

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

November 21, 2024

The regular meeting of the Clatskanie Park & Recreation District was called to order by Director Mustola, Board Chair, at 6:00pm, on Thursday, November 21, 2024, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Roll Call of Board Members: Andrew Mustola, Roger Jolma, Brian Guinther, Glenn Raschke and Dave True.

Board member(s) absent:

Virtual Attendees: None

Interim Pool manager – **Present**

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

Park Maintenance Foreman, Bill Ulin – **Present**

VISITORS

Christina Kerksieck – Clatskanie Garden Club President

Christina is asking for an upgrade to the water options used to water the flowers in Cope Park near the war memorial and the Cope Park entrance sign. Director True and Bill will meet with her on Friday (tomorrow) to see what could be worked out to make watering in those areas easier.

Jasmine Lillich – Clatskanie Farmer’s Market (Collective)

Jasmine is here to provide the board with a post Farmer’s Market report.

The market is seeing consistent growth each year and they would like to continue to use Cope Park.

Bill stated that there were no maintenance issues throughout the season.

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

None

BOARD BUSINESS:

Director Guinther checked in the VFW members regarding the IGA for the war memorial that hasn’t been returned. He stated that Jerry Simmons has been out of the Country, but that he has it and will bring to the December meeting.

Director Guinther made a motion and Director Jolma seconded that the Public Meeting Policy, recommended by SDAO, be adopted; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes

There are still some that need to get their .gov email set up; Director Raschke will be sending new temporary passwords and will assist anyone needing help.

REGULAR BUSINESS:

Director Raschke made a motion to approve the October meeting minutes as presented and Director Mustola seconded; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.

Director Mustola made a motion and Director Guinther seconded that the bills be paid; Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.

• Pool – Cyndi

General Pool Operations & Recreation Report

- Director Mustola made a motion and Director Jolma seconded that the proposal from Sessions Plumbing for the replacement of the On Demand and standard water heaters that are malfunctioning and are 20+ years old, for \$12,927; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.
- Due to the updated proposal from Sessions on the girl’s locker room plumbing update (approximately \$34k), Cyndi is seeking quotes from two other plumbing companies, NW Plumbing Services out of St. Helens and Terry’s Plumbing out of Astoria.
- As of tonight’s meeting, the District has received 2 applications. Cyndi will be working on interview questions and an interview panel. The hope would be to have an offer made before the December meeting and for the board to be able to ratify the hiring.

• Park – Cyndi & Bill

Park Operations

Director Guinther made a motion, and Director Mustola seconded that Director True be allowed to work with the City on behalf of the board, for the funding to make the repairs to the walking path in the main park; all in favor.

Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

After reviewing the Service Agreement with the City, it was determined by the board that the park district will no longer be making exceptions to the agreement and will be following what is lined out in the agreement.

Bill will contact Kynsi to see where we are on their schedule for the Cope Park walking path repairs.

Director Guinther made a motion, and Director Jolma seconded that the wood play structure in the Kiwanis Kiddie Park be removed per the District’s risk management recommendation; all in favor.

Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

Director True and Cyndi will let Mr. Hinkelman, and the Council know of the board’s plans with regards to the Service Agreement and the play structure at their December meeting.

The park re-key project has been completed and Cyndi has submitted to SDAO for possible reimbursement of up to \$2500 under the Safety & Security grant.

Norgren’s portion of the rebuild of the Cope Park play structure has been completed. The steel platform has been delivered to Pacific Stainless for powder coating. The metal slide replacement will be placed on hold until the Spring and the District has a better idea of their financial standing.

The board approved bringing Doug Hemens, who is currently under contract with Express Employment Services, on to the park payroll. He is doing a great a job and will be a continued asset to the park district. Also, having him on the payroll should save the District some money.

Bill reported that the exercise stations in Cope Park need extensive repair or removal.

If removed, the District could add some picnic tables or benches for additional seating in the park.

The board stated that if the structure is rotten, remove it as needed. If repairs can be made and maintain the safety of the structure, please do so. There will be no replacements at this time, due to budgetary constraints.

Monthly Safety Inspections

Bill stated that the monthly inspections are being done on the last Thursday of the month.

The maintenance of the tennis courts needs to be a priority; keeping the cracks cleaned up and keeping the surface free of moss and algae to prevent slip hazards.

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

See Park Operations – Kynsi Construction estimate for walking path repairs.

DISTRICT MANAGER’S REPORT:

There is a balance of \$7600 in the line item from the City.

The District received a letter from the County stating that there will be more property tax funds withheld for the Cascade Tissue appeal. Since we won’t know the complete financial impact of this potential refund credit, the board will be halting any major spending other than what has already been discussed and or approved.

The District had a \$24k shortfall of property taxes for the fiscal year 23-24; a portion of this was part of the Cascade Tissue potential refund credit.

The District will be receiving a donation that will more than likely be enough to cover the cost to replace the water heaters at the pool.

The board was given a Save the Date regarding the upcoming SDAO annual conference February 6-8th in Bend.

As of tonight’s meeting, all requested documents have been submitted to the auditors.

The Park Maintenance Supervisor’s evaluation has been completed. Bill is doing an amazing job for the District.

The District may need to make a change regarding the current security system (cameras); the current person we are working with has been suffering from health issues that are causing inconsistencies with service. Also, the current system is antiquated and not very user friendly.

The Library District recently upgraded their system using EVERON (formerly ADT) and while the cost will be considerably more, the product and services are much more advanced.

After some discussion, it was determined by the board that the biggest need for cameras is at the pool, so when time and funding allow this will be the area the upgrades to security will be focused.

New apparel with the new logo will be placed on hold for the time being until funding can be secured.

The park district received a \$500 donation from the Kiwanis for the Kiddie Park play structure, however with the planned removal of the structure, Cyndi will reach out and see if they are willing to repurpose the funds for bark chips in the Spring.

Cyndi has completed 8 weeks of HR training (32 hours). This was paid for by the fire district, but the training will be beneficial to the park district.

BOARD REPORTS:

Director Jolma – Nothing

Director Raschke – Nothing

Director Mustola – Nothing

Director Guinther – Nothing
Director True - Nothing

The meeting was adjourned at 7:23pm.

The next regularly scheduled meeting will be held on Thursday, December 19th, at 6:00pm.

Approved By: _____ Date: _____

District Mission Statement

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

APPROVED