

CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES
September 6, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:15pm, on Thursday, September 6, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Andrew Mustola; John Hazapis arrived late.

Board members absent: **Roger Jolma**

Becki Horness, pool manager - **Present**

Cyndi Warren, bookkeeper - **Present**

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

VISITORS

Greg Hinkelman, Clatskanie City Manager – Skate Park Update

The roof has been installed.

Eric mentioned to Greg that there were some exposed guide wires that could be extremely dangerous to the public. One of the regular AM walkers had his hat knocked off when he walked past and didn't see the wire.

Eric wrapped yellow caution tape around them for now.

Greg stated that Eric should go ahead and take care of this issue.

No timeline has been established for the installation of the ramps as of tonight's meeting.

There will be another public meeting held to vote on the 3 or 4 designs suggested by Skatelite; there has been no set for this meeting as of tonight's meeting.

Once the ramps have been installed, Greg stated that Skatelite will come down and meet with Eric to go over the required maintenance protocol.

Skatelite plans to monitor the ramps periodically for 2 years, as well as come up with a replacement schedule.

Any and all maintenance will have to be discussed with the park board, Eric and the City before any decisions are made with regards to the maintenance plan/parameters at the skate park and then added to our current service agreement waiting to be signed by the City.

Also, the District received notification from the City about the annual backflow assembly testing for the Veteran's Memorial Park in Cope Park (1) and two at the pool building. Mr. Hinkelman stated this is the District's responsibility as it is considered maintenance. The tester has already been in contact with Eric and set up a time to take care of this.

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

NONE

REGULAR BUSINESS:

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

Andrew –yes, Roger – absent, Bruce – yes, John – yes

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

Andrew –yes, Roger – absent, Bruce – yes, John – yes

REPORTS/OLD BUSINESS:

• **Pool – Becki**

General Pool Operations Report

Becki reported that it has been a great season.

Bruce and Cyndi have been in touch with the County with regards to the District vs Out of District fees for the pool and Don Clack at the County is going to request a district boundary map with street names, as well as provide us with a list of addresses in the district boundaries.

Lifeguard employee evaluations/exit interviews have been completed.

Based on the current information, it is with deep regret that the District is unable to make any handicap modifications to the pool, pool deck and pool building. Any modification, no matter how small, would require many other additional modifications and the current pool, pool deck and building are not equipped to handle the required changes and would require a new pool, pool deck and building and the district does not have the funding for an entire pool/building replacement.

Becki will conduct Brooke's employee evaluation once she has received the evaluation form from Cyndi. The board stated that Brooke needs to get her Lifeguard certification before the start of the next season and her certified pool operator's license during the next 12 months. Becki will go over these items with Brooke during her evaluation.

Update Security System/Cameras (Pool Building & Parking Lot)

John made a motion and Andrew seconded that the estimate for \$4,979.08 from Leland Enterprises to update and increase the security cameras around the pool building be accepted.

Andrew –yes, Roger – absent, Bruce – yes, John – yes

Once these projects have been completed, the District will work on adding an updated security system at the log cabin, restrooms and snack shack area.

• **Park – Eric**

Certified Pool Operator's License

Eric's will expire this year. There is a class in Portland in October. Eric has been registered; the license is good for 5 years. Becki has hers and the board has requested that Brooke get her license as well.

Park Outbuilding Roof Bids

Nothing from JPS Contractor on the bids for the outbuilding roofs as of tonight's meeting.

Frank's Retirement Gift

A retirement 'gift' for Frank was suggested in the way of naming the softball field after Frank; Frank Somes Softball Field or something along those lines. The Board would like it to be a wood carving and while we are having this done (if the City/Greg Hinkelman approves it) the board would like the City Park signs updated as well as the Pete Hazapis Field sign updated. ***Cyndi has not found a wood carver as of tonight's meeting.*** Bruce will talk to Greg Hinkelman and see if the City would be ok with this 'gift' to Frank. ***Bruce and Greg have not had a chance to meet and discuss this.***

Cope Park Vegetation

Roger has concerns that the walking path along the river through Cope’s park is overplanted, there are many dead plants and should be thinned out as time allows.

Roger will contact Steve Aschenbrenner, a local arborist, to see if he would have time to meet with Roger and/or Eric and help determine which plants could/should be removed to help promote the healthy growth of plants and trees. **As Roger was absent tonight, there is no new information to report.**

Fire in the Men’s Restroom

Update from Deputy Pesio –

One suspect (minor) has confessed and they are still looking for another suspect.

