

CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES
August 2, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, August 2, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Roger Jolma and Andrew Mustola

Board members absent: ***John Hazapis & Della Fawcett (resigned)***

Becki Horness, pool manager - ***Absent***

Cyndi Warren, bookkeeper - ***Present***

Eric Dufresne, park maintenance supervisor – ***Present***

VISITORS

Greg Hinkelman, Clatskanie City Manager – Skate Park Update

The City is having a community open house on Wednesday, August 8 at 7pm at City Hall.

Greg will be meeting with Skatelite earlier in the day and then they will meet with the community to gather input/information on what the community would like to see in the new skate park.

There will be a second community forum meeting once the skate park designs have been completed to vote on the design to be constructed.

The contract has been signed for the new roof for the amount of \$67,000. They are hoping to start construction at the end of August.

Once the new roof has been installed, the City will want the impact of the new cover with the current LED lights to be examined.

Roger asked about the time with regards to cutting off the lights at night; Greg stated that would be up to the District to decide, but felt that it should align with the curfew ordinances already in place.

EXECUTIVE SESSION – ORS 192.660(2)(a) to consider employment of a public officer, employee, staff member or individual agent.

REGULAR BUSINESS:

June & July regular meeting minutes were presented to the board for approval; Roger made a motion and Andrew seconded that all of the minutes be approved as presented.

Andrew –yes, Roger – yes, Bruce – yes, Della – absent , John – absent

Roger made a motion and Andrew seconded that the bills be paid.

Andrew –yes, Roger – yes, Bruce – yes, Della – absent, John – absent

REPORTS/OLD BUSINESS:

- **Pool – Becki (absent – teaching Junior Lifeguard Class)**

General Pool Operations Report

How should the pool staff determine who is 'in district' and who is 'out of district' with regards to fees? Is there a boundary map or a website that an address could be entered into that would state if they are in the Park District?

Bruce will look into this and what can be done to help the staff out with making this determination.

As of tonight's meeting, Bruce had not had a chance to look into this, but plans to have an answer by the next meeting.

No smoking and No Pets signs have been received and hung around the pool building and fence.

The pool staff is planning a 'teen party #2' at the pool with music and prizes after open swim; date and time have not been determined as of tonight's meeting. The first one went really well and there were no issues in the pool or in the park afterwards.

Is there a way to make the pool deck accessible by wheelchair without changing structures and losing our ADA grandfather status? Frank stated that he would speak to Dave True about making the current gate entrance accessible by wheelchair, gurney (in case of an emergency) or hand trucks (to move equipment or deliveries). ***Dave True took a look at this option and it was determined that any modification would then cause other possible tripping hazards.***

As for opening a spot at the other end of the pool in the fence, that might be more wheelchair accessible to the deck, again the concern with tampering with the 'grandfathered' status of the pool and pool building has to be considered before making any modifications allowing wheelchair accessibility. Unfortunately, while the board of directors is very sympathetic to this issue, making the pool and building that were built in the 1950's ADA accessible, would require a new pool, deck and pool building and there are no funds for a project of this size.

John had texted and asked about adding a new water feature to the baby pool; unfortunately, the current water pressure would not allow for a larger, newer water feature.

Brooke reported to the Sheriff's office the dumping of paint and oil into the park/pool dumpster. There has been no response from the Sheriff's Dept. as of tonight's meeting.

The board has requested that the once a month safety meetings conducted by the safety committee (1 manager & 4 lifeguards) while the pool is in operation, be made available to the board at the monthly board meetings.

- **Park – Eric**

Sealing/Repairing Pool Building Roof

This project has been completed.

Cyndi did ask Jake (when he was turning in his invoice) to give the District bids on replacing some of the park structures roofs with metal; specifically the restrooms and the 3 picnic shelters. Jake stated that he would get something written up and to the District soon. He also wanted it noted that most of the roofs are in pretty bad shape and will most likely require more than just laying down the metal.

Frank's Retirement and promotion of Eric Dufresne to Park Maintenance Supervisor

Frank accepted his offer letter with one change approved by the Board. Cyndi will mail him the signed letter. Eric accepted his offer letter as presented. Cyndi will get a copy of the signed letter to him for his records.

A retirement 'gift' for Frank was suggested in the way of naming the softball field after Frank; Frank Somes Softball Field or something along those lines. The Board would like it to be a wood carving and while we are having this done (if the City/Greg Hinkelman approves it) the board would like the City Park signs updated as well as the Pete Hazapis Field sign updated.

Bruce will talk to Greg Hinkelman and see if the City would be ok with this 'gift' to Frank. Cyndi will work on finding someone that can do this type of work.

Eric appreciated the time spent walking through the park with Cyndi and some of the board members during the security camera proposal and getting their feedback with regards to things to do and would like to see if this is something that could happen 3-4 times each year.

