

CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES & BOARD WORKSHOP

March 17, 2022

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:00pm, on Thursday, March 17, 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:

Virtual Attendees: None

Pool manager – **Absent**

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

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

VISITORS

None

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

None

REGULAR BUSINESS:

January's meeting minutes were presented for approval. Andrew made a motion and Brian seconded that the minutes be approved as presented; all in favor.

Andrew – yes, Roger – yes, Brian – yes, Glenn – yes

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

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

REPORTS/OLD BUSINESS:

Pool – Cyndi

General Pool Operations & Recreation Report

- With Charity's resignation as of March 6th and trying to get ready for the upcoming pool season, the sport court renovation project will have to be placed on hold at this time. The same will have to be done with the exercise areas in Cope Park.
- As of tonight's meeting, we have 13 applicants (7 returners, 5 new and 1 for assistant manager); Cyndi will check the pool email to see any others came in before the deadline on Wednesday.
- Cyndi will be handling things at the pool until a manager can be hired.
- Cyndi will be reaching out to Anderson to get a date set for the pool reopening and to finish up the OHA list of things to be completed and the final inspection for operation.

Park – Eric

SDIS Safety Walk-Through – Moderate Issues

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 when the ground dries and equipment can be safely used in this area.

More appropriate trees and bushes will be planted later.

All of these projects are going to have to wait at least another month until the ground dries out a more.

Baseball Field Lighting Replacement

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.

The board asked that Eric contact Rawhide and confirm whether the lights are included in Rawhide's proposal and if not, to please get the additional cost in writing and to get on Rawhide's schedule for this project, keeping in mind that the ground is far too soft at this time for any heavy equipment to be out in the field.

After months of repeated requests to Integrity Electric and Vilardi Electric for proposals for this project, with no response, the board has decided to go with Rawhide's proposal.

Andrew made a motion and Glenn seconded that the district goes with Rawhide Electric's proposal to get the lights replaced; all in favor.

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

Softball Scoreboard Project

Cyndi will contact Brian Fawcett with the PUD and see if they would be willing to work with us and figuring out a cost-effective way to get power to the scoreboard.

Truck vs Gator for Park Maintenance

No decision has been made at this time as it is still to be determined the best direction for the district to go on this matter.

Trees & Stumps along 5th Street

Roger has come up with two possible tree options: the Starwood Dogwood and Venus Dogwood. They grow about 25ft tall and about 20ft in diameter, they white flowers but no berries to drop on the ground and make a mess.

Glenn has a contact at Portland Parks Tree Dept and will contact him and see what recommendations he might make.

The district received 2 estimates for stump grinding: Clearview Tree Service - \$949.50 and Precision Stump Grinding - \$1,325. Glenn made a motion and Brian seconded that the district go with Clearview Tree Services estimate in the amount of \$949.50; all in favor.

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

Skate Park Maintenance

Eric asked if this project could be pushed out a month until May; he would like a little warmer weather for pressure washing and painting, to limit amount of time the skate park will have to be closed.

Boulder Perimeter Fence in Park

Cyndi and Eric will be meeting with Mark Kynsi tomorrow (Friday) to walk through wear the boulders are to be placed.

House Bill 2560 – Virtual Access to Public Meetings

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.

We are still exploring cost effective ways for the District to be in compliance, but also not a high expense.

Bulky Waste – April 9th in the Park

Eric has been asked to clean out under the score booth in the park, as well as all other areas of the park.

Monthly Safety Inspections

The Board requested that Eric (and the Pool Manager 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 – Nothing new to report regarding the website.

Glenn will post the Board Position Ad and Application on the website.

Facebook Update – Glenn mentioned that the District has two Facebook pages; one for the overall district and one for the swimming pool. He asked that we just have one page; we were not aware there were two pages. Cyndi will investigate it.

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

City of Clatskanie Service Agreement

Current pool operational funds are about 30% of the park district's budget. It will likely significantly increase this next budget year as we raise our wages to be competitive, have a fully operational summer season with lessons, open swims and rentals and 18 plus lifeguards.

There was some discussion about asking the City to commit a dollar amount in their budget each year for preventative maintenance; once a new service agreement is ready for discussion, this can be added and/or negotiated.

Homeless Camps (House Bills 3124 & 3115)

Cyndi will email the City Manager and see if there has been any progress on how the park staff should handle this situation when/if it comes up.

Board Position Ad and Application

An ad and a draft application were presented for the board to approve.

Brian made a motion and Andrew seconded that the ad and application be approved, the ad be placed in the newspaper, on the website and Facebook page on the 25th of March and will close on April 5th at 5:00pm; all in favor.

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

All applicants will be invited to the April 21st regular meeting (after the board budget workshop) to be interviewed and decision made.

Farmer's Market and Cope Park

At this time the Farmer's Market has not reserved Cope Park, but if/when they do the board would like one of their representatives to attend the next available park board meeting before the start of the market to discuss a few concerns the board of directors have with regards to the use of Cope Park and the cost that is going to be implemented this year for the use of Cope Park; \$510 for the 17 weeks of market operations. This fee will cover the additional maintenance costs each week after the market, as well as the wear and tear on the grass.

Park Host(s)

The board approved the addition of Steve and Karen Slotten as park hosts to join Kelley and Ann Hinkle this summer. Once everyone has moved in, we will work out a park host duty schedule with them.

Little League Tball and Farmball Backstop

Little League is considering moving Tball and Farmball to the park and were wondering about a location for a portable backstop. The board and Eric felt the best location would be in the upper field on 5th Street. Cope Park could also be a location for Tball during the week only.

2022-2023 Budget Calendar

The budget calendar was presented for discussion and approval. At this time no changes to be made and has been approved.

DISTRICT MANAGER'S REPORT:

Cyndi attended the virtual SDAO conference.

Cyndi has been attending monthly budget training through the Department of Revenue.

BOARD REPORTS:

Roger mentioned that the District should revisit the removal of the score booth as it cannot be used in its current state and the cost to rebuild is too much, so maybe a different storage alternative could be discussed.

Meeting adjourned at 7:45pm

The next regularly scheduled meeting will be held on Thursday, April 21, 2022 at 6:30pm.

Approved By:  Date: 4/21/2022

District Mission Statement

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