

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

September 16, 2021

The regular meeting of the Clatskanie Park & Recreation District was called to order by Andrew Mustola, Board Chair, at 6:01pm, on Thursday, September 16, 2021, at the Port of Columbia County Offices (old middle school), Clatskanie, OR. Board members in attendance were Brian Guinther, Glenn Raschke, John Hazapis, and Roger Jolma.

Board members absent: None

Charity Lickfold, pool manager – ***Present***

Eric Dufresne, park maintenance supervisor – ***Present***

Cyndi Warren, District Bookkeeper & Operations Manager - ***Present***

VISITORS

No visitors

EXECUTIVE SESSION – ORS 192.660(2)(a) to consider employment of a public officer, employee, staff member or individual agent.

None

REGULAR BUSINESS:

Approval of Minutes and bills as presented, July and August.

John made a motion and Roger seconded that the minutes be approved as presented; all in favor.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

Andrew made a motion and John seconded that the bills be paid; all in favor.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

REPORTS/OLD BUSINESS:

• Pool – Charity & Cyndi

General Pool Operations Report

- Pool will be closing on Friday, September 17th; Charity and the lifeguards will get things winterized.
- Board approved seeking the SDIS Safety & Security Grant this year to help offset the cost of the fence around the swimming pool.
- Brian made a motion and John seconded that the contract with Anderson Poolworks for Closing (approximately \$5,000) and Opening (approximately \$5,700) the pool after and before each season be accepted by approved and signed; all in favor.
Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes
- September Movie in the Park canceled; new movies will be discussed for summer of 2022 in February.
- 2022 pool prices were presented for approval; Andrew made a motion and John seconded the 2022 pool prices be approved with the increase of out of district swim lessons from \$40 to \$45 and water babies from \$25 to \$30; all in favor.
Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes
- Charity presented a proposed 2022 lesson schedule for the board to look over; we are hoping to be able to provide 5 sessions of lessons next summer!!
- The Board would like to see the 2-week water safety lessons for the CES students reinstated at the end of the school year if possible.
- Charity asked the Board for approval to sign up for Grant Watch, it is an annual fee of \$199 and will assist with finding out about possible grants for the District. John made a motion and Andrew seconded the purchase; all in favor.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

- Charity has been discussing with the lifeguards a possible Triathlon next summer to kick off the pool season; they would swim some laps with a lifeguard, bike around the park and run around the park.
- Charity has also been looking into a timing system with 2 timers and chipped bids; the cost is approximately \$10,000. Obviously, this is something that would have to be covered with a grant or built in the built into later budget years.
- At this time, most grants ask for a 20% match, so again this is something that will have to be considered for future budgets.
- 2022 SDIS Safety and Security Grant; lights around the splash pad for night use. Integrity will be at the pool next week for some repairs and installations; Charity will ask them to look and get a quote.

• **Park – Eric**

SDIS Safety Walk-Through – Moderate Issues

Monkey Bars/Jungle Gym (Kiwanis Kiddie Park) – To be removed for now.

Red swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows.

Blue swing set (Kiwanis Kiddie Park) – bark chips and barrier to be added as time and staffing allows and all attachment points checked.

Nothing new to report currently on these projects.

Minor Issues – Cope Park

At some point all current exercise pad surfaces will need to be removed and bark chips added.

Remove fallen trees in Cope Park this fall.

Nothing new to report on these projects currently.

Minor Issues – Main Park

Orange half circle ('swings') need to be checked regularly to be sure they are tight and non-slip paint needs be added.

Nothing new to report on these projects currently.

Eric has been in contact with Clearview Tree Service to get an estimate on the assessment of all trees in the park and the possible removal of the maples along 5th Street hanging over the Kiwanis Kiddie Park; estimate has not been received as of tonight's meeting. Eric will reach out to Raymin again.

Jeff Norgren contacted Eric about contracting with the District to provide, service and maintain all fire extinguishers in the park and pool. He has started a new business, Norgren Service & Repair, LLC.

Andrew made a motion and John seconded that the District contract with Norgren Service & Repair for all the District's fire extinguisher needs; all in favor.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

Softball Scoreboard Project

The posts have been installed and the pad has been poured.

1. Trenching power to the pole (from the tennis courts)
2. Overhead power line to the pole (from the skate park)
3. Solar power options.

Nothing new to report on this project currently.

Cover over storage area next to shop

Brad McKay submitted an estimate to pour a pad and cover the storage area next to the shop as well as an approach for washing equipment in the amount of \$10,600. John Norgren provided an estimate of \$7,500 for the cover only, no concrete. Before moving forward, Eric would need to have John provide an estimate that includes the same concrete work asked of Brad McKay. **Due to budgetary constraints, this project is on hold, however Eric should still get an**

updated estimate from John Norgren and one more quote from another contractor, so the board has 3 to look at it when/if the time is appropriate.

Nothing new to report at the time of this meeting.

Skate Park Maintenance Projects

- a. Pressure Wash & Paint
- b. The steel approaches have been delivered. Eric is working with the fabricator, who has offered to volunteer his time to help with installation, and eventually the City crew to get the new steel approaches installed.

House Bill 3124 & 3115 (Homeless Camping in Park(s))

The district has had one situation where an RV stayed in the park, prompting the park staff to need to some guidance on how to handle these situations moving forward. Cyndi contacted the City, as this guidance should really come from them. Greg Hinkelman, City Manager, emailed this week to let us know that the City’s attorney is currently working on this.

Monthly Safety Inspections

The Board requested that Eric (and Charity 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.

Digital Support Services Requests

Website Update – Glenn is currently working on getting the website up to date. He needs Bio’s on Brian, Charity and Eric.

He asked that the board think about what they would like to see on the website and bring this information to the October meeting for further discussion.

Facebook – Charity has been made an administrator and will monitor and keep updated on important pool and park information.

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

DISTRICT MANAGER’S REPORT:

Thank You from CAC

A big thank you to the park crew from the CAC for their hard work on the Big Band in the Park on Labor Day.

Mission Statement

Brian made a motion and John seconded that the board approve the current Mission Statement; Glenn asked that the approval be tabled until some community involvement can be sought, possibly update the current version based on the community’s input of what they would like to see from the park district; board approved. This will be revisited again this Spring.

Approval of 2020-2021 Review

Brian made a motion and Roger seconded that the 20-21 review be accepted as presented; all in favor.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

\$75,000 Line of Credit

John made a motion and Andrew seconded that the District seek up to a \$75,000 line of credit for operating expenses from September to November this year and July to November in future years, when property taxes come in; all in favor. The board approved Andrew, as board chair, to sign loan documents.

Andrew – yes, Roger – yes, John – yes, Brian – yes, Glenn – yes

Mandatory Reporting & Safety Person

Cyndi approached the Board and Charity about taking over the Safety responsibilities of the District; Board approved. Cyndi will get the necessary information to Charity to be able to sign into SafePersonnel, the program provided for free to the District through SDIS as soon as possible.

BOARD REPORTS:

Brian stated that he has a dump trailer that could possibly be used to hold and dispose of the leaves in the park; he will work this out with Eric.

In January, the Board would like to revisit the current Service Agreement with the City of Clatskanie.

Discuss topic:

Utilities – why does the district pay for them

Look for or have printed boundary maps for the District.

Meeting adjourned at 7:56pm

The next regularly scheduled meeting will be held on Thursday, October 21, 2021.

Approved By: SIGNED BY ANDREW MUSTOLA Date: December 16, 2021

District Mission Statement

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