

# CLATSKANIE PARK & RECREATION DISTRICT

## REGULAR MEETING MINUTES

May 18, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Roger Jolma, Vice Board Chair, at 6:12pm, on Thursday, May 18, 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: Andrew Mustola

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

### VISITORS

Jasmin Lillich

City Beautification Grant (Travel Oregon) – Update

Travel Oregon is currently in a restructuring phase and this grant, while not quashed, is on hold at this time.

The alternative option will be the lighting along Nehalem Street.

Farmer’s Market Update – 30 vendors (12 regular). Jasmine is still working with the OLCC to get the permits for the events that will be serving alcohol; she will provide a copy to the District when the process is complete.

Jasmine suggested that the District have a pollinator plan in place for future board members; Director Raschke stated that he will be working on this.

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

None

### REGULAR BUSINESS:

No meeting minutes to be approved at tonight’s meeting; March, April and May will all be provided at the June meeting for approval.

Director Guinther made a motion and Director Jolma 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.
- New pool doors – Eric stated that when he contacted Mr. Richmond a week or so ago, he had forgotten to order the doors.
- Locker room(s) Restroom & Plumbing update – We have a quote from Sessions Plumbing, we are waiting for a quote from NW Plumbing out of St. Helens, Eric and Cyndi will meet with Terry’s Plumbing next week to get the 3<sup>rd</sup> quote.
- We are waiting on John Norgren to complete the dressing rooms in the boy’s locker room at the pool.

- We have received about 19 pool applications, approximately 8 of those are new and will be required to go through lifeguard training. Once we know the outcome of that training, we will know how many lifeguards we will have and can begin to build the 2023 summer pool schedule. There should be a schedule for the Board to review by the June 15<sup>th</sup> meeting.

- **Park – Eric**

**Park Operations**

The Library’s grass will be mowed on Wednesday’s when Cope Park is mowed.

We will be working on a MOU and possible compensation for this work over the coming months. There should also be something in writing with regard to the Raymond Carver Memorial in Cope Park, as it has recently been verified that it actually sits on park district property rather than the previously thought library district property.

The score booth has been removed.

The new asphalt pad in front of the snack shack has been poured and looks good. A post was placed for the chain gate, as the boulder that was previously there, made the entry too tight for vehicle entry.

The maintenance truck is going to need a new engine. The rest of the truck is in great shape. Eric has asked Jim’s garage for a quote on a new crate engine and a remanned motor; the work would likely be scheduled over the winter months.

**Cope Park – War Memorial**

The board has requested that an MOU be drawn up for this project with liability insurance being a major concern.

Technically, once this memorial is put in place it belongs to the park district, however, all maintenance and responsibility should belong to the VFW.

**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***

***No new business at tonight’s meeting.***

**DISTRICT MANAGER’S REPORT:**

**May City Council Meeting (and Budget Committee Meeting)**

Cyndi attended and provided an update to the council and city manager of projects coming up and completed in the park.

We also were able to secure \$25,000 for the 23/24 fiscal year for capital projects in the park.

**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. ***No new discussion on this matter.***

We will be planting some Lavender along the bank on 5<sup>th</sup> street. Director Raschke mentioned that Rosemary would be another good plant for that area.

**BOARD REPORTS:**

Director True – Nothing

Director Jolma – Nothing

Director Raschke – The 1<sup>st</sup> phase of the pollinator planting project will be done on May 23<sup>rd</sup> by the high school. Phase 2, the planting of Lupine, will be done by the Garden Club in June and Phase 3 will be in the fall and completed by the Garden Club.

Director Mustola – Absent

Director Guinther contacted Eric about the new post at the entrance to the park and was happy with Eric’s explanation and plan.

The meeting was adjourned at 6:49pm.

**The next regularly scheduled meeting will be held on Thursday, June 15, immediately following the budget hearing.**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

***District Mission Statement***

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