

**CLATSKANIE PARK & RECREATION DISTRICT**  
**REGULAR MEETING MINUTES**

**January 20, 2022**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Roger Jolma, Board Chair, at 6:00pm, on Thursday, January 20, 2022, at the Port of Columbia County Offices (old middle school), Clatskanie, OR. Board members in attendance: Brian Guinther, Glenn Raschke, and Roger Jolma.

Board members absent: John Hazapis & Andrew Mustola

Charity Lickfold, pool manager – **Present**

Eric Dufresne, park maintenance supervisor – **Absent/Sick**

Cyndi Warren, District Bookkeeper & Operations Manager - **Present**

**VISITORS**

LaNay Eastman ~

LaNay is here to discuss the possibility of the District renting and renovating a building for community Yoga and Exercise. After much discussion it was decided that the current budget would not sustain a project of this nature. The board asked that Cyndi contact LaNay and let her know the board's decision and that if she is somehow able to secure funding through a grant or other means, to please come back to the board for further discussion.

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

**None**

**REGULAR BUSINESS:**

No minutes presented at tonight's meeting for approval.

Roger made a motion and Brian seconded that the bills be paid; all in favor in attendance.

**Andrew – absent, Roger – yes, John – absent, Brian – yes, Glenn – yes**

**REPORTS/OLD BUSINESS:**

**• Pool – Charity & Cyndi**

**General Pool Operations & Recreation Report**

- Charity has been looking into grants and getting costs for updating the current tennis courts into multi-purpose sport court(s) – currently the approximate cost is \$270,000  
UPDATE: The City of Clatskanie is on board with this project. The next conversation is with the Clatskanie Foundation to see if they would be willing to house the grant funds for the project. Cyndi also spoke with Kiwanis about the bike riding area and that if this project moves forward, it would be demolished. If that happens, there would be a discussion about turning the current basketball court area into a new bike riding area; the Kiwanis stated that they understood and that sadly the area had not been used as much as they had hoped it would be.
- Charity has been asked to investigate grants to update the wood exercise stations with non-wood equipment in Cope Park.
- Charity was waiting on confirmation of the OHA's requirements for the number of guards before finalizing the schedule.
- Cyndi gave the draft ads for lifeguards, head lifeguards and an assistant manager for her to look at; the ads should be published as early as possible in February.

• **Park – Eric**

**SDIS Safety Walk-Through – Moderate Issues**

The monkey bars have been removed; there has been some discussion with the Kiwanis about partnering with the District to purchase a piece of play equipment to replace the monkey bars.

Red swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows.

Blue swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows and all attachment points checked.

Longview bark chips provide good fall protection.

**Minor Issues – Cope Park**

At some point all current exercise pad surfaces will need to be removed and bark chips added.

The removal of trees and bushes that have been overtaken by the blackberries are planned for removal this Spring.

**Nothing new to report on these projects currently.**

**Minor Issues – Main Park**

Orange half circle ('swings') need to be checked regularly to be sure they are tight and non-slip paint needs be added.

These have been removed for maintenance; Eric is planning to replace the bushings and see about getting them repainted and powdered coat with non-slip material.

Baseball field lighting repair project still needs 2 more quotes. The District currently has one quote from Rawhide Electric in the amount of \$6,049.86.

**Nothing received from Vilardi as of tonight's meeting and Integrity Electric is too busy and not interested.**

**Softball Scoreboard Project**

The board has asked that Eric explore solar options for powering the scoreboard.

Director Guinther sent Cyndi (to be forwarded to Eric) information on a company who has solar power equipment for large outdoor scoreboards.

**House Bill 3124 & 3115 (Homeless Camping in Park(s))**

The district has had one situation where an RV stayed in the park, prompting the park staff to need to some guidance on how to handle these situations moving forward. Cyndi contacted the City, as this guidance should really come from them. Greg Hinkelman, City Manager, emailed this week to let us know that the City's attorney is currently working on this. **Nothing new to report at this time.**

**Monthly Safety Inspections**

The Board requested that Eric (and Charity 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.**

**Digital Support Services Requests**

**Website Update** – Glenn stated that the website has an option to allow for the District to accept donations and wanted feedback from the board on their thoughts of donation requests.

After some discussion it was decided that the district offer the opportunity to the community to offer support in donations for swim lessons.

Once the ads and applications for lifeguards, head lifeguards, and assistant pool manager are ready, Cyndi will send to Glenn to be added to the website.

**Facebook Update** – Charity is still running the pool pass special through January 31<sup>st</sup>. Charity will post the ads on the Facebook page.

**NEW BUSINESS/UPDATES:** *See Also Pool, Park and Board Business*

Brian made a motion and Roger seconded that the district accepts the quotes for IT support through Centerlogic, this includes monthly IT support as needed in the amount of \$147.50 per month with a one time fee of \$625 for updating our current computers and firewalls as needed; all in favor.

**Andrew – absent, Roger – yes, John – absent, Brian – yes, Glenn – yes**

2022 SDAO annual conference is now free and completely virtual – February 10-13.

House Bill 2560

States that ‘all meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to access and attend meetings by telephone, video or other electronic or virtual means’, see attached for a more thorough explanation.

Brian made a motion and Glenn seconded that Resolution 22-001 to receive an anticipated donation for the swimming pool be accepted as presented; all in favor.

**Andrew – absent, Roger – yes, John – absent, Brian – yes, Glenn – yes**

Director Guinther made a motion and Director Raschke seconded the district sign the two-year longevity credit in the amount of \$550 each year with SDIS for the district’s liability insurance; all in favor.

**Andrew – absent, Roger – yes, John – absent, Brian – yes, Glenn – yes**

Director Guinther made a motion and Director Raschke seconded that the district replaces the trees along 5<sup>th</sup> Street with powerline and maintenance friendly trees as suggested by the Clatskanie PUD; all in favor.

**Andrew – absent, Roger – yes, John – absent, Brian – yes, Glenn – yes**

There will be a board workshop at 5pm (before the regular meeting) on Thursday, February 17, 2022, to discuss possible updates to the district’s current service agreement with the City of Clatskanie.

**DISTRICT MANAGER’S REPORT:**

Cyndi is planning to attend the SDAO Annual conference; attendance gets credits on the district’s liability insurance.

**Mandatory Reporting & Safety Person**

Cyndi approached the Board and Charity about taking over the Safety responsibilities of the District; Board approved. Cyndi will get the necessary information to Charity to be able to sign into SafePersonnel, the program provided for free to the District through SDIS as soon as possible.

**BOARD REPORTS:**

Glenn mentioned that there was a 2021 update to ORS 266

Roger asked about getting the tractor serviced before mowing season as has been discussed previously and to have the front end looked at, as the tire rubbing issue should not be happening.

Meeting adjourned at 7:59pm

***The next regularly scheduled meeting will be held on Thursday, February 17, 2022.***

Approved By: Orden North Date: 3/17/2022

**District Mission Statement**

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