

**CLATSKANIE PARK & RECREATION DISTRICT**

**REGULAR MEETING MINUTES**

**July 6, 2017**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:02pm, on Thursday, July 6, 2017 at the Port of St. Helens Offices (old middle school), Clatskanie, OR. Board Members in attendance were Della Fawcett and John Hazapis. Andrew Mustola and Roger Jolma - Absent Cyndi Warren, Bookkeeper and Frank Somes, Park Maintenance Manager was also in attendance. Becki Horness, Pool Manager - Absent

**VISITORS**

None

**REGULAR BUSINESS:**

John made a motion and Della seconded that June's minutes be approved as presented.

John made a motion and Della seconded that the Budget Hearing minutes be approved as presented.

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

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

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

**REPORTS/OLD BUSINESS:**

- **Pool - Becki**  
Absent/Vacation

***Kiddie Pool / Splash Park***

Frank figures the District will need about \$20,000 for the infrastructure work that will need to be done; prepping the site, fencing, extending the retaining wall/seating along the road and a sidewalk around the perimeter. This will go out to bid to local contractors. ***This project would not begin until the pool closes in the Fall with completion planned for Spring of 2018.***

Frank is getting information on La Center's spray park; who did it, cost, etc....

Dave True, the city's public works director, is on board to help in any way he can.

Frank will invite a representative from Splash Zone and Splash Pad to come take a look at the site location and provide the District with bids for this project. As it is going to be a prevailing wage project, the Board suggested that Frank see if Dave True could assist with the necessary RFP's, as he has done with the District in the past.

Two issues have come up with this project:

1. Capacity – who determines it and how will adding the spray park affect the 90 person pool and deck capacity the pool has currently. Will there be a total capacity for the pool and deck, kiddie pool and the spray park based on the total square footage of the property OR a capacity amount based on the square footage of each of the locations? Bruce will contact the State Fire Marshal
2. Making the kiddie pool a zero entry; the spray park companies do not do pool work, so that will need to be bid out separately to pool companies and could add a significant increase to the budget of this project.

***The board requested that Frank work on a footprint of what the spray park would look like and what equipment/toys would be in there for the kids to play with; this information will also be needed to hire an engineer for this project.***

***Frank is waiting on Dave True to give him a footprint regarding the road the required distance.***

### **Loan for Project**

John Moore with Wauna Credit Union has offered 2 loan options for \$125,000, the additional amount needed by the District to see this project to completion.

Option #1 – 2 year LOC – Variable Line of Credit. Interest only payment variable tied to prime with discount. Rate: 3.5%, Fee: 1.25%, Payment: \$371.57

Option #2 – 5 year fixed rate. 5 year, amortized over 10 years. Rate: 4.00%, Fee: 1.25%, Payment: \$1,265.56

John made a motion and Della seconded that the District accept the 5 year fixed rate (option 2) without early payoff penalties; all in favor.

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

Bruce will contact John Moore to let him know the District's decision and to see about a lower a rate and to see if Wauna would be willing to waive the loan fees for advertising when the new spray park is completed.

### **Pool Report (see attached for more detail)**

First session of lessons went great with most classes at max and many positive comments.

One of the new lifeguards hired, ended up leaving due to conflicting schedules with another job.

Becki appreciated being able to attend the HR SDAO conference in Medford.

Annual donation of Car Show Swim Passes – 14/20 used

DHS (State of Oregon) – Family Swim They have been offered 30 – 1 day family swim passes for \$300.

***None have been used as of tonight's meeting.***

ABATE scholarships are being used.

Week of July 4<sup>th</sup> – no swim lessons, free swim 1-4pm on July 4<sup>th</sup>

Lessons will resume the week of July 10th.

Some clarification regarding employees and multiple infractions:

How many before termination and should there be a policy in place regarding this?

Any infraction can result in termination. No policy required, but procedure(s) to follow.

1. Send home (employee must be paid for the remainder of their shift)
2. Remove from schedule
3. Contact Cyndi
4. SDAO Loss control will be contacted regarding how to proceed.
5. Once a decision has been reached by SDAO, the employee will be notified of the decision by the pool manager.

Cyndi will work with Becki on this.

#### **No Street Shoes on Deck**

There was an issue/complaint; a gentleman with a cast/boot and regular street shoe was asked to remove his street shoe, he claimed that he could not, so he was asked to sit outside the pool deck. He sent an email (attached) claiming that he was discriminated against. Bruce asked Cyndi to respond to his email (also attached) stating that our pool manager was following policy for safety and that if he had further comments or concerns he would be welcome to attend tonight's meeting. He did not respond to the email or show up to tonight's meeting.

