

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

April 16, 2026

The regular meeting of the Clatskanie Park & Recreation District was called to order by Board Chair Andrew Mustola, at 6:00pm, on Thursday, April 16, 2026, at the Clatskanie Library, 11 Lillich St, Clatskanie OR.

Roll Call of Board Members: Roger Jolma, Andrew Mustola, Dave True, Glenn Raschke, and Brian Guinther.

Board member(s): None.

Virtual Attendees: None

Pool manager – Jeannie Mustola

Cyndi Warren, District & Financial Manager

VISITORS – PUBLIC COMMENT

Jasmine Lillich – Clatskanie Farmer’s Collection (Farmer’s Market)

Jasmine wanted to further discuss the user fees being imposed on the Farmer’s Market for the 2026 season of \$500. They were notified with the Public Facility Use Agreement in March. She felt strongly that they should have been notified when this was first discussed at the November post market discussion. It was stated that it was unfortunate that the Farmer’s Market timeline and the Park District’s timeline do not match up for decisions to be made.

Jasmine was also concerned that all users of the park are being charged equally and where is the policy for these fees to be implemented. It was stated that, while a policy is ideal and is currently being worked on, it is not required as the Park District owns the Cope Park property and has the right to impose fees.

It was also stated that during the process of creating a policy it was discovered that under the current Service Agreement with the City of Clatskanie, the park district does not have the authority to impose fees for the use of the Clatskanie City Park, so the fees previously imposed for the Garlic Festival in August, are being rescinded at this time. Jasmine also stated her disappointment with the overall communication between the park district and the Farmer’s Market and does not agree with the timeline for notification. Jasmine provided a report that will be attached to the approved meeting minutes.

The Board of directors upheld the imposed fee of \$500 for the Farmer’s Market 2026 season, stating that it is approximately \$31 a Saturday, which will be used to offset the cost of the park restrooms to be monitored and the replacement of supplies. It was also stated that many special districts are struggling with budget constraints and that it is found to be very unusual that the park district is not already imposing usage fees, and the plan to seek an operating levy in the fall; the board feels that it must do their due diligence to offset the costs involved in allowing private and public events in the park.

It was stated that the District Manager would endeavor to improve communication.

Sandy Moilanen – Concerned Citizen

Once it was explained that this was a Clatskanie Park and Recreation District board meeting, Sandy stated her appreciation for the park district using vinegar for weed control. She also stated her displeasure of how no one is taking responsibility for the Lewis and Clark kiosk at the boat ramp and that it needs to be taken care of. It was stated that it was, today, cleaned up as best as possible. The entire structure could use a good pressure washing and would be added to the maintenance crews list of projects this summer.

EXECUTIVE SESSION –

None

BOARD BUSINESS:

From 5:36pm to 5:52pm the board reviewed the 26-27 proposed budget for the budget committee meeting next month. A note was made to add Park User Fees to the Revenue list.

Director Raschke made a motion to approve February and March meeting minutes as presented and Director True seconded the motion; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.
Director Guinther made a motion and Director Jolma seconded that the Bills and Financial Statements be approved and checks signed as presented; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.

Director Guinther made a motion to adopt Resolution 26-003 – Receipt of Unanticipated Funds for the replacement of the basketball court surface material and Director Mustola seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.

Cyndi is suggesting that the red Ford truck be returned to the Fire District, while the gesture was incredibly generous and appreciated, it is just not something the park district needs at this time, nor does the District need to incur further costs and liabilities associated with having this truck.

REGULAR BUSINESS:

See Board Business.

REPORTS/OLD BUSINESS:

• Pool –

General Pool Operations & Recreation Report

See also Pool Manager’s Report

A notice (included in the board packets) has been drafted to notify the public of the updated OHA rule regarding supervision at the swimming pool. This will be impactful to the overall use of the pool and there will likely be push back from the community at large. Now that the park board has been informed, the next step will be for the District Manager to inform the City Council at the upcoming May meeting and then it will be released to the public.

This will also require us to make updates to the District’s general rules for our pool facility. The updates have been sent to the attorney for review.

We have 11 of 13 lifeguards returning this year and 17 new applicants.

The roof has been completed. We were fortunate to find out that there was less rot than originally thought and Weatherguard was a great company to work with.

We received two quotes to install the panic gates at the pool. This is due to the Oregon State Fire Marshall’s inspection and requirement.

Cowlitz Fence - \$10995.00

CB Lawn Care, LLC. - \$7679.00

Director True made a motion to accept CB Lawn Care in the amount of \$7679 for the panic gates at the pool and Director Guinther seconded; all in favor. Jolma – yes, Guinther – yes, Raschke – yes, Mustola – yes, True - yes.

Director Guinther, Jeannie and Cyndi interviewed two candidates for the park maintenance position(s) today. Both candidates were being considered for hiring, however after reference checks, we may have to pass on one of them, but Cyndi will be doing further research before making the final decision.

An update on the basketball court resurface project. The original company that Cyndi contacted is not responding to phone or email. Cyndi was able to find and contact the company that had originally provided the product on the basketball court; however, their quote was significantly higher at \$28,386.30, so this project will be delayed while we try to round up more funds through donations.

- **Park – Cyndi**

Park Operations

Nothing to report on Cope Park at this time.

Monthly Safety Inspections

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

Clatskanie Little League is asking for permission to add sand to the baseball field to repair the ground and allow them the possibility of hosting TOC. They were given permission by the District Manager.

Director Guinther stated that he would look into the Lewis and Clark kiosk and see what could be done to get the picture of the story updated and/or preserved.

Cyndi reached out to SDAO and the attorney regarding a policy and imposing user fees. SDAO and the attorney both stated that while having a policy in place is the best practice, it is not required for the park district to impose fees on property that they own. Both also stated that it was unusual that the park district was not already assessing cost recovery fees as that is the norm. So, with that information, the \$500 the Farmer’s Market being assessed for the season, which works out to be about \$31 a Saturday, is actually well below what actual cost recovery fees could be, when staff, wear and tear and supplies are factored in. As stated previously by the District Mgr. and the Board of Directors it is not the purpose of imposing these fees to get ‘rich’, but to possibly offset some of the expenses incurred by the district by this event and all users of the park facilities.

SDAO provided examples of other City and Park District’s user fees for us to use as a template.

It was discovered during this process that because the park district does not own the City Park and it is not spelled out in the current Service Agreement with the City; the District cannot at this time impose fees for use of the City Park.

Cyndi is currently working with the City Mgr. and our attorney on an addendum to the current Service Agreement that would allow the District to impose user fees in the City Park.

DISTRICT MANAGER’S REPORT:

The new handbook is still in progress; I hope to have a final draft for approval at the May meeting.

24-25 audit is in progress.

The metal signs from PCC are scheduled to be delivered and installed on Friday, April 17th.

BOARD REPORTS:

Director Jolma – What is the policy for high-speed RC cars in the park? No policy in place, this would be an ordinance to be enforced by the City.

Director Raschke – Nothing.

Director Mustola – Nothing.

Director Guinther – Nothing.

Director True – Nothing.

The meeting was adjourned at 7:32pm.

The next regularly scheduled meeting will be held on Thursday, May 21, 2026, immediately following the budget committee meeting.

Approved By: _____ Date: _____

District Mission Statement

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