

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

October 17, 2024

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

No visitors.

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

None

BOARD BUSINESS:

Dave True took his Oath of Office as an appointment to Position 2, with his term ending in 2027.

The board asked that they have a month to review the Public Meeting Policy before adopting.

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

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

REPORTS/OLD BUSINESS:

• Pool – Cyndi

General Pool Operations & Recreation Report

- The irrigation/sprinkler work in the front of and the back of the pool building is being put on hold for the moment, to make sure there is money in the budget for this project.
- The winter cover has been installed with the help of the park maintenance crew and the City crews.
- The Park/Pool Manager job information posting, job description and application have been placed on the website. Cyndi will work on getting the information posted on Facebook, as well as other medians, as money allows.

- Brad McKay will be looking at the pool roof building and getting an estimate for repairs. There has been a leak in the front of the pool building since the District had Jake Pinard do some roof work several years ago.
- The pool vacuum has died, and we will need a new one before the next pool season. Pure Water Aquatics provided a quote for a new one; \$6737.18. Director Mustola made a motion and Director Guinther seconded that a new pool vacuum be purchased before the next pool season; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes

- **Park – Cyndi & Bill**

Park Operations

Director Raschke made a motion and Director True seconded that the District hire Pro Line Sprinklers to update the controller, replace up to 20 sprinkler heads and 4 valves in Cope Park (only at this time) at a cost of \$8,045.36; all in favor.

Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes
 Bill stated that there is a 1-year warranty on their work.

Bill contacted Kynsi Construction about some tree roots causing tripping hazards on parts of the walking path in the main park and in Cope Park. Kynsi provided an estimate for \$15,290 (Cope Park - \$1890.00 and \$13,400.00 for the main park) for about 245 feet of black top to be repaired.

Director Guinther made a motion and Director Mustola seconded that Bill contact Kynsi Construction and get Cope Park on the schedule as soon as possible; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True – yes
 With regards to the main park walking path issues, Director True has offered, with the board’s permission, to attend the November City Council meeting and ask for at least half of the cost of this project in addition to the \$25K already planned for maintenance in the park.

The irrigation/sprinkler work in the park around the gazebo and in the Kiwanis Kiddie Park is being put on hold for the moment, until the walking path issues can be addressed and determined how they will be paid for.

Clearview Tree Service provided an estimate in the amount of \$5,980 for the removal of 10 trees behind the shop along the slough. After some discussion, it was decided that while these need to come down, there is no danger to the public or structures at this time and the with the walking path issues, this will need to be placed on hold for the time being.

The rekey project in the park (phase 2) will begin next week. Once this project has been completed, there will be a master key for LE, Fire and the City, that will allow access to all buildings and gates in the park with one key. In the event of an emergency, this will be invaluable.

The district’s current camera IT person has been struggling with health issues for the past few years and the service being provided is not consistent, creating issues with accessibility to the current camera system.

A change in the camera/IT company should be considered. After some discussion, the board determined that the most critical areas for cameras are the shop and the pool. An alarm in the shop building should be considered along with updated cameras at the shop and the pool. Cyndi and Bill will work on this project as time and money allows.

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:

The City has been billed for the roofs (gazebo and small picnic structure), 50% of the restroom operational hours, and the tree work along the slough; \$17K.

The audit for the park has begun and the hope is that it will be completed before the end of the year.

BOARD REPORTS:

Director Jolma – asked about the Cope play structure; Norgren has begun the process of replacing the posts. They will be in concrete this time to help prevent future rotting issues.

Director Raschke – The mower sold for \$375.

Director Mustola – Nothing

Director Guinther – Asked about having feminine hygiene products placed in the park restrooms.

Director True – mentioned that there was a situation in the park during a youth soccer game. Cyndi stated that she was aware of it and that an email had been sent to the Rainier/Clatskanie Youth Soccer board.

The meeting was adjourned at 7:38pm.

The next regularly scheduled meeting will be held on Thursday, November 21st, 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.'