

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

February 1, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:05pm, on Thursday, February 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 - ***Absent***

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

VISITORS

Mr. Greg Hinkelman, Clatskanie City Manager

Greg wanted to check in with the park board regarding their visit to the December city council meeting and give any updates on the City's end since then.

CIS (the City's insurance company) agrees with the plan to come up with a service agreement to replace the current lease agreement between the park district and the City.

Greg suggested that SDAO get the service agreement started and they work with CIS and the City to work out all of the details.

The Evenson Family deeded the land that the pool sits on to the City more than 60 years ago.

The City of Vernonia is working on a new skate park; Greg is trying to get in contact with them to get more details. He has heard they are looking to spend about \$60,000 and he would like to know what you get for that amount of money with regards to a skate park. He will keep the park board in the loop as he gathers information.

EXECUTIVE SESSION – ORS 192.610e _To discuss Real Property Transactions_____

6:30 – 6:45pm

The board met in executive session to further discuss the property owned by the City and operated by the Park.

REGULAR BUSINESS:

January'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 John seconded that the bills be paid.

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

REPORTS/OLD BUSINESS:

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

The head lifeguard and lifeguard ads have been placed. They will be accepted until Friday, March 2nd. The applications can be picked up and turned in at the CES office, CMHS office and Dennis Conner's office.

Once they have all been collected, Becki and Brooke will start the interview/hiring process.

- **Park – Frank**

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**

Property Discussions with the City of Clatskanie

The council stated 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.

As it would seem that nothing has been done regarding the safety issues that have been noted and discussed with the City, the board would like a letter drafted and sent to the City Manager and Council members stating the park board's discontinued maintenance of the skate park, effective immediately. They would also like a memo drafted for the park manager and employees to cease and desist any and all things to do with the skate park until further notice from the board of directors.

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
- Water and power bills (not pertaining to the pool) – City should be responsible for.
- District money will not be spent on large maintenance projects without board approval.
- District money will not be spent on building repair, construction of buildings without board approval.
- Anything additional will have to be discussed/negotiated with the City and placed into the service agreement.
- 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.

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.

Website/Webpage/Facebook Page

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

Park Hosts

As we have been notified by Steve and Karen Slotten that they will not be returning to serve as park hosts, the board has decided to table the search for a new park host until the new service agreement with the city has been completed.

Della made a motion and John seconded that the park be closed to camping until further notice.

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

Park Apparel

The new apparel is in and will be kept at Dennis Conner's office until needed.

SDAO Conference Attendance

Della, Bruce and Andrew attended various parts of the conference; anything new to share with the board?

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*

Cope Park Spray Park

Once the service agreement has been worked out with the City, the board would like revisit the possibility of a spray park to be constructed in Cope Park.

Annual CES Spring Auction Donation

The board approved the donation of a family swim pass, 2 student swim passes, 2 – 2 swim lesson sessions along with bags, goggles and towels. Cyndi will put the items together and deliver to the grade school.

Bookkeeping Contract: services provided vs monthly amount being paid

The board would like a 3 year comparison of hours worked for the park district by the bookkeeping/CPA firm vs what has been paid. It would seem that the amount of hours and services being provided are not being accurately compensated. The current flat rate of \$1,244 being paid monthly to the bookkeeping firm nets about 16 hours of work each month; however the board is very aware those 16 hours a month barely cover the park calendar service each month, not to mention the paying of bills and payroll, which are just some of many services their office provides for the district.

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, March 1, 2018 at 6:00pm

Approved By:  Date: 3/1/18

District Mission Statement

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