

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

***March 7, 2019***

The regular meeting of the Clatskanie Park & Recreation District was called to order by John Hazapis, Board Vice Chair at 6:40pm, on Thursday, March 7, 2019 at the Port of Columbia County Offices (old middle school), Clatskanie, OR.

Board members in attendance were Roger Jolma, Krystle Gonzalez and Andrew Mustola.

Board members absent: ***Bruce Holsey***

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

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

**VISITORS**

***Richard Stellner – the District's Human Resource contractor***

See HR policies below.

***Bill Blank and Paul Barlow with Cycle Columbia County – June 15<sup>th</sup>***

This is their 4<sup>th</sup> annual ride. They stage the event in different Cities in Columbia County; this allows for additional commerce in each of the Cities.

They have been in contact with the City of Clatskanie and the Chamber of Commerce multiple times and both of those entities are excited to have this event come to Clatskanie.

There have been discussions with the Farmer's Market about moving to the main park area just for this event. (no one from the farmer's market has contacted the district with regards to this, as of tonight's meeting)

There will be 200-300 bike riders staged in the park (main park area, parking lot and the small and large covered picnic areas) for the beginning of the race and then they will return for the finish.

They have been approached about a beer garden for the race finishers; Cyndi will get them the necessary paperwork (park rental agreement) for them to fill out and return.

The district expressed their continued interest in the bike repair station; Paul will get Cyndi the specs for the concrete pad and when installation could be done once the pad has been poured.

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

***None***

**REGULAR BUSINESS:**

January and February meeting minutes were presented for approval. Andrew made a motion and Roger seconded that the minutes be approved as presented; all in favor.

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

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

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

**REPORTS/OLD BUSINESS:**

**Pool – Becki**

***General Pool Operations Report***

The winter pool cover and new slide for the pool will be tabled at this time, as the pool leak is the top priority. However, the approximate cost of both of those items would be \$45,000; this amount will be figured into the 19-20 budget process.

The proposal from Anderson Pool Company, of approximate \$83,000 just for their work makes this project a prevailing job and a scope of the work to be done or RFP must be sent to at least 2 other companies before a decision can be made on this project.

Again, as this is a top priority, Becki, Cyndi and Eric will continue to move forward on this project. A special board meeting may be required to make a decision once the proposals have been received. Cyndi will keep the board informed as things progress with this project.

There was some discussion with regards to the summer months and the importance of the pool and park operations; while the board understands that summer is a time for family vacations, it is also important to understand that our pool is an outdoor pool only open during the summer months and that more than adequate staffing for lessons and open swim is the of the utmost importance and that this needs to be stressed to all pool personnel when hired. It must be understood that not all requests for vacations and/or time off will be granted, but all will be considered. This goes for park maintenance employees as well. It will be the responsibility of the management staff to be very clear and concise when relaying this information to their staff.

The last day for the pool applications is tomorrow, Friday, March 8<sup>th</sup>. As Becki will be out of town over spring break, she would like to start the interviews the first week of April. John, Andrew and Krystle all stated that they would be willing to help with the interview process.

#### **Flag Pole Replacement**

The flag pole has been ordered and delivered; it will be installed as time allows.

### • **Park – Eric**

#### **Electrical Updates as suggested by PUD in the park and pool building**

No start date from Wired Electric as of tonight's meeting.

#### **NEW MOWER**

John made a motion and Roger seconded that the district purchase a new John Deere mower in the amount of \$3,849; all in favor.

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

#### **Park Host Candidate**

Eric knows a gentleman who would be interested in the park host position; he has a strong military background and has been a cemetery sexton for several years.

Eric and the board feel that with all of the vandalism we have been experiencing in the park in the last 12 +months, having a regular presence in the park could help deter some of the issues.

However, bringing back camping in the park, is not being discussed at this time, but would be considered at a later date if the park host position works out.

***Nothing new to report as of tonight's meeting.***

#### **Park Outbuilding & Restroom Roof Bids**

The City stated that they would have to budget for a project like this and could not 'just open their wallet'.

Bids:

Beard & Son - \$26,587.92

JP & Sons - \$23,308.90

Rohl Roofing - \$12,800

Since the City is unable to provide financial help with this project and the restroom roof is very much in need of replacement, Andrew made a motion and Roger seconded that the district hire Beard & Son Construction to do the main park restroom roof only, for the amount of \$7,513; all in favor.

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

*The remaining outbuildings (picnic structures) will be considered at a later date, if the City assists with funding.*

**Replacement of Park Entrance signs, Seaman (the dog) and F. Somes Field Sign**

*All of the signs have been delivered. Eric and his crew will get them installed as time and weather allows.*

**Update Security System/Cameras (Skate Park & 5<sup>th</sup> Street Shop, Pool & Gazebo, Log Cabin & Restrooms)**

It was decided that the park district is not interested in offering 'live feed' options for the new cameras in the park, but since the City wants that option for the skate park, Cyndi will pass along Darrel Olson's contact information to Mr.

Hinkelman for them to set things up on the City's website.

**Post & Cable Fencing to be replaced by large boulders in the Park**

*The City has given their OK for this project; however, as it is more than \$5,000 Cyndi will request 2 more quotes; Clint Wilcoxon and Goble Rock Products.*

**Monthly Safety Inspections**

The Board requested that Eric (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. *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.*

• **Park – Board**

**2019-2020 Bookkeeping & Park Operations Contract**

Roger made a motion and John seconded that the Dennis R. Conner, CPA contract for bookkeeping and Cyndi as park operations manager be accepted as presented at \$51.50 an hour (approximately 60 hours per month); all in favor.

