

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

December 6, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, December 6, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Roger Jolma, John Hazapis, Krystle Gonzalez and Andrew Mustola.

Board members absent: ***None***

Becki Horness, pool manager - ***Absent***

Cyndi Warren, Park Operations - ***Present***

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

VISITORS

NONE

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

7:30 to 8:00pm

REGULAR BUSINESS:

November's regular meeting minutes were presented to the board for approval; John made a motion and Krystle seconded that the minutes be approved as presented.

Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle - yes

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

Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle – yes

REPORTS/OLD BUSINESS:

- **Pool – Becki**

General Pool Operations Report

Becki would like to explore the option of a mesh winter cover for the pool that would help keep the leaves out of the pool during the winter months. The leaves destroy the pool surface if they are not fished out immediately, and that is just not possible in the fall and winter months. The board asked Becki to get some ideas and costs and bring to the next meeting for discussion.

As Becki was absent, there is no new information regarding this project.

Becki wanted it mentioned that the pool seems to have a leak, possibly in the return line. After some discussion it was determined that the area under the pool where the leak may be is most likely a 'confined space' situation and a professional pool company with the credentials and/or permits for dealing with 'confined space' situations would be the best option for this project. This will need to be dealt with as soon as possible, so that any issues, major or minor can be dealt with before the next pool season. ***Becki will work on getting a company out to take a look and assess the issue over Christmas break from school.***

Flag Pole Replacement

Where are we on getting this project completed?



Baby Pool Issue with the County

Possible findings after the inspection:

1. We may need to update the sensor and feed system as well as increase the chlorine feed to reflect a 3.0 level at all times (our pool's range is between 1.5-3.0 and the feed kicks in below 1.5).
2. Or just the up the chlorine level up to 3.0 at all times.

There was also some discussion with regards to not having the lifeguards, only pool management and Eric deal with the chlorine at all times; it really needs to be handled by trained professionals.

- **Park – Eric**

Park Outbuilding Roof Bids

As Jake Pinard (JP&S Contracting) has not responded to any requests from Eric or the board to rebid this project, he will be removed from the list and Eric and the board will contact other contractors for this project.

Replacement of Park Entrance signs, Seaman (the dog) and F. Somes Field Sign

- Seaman, the dog statue:
The board decided not to replace this statue at this time, but to cut the current dog statue in half and mount on the side of the information center.
- 2 Park Entrance Signs
- Frank Somes Field (for the softball field)
- Pete Hazapis Field sign will get freshen up.

This project will be ongoing, with a planned completion date in late Spring.

Update Security System/Cameras (Skate Park & 5th Street Shop)

Skate Park security system has been installed. We are still waiting to find an internet provider that can provide hard wire cable internet for the live feed request from the City. Our current internet is wireless and it will not work in this area; too many trees.

The pool building will be next, as long as the electrical walkthrough doesn't come back with any major deficiencies in the pool building.

The board would like to have the live feed option in the main park (gazebo area), from the cameras that are to be placed at the pool building and in the skate park (as requested by the City), with no live feed near the main park restrooms.

Leland Enterprises presented a bid for the Log Cabin/Main Park Restroom area in the amount of \$3,987.93; Roger made a motion and Andrew seconded that this bid be accepted.

Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle – yes

Monthly Safety Inspections

The Board requested that 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

All information has been sent to Mr. Richard Stellner.

Skate Park Update:

Bids for materials have gone out, but not completion date has been set as of tonight's meeting.

Service Agreement with the City of Clatskanie

Mr. Hinkelman's response to the service agreement draft:

- Remove comments regarding the skate park and the recycle bins.
Bruce will get clarification on the recycle bin issue.

After some discussion it was decided that the District does not want to change the verbiage at this time as there has been no change to the skate park, but would be willing to add an addendum to the service agreement with regards to the skate park once the new one has been completed and the specific maintenance plan has been lined out between the City and the park District.

