

CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES
April 5, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, April 5, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

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

Board members absent: **None**

Becki Horness, pool manager - **Present**

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

VISITORS

Jake Pinard & Christy Davis – Representing Clatskanie Little League

They are here to discuss with the park board the possibility of using the park baseball field for little league games next year (2019), if the pending sale of the current field location goes through.

Some of the things to be worked out between LL and the park before use; an MOU between the two entities would be best:

All scheduling of the field and snack shack use must be done through Cyndi.

As the current pitching mound in the park is not regulation for little league, it may be necessary to purchase a portable mound.

Temporary fencing for minor and major games, as required by little league (to be provided and set up by little league)

Insurance: Add the Clatskanie Park & Recreation District and the City of Clatskanie to the certificate and provide both entities with copies for their records.

Greg Hinkelman, Clatskanie City Manager – To discuss Skate Park and camping in the park.

City Council is in full support of no camping in the park and making it day use only. However, they were concerned about large events and vendors and what the policy would be in those situations.

Park board stated that large events, like Heritage Days, with vendors who stay overnight will be permitted on a case by case basis and with a completed park rental agreement.

The City Council is also in favor of removing the large/tall wood skate ramps, but asked if it would be possible to leave the small ones at this time, pending a decision from SDAO with regards to any liability with leaving any of the ramps in the skate park.

Another consideration would be to remove all of the wood structures and open the concrete pad back up for use while the new skate park is being designed and constructed.

Mr. Hinkelman stated that once the final decision was made with regards to the wood ramp structures, he would instruct Dave True to work with Frank and the rest of their maintenance crews on getting the ramps removed as soon as possible. He felt that it should go pretty quickly.

Cyndi will contact SDAO about the possibility of leaving any ramps or removing them all.

Mr. Hinkelman also stated that he is actively looking into the process of building a new skate park. He has been in contact with Vernonia, as they are currently building a new concrete skate park for the approximate amount of \$200,000.

Vernonia's is approximately 6,000 square feet.

There are grants available, but unfortunately the deadline is March 1st, so this option would be explored again for next year's grant cycle.

There are funds available in the Scout Lake Fund to be used for youth recreation and this project fits the criteria. \$60,000 would start the RFP process for designs of a concrete skate park using the existing foot print or a new location within the park, as well as covered or not covered.

This would be about a 2 year process.

The response to all public inquiries regarding the skate park to the park board and the City will be answered with: 'in cooperation with the City, the District is working on a new skate park'.

REGULAR BUSINESS:

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

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

Roger 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**

Becki attended her first SDAO safety webinar; they are held once a month and she will try to continue this practice, as it could provide helpful information for the continued safety at the pool.

There was some discussion regarding the odor in the women's locker room at the pool. It was decided that having the pipes flushed at the end of each season could help with the build-up in the pipes and could possibly eliminate the odor problem.

It has been determined that a time clock will no longer be used, instead each employee will use a monthly timesheet that is to be signed off by the manager of their department; Pool – Becki or Brooke, Park – Frank.

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.

- **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 May board meeting.

There was some discussion about replacing/updating the workout stations along the walking path in Cope Park. The board asked that Frank look at the current stations and determine if there is space to pour pads to replace the pea gravel and find out if there are any river bank rules and/or requirements.

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

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 board continued to discuss the skate park and whether to close it or leave it open, as the City suggested, until after another conversation could be had with SDAO with regards to what ramps could be left for use.

It was determined that since the park districts' risk management stated that it should be closed due to safety concerns, it would be closed as of April 6th.

The board asked that Frank put up temporary orange fencing first thing tomorrow morning (April 6th) around the perimeter of the skate park, place the signs with the verbiage from the attorney and turn off any power sources to the skate park.

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.

The new service agreement draft has been received. The committee has not met yet to discuss it.

Website/Webpage/Facebook Page

In Progress

Bookkeeping Contract: services provided vs monthly amount being paid

The new proposed contract for the 2018-19 fiscal year will 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. John made a motion and Roger seconded that the District accept the contract services agreement.

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

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

Recycle Center on 5th Street

Roger found a letter from 1995, with regards to payment to the District for recycling.

Flag Pole at the Pool

A video was sent to Cyndi, Becki and Brooke of Rylan Johnson (Tony Queto was in also in the video but not breaking the flag pole) pulling the flag pole down, breaking it off at the base. The video was sent to the sheriff's office. The sheriff gave both parents Cyndi's cell number. Cyndi's response to both parents was that the matter had been turned over to the Sheriff and the City and that I have no further information for them at this time. Frank figures it will cost approximately \$1,000 to replace.

The board will wait to hear from the City with regards to replacing the flag pole and who is going to cover the cost.

BOARD REPORTS:

Public Relations –

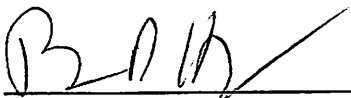
Grants – John/Ryan

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 8:00pm

***The next regularly scheduled meeting will be held on Thursday, May 3, 2018 at 6:00pm
This will be a board budget workshop.***

Approved By:  Date: 6/17/18

District Mission Statement

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