

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

April 26, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 5:35pm, on Wednesday, April 26, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Board members in attendance: Glenn Raschke, Roger Jolma, Dave True and Brian Guinther.

Board members absent: None

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

VISITORS

Jerry Simmons – VFW and the War Memorial

They are planning to expand the war memorial about 30 feet towards the river from the current memorial with a 5-foot walkway all the way around both memorials. They would also like to add water and power. The trees will stay but the rhodie will be removed. The board stated that they are to keep the park maintenance crew in the loop on this project at all times.

They are still fundraising for this project, so nothing to be done at this time.

Also, they are planning to clean the existing memorial and will let the park crew know the date(s) planned after their May 8th meeting.

The board asked that we look for a possible agreement from the first memorial placement or the minutes approving this project, it would have been 1998 forward.

The board would also like to have an agreement (MOU) drawn up by an attorney with the VFW.

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 for approval at tonight's meeting.

Director Mustola made a motion and Director Guinther seconded that the bills be paid; all in favor of those present.

REPORTS/OLD BUSINESS:

• Pool – Cyndi

General Pool Operations & Recreation Report

- The search for a pool manager is ongoing.
- Eric will contact Rick Richmond about the progress of the 3 doors to be replaced at the pool building.
- Movie in the Park – Saturday, July 1st – Jurassic World Dominion and Friday, August 4th – Family Camp
- Cyndi will be working on getting 3 quotes from plumbers for the locker room/restroom plumbing updates. **Nothing new to report as of tonight's meeting.**
- The portable pickle ball net, paddles and balls have been ordered and are at the pool building.

- Jammie’s Environmental to clean/sanitize the concrete floors of the locker rooms and entry of the pool building.
- The new pool summer blankets have been delivered.
- John Norgren has provided a quote of \$2,600 to build 3 changing stalls in the boy’s locker room, board approved.

• **Park – Eric**

Park Operations

All safety inspections are being done and things are in good shape.

The new trees have been purchased. They are very young and will have to be protected from park patrons and deer. Director Guinther stated that he has some fencing that can be used to put around the trees for protection.

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.***

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

2023-2024 Board Budget Workshop

Personnel Services – Increase park maintenance and manager for the addition of seasonal summer help.

Materials & Services – Increase vehicle maintenance & fuel for the possible replacement of the engine in the maintenance truck, front end alignment and transmission.

Capital Outlay – Remove Bike & Hike Path and Multipurpose Field(s)

Possible budget committee members – Steve Stadelman, Mayor Bob, Casey Twinning (new board member in July), Jerry Simmons and Carol Brandt.

Discuss/Approve Resolution 23-003 Authorizing the Transfer of Appropriations within funds.

Director Guinther made a motion to approve Resolution 23-003 authorizing the transfer of appropriations within funds and Director True seconded the motion; all in favor.

Discuss/Approve 23-24 Bookkeeping & Management Services Contract

Director Guinther made a motion to approve the 23-24 bookkeeping and management services contract as presented and Director Jolma seconded: all in favor.

Sign the closing of the CCDA (Urban Renewal) Agreement

The board authorized Director Mustola to sign the agreement.

Discuss/Approve Public Records Request Policy

Director Guinther made a motion to approve the updated Public Records Request Policy with instructions and fee schedule and Director Mustola seconded; all in favor.

DISTRICT MANAGER'S REPORT:

April City Council Meeting

Cyndi attended and provided an update to the council and city manager of projects coming up and completed in the park. I have been asked to be on the budget committee for the City.

District's Mission Statement

This project was to be revisited this spring, so copies of the current mission statement along with one possible option were provided for the board's review and discussion. Nothing was done on this matter at tonight's meeting.

I requested a quote from John Norgren for a 10' x 10' concrete pad and gable roof covered picnic structure for the Kiwanis Kiddie Park; the quote is \$6,200; I will be seeking funding from outside sources for this project.

BOARD REPORTS:

Director True – No

Director Jolma – He asked Director Raschke about the City of Portland

Director Raschke – May 23rd is the scheduled date for the high school to come to the park and began planting approximately 200 plants for the pollinator friendly project.

Director Mustola – Nothing

Director Guinther – nothing

The meeting was adjourned at 6:51pm.

The next regularly scheduled meeting will be held on Thursday, May 15th immediately following the budget committee meeting.

Approved By: _____ Date: _____

District Mission Statement

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