

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

March 1, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, March 1, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

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

Board members absent: **None**

Becki Horness, pool manager - **Present**

Cyndi Warren, bookkeeper and Frank Somes, park maintenance manager – **Present**

VISITORS

None

EXECUTIVE SESSION – ORS 192.610e

REGULAR BUSINESS:

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

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

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

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

REPORTS/OLD BUSINESS:

• **Pool – Becki**

The head lifeguard and lifeguard applications will be accepted through Friday, March 2nd.

Becki and Brooke will conduct the 3rd year applicants and beyond interviews by phone and in person if possible.

2nd year and new applicants will have face to face interviews scheduled during spring break and into April, with the new applicants having to take the lifeguard swim pre-course offered at the Longview YMCA.

The board has requested that the once a month safety meetings conducted by the safety committee (1 manager & 4 lifeguards) while the pool is in operation, be made available to the board at the monthly board meetings.

Frank stated that the City donated toilets to the pool from the Northwoods Inn Hotel being torn down.

• **Park – Frank**

The pool building roof is in need of cleaning and resealing. Frank has provided one bid, from JP&S Contracting (Jake Pinard) in the amount of \$4,582.

The board requested that Frank get two more bids/quotes and bring to the April board meeting.

Monthly Safety Inspections

The Board requested that Frank (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.

To be left in the minutes as a reminder.

- **Park – Board**

Property Discussions with the City of Clatskanie

The council stated at their December meeting 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.

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.

The following is from the District's attorney regarding the situation with the skate park:

I think the skate park situation is a little different from the camping situation. The current agreement only obligates the District to supervise and maintain the facilities. I do not read the current agreement as requiring the District to make improvements to the facilities or make major investments to bring the skate park into compliance with current best practices. As a result, I think the District does have some options with the skate park in terms of the current agreement with the City.

I think the best thing to do is to put the District's concerns in writing to the City. After listing all the concerns and mentioning that both CIS and SDAO think the skate park needs work, I would end with a statement that the District will comply with its maintenance responsibilities at the skate park by closing it down until such time as the City is able to make improvements to the skate park to bring in in-line with best practices for such facilities. I do not read the agreement as making the District responsible for making improvements to the skate park, as I think that falls outside the notion of "upkeep and maintenance." As a result, I believe the District doesn't have any option except to close the skate park down until the City makes the improvements. I think closing the skate park down under these situations is complying with the District's maintenance obligations under the current agreement. But part of that maintenance obligation is making sure the District has told the City (in writing) of the problems and why the District is no longer able to maintain the skate park in its current condition. (Sometimes things are so broken that you cannot continue to maintain them. I believe that is where we find ourselves now with the skate park.)

Again, the District needs to stop making unilateral decisions in relation to the Downtown Park. The District is a partner in the Downtown Park with the City by virtue of the current agreement. The parties are supposed to work collaboratively and jointly. The District should send a pleasantly worded note to the City informing the City of the maintenance problems with the skate park (i.e., it can no longer be maintained due to its poor condition) and that the District will fulfill its maintenance obligations in the near-term by closing off access to the skate park until such time as the City is able to make improvements. I would suggest as part of the District maintenance obligations that it put signage up at the skate park indicating that it is close and is currently not being maintained.

If there is no way to completely close off the skate park, you can ask the City to put up "no trespassing" signs. If there is access to the skate park and no way to close it off, you might at least consider putting up some plastic orange fencing used at construction sites (since I assume full cyclone fencing would be too expensive). It should be made obvious that the skate park is closed and that no one should use it. A combination of physical and signage barriers would be best. If there is no way to fully block access, you should take reasonable efforts to close it off the best you can.

Shutting off the power seems like a reasonable step. Or at least locking it off at the junction box so the lights cannot be turned on. There is no reason to provide power to a facility that is closed until it can be repaired.

Also, there is no such thing as giving your own park employees a "cease and desist order." Since park employees are your employees, you can just tell them to stop working on the skate park.

The board asked that Cyndi draft a letter to be sent to the City with regards to the skate park and closing it until the necessary repairs can be made and/or replacement of the current skate ramps.

