussion: No discussion followed

Vote: Motion passed unanimously.

FINANCIAL STATEMENT

Review of the May 2023 Park Financials.

NEW BUSINESS

Pickleball Court Cover

Commissioner Linda Connell presented to the Park Commission information on a proposed cover to the Pickleball Court. This cover would allow the courts to be used year-round. If the Park Commission were to forward this project concept to Council and Council were to choose to proceed with the cover for the pickleball court the project would depend on grant funding.

Commissioner Bill Umphlett asked about the amount of additional maintenance work that the park staff would have if the structure were added to the park. The City Administrator shared the process for presenting proposed projects to Council.

Motion made by Commissioner Jim Davies to submit the proposal for a pickleball court cover to City Council. Motion seconded by Commissioner Olivia See. Discussion: Park Commissioner Mark Pavlak requested more information on the cover.

Vote: Yes: Bill Umphlett, Olivia See, Jim Davies No: Mark Pavlak

Millsite Park Nature Trail Expansion

City Administrator Lonnie Rainville shared a proposed idea to expand the Millsite Park Nature Trail so that it would continue outlining the park and following the outskirts of the disc golf course. This addition would create two loops, one that is .7 mile and one that is 1.1 mile. If the project were to be approved in concept the City would look for funding from grants from the ODOT Pedestrian Pathways Fund and through the State of Oregon, Oregon Recreational Pathways program. The total cost of the improvement is estimated between \$35,000 to \$40,000.

Motion made by Commissioner Bill Umphlett to submit in concept the expansion of the Millsite Park Nature Trail to City Council. Motion was seconded by Commissioner Jim Davies.

Discussion: No discussion followed

Vote: Motion passed unanimously.

Park Memorials

Last month a request was made to the Park Commission to look into allowing citizen donations of memorials in the City parks. The City Administrator shared with the Commission a concept policy and application for park memorials. He requested that the Park Commissioners review the documents and offer any suggestions for changes. This item will then be reviewed at the next Park Commission meeting.

Parks Report

Parks Director Michael Branson commented on the notes made that the parks are looking like they need more care. Michael shared that staff are working hard throughout the parks but are having to focus on the specific spots in the parks that receive the most use. Park Commissioner Jim Davies asked if volunteers are able to help maintain the parks. Michael shared that the City does have a volunteer application and that they would appreciate the additional help.

The pool is running and the pool manager has done some painting inside and outside. The park staff have been on irrigation repair mode and they are getting on top of the needed repairs. All of the backflow devices have been checked. The parks have been fertilized which hasn't happened in about three years. The Parks Department is going to be starting an annual fertilizing program in hopes to help reduce water usage. The irrigation system at the food truck court is being finished and so is the lawn area around the court.

FUTURE AGENDA ITEMS

Donated park Memorials.

GOOD OF THE ORDER

Park Commissioner Jim Davies asked if the entrance to Millsite Park was still on the project list. Michael assured the commission that it is, there are just a lot of projects right now. Commissioner Davies also asked if the new cameras have helped to minimize the graffiti. We have not had any graffiti since the cameras were installed.

ADJOURNMENT at 6:37 P.M.

Linda Connell
Parks Commissioner Vice Chair

Attest:

Joanna Bilbrey, City Recorder

		CASH	Budgeted	PARK DEVELOPMENT PROJECTS		
		BALANCE	Operating	Friends	Millsite Park	Disc Golf
			Costs	of the Pool	Volleyball Courts	Task Force
5/1/2023	BALANCE	252,020.48	2,956.96	32,400.82	5,833.09	98.30
May	RV Park Revenue	8,241.45				
May	Park Rentals	630.00				
May	Investment Interest	932.83				
May	CTX Xerox	(0.16)				
May	Myrtle Creek Saw Shop	(35.00)				
May	South umpqua Disposal	(338.50)				
May	Douglas Fast Net (Internet at RV Park)	(112.49)				
May	MSK Building supply	(320.61)				
May	Card Member Services	(2,014.36)				
May	Aspira - Book Your Site Monthly Fee	(198.00)				
May	VISA Fees	(519.58)				
5/31/2023	BALANCE	258,286.06	2,956.96	32,400.82	5,833.09	98.30
June	RV Park Revenue	6,978.70				
June	Park Rentals	1,200.00				
June	Investment Interest	999.54				
June	MSK Building Supply	(19.98)	(13.99)			
June	CTX- Xerox Company	(3.01)	(3.01)			
June	Iconix Waterworks	(1,123.84)				
June	Lowe's	(10.91)				
June	South Umpqua Disposal	(338.50)	(338.50)			
June	Platt Electric	(37.39)	(37.39)			
June	Card Member Services - Pool Lifeguards	(274.36)				
June	Umpqua sand and gravel	(90.19)				
June	Systech	(50.00)				
June	Firefly	(385.00)				
June	Douglas Fast Net (Internet at RV Park)	(112.49)				
June	Aspira - Book Your Site Monthly Fee	(280.00)	(280.00)			
June	VISA Fees	(420.33)				
6/30/2023	BALANCE	264,318.30	1,884.07	32,400.82	5,833.09	98.30