

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

October 19, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Brian Guinther, Vice Board Chair, at 6:00pm, on Thursday, October 19, 2023, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Board members in attendance: Glenn Raschke, Casey Twining and Roger Jolma

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

Jasmine Lillich – Clatskanie Farmer’s Market (and the Travel Oregon Grant)

Ms. Lillich came to do a debrief with the park board on the Clatskanie Famer’s Market summer season:

12-20 full time vendors.

The market grew 40% from last year.

There were approximately 2000 people in attendance for this year’s garlic festival.

Cope Park itself is drawing vendors; they like the location and accessibility.

From a maintenance perspective, Eric stated that there no issues and the park was well taken care while they were using it.

The Travel Oregon Grant decided to go in another direction and focus on accessibility, so the updated grant they are seeking was to improve accessibility in the park by paving around the restrooms and adding an ADA parking spot near the restrooms. The City has already approved this project.

Director Raschke has offered to be a liaison with Ms. Lillich’s local grant committee in the hopes of finding some grants for the park district.

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

None

BOARD BUSINESS:

SDAO Annual Conference is in Seaside this year (2024) and the dates are February 8-11.

A copy of the Board Manual was provided for each board member for their review. Richard Stellner, one of the District’s HR consultants, made the required changes/updates based on new rules/laws (they are highlighted).

The board will review and approve at the November meeting.

Cyndi will put together updated bank signature cards for the November meeting.

REGULAR BUSINESS:

Director Raschke made a motion and Director Guinther seconded that August’s meeting minutes be approved as presented; all in favor of those present.

Director Guinther made a motion and Director Raschke seconded that the bills be paid; all in favor of those present.

The District Manager noted that all checks are just being signed at this time and will not be mailed out until property tax funds begin coming in next month.

It was also noted that finances were short again this year and a small loan was made to the park district due to the years of pool renovation expenses, the increase of the park and pool staff wages for retention and the aging park buildings and equipment that have needed repairs.

The District will be focusing on keeping the pool operational with major repairs being done in the fall when possible and having worked out the \$25,000 maintenance reimbursement deal with the City of Clatskanie, should allow the District to begin rebuilding the depleted reserve fund in the 24/25 budget.

REPORTS/OLD BUSINESS:

Pool – Cyndi

General Pool Operations & Recreation Report

- Once property tax funds come in next month, the District can send the 25% down payment on the men's locker room update(s) project and hopefully get on Session's calendar before the end of this year.
- The search for a pool manager will begin again in the next couple of months.

Park – Eric

Park Operations

Express Personnel will send over a part time maintenance person on Monday, November 6th; with our last employee/park host quitting suddenly, it has left the park maintenance crew short staffed.

Please remove the last BBQ stand; it is being used to make personal warming fires (not being used for cooking).

Director Guinther made a motion and Director Raschke seconded that the Rawhide Electric estimate for the amount of \$2,547.11 to replace the junction box(es) at the park restroom septic tank with a box in box system outside of the tank for better accessibility be accepted; no discussion. All in favor of those present.

The District Manager did a pre-OSHA walkthrough with an SDIS representative in the Kiwanis Kiddie Park and the large play structure in the main park, and we received his report today just before tonight's meeting. Copies of the pictures/issues have been provided to the board and Eric; the board has asked that a plan of action for the repairs be brought to the November meeting.

Concerns Kiwanis Kiddie Park:

Green merry go around – The seating platform has dropped exposing a gap creating a potential hazard.

The protective boots on the tire swings are missing (including the main park structure) and need to be replaced.

The connecting 'S' hooks on some of the swing chains need to be replaced or tightened.

The large wood play structure in the Kiwanis Kiddie Park is likely going to have be removed. Years of repairs have weakened the wood where the screws are attached and there is a large metal slide which can be a burn hazard in the summer months. It is not urgent and the removal likely would not happen until a new structure can be planned for.

The District Manager has reached out to the Local Government Law Group about the MOU's for the Raymond Carver Memorial, the landscape agreement with the Library District and the War Memorial.

A response came today just before the meeting and there are some questions that need to be answered before they can proceed; Cyndi will work with them and the other entities on getting those questions answered so we can proceed.

They also suggested that IGA's (Intergovernmental Agreements) be put into place rather than MOU's.

Cyndi hopes to have something for the board to review at the November and/or December meeting(s).

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

Kiwanis Gala

Saturday, November 4 is this year’s Kiwanis Gala and they have sent a letter requesting donations and/or the purchase of a table at the event.

Director Guinther made a motion and Director Twining seconded that a table be purchased, and the usual silent auction items be provided (family pool passes with family pool bags), no discussion, all in favor of those present.

DISTRICT MANAGER’S REPORT:

After some discussion, a job description will be created for the position of District Manager/Pool Manager and brought before the board for review and approval. The current District Manager and Pool Manager would like to go back to just providing bookkeeping services and the hope would be that by increasing the responsibilities and creating more of a year round position, it might be more desirable to someone. In addition, just providing bookkeeping services will allow funds to be shifted from the current District Manager/Pool Manager position to the new person/position.

BOARD REPORTS:

- Director Jolma – Stated that he called Hudson Garbage about replacing the glass recycle box with the ‘holed’ ones.
- Director Raschke – Attended SDAO training.
- Director Mustola – Absent
- Director Guinther – Nothing
- Director Twining – Would like to get involved with the Kiwanis and the Friends of Scout Lake – are these tied to the Park District? No, community based.

The meeting was adjourned at 6:45pm.

The next regularly scheduled meeting will be held on Thursday, November 16, 2023.

Approved By: _____ Date: _____

District Mission Statement

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