John made a motion and Della seconded that once the letter was drafted Cyndi had the board's approval to send the letter onto Mr. Hinkelman.

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

Items for the new service agreement with the City of Clatskanie

- Priority #1 – All operations and expenses pertaining to the operating of the pool each summer and throughout the year as needed, including payroll.
- Per our attorney: make sure that the District is a designated 'agent' of the City for purposes of working within the City Park. (this is to make sure that the District can take advantage of recreational immunity)
- Basic landscape maintenance; mowing and weed eating
- Daily clean-up of garbage in the park
- General maintenance expenses and building repairs (roofs, painting, etc) in the park, excluding the pool and pool building, are not to exceed \$2,500. Anything over \$2,500 must have the board and City's approval.
- Any requests outside of the service agreement by the City for work to be done in the park will need to go through the Board of Directors for approval.
- RV and tent camping be closed in the park.
- The District will continue to maintain the park usage calendar.
- The District will not be responsible for maintaining the recycle bins and the surrounding area. If an issue arises, the District employees will contact the City immediately.

Cyndi will email the above list of items to the District's attorney. This information, along with the current lease with the City, should give him enough information to start on a new service agreement.

Once the first draft of the proposed service agreement has been received, a separate committee made up of Bruce, Andrew and Cyndi will meet to discuss and make any necessary changes. Once the committee and the attorney are satisfied, it will be brought before the board for approval before sending on to the City for their approval.

Website/Webpage/Facebook Page

Della is still waiting the manager profiles and pictures, as well as pictures from Andrew and Bruce.

Park Hosts

In light of the current situation with no park hosts and the growing issues in the park, the board requested that Cyndi draft a letter to the City requested permission to the close the park to all RV and tent camping, except for vendors during special events.

John made a motion and Della seconded that the letter presented at tonight's meeting be sent to Mr. Hinkelman, Clatskanie City Manager, once the District has received the attorney's approval.

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

SDAO Conference Attendance

All who attended (Bruce, Della and Andrew) found it to be very insightful.

Della asked about the District's record keeping policies, with emphasis on employee performance reviews and safety inspections.

Frank and Becki will conduct performance reviews on the employees that they oversee.

These must be completed each year by the October board meeting.

1-2 board members will conduct Frank and Becki's performance reviews once a year, also before the October board meeting.

Bookkeeping Contract: services provided vs monthly amount being paid

The new proposed contract (for discussion purposes only) for the 2018-19 fiscal year would be billed by the hour, committing to the District approximately 60 hours a month, at \$50 an hour. It would be a 'contract services' agreement, since bookkeeping is a very small part of the actual work provided to the District by Dennis R. Conner's office.

Cyndi will discuss with Dennis and bring a contract for approval to the April Meeting.

Movie in the Park Dates

Saturday, June 30th (Car Show) – Cars 3

Saturday, July 14th – Despicable Me 3

Friday, August 3rd (Clatskanie Festival) – The Nut Job 2

Saturday, August 18th - Jumanji

Saturday, September 1st – Pirates of the Caribbean – Dead Men Tell no Tales

NEW BUSINESS: See Also Pool, Park and Board Business

2018-2019 Budget Calendar

The board approved the calendar as presented.

John stated that he would not be at the June 7th budget hearing/regular meeting.

2018 Clatskanie Festival

We have received their facility use form for the dates Thursday, August 2nd (set up in the evening) through Sunday, August 5th.

The board will provide the use of the park at no charge, a movie in the park on Friday night (The Nut Job 2) and free swimming on Saturday, from 1-4pm (only).

It was stated that no signs are to be placed on park property during this event.

The 5k fun run cannot be staged from the gazebo.

Under no uncertain terms can entry or exit from the park be blocked, unless by police or fire officials.

SDAO Safety Committee Webinars

Cyndi provided both Frank and Becki with the information regarding once a month webinars through SDAO; this could be helpful information in making sure that the required safety meetings are being conducted correctly and the safety committee paperwork is being taken care properly.

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, April 5, 2018 at 6:00pm
This will be a board budget workshop.***

Approved By: B.P. Henry Date: 3/5/18

District Mission Statement

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