

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**May 2, 2019**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:29pm, on Thursday, May 2, 2019 *immediately following the budget committee meeting* at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

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

Board members absent: ***Krystle Gonzalez***

Becki Horness, pool manager - ***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.***

***None***

**REGULAR BUSINESS:**

March meeting minutes, April regular and special meeting minutes presented to the board for approval; all in favor.  
***Andrew – yes, Roger – yes, Bruce – yes, John – yes, Krystle – absent***

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

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

**REPORTS/OLD BUSINESS:**

• **Pool – Becki**

**General Pool Operations Report**

Anderson Poolworks provided a contract for the board chair to sign. As the board had already accepted the bid, Bruce signed the contract.

The board asked that Cyndi make another request for a bid to get the baby/wading pool up to code OR turn that area into a splash pad. At this time, the wading pool will be capped off and have to be shut down for this season until the District knows for sure what will be involved in the project and the cost.

The board would also like to have a report directly from Anderson Poolworks on the actual scope of the project either before they begin or when they arrive to begin the project.

**Update and Increase Current Pool Prices**

The price increases presented to the board for approval (see attached) were approved with the exception of the pool rental rates. Roger, with the rest of the board in agreement, felt that there should be some continuity to the hourly rates and the number of guards needed; Becki stated that she would work on that as well as removing the 3 hour pool rental from the price sheet, as the pool, to her knowledge, has never been rented more than 2 hours.

**Flag Pole Replacement**

The flag pole has been ordered and delivered; it will be installed as time allows.

**Junior Lifeguard and/or Volunteer Swim Lesson Intern Application**

The board suggested that a more formal plan be put in place for the junior lifeguard and volunteer swim lesson intern positions. A modified employment application has been created and approved by the board (and Becki). Once the pool opens these positions will be advertised.

• **Park – Eric**

**Park Maintenance Schedule**

Richard and Cyndi drafted a letter for the board to approve (see attached). Board approved. Cyndi will get a letter for Cole Warren the current park maintenance employee to sign and any new hires for park maintenance will sign this letter moving forward.

**Cycle Columbia County Event – June 15<sup>th</sup>**

No paperwork has been turned in for the possible beer garden as of tonight’s meeting; they were still waiting on a possible vendor.

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

Currently, to turn on the main park field lights you have to open up the main park breaker box and turn on the main breaker. According to the electrician, this is very unsafe and NO ONE should be accessing the main breaker box. Josh (the electrician) suggested a separate breaker box just for the field lights that could be placed on the outside of the main breaker box and locked. The board asked Eric to get the cost for the breaker(s).

There are just a few things to finish up on this project; a few of them at the pool cannot be completed until the leak project has been completed.

**Park Host Candidate**

No new candidates to discuss at this time. Cyndi will check into some park host specific sites for possible advertising.

**Park Restroom Roof**

This project has been completed. It looks really nice.

**Update Security System/Cameras (Skate Park & 5<sup>th</sup> Street Shop, Pool & Gazebo, Log Cabin & Restrooms)**

Darrel will come down in June and do a tutorial of the new camera system with Becki, Brooke, Eric, Cyndi and any interested board members. Cyndi will let the board know when this has been scheduled.

John made a motion and Andrew seconded that two additional cameras be added for additional security purposes in the park for a cost of \$964.15; one at the large covered picnic area and one in the area of the gazebo where there seems to be quite a bit of vandalism. All in favor.

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

**Safety Inspection Form to be Updated**

The current safety inspection form needs to be updated with the new skate park ramps. Eric will get the changes that need to be made to Cyndi so that she can update the current form.

***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**

**Update Pool Manager, Park Maintenance Supervisor and Park Maintenance Job Descriptions**

The board approved sending the current job descriptions to Richard Stellner, our human resource agent, to have them reviewed and updated, as well as create a job description for the park maintenance position. *This project is currently in progress.*

**Pool Party Donation to CBC**

The board felt that as a public entity, upholding the ‘separation of church and state’ of high importance and said no.

**Thank You Card from Frank Somes**

Frank sent the board a thank you for naming the softball field after him and the new sign. Cyndi suggested a picture with Frank and the new sign for the District website and Facebook page.

**Scoreboards in the park (baseball and softball)**

Cyndi and Eric will work on the location and installation for the softball scoreboard. Cyndi has been in contact with Calvin Shulda and he has the City and PUD on board with assisting the park crew with installation once they have been delivered.

**Skate Park Update:**

There is no new information on a total completion date for the skate park project. Cyndi found an old ‘Skate Park rules’ sign the District has started working on. It has been sent to Mr. Hinkelman for the City’s input. Board suggested that the park office phone number be removed and that the City of Clatskanie be contacted for any safety issues. Roger took a picture of another skate park’s rules for additional reference material. Cyndi will make the suggested changes from the board and any suggested by the City and present an updated sign draft for approval at the June meeting.

**Service Agreement with the City of Clatskanie**

The City’s attorney has been reviewing the document and has some concerns; however those concerns have not been shared with the District as of tonight’s meeting. Bruce will make an appointment with Mr. Hinkelman and see if the concerns can be addressed and try to get the agreement signed.

**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.

May:

Continue to push Movie’s in the Park, as well publish the pool schedule.

**Bike Repair Station Installation**

The stand will be placed between the log cabin and the small picnic structure. Eric will contact John Norgren to get the pad poured for the bike repair station. Once the pad has been poured, Cyndi will contact Paul Barlow to schedule installation.

**Movies in the Park – 2019**

**Movie in the Park Dates – 2019**

**Saturday, June 29<sup>th</sup> (Car Show) – Back to the Future**

**Saturday, July 13<sup>th</sup> – Incredibles 2**

**Friday, August 2<sup>nd</sup> (Clatskanie Festival) – Christopher Robin**

**Saturday, August 17<sup>th</sup> – A Lego Movie, The Second Park**

**Saturday, September 7<sup>th</sup> – Bumblebee**

Cyndi is still working on getting the movie poster picture packets made up to go home with the grade school kids. Included in the packet will be the offer of 'free popcorn' with the presentation of the corresponding movie poster. The two events that will be operating the snack shack during the movie have been notified of this promotion and have been told that the district will provide the popcorn and bags.

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

**Park and Pool Appreciation BBQ**

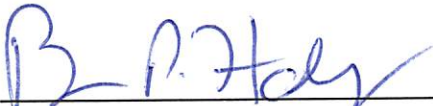
Cyndi suggested having this catered this year. Board stated that they are not opposed, but would like to try and use a local (Columbia County) BBQ place, if possible.

**BOARD REPORTS:**

*None*

Meeting adjourned at 7:56pm

***The next regularly scheduled meeting will be held on Thursday, June 6, 2019 immediately following the budget hearing.***

Approved By:      Date: 6/6/2019

***District Mission Statement***

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