

**CLATSKANIE PARK & RECREATION DISTRICT**  
**REGULAR MEETING MINUTES**  
**November 2, 2017**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm and again at 6:33pm after executive session, on Thursday, November 2, 2017 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

Board members in attendance were Della Fawcett and John Hazapis. Board members absent: Andrew Mustola and Roger Jolma.

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

Cyndi Warren, bookkeeper was present.

**VISITORS**

***Melissa Bell – Park Host***

Melissa wanted to let the board know that three more cameras had been installed around the restrooms, pay station and their RV. They are being monitored inside their RV.

**EXECUTIVE SESSION – ORS 192.610e to discuss real property transaction**

6:05pm to 6:33pm

The board met in executive session to discuss the possibility of acquiring the park property from the City of Clatskanie.

**REGULAR BUSINESS:**

October's minutes were presented for approval. John made a motion and Della seconded that the minutes be approved as presented.

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

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

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

**REPORTS/OLD BUSINESS:**

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

***Splash/Spray Park-***

This project is to be put on hold until the property situation with the City can be resolved.

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

***Website/Webpage/Facebook Page***

Della is still working on the board member profiles.

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.

***Speed Limit Sign and Speed Bumps – Frank absent, no new information***

The City has some 20 mph signs that they will put up in the park.

The speed bumps should go in next week when the City is having some other paving work done.

***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**

***Discuss/Update the 2018 Property/Casualty Renewal & Lease (MOU) with the City of Clatskanie***

John made a motion and Della seconded that the attorney draft a letter to the City of Clatskanie stating the board of directors wish to acquire the park property.

The board chair will have final say over the letter before being sent to the City of Clatskanie.

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

The 99 year lease that was discussed previously was with the Clatskanie Area Recreation Endeavor and once that was replaced by the Clatskanie Park and Recreation District and the new 10 year lease agreement, the original 99 year lease agreement became void. So the Clatskanie Park and Recreation District owns the pool and pool building, but the City of Clatskanie owns the property that it sits on.

**Skate Park**

Wood ramps are no longer made.

Nothing above 6 feet is the industry standard for public skate parks.

Bruce will contact Dan Davenport to get clarification on whether it must be a professional or can our maintenance people modify/lower our current wood skate ramps.

***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.***

***Music in the Park***

The Chamber is not interested in partnering on this project. There will be no Music in the Park for 2018 at this time.

***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. ***Nothing had been done on this project as of tonight's meeting.***

***Movie in the Park Dates***

A second movie was added in August, making 5 total for the summer.

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

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

***The remaining dates and movies will be chosen at a later date when more movie titles are available.***

Friday, August 3<sup>rd</sup> (Clatskanie Festival)

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

Saturday, September 1st

***SDAO Board of Directors and Management Staff Training***

One important highlight that Cyndi and the board were not aware of is using BCC when emailing all the board members.

Example: TO: [cyndi@dconnercpa.com](mailto:cyndi@dconnercpa.com), Becki and Frank

BCC (blind copy): When emailing all the board members at the same time.

This practice will prevent the possibility of a decision being made or a quorum being formed outside a posted meeting.

**Letter to Park Host(s)**

The current park hosts and the job needing to be done in park do not seem to be a good fit. A letter has been drafted and approved by Special Districts stating this fact.

Della made a motion and John seconded that the letter be sent to the current park hosts.

The letter will be mailed out Friday morning, requiring a signature when received.

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

Cyndi will contact Steve and Karen Slotten to see if they are still interested in returning to the park in the Spring. In the meantime, Frank and Cyndi will work together to keep things running smoothly in the park.

**16/17 Audit**

Della made a motion and John seconded that the 16/17 audit, performed by William Cote, CPA be approved as presented.

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

**Holiday Dinner**

The date will be Thursday, December 7<sup>th</sup> at 6:00pm at Colvin's.

Cyndi will work out the menu details with Kimbo and send out information to the board members, Becki and Frank.

**2018 Liability Insurance Coverage**

Leave everything as is until the situation with the park property, the current lease agreement and the City of Clatskanie can be resolved.

**2018 SDAO Annual Conference – SAVE THE DATE**

The dates are February 8-11, 2018 and the conference is being held in Seaside this year.

As more information becomes available, it will be passed along to the board, Frank and Becki.

**BOARD REPORTS:**

Public Relations –


Grants – John/Ryan

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 7:23pm

*The next regularly scheduled meeting will be held on Thursday, January 4, 2018 at 6:00pm*

Approved By:  Date: 1/4/18

**District Mission Statement**

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