

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**January 10, 2019**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:02pm, on Thursday, January 10, 2019 at the Port of St. Helens Offices (old middle school), Clatskanie, OR. Board members in attendance were Roger Jolma, John Hazapis, Krystle Gonzalez and Andrew Mustola.

Board members absent: **None**

Becki Horness, pool manager - **Present**

Cyndi Warren, Park Operations - **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:**

December's regular meeting minutes were presented to the board for approval; Roger made a motion and Krystle seconded that the minutes be approved as presented.

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

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

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

**REPORTS/OLD BUSINESS:**

- **Pool – Becki**

**General Pool Operations Report**

**Movie screen can be fixed. (broken zipper)**

**Chlorine system needs to be serviced and the sensors replaced. Eric will order these and get this taken care of.**

**Senior guards can and should be trained to adjust chlorine levels in case Becki or Eric is not immediately available.**

**Becki is meeting with someone from Anderson Pool Works to discuss a winter pool cover, the leak and confined space issue and the slide (does it need to be replaced or repaired)**

**Becki is looking into rubberized pool covers that would be anchored to the deck; the anchors would be drilled into the deck so they would be flush with the pool deck to prevent a tripping hazard.**

**SDAO suggested hanging 'No Trespassing' and 'Pool Closed for the Season' signs around the perimeter of the pool on the fence and be sure that the fence is locked at all times, when not in operation.**

**Flag Pole Replacement**

**Where are we on getting this project completed?**

**Baby Pool Compliance Site Visit**

***(See letter attached from Columbia County)***

It was determined that our wading pool is in compliance.

They determined that the wading pool does not require separate licensing.

At this time, Eric and Becki feel that purchasing and installing new sensors for the chlorination system, should fix any issues the pool might have with falling below or going above the required chlorine levels for a public pool.

- **Park – Eric**

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

Eric to contact Cando, Rawhide and Vilardi and see if they will come and do a walkthrough in the park and the pool building and give the district a bid to fix any code violations and update all outlets in the park, paying special attention to the area by the baseball field where the stage for Heritage Days and other community events will need power.

Rawhide in the amount of \$13,882.

Wired Up Electric - \$12,258

A third bid was not obtained, as no other electrical contractors contacted had the time or interest in bidding this job after being contacted multiple times. John made a motion and Andrew seconded that the District accept Wired Electric's bid of \$12,258 (upon approval from the City); all in favor.

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

**Baseball score booth/storage building**

With Little League planning to use the baseball field this spring for their minor and major games, the score booth building needs to be looked at for some major repair issues from years of flooding.

The board would like Eric to contact some contractors to get bids on making the lower 4ft of the building cinder blocks, like we had done for the log cabin, as well as look at making the stairs accessible from the inside instead of the outside.

***So far the only contractor to come take a look has been John Norgren and he suggested that the existing building be demolished and rebuilt with the first story made of brick (to match the dugouts) and the second story made of wood.***

***Eric is meeting with Dean Beard, a local contractor on Friday, January 11.***

***The board asked that Eric get one more for the 3 bid/quote requirements.***

**Park Host Candidate**

Eric knows a gentleman who would be interested in the park host position; he has a strong military background and has been a cemetery sexton for several years.

Eric and the board feel that with all of the vandalism we have been experiencing in the park in the last 12 +months, having a regular presence in the park could help deter some of the issues.

However, bringing back camping in the park, is not being discussed at this time, but would be considered at a later date if the park host position works out.

***Eric spoke to Mike recently; he received the paperwork and is very interested in the position. He is retiring in April and is doing some planning to be sure that he can sustain the park host position financially.***

***The board will table this conversation until Mike contacts Cyndi or Eric.***

**Park Outbuilding Roof Bids**

Eric is meeting with Dean Beard, a local contractor on Friday, January 11 to get bids on the roofs.

