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2 CITY OF COOS BAY  
3 PARKS COMMISSION MINUTES OF  
4 OCTOBER 18, 2018  
5 4:00PM

6 **Members Present:** Christine Coles, Chair; Ariann Lyons, Vice-Chair; Bev Meyers,  
7 Bill Otton; Carmen Matthews; and Shaun Gibbs

8 **Members Absent:** Patty Scott

9 **Staff Present:** Operations Administrator, Randy Dixon and Pam Patton

10 **Guests Present:**

11 **Location:** City Hall Conference Room

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13 **1. CALL TO ORDER: 4:05pm / ROLL CALL / APPROVAL OF MINUTES: September**  
14 **20th**

15 The Chair asked for a motion to accept the minutes.

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17 **MOTION:** Shaun motioned to accept the minutes of September 20, 2018 as written.

18 **DISCUSSION:**

19 **SECOND:** Bill

20 **VOTE:** Ayes were unanimous. Motion carried. Minutes accepted as written

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22 **2. NEW BUSINESS**

- 23 • **Marshfield Pioneer Cemetery** – Draft an operational policy.

24 The need to adopt an operational policy for the cemetery to address etiquette protocol among  
25 other issues: Special Event applications requesting access to film movies / take photos. Out  
26 of respect to our loved ones, who are placed there and without defined walking areas, we are  
27 exposed to liability issues. The Commission needs to re-visit the Parks Master Plan and write  
28 a new operational/procedure policy for the Marshfield Pioneer Cemetery. Christine asked for  
29 a motion to re-visit the plan.

30 **MOTION:** Ariann motioned to re-visit the Parks Master Plan and write an amendment  
31 to include an operational/procedural policy specific to the cemetery.

32 **DISCUSSION:**

33 **SECOND:** Christine

34 **VOTE:** Ayes were unanimous. Motion carried.

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36 **3. OLD BUSINESS**

- 37 • **Marshfield Key Club Pirate Park** – Request to create a Fitness Zone with the addition  
38 of two pieces of outdoor fitness equipment.

39 Randy gave the definition of a “fitness zone.” It is multiple to five pieces of equipment and  
40 can be completed in phases. The Commission needs to define for all park classifications. It  
41 was mentioned during the discussion that we can’t waiver on the planning process and risk the  
42 impact on grant writing. During the course of discussion, several options were given in  
43 support of the Key Club’s drive and ambition. One suggestion was to develop an app to connect  
44 the parks, trails, walking paths etc. Show distance, steps, calories burned. And it could be a  
45 tool for fundraising.

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The Commission were in consensus to try to convey the message of not holding to only one desire but broaden their influence on the community however, they must adhere to existing plan. Another idea was an obstacle course/equipment and use would be for all ages. Also, another option would be to purchase additional play equipment or improve the shelter.

**4. COMMISSIONERS CLOSING COMMENTS**

The Commission was in agreement to invite Stacy back the following Thursday, November 1<sup>st</sup> at 4pm and meet with them to discuss alternatives and help facilitate an amicable alternative.

**5. STAFF COMMENTS**

Randy mentioned that once the structure to hang banners over the highway fails, ODOT will no longer approve banners going across the highway. Another mechanism to be utilized would be a digital reader board. With a reader board, it can be used for outside advertising or as a marketing tool to generate revenue for the recreational fund to offset costs to park maintenance. Randy would like to see two boards. One for northbound traffic at Fred Meyer area and one for southbound traffic perhaps close to the museum where a traffic signal is proposed to be placed.

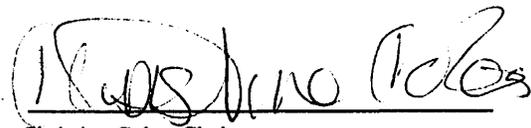
**6. ADJOURNMENT**

**There being no further business to come before the Parks Commission, by consensus of the Parks Commission, Ariann adjourned the meeting at 5:40 p.m.**

Respectfully Submitted,  
Pamela Patton,  
Staff, Public Works

APPROVED BY THE PARKS COMMISSION ON THE 31 DAY OF January, 2019.

Attest:   
Pamela Patton, Staff

  
Christine Coles, Chair or  
Ariann Lyons, Vice Chair