The suspect, who confessed, stated that he used a lighter and paper towels to start the fire.

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

John made a motion and Andrew seconded that the estimate for \$4,903.36 from Leland Enterprises to update and increase the security cameras in the skate park and surrounding area; with the shop included.

Andrew –yes, Roger – absent, Bruce – yes, John – yes

This along with the updated system planned for the pool will be submitted to SDIS for their \$10,000 matching (up to \$5,000) safety and security grant program.

The estimate for the planned security system update at the log cabin and restrooms has not been received as of tonight’s meeting.

The board asked that Cyndi email SDIS about the grant parameters and if the project can be started and/or completed with or without the acceptance of the grant and then reimbursed later if the grant is awarded.

The District will also have to change internet/Wi-Fi carriers, as Cascade Networks will not work in the shop/skate park area. Cyndi will contact Charter Communications/Spectrum and see about betting things switched over.

Monthly Safety Inspections

The Board requested that Frank/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

Bruce will contact Richard Stellner and see where he is with this project. **Nothing new to report.**

Park Employee Evaluations

Target date for completion is Thursday, October 4th.

John and Cyndi will conduct Eric and Becki’s evaluation.

Andrew and Eric will conduct Kevin’s evaluation.

Skate Park Discussion Continued:

See Visitors

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 will meet with Greg and see if they can come to an agreement on getting the new service agreement signed.

Digital Services Contract – Della Fawcett (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. In the meantime, Cyndi will work on getting requested items to Della for the website; minutes and agendas.

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.

Movie in the Park Dates – 2019

Movies in the Park will continue in 2019; Cyndi will check into retro movie options, as well as new releases. We also discussed sending flyers home through the grade school next year at the end of the school year to remind kids and parents about the movies in the park.

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

Pool and Park Staff Appreciation BBQ

It was decided that rather than have a holiday party in December and another BBQ in the summer, there will be one BBQ for all of the board members, managers, pool and park employees and families on a Sunday, preferably in late July or very early August.

Park Snack Shack

Ascott Garage Doors submitted a quote for \$1,377.98 to remove, replace and dispose of the current roll up door in the park snack shack.

John made a motion and Andrew seconded that the board accept the quote provided.

Andrew –yes, Roger – absent, Bruce – yes, John – yes

Position #1 Board Member Replacement

Krystle Gonzalez, a park district budget committee member, has expressed an interest in finishing out Della's term (June 30, 2019). Then if she would like to, Krystle can run for the position in the May 2019 election. John made a motion and Andrew seconded that Krystle Gonzalez be appointed to fill Position #1 of the board directors.

Andrew –yes, Roger – absent, Bruce – yes, John – yes

While Roger was absent for this vote, he stated prior to the meeting that he had no issue with this appointment.

Krystle will be invited to the October 4th meeting to be sworn in.

Federal Asset Report for Auditor

Based on the recent findings, there are several items on the park district’s asset list that do not belong there. Any improvements and/or structures added to the property by the park district, become the property of the City unless it can be removed and taken away if the agreement between the park district and the City of Clatskanie ever dissolved.

Electrical Violations in Park from PUD

Roger spoke with the PUD and they stated that the person who sent the original letter was no longer with the PUD and that it would take some time for his replacement to get up to speed. Once that happens, they will send out a new letter and then the District (and/or the City) will have 2 years to fix/respond to the letter.

Park Restrooms – Women’s side

Cyndi noted that it is pretty dark by the restrooms (there seemed to be a light out) and with the log wall and the large fruit tree used for added privacy, it makes entering and leaving the women’s restroom at night feel unsafe. Board approved removal of the tree, cutting the logs down to chair height and adding a more easily manicured ` shrub for the additional privacy.

Tennis Courts & Fence

As the skate park issues have unfolded over the past several months, it has been brought to the District’s and City’s attention that the current state of the tennis courts are in very bad shape, even considered unsafe. After some discussion about the possible costs involved and who will be responsible for the funding of such a project, it was decided that the park board would get some bids on digging out the current tennis courts and replacing with asphalt, which should handle the possible flooding issue better and making the ‘courts’ more of a multi-use space with the ability to also play tennis.

Cyndi will contact Mark Kynsi to get help with an RFP for this project. Once the district has received the bids, they will then approach the City about getting this project completed.

BOARD REPORTS:

Public Relations –


Grants –

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 8:10pm

The next regularly scheduled meeting will be held on Thursday, October 4, 2018.

Approved By:  Date: 10/4/18

District Mission Statement

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