

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**May 3, 2018**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:30pm (immediately following the budget committee meeting), on Thursday, May 3, 2018 at the Port of St. Helens Offices (old middle school), Clatskanie, OR.

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

Board members absent: ***Andrew Mustola***

Becki Horness, pool manager - ***Present***

Cyndi Warren, bookkeeper - ***Present***

Frank Some's, park maintenance manager – ***Absent***

**VISITORS**

***Robert Keyser, Angie Lefor, Krystle Gonzalez – Budget Committee Members***

Stayed after budget committee meeting to attend the regular meeting; no comments.

***Eric Dufresne – park maintenance employee***

Attended meeting at Frank's request.

***Rylan Johnson – destruction of flag pole***

Rylan came to apologize, at the request of the City Manager, to the park and recreation district for destroying the flag pole at the pool.

As the City decided not to file criminal charges, he will be doing 30 hours of community service. The City Manager has offered to split those hours with the District; pulling weeds, picking up garbage, etc.

The board stated that the City can have all of Rylan Johnson's community service hours.

The cost to replace the flag pole is approximately \$1,000; the board stated that this cost should be forwarded to the City.

**EXECUTIVE SESSION – ORS 192.610e**

**REGULAR BUSINESS:**

No minutes were presented for approval at tonight's meeting.

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

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

**REPORTS/OLD BUSINESS:**

• **Pool – Becki**

There are 18 returning guards, 11 new applicants of the 11, 7 made it to the training. 1 dropped, so there will be 24 lifeguards hired this summer.

One of the returning guards has gotten her LGI Certification while at college, which means that she can assist Becki with getting the new guards certified and the District will not have to contract out for this certification process.

The 2018 pool /lesson schedule and price were presented to the board for approval. The only change for 2018 is the addition of a Swim Lesson Family Rate for 3 or more children after the 2<sup>nd</sup> set of lessons.

Della made a motion and Roger seconded that the pool schedule and price sheet be approved as presented.

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

This year's pool and water safety week will not be offered to the CES students, as it is too difficult for Becki and Brooke to take time off work (at the grade school) during the last two weeks of school.

There was some discussion about the park district working with the school district on a partnership of some kind that would allow for subs for Becki and Brook during this time, without impacting their positions or the school's budget at the grade school.

Becki would like to schedule the handbook training with Richard Steller for Friday, June 15<sup>th</sup>.

***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 - Absent**

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.

***Frank provided two more bids to Cyndi before the meeting:***

***Double D Contracting - \$7,250***

***Roehl Roofing - \$24,750***

***Della made a motion and John seconded that Roger and Bruce be allowed to make a decision on a roofer once they have had a chance to talk with Frank and get a few more details regarding this project.***

***It was also stated that Frank needs to attend meetings or make sure that he sends someone with a complete report and the ability to answer any and all questions regarding projects, bids, etc., if he is unable to attend.***

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 determines 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.

***Nothing new at the time of this meeting.***

***Recreation Softball***

They have requested a blue recycle can be placed by the snack shack/shop during their season. Board approved.

***Lawn & Leaf Vacuum***

After some discussion with Eric regarding the need and value of this piece of equipment for park maintenance, Della made a motion and Roger seconded that Frank be allowed to purchase a DR Leaf and Lawn Vacuum, 16.96 PRO-XL, Tow Behind for the approximate cost of \$2,299

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

***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.

### ***Skate Park Discussion Continued:***

John asked if the products for the new skate park can be purchased locally. Don, with Richlite, stated that they will purchase as much of the products for this project locally as possible, but the Skatelite material for the ramps is not available locally.

Can the skate park be re-opened?

All ramps must be removed if the District is to continue with the maintainance.

IF ramps stay and the City requests that the skate park be reopened, District employees will NOT step foot into the skate park for any reason.

Board confirmed with Eric that the power has been shut off in the skate park

### ***Sheriff's Office Contact***

Toby Harris, Clatskanie City Councilman had a conversation with Lt. Brian Pixley regarding the number of times the Sheriff on duty drives through the park per shift and the fact that the District has felt less than supported by the Sheriff's office when called out for issues.

The Sheriff's office claims that they are doing several per shift.

Toby let him know that they need to be responsive and represent the cities intent to maintain safety and prevent property damage.

He also gave the District his direct number (not be shared) in case we have any concerns or issues in the future.

### ***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.***

### ***Clarification on Camping in the Park and Events***

The board is not interested at this time in having a park host OR opening the park to camping again.

Large special events with vendors and staff will be allowed to camp with permission from the board and an approved park rental agreement.

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

It was discussed and determined that Della does not have the time to devote to the website/social media part of park business as it involves more hours than she has available. She suggested that the board look into contracting with someone to take on this job. Della stated that she would be happy to train someone and that all responses/inquiries would still continue to come through Della and Cyndi.

Bruce will contact Aaron Palm and Della has a couple of individuals that may be interested in this job to get bid proposals.

Whoever takes on this job would need to be made fully aware of all Special District parameters with regards to social media and websites, as we are a public entity and there are some very specific rules.

**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*

**Youth Soccer Advertising Request**

The local youth soccer program has asked to hang a sign regarding sign-ups in the park.  
The board stated that it would like to continue to implement their policy of no signs in the park.

**SDAO Board Training**

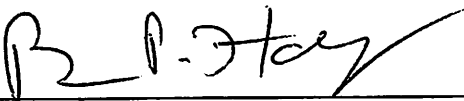
If you missed the board training in February there is another opportunity on May 22<sup>nd</sup> in Astoria from 9am to Noon.

**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, June 7, 2018, immediately following the budget hearing.***

Approved By:       Date: 7/12/18

**District Mission Statement**

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