

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

July 20, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Roger Jolma, Vice Board Chair, at 6:02pm, on Thursday, July 20, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Board members in attendance: Glenn Raschke, Roger Jolma, Brian Guinther and newly elected Casey Twining.

Board member(s) absent: Andrew Mustola

Virtual Attendees: None

Interim Pool manager – **Present**

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

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

VISITORS

Nate Hendricks

He is working to bring the Bluegrass Festival back to Clatskanie and would like to use the park. He is planning to have the RV's park/camp in the park, as was done in the past. He is planning for September 12-15, 2024. This project is being back by the Clatskanie Arts Commission.

The event will be placed on the calendar. The board is very supportive of this project and asks that Nate keep the board informed as the project progresses over the next year.

It was suggested that he consider bringing in portable restrooms and having volunteers to aid with cleaning during and after the event.

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

None

BOARD BUSINESS:

Oath of Office – in the absence of the actual Oath of Office, Casey raised her right hand stated her commitment to the Clatskanie Park and Recreation District. The actual Oath of Office will be signed at the August meeting.

Elections – Director Jolma made a motion to keep Director Mustola as the Board Chair and Glenn seconded the motion; all in favor of those present.

Director Jolma made a motion that Director Guinther be the Vice Chair and Director Raschke seconded the motion, Director Guinther accepted; all in favor of those present.

Appoint Budget Officer – Cyndi Warren

Declare Auditor – William Cote, CPA

Declare Attorney of Record – Local Government Law Group

The regular monthly board meetings will be held on the third Thursday of the month at 6:00pm.

Authorized banking and check signers for the District will be:

Roger Jolma, Andrew Mustola, Casey Twining, Glenn Raschke and Brian Guinther and Cyndi Warren, Bookkeeper.

REGULAR BUSINESS:

No minutes presented for approval at tonight's meeting.

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

- At this time the search for a pool manager will be suspended and will be revisited when the pool closes in September.
- New pool doors have been installed and painted by Kent Phillipps
- Locker room(s) Restroom & Plumbing update – Director Guinther made a motion and Director Jolma seconded that the District go with Sessions Plumbing for the estimated amount of \$30,066, knowing that since it took the other contractors so long to respond (or not respond) that there will likely be a small increase to the original estimate; all in favor of those present.
- Overall pool operations have been going well this summer. We have already seen more than 200 kiddos through swim lessons and have reached capacity multiple times during open swim. We don't have the full lifeguard staff that we would prefer but are making the best of the lifeguard staff we have; who are doing an amazing job. After some voiced frustration by a patron, we are going to try and offer an evening water fitness class MWF, as staffing allows; this will be a week-to-week determination.

Park – Eric

Park Operations

We will be working on an MOU with Clatskanie Library and possible compensation for this work over the coming months. There should also be something in writing regarding 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.

Nothing new to report on this project at this time.

Eric is going to work with Ray Shulda, Clearview Tree Service, to determine the trees with the most significant safety concerns, concentrating on the walking path. Cyndi will notify the City of Clatskanie of this project, as it is likely one that will be submitted for reimbursement.

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.

Nothing new to report on this project at this time.

Picnic Structure in the Park

It was discovered today that two of the metal holders and pins have been removed and/or rotted away, leaving the 4x4's untethered and the structure unstable. Eric asked John Norgren to look, and he stated that the only 'quick fix' would be to place cross braces at each end. Director Guinther stated that he would look at the structure after tonight's meeting and work with Eric on a plan to make the repairs.

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.***

Thank you' s

The District has received a donation in the amount of \$300 from Umpqua Bank.

The District has received a donation in the amount of \$1,000 from Robin Miller and is being used for lesson and student swimming passes.

DISTRICT MANAGER'S REPORT:

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. ***This project is to be tabled until Fall.***

Heritage Days overall, was a great success with regards to the park usage. There was one issue with a vendor who was placed too close to the gazebo and was allowed to stay/camp for too long. This will be addressed at the post Heritage Days meeting.

The City of Clatskanie has provided the first reimbursement check for non-regular maintenance projects in the park; removal of the condemned score booth and electrical work.

Frisbee Golf and possible Sport Court surfacing for the current tennis courts is being explored. I will keep the board informed as time allows for further investigation of these two possible projects.

BOARD REPORTS:

Director Twining – Does the Garden Club assist with stuff in the park? Yes, in a few areas with regards to pollinator friendly areas and some flower boxes/pots. Who takes care of the bank on the old PUD side of the river? This area is privately owned. Suggested she reach out to the City or to the Lillich's with regards to this area.

Director Jolma – Nothing

Director Raschke – Nothing

Director Mustola – Absent

Director Guinther - Nothing

The meeting was adjourned at 7:15pm.

The next regularly scheduled meeting will be held on Thursday, July 20, 2023, 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.'