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

**Revisit Scoreboards in the park (baseball and softball)**

John made a motion and Krystle seconded that the district purchase and install a scoreboard for the softball field and a new scoreboard for the baseball/soccer field area of the park. We have received verbal commitments of a \$500 donation from each of the following: recreation softball program, little league and the high school soccer team to help with the cost of the new scoreboards. The cost for the softball scoreboard is \$4,744 (BA-2515) and the larger baseball/soccer scoreboard will be \$7,402 (MS-918). However, Cyndi is going to ask for a multiple purchase discount; all in favor.

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

Color options were discussed; red for the softball scoreboard and green for the larger baseball/soccer scoreboard is what the board liked, but will do a vote by email once Cyndi gets a color wheel of options from Daktronics.

**HR Policies for the Pool and Park**

5:59pm to 6:37pm Mr. Richard Stellner went over the newly drafted park board policy manual.

Changes: Page 6 – Bonding/Insurance

Research an interpreter for the hearing impaired that can be contracted if requested per the board policy manual.

Richard wanted it reiterated that once in executive session, if the news media is in attendance, it is imperative that they are reminded that they are *not* to report certain specified information from the executive session. If this is not stated, they can report on all information discussed in executive session.

Richard asked that once the final draft has been approved/adopted by the board of directors, that a copy of the Oath of Office be added to the back of the manual.

Richard will allow a week or two for any additions or deletions the board might want, as well as contact Bruce for his feedback, since he was unable to attend tonight's meeting. Then a final draft will be polished up and sent to Cyndi along with a resolution to adopt the newly updated park board policy manual.

**Skate Park Update:**

This project is 90% complete.

The project manager for the skate park, felt that it would be at least 3-4 years before any maintenance on the ramps would be required; the materials, under normal wear and tear are much stronger than the product used 20 years ago.

When the new cover was put on the skate park, they did not bring it far enough down on the river side to cover the electrical panels; exposing them to the rain. The project manager recommended to Roger the Tacoma Tarp be contacted, as they have a clear material that could be added to the cover to protect the electrical panels.

**Service Agreement with the City of Clatskanie**

Draft #2 with the City's requested changes has been emailed to Mr. Hinkelman for approval.

***Nothing new to report at the time of tonight's meeting.***

**Digital Services Contract – Della Graham (Website/Webpage/Facebook Page)**

Each month the managers, board of directors and Cyndi will determine what, if anything needs to be given to Della for further advertising.

***March:***

***Publish the flyers provided by Cycle Columbia County's event in the park on June 15<sup>th</sup>.***

**Spray Park at Cope Park**

The board revisited the conversation about adding a spray park to Cope Park. Bruce will contact the City of St. Helens and see what information they can provide on theirs. The board discussed just having a pad with jets in the ground, very simple, but fun for the kids that are too old for the baby pool and too young for the swimming pool by themselves.

***Bruce is to gather information on the spray park in St. Helens and bring back to the board for further discussion; nothing new to discuss at the time of tonight's meeting.***

**Park Snack Shack**

The countertop is the last project for the snack shack to be completed.

It looks amazing!! Eric and his crew have done a great job on this project.

**Possible installation of a bike repair stand/station**

***See Visitors***

Roger and Eric will meet and discuss a good location for the placement of the bike repair stand/station. Once the specs have been received for the concrete, Eric will contact John Norgren Construction to get it poured.

**Movies in the Park – 2019**

***Movie in the Park Dates – 2019***

***Saturday, June 29<sup>th</sup> (Car Show) – Back to the Future***

***Saturday, July 13<sup>th</sup> – Incredibles 2***

***Friday, August 2<sup>nd</sup> (Clatskanie Festival) – Christopher Robin***

***Saturday, August 17<sup>th</sup> – A Lego Movie, The Second Park***

***Saturday, September 7<sup>th</sup> – Bumblebee***

**Local Government Grant Program**

This grant program is through the Oregon State Parks.  
Board determined that until the pool leak situation has been fixed, any other major projects that might require a grant would be on hold for now. This can be revisited in 2020.

**2019 Clatskanie Festival – August 2-4**

The board would like the same rules to apply as years past; and to remind Lori to work closely with Eric & Cyndi during this event.

**Bike & Build – August 10<sup>th</sup>**

Last year the park district provided dinner and breakfast and set them up with a place to stay (old middle school gym); this year Cyndi would like to suggest that they be allowed to camp in the park. The district would still provide dinner and breakfast.  
Board approved approximately 32 college bike riders, who bike across the country, stopping to build houses along the way. This is a non-profit organization.

**Little League Field Use Agreement**

Based on last month’s meeting with Calvin Shulda and Betty Davis of Clatskanie Little League, with regards to their requests to use the park baseball field and the snack shack, as well as, the park districts expectations of the use, an agreement has been typed up for the board’s approval. Board approved. A copy will be emailed to Betty Davis, Little League President, for their discussion and approval.

**2019-2020 Budget Calendar**

The 2019-2020 budget calendar was presented to the board for approval. Board approved.  
The April 4<sup>th</sup> park board meeting will also be a board budget workshop.

**Express Employment Professionals**

We have been approached by this company as a possible option for temporary help in the summer months if needed. The board stated that this would be up to Eric to decide if this might be something that he was interested in. Eric stated that he is not opposed to this as a possible option, but is not needed at this time.

**BOARD REPORTS:**

*None*

Meeting adjourned at 8:55pm

***The next regularly scheduled meeting will be held on Thursday, April 4, 2019 at 6:030pm  
This will be a board budget workshop as well (dinner will be provided).***

Approved By:      Date: 5/2/19

***District Mission Statement***

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