Cope Park Vegetation

Roger has concerns that the walking path along the river through Cope’s park is overplanted, there are many dead plants and should be thinned out as time allows.
Roger will contact Steve Aschenbrenner, a local arborist, to see if he would have time to meet with Roger and/or Eric and help determine which plants could/should be removed to help promote the healthy growth of plants and trees.

Monthly Safety Inspections

The Board requested that Frank/Eric (and Becki when the pool is in operation) keep a binder of the required monthly safety inspections being completed during a safety committee meeting and the binder be available to the board for review at the monthly board meetings. ***If a safety issue is determined, it must be placed on the inspection form and then once the safety has been corrected, that must also be logged on the inspection form.***

To be left in the minutes as a reminder.

● **Park – Board**

HR Policies for the Pool and Park

Bruce will contact Richard Stellner and see where he is with this project.

Skate Park Discussion Continued:

See Visitors

Service Agreement with the City of Clatskanie

Mr. Hinkelman’s response to the service agreement draft:

- Remove comments regarding the skate park and the recycle bins.
Bruce will get clarification on the recycle bin issue.

After some discussion it was decided that the District does not want to change the verbiage at this time as there has been no change to the skate park, but would be willing to add an addendum to the service agreement with regards to the skate park once the new one has been completed and the specific maintenance plan has been lined out between the City and the park District.

Bruce will meet with Greg and see if they can come to an agreement on getting the new service agreement signed.

Website/Webpage/Facebook Page

As Della had to resign as a board member because she is moving out of District, she provided a proposal to maintain our website and Facebook page remotely at a cost of \$150 a month. Since Della has been the one to get all of the digital support services that the District already has in place, this seemed liked a good fit for the District.

Andrew made a motion and Roger seconded that the District accepted Della’s proposal of \$150 a month to provide Digital Support Services as needed.

Andrew –yes, Roger – yes, Bruce – yes, Della – absent, John – absent

Movie in the Park Dates

Friday, August 3rd (Clatskanie Festival) – The Nut Job 2

Saturday, August 18th - Jumanji

Saturday, September 1st – Pirates of the Caribbean – Dead Men Tell no Tales

Pool and Park Staff Appreciation BBQ

The date will be Friday, August 10th from 4-6pm. The District will provide the burgers, dogs and beverages and the pool staff with provide the sides and desserts.

Park Snack Shack

Board approved Cyndi and Eric working to get a new sink, roll up door and entry door on the main park snack shack. Jake Pinard is working on a bid for the entry door.

Cyndi will contact Ascott Door to get a bid for the roll up door.

Cyndi will order a sink on Amazon.

Once the events in the park slow down, Cyndi will work with Eric to pull everything out of the snack shack, clean and paint the interior, as well.

Board Member Resignation

Included in today's board packets is a resignation letter from Della Fawcett. Due to some unforeseen circumstances she can no longer fulfill her duties as an elected official of the Clatskanie Park and Recreation District.

The board will need to come up with a replacement to appoint (unanimously); this person will be in Della's position until June 30, 2019 but must run in the May 2019 election, if they want to continue with the Park Board.

Beaver in the Park

A few community members that walk in the park regularly have noticed an increase in beaver activity in the trees along the slough over by the hotel in the park and wanted the board to know about it.

Eric stated that there has always been beaver activity; he generally moves around to several trees and to date the damage has been minimal.

The board asked that Cyndi email Mr. Hinkelman with the community's concerns and see if the City has any suggestions on how or if to fix this issue.

2018-2019 Audit Contract

Andrew made a motion and Roger seconded that the District accept the contract as presented for the amount of \$2,700 for the required audit/review for the fiscal year 2018-2019.

Andrew – yes, Roger – yes, Bruce – yes, Della – absent, John – absent

Recent Issues in the Park

A fire was deliberately set in the men's restroom in the park. As of tonight's meeting one juvenile has confessed and Deputy Pesio was expected to interview another possible suspect very soon. Unfortunately, the District's cameras in that area were either not operational or pointed in a direction that was not helpful for this situation. The bathroom has been cleaned and repainted where needed and is now opened back up for public use.

In light of this situation, and others, Cyndi contacted Leland Enterprises to do a walkthrough of the park and pool areas to get a bid on a more up to date camera/security system.

As the City is interested in a 'live feed' option in the new skate park (once completed), this was included in the discussions during the walkthrough.

Leland Enterprises provided 1 bid only at this time, for the pool building. For 11 cameras, monitor, recorder and installation the cost would be \$4,979.08.

With the SDAO Safety and Security Grants coming available for 2018 (up to \$5,000 of a \$10,000 project), it was decided to ask Leland Enterprises to go ahead and get the District a second bid that would include the skate park/shop area with the live feed option. As this is a joint organizational project with the City, it would likely increase our chances of getting the grant.

BOARD REPORTS:

Public Relations –

Grants –

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 7:25pm

The next regularly scheduled meeting will be held on Thursday, September 6, 2018.

Approved By: B. P. Hoy Date: 9/6/18

District Mission Statement

'To plan, develop and maintain recreational facilities, as well as, support programs for the benefit of our community.'