**Replacement of Park Entrance signs, Seaman (the dog) and F. Somes Field Sign**

- Seaman, the dog statue:  
The board decided not to replace this statue at this time, but to cut the current dog statue in half and mount on the side of the information center.
- 2 Park Entrance Signs

- Frank Somes Field (for the softball field)
- Pete Hazapis Field sign will get freshen up; Robert will make arrangements with Eric to pick this sign up when he is ready.

This project will be ongoing, with a planned completion date in late Spring.

**Update Security System/Cameras (Skate Park & 5<sup>th</sup> Street Shop)**

Skate Park security system has been installed. We are still waiting to find an internet provider that can provide hard wire cable internet for the live feed request from the City. Our current internet is wireless and it will not work in this area; too many trees.

Pool building security cameras have been installed along with the new fiber optics from Cascade Networks that will allow the live feed option at the skate park that the City has requested.

Cyndi will get in touch Darrel and see about a possible joint training session with City with regards to the live feed option for the skate park and the pool/gazebo area.

The restroom and log cabin security system should be completed within the month.

**Discuss/Approve Part-time Park Maintenance ad**

Krystle suggested adding “.....and be able to pass a background check.”

Cyndi will run this immediately, with the hopes to have some resumes for the Eric and the board to look at, at the February meeting.

**Tennis Courts & Fence**

Cyndi met with Mark Kynsi (Kynsi Construction) to discuss what it would take to fix the tennis courts; Mark had a couple of ideas and will submit those as his time allows, as he is super busy right now. He did state that no matter what is decided the project will be costly.

***The quote for fixing the tennis courts came in at \$40,880; this is not a project that the park district would take on without the City’s help, both with labor and finances. This information will be kept for future reference, if this project became a priority for the City or the park district.***

During this meeting, we also discussed removing the current posts and cable fencing that is currently around the perimeter of the park with large boulders. Mark will also be submitting a quote for this project.

***John made a motion and Krystle seconded the district accept the quote (with the City’s approval) for \$17,080 to replace all of the current post and cable fencing with large boulders.***

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

***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**

**2019 SDAO Conference**

Andrew is the only board member at this time that is able to attend.

**HR Policies for the Pool and Park**

All information has been sent to Mr. Richard Stellner.

Cyndi will reach out to Richard about some dates for a board policy workshop.

**Skate Park Update:**

Nothing new to report at the time of this meeting.

**Service Agreement with the City of Clatskanie**

Krystle made a motion and Andrew seconded that Draft #2 of the Intragovernmental Service Agreement for City Park Operations and Designation of Agency Status be signed by Bruce with the agreed upon changes and send to Mr. Hinkelman for the City's approval/signature.

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

**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.

***January – No Requests***

**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.

***Bruce is to gather information on the spray park in St. Helens and bring back to the board for further discussion; nothing new to discuss at the time of tonight's meeting.***

**Park Snack Shack**

The water tight door has been ordered.

Eric is looking at wood slabs for a new counter top.

Painting and hanging the cabinets will be completed as time allows.

**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***

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

**Possible installation of a bike repair stand/station**

The board likes this idea, but would like to get more information before making a decision.

Cyndi will contact Cycle Columbia County and see if they are willing to send a representative to a park meeting to answer any questions the board might have.

**Time for Lifeguard Ads to be placed**

Cyndi will get the ads and the application to Becki for review before posting.

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

With Little League moving to the park, high school soccer using the main park and rec softball with several teams up on the 5<sup>th</sup> street field; it would be a positive move for the park district to purchase new scoreboards.

Cyndi has already talked with Little League and the high school soccer coach about making a donation towards this project. Little League will discuss it at their next meeting and the high school soccer coach committed \$500 of her tournament basketball funds raised to go towards the scoreboard.

Cyndi will also get in touch with rec softball and see if they are interested in helping with this project.

**BOARD REPORTS:**

**Public Relations –**


**Grants –**

**Maintenance – Roger**

**Personnel – Bruce**

Meeting adjourned at 7:45pm

***The next regularly scheduled meeting will be held on Thursday, February 7, 2019.***

Approved By:  Date: 3/7/19

***District Mission Statement***

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