

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

June 7, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:05pm (immediately following the budget hearing), on Thursday, June 7, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Roger Jolma, Della Fawcett and Andrew Mustola.

Board members absent: **John Hazapis**

Becki Horness, pool manager - **Absent**

Cyndi Warren, bookkeeper - **Present**

Frank Some's, park maintenance manager – **Present**

VISITORS

Eric Dufresne – park maintenance employee

Nothing to report

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

REGULAR BUSINESS:

April 5th regular meeting minutes, April 19th special meeting minutes and May 3 budget committee meeting minutes were presented to the board for approval; Della made a motion and Andrew seconded that all of the minutes be approved as presented.

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

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

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

REPORTS/OLD BUSINESS:

• **Pool – Becki - Absent**

Handbook training has been scheduled with Richard Steller for Friday, June 15th; 9am to Noon; this is mandatory for all pool and park employees.

New lifeguard training has begun and will be completed on Sunday, June 17th.

Flag pole replacement

Della made a motion and Andrew seconded that Frank be allowed to spend up to \$2,500 to purchase and install a new flag pole at the pool.

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

Additional Pool Staff Duties

Main Park Restrooms – add these restrooms into the daily pool schedule, with scheduled cleaning/maintenance twice day or more as necessary during a large event.

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 – Frank**

Sealing/Repairing Pool Building Roof

The bid was awarded to JPS Contracting (Jake Pinard), both Roger and Bruce spoke with Jake and Frank regarding this project and it was decided that it will be completed before fall and the rain begins.

It was also stated that Frank needs to attend meetings or make sure that he sends someone with a complete report and the ability to answer any and all questions regarding projects, bids, etc., if he is unable to attend.

Cope Park Fitness Stations

This project will be tabled until other more pressing projects in the park can be dealt with and/or completed.

Lawn & Leaf Vacuum

Has been purchased.

Frank's Retirement and New Hire Discussion

Frank's last day will be July 31, 2018; he will be on vacation from July 18-28th, so the board would like to hire his replacement as soon as possible so that he can begin the training process before he goes on vacation and he retires.

Post the ad for Park Maintenance Supervisor on June 13th, close on the 20th and do interviews on the 21st and 22nd with the new hire to start on the 25th with Frank.

Della made a motion and Roger seconded that Cyndi come up with a job description/ad for the park maintenance supervisor position using the sample from the SDAO (City of Commerce)

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

Tennis Court Lights

Frank stated that he has several of the large old style tennis courts lights worth about \$300 each, which had been ordered before everything was changed over to LED.

Della made a motion and Andrew seconded that the District declare these lights surplus, so that Frank can sell and/or dispose of as needed.

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

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:

Don Atkinson, CEO of Skatelite, was in the area recently and took a look around at the skate park and stated that his company is 'chomping at the bit' to going on this project.

The \$30,000 price tag for this project is too good to let pass up; the board members will continue to put pressure on Greg, Mayor Brajcich and the Council members to move forward on this project.

Items for the new service agreement with the City of Clatskanie

- Priority #1 – All operations and expenses pertaining to the operating of the pool each summer and throughout the year as needed, including payroll.
- Per our attorney: make sure that the District is a designated ‘agent’ of the City for purposes of working within the City Park. (this is to make sure that the District can take advantage of recreational immunity)
- Basic landscape maintenance; mowing and weed eating
- Daily clean-up of garbage in the park
- General maintenance expenses and building repairs (roofs, painting, etc) in the park, excluding the pool and pool building, are not to exceed \$2,500. Anything over \$2,500 must have the board and City’s approval.
- Any requests outside of the service agreement by the City for work to be done in the park will need to go through the Board of Directors for approval.
- RV and tent camping be closed in the park.
- The District will continue to maintain the park usage calendar.
- The District will not be responsible for maintaining the recycle bins and the surrounding area. If an issue arises, the District employees will contact the City immediately.

The draft service agreement from our attorney was looked over and discussed by the board at tonight’s meeting and it was decided that it be sent to the City as is and see what if any issues the City may have, in an effort to get this project completed as soon as possible. Cyndi will email the draft to Mr. Hinkelman, Clatskanie City Manager.

Website/Webpage/Facebook Page

With regards to the District contracting a Digital Media Management person, Della has spoken with Danielle Wilcoxon and Bruce spoke with Aaron Palm, both of them are supposed to be getting a quote for their services. Della will also talk to Natasha Parvey to see if she will give us a quote for this service, as well.

Movie in the Park Dates

Saturday, June 30th (Car Show) – Cars 3

Saturday, July 14th – Despicable Me 3

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

NEW BUSINESS: See Also Pool, Park and Board Business

Debit Card

Roger made a motion and Della seconded that the District have a debit card for pool, park and administrative operations.

July Board Meeting

As the July meeting falls the week of July 4th, the board has decided to move the regularly scheduled monthly meeting to the following Thursday, July 12 at 6:00pm.

BOARD REPORTS:

Public Relations –

Grants – John/Ryan

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 7:57pm

The next regularly scheduled meeting will be held on Thursday, July 12, 2018.

Approved By: B. P. [Signature] Date: 7/12/18

District Mission Statement

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