Bruce and Cyndi will meet with Mr. Hinkelman on Tuesday, December 18th.

Digital Services Contract – Della Graham (Website/Webpage/Facebook Page)

Each month the managers, board of directors and Cyndi will determine what, if anything needs to be given to Della for further advertising.

The board had no requests for Della at this time.

Spray Park at Cope Park

The board revisited the conversation about adding a spray park to Cope Park. Bruce will contact the City of St. Helens and see what information they can provide on theirs. The board discussed just having a pad with jets in the ground, very simple, but fun for the kids that are too old for the baby pool and too young for the swimming pool by themselves. ***Bruce is to gather information on the spray park in St. Helens and bring back to the board for further discussion; nothing new to discuss at the time of tonight's meeting.***

Park Snack Shack

The roll up door has been installed.

Eric will check with Clatskanie Builders on the cost of a water tight door.

The new sink and upper cabinets have been delivered and will be installed this winter as time allows.

Eric and Kevin will work on getting things moved out so that the walls can be washed and painted.

Eric will look for some water resistance paint for the concrete walls.

Electrical Updates as suggested by PUD in the park and pool building

Eric to contact Cando, Rawhide and Vilardi and see if they will come and do a walkthrough in the park and the pool building and give the district a bid to fix any code violations and update all outlets in the park, paying special attention to the area by the baseball field where the stage for Heritage Days and other community events will need power.

As of tonight's meeting, Eric had only received a bid from Rawhide in the amount of \$13,882.

The board asked that Eric work to get 2 more bids by the February meeting.

Tennis Courts & Fence

Cyndi met with Mark Kynsi (Kynsi Construction) to discuss what it would take to fix the tennis courts; Mark had a couple of ideas and will submit those as his time allows, as he is super busy right now. He did state that no matter what is decided the project will be costly.

During this meeting, we also discussed removing the current posts and cable fencing that is currently around the perimeter of the park with large boulders. Mark will also be submitting a quote for this project.

Kynsi Construction has not sent information regarding either of these projects as of tonight's meeting.

Movies in the Park – 2019

Movie in the Park Dates – 2019

Saturday, June 29th (Car Show) – Back to the Future

Saturday, July 13th – Incredibles 2

Friday, August 2nd (Clatskanie Festival) – Christopher Robin

Saturday, August 17th – A Lego Movie, The Second Park

Saturday, September 7th – Bumblebee

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

SDAO Annual Conference – February 8-10, 2019 in Sunriver

Krystle Gonzalez, Bruce, Andrew and Roger are all interested in going.

Discuss Removal of Light Posts around gazebo

The globes are continuing to be broken and vandalized, what if the light posts were removed?

Eric just replaced the globes again; the board would like to wait and see, as removing the light posts could create tripping hazards and exposed electrical. The new security cameras should be up and running very soon and hopefully if there are any more issues we can figure out who the vandals are.

Park Host Candidate

Eric knows a gentleman who would be interested in the park host position; he has a strong military background and has been a cemetery sexton for several years.

Eric and the board feel that with all of the vandalism we have been experiencing in the park in the last 12 + months, having a regular presence in the park could help deter some of the issues.

However, bringing back camping in the park, is not being discussed at this time, but would be considered at a later date if the park host position works out.

Cyndi will get a contract out to Mike Starks immediately.

Baseball score booth/storage building

With Little League planning to use the baseball field this spring for their minor and major games, the score booth building needs to be looked at for some major repair issues from years of flooding.

The board would like Eric to contact some contractors to get bids on making the lower 4ft of the building cinder blocks, like we had done for the log cabin, as well as look at making the stairs accessible from the inside instead of the outside.

BOARD REPORTS:

Public Relations –

Grants –

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 8:00pm

The next regularly scheduled meeting will be held on Thursday, January 10, 2019.

Approved By: B. P. July Date: 1/10/19

District Mission Statement

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