

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**January 4, 2018**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, January 4, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Andrew Mustola, Della Fawcett and John Hazapis.

Board members absent: Roger Jolma.

Frank Somes, park maintenance manager and Becki Horness, pool manager were also absent.

Cyndi Warren, bookkeeper was present.

**VISITORS**

*None*

**EXECUTIVE SESSION – ORS 192.610e**

**REGULAR BUSINESS:**

November's minutes were presented for approval. Della made a motion and John seconded that the minutes be approved as presented. ***(No December Meeting)***

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

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

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

**REPORTS/OLD BUSINESS:**

- **Pool – Becki – Absent – Nothing to report**

Cyndi will work with Becki on getting the lifeguards ads out next month.

- **Park – Frank - Absent – Nothing to report**

**Website/Webpage/Facebook Page**

Della is still working on the board member profiles for the website. She is hoping to have something 'live' for the board to look at in February.

Della will be putting weekly items on the Facebook page to keep people interested and in the habit of using it as a tool to gain information about the park and pool.

**Monthly Safety Inspections**

The Board requested that Frank keep a safety inspection book and that the inspections be done monthly and the book be brought to the monthly board meetings for the board to look at.

***To be left in the minutes as a reminder.***

- **Park – Board**

**Property Discussions with the City of Clatskanie**

Bruce and Cyndi attended the December city council meeting to find out the council's response to the letter they received from our attorney regarding the possible surplus of the park property by the city and then decided to the park district.

The council was not interested in giving up the property, but wanted to continue discussions on a new lease. We stated that a lease would not be appropriate for this situation and that our attorney recommended a

'service agreement' with clearly defined roles and responsibilities, especially with regards to financial and liability situations.

The council stated that they would have Dave True look at the ramps and decide if they could be cut down to the recommended 6 ft. height without comprising the ramp stability, or if a professional engineer would need to be brought in to handle this issue.

Mr. Hinkelman later a sent an email in response to our attendance at their meeting, recapping the fine points to be discussed and worked on by both parties.

A copy of both our letter from our attorney to the city and Mr. Hinkelman's email will be included with these minutes for future reference.

Options/Concerns discussed by the board:

- a. New service agreement, but continue to work as we have been.
- b. New service agreement, with no district money being spent on infrastructure as has been done in the past; we would continue mow, weed eat, etc.
- c. Clarification on the liability of the skate park needs further and more clear understanding; the board wants the recreational immunity, as stated by the City's attorney, to be confirmed for the park district's eligibility, even though the district does own the property.
- d. Is the fact that the board (and the city) are aware that the skate park ramps are not up to code and are potentially hazardous and it remains open to the public a continued liability issue for the park district board of directors, even though they do not own the property.
- e. If there is potential liability to the board of directors with regards to the skate park, how can this be fixed???

Skate Park Issues stated by SDAO Risk Manager

Wood ramps are no longer made; current ramps are showing age and wear.  
Nothing above 6 feet is the industry standard for public skate parks.

***Safety Inspections of Park Equipment/Skate Park Ramps***

***Since the District does not own the skate park, but is required to keep up the required maintenance, the skate park ramps need to be inspected with pictures and notes every week all year long.***

***Park Apparel***

The Board approved the purchase of a few T-shirts and sweatshirts to have on hand to give out as needed, as well as an additional 20 hats. ***Please order for Facebook contest giveaways.***

***Movie in the Park Dates***

Saturday, June 30<sup>th</sup> (Car Show) – Cars 3

Saturday, July 14<sup>th</sup> – Despicable Me 3

Friday, August 3<sup>rd</sup> (Clatskanie Festival) – The Nut Job 2

Saturday, August 18<sup>th</sup> - Jumanji

Saturday, September 1<sup>st</sup> – Pirates of the Caribbean – Dead Men Tell no Tales

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

***Adoption of policies recommended by Special Districts***

Andrew made a motion and Della seconded that the District adopt the Cyber Liability Policy and the Discriminatory Workplace Harassment Policy as presented.

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

Cyndi will email copies of the newly adopted policies to Richard Stellner so that they can be added to our handbook.

**Public Records Request Fee Waiver**

The district is not interested in waiving the fees for public records requests as stated in our policy.

**SDAO Conference – February 8-11 in Seaside**

Bruce and Della are planning to attend the full conference.

Andrew and Cyndi to attend at least the pre-conference on the 8<sup>th</sup>.

**SDIS Longevity Credit**

John made a motion and Andrew seconded that the District sign the longevity credit and rate lock agreement with SDIS for a total discount to the district of \$700.

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

**BOARD REPORTS:**

Public Relations –


Grants – John/Ryan

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 7:30pm

*The next regularly scheduled meeting will be held on Thursday, February 1, 2018 at 6:00pm*

Approved By:  Date: 2/1/18

**District Mission Statement**

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