Cyndi will work on having signs made to be hung in the locker rooms and on the pool deck.

What about small garbage bags on hand to cover a cast/boot in the event that this might happen again; person(s) would still be required to remove their outside shoe.

### **Pool (from the Board and/or Community)**

One of the board members spouses voiced concern regarding a drain flap or something like that that could be a potential hazard in the pool. Frank will check on it.

The health inspector came today and one of the things that he noted was that the guard's certificates were not displayed. The Board asked that copies be made and laminated and displayed in the pool office.

- **Park – Frank**

***NEW Play Structure in the Park***

The structure has been installed.

The original sales rep, David Gaston, which the District was working with, was no longer with the company at the time of installation and instead the District was given a new rep, Steve Kirn. Mr. Kirn had a very confrontational and condescending attitude when dealing with Frank and Cyndi and then on the day of installation with the board members and community members that came to help.

Bruce asked Cyndi to draft a letter to Columbia Cascade regarding the many issues the District had with Mr. Kirn. Frank also wanted it noted that he sent an email more than a week ago regarding a broken piece on the new playground equipment and as of tonight's meeting had not heard back from Mr. Kirn.

As Roger was unable to attend this meeting and since he was at the park structure installation, he wanted to be able to weigh in on this before the letter before it is sent.

Frank asked that a card and gift card be purchased for Mike Arthur for the use of this heavy equipment at no charge on this project. Board approved; Cyndi will pick up a Fultano's gift card valued at \$50.

***Kiwanis Kiddie Park Merry Go Round***

The merry-go-round has been delivered. Frank has left a message with Trina Kynsi, to work out a date for installation. If he does not hear from them before he is ready to install, he will go ahead and install, hopefully next week.

***Scoreboards in the Park***

Daktronics provided the Board with an option to purchase the scoreboards through a co-op. The Board asked that Cyndi looked into what the co-op pricing could save the District.

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

***RV Camping in the Park***

After some discussion, it was decided to continue to allow long term RV camping for contractors only. Each situation will be reviewed and the decision made on a case by case basis.

The District has the right to refuse camping to anyone.

When Neil's (Pace Arrow RV) 11 days are up, he must vacate the park and is no longer allowed to come back.

***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**

***Discuss/Update the 2016 Property/Casualty Renewal & Lease (MOU) with the City of Clatskanie***

The Board asked Cyndi to re-send each of them, as well as Frank, a copy of the sample MOU from SDAO, along with the list of issues; one of the main issues being the recycle center and who is responsible for the daily clean up and who is responsible for having it emptied; and expectations that the Board has been discussing over the last few months, which they would like to see added to a new agreement with the City of Clatskanie.

- Recycle Bins – ***The Park and City crews will work together to keep this area better patrolled and removal of garbage. Large items to be removed by the City crew at the City's expense. Both parties agreed that if the dumping of garbage continues, the recycle bins can and will be removed.***
- BBQ Pit (possible removal) – ***This has been agreed upon by the City and the Park board to be removed to add more available covered seating.***

***The subcommittee met on May 25, 2017; in attendance were Dave True, Roger Jolma, Bruce Holsey, Frank Somes, Cyndi Warren and Greg Hinkelman.***

**Some topics of discussion:**

- **Skate Park – possible Scout Lake Funds to turn the current covered wood skate park into an uncovered concrete skate park.**
- **Insurance: City will provide all structure insurance, while the park will maintain liability and building content insurance. This will be done at renewal time.**
- **Any major projects in the park need to be sketched out (informally) and given to the City Manager for approval/discussion.**
- **Use the \$5,000 park capitalization policy as a guide when needing approval or funding from the City on any major projects.**
- **Both parties agreed that a better, more specific description of ‘general maintenance and repairs’ needs to be worked out between the two entities and put into writing.**
- **What does the park’s charter state as the District’s responsibilities?**
- **As the current lease still has 6 years left, it was agreed upon by both parties that a ‘clarification addendum’ be added to the current lease.**

**Website/Webpage/Facebook Page**

Website: **Nothing new to report at the time of this meeting.**

**Park Snack Shack**

Frank has turned in kitchen plans to Home Depot and Lowe’s, waiting on price quotes.

**Nothing new to report at the time of this meeting; all time and effort has been in getting the new play structure installed, as well as preparation and clean up after Heritage Days.**

**Music in the Park (formerly The Taste of Clatskanie)**

The date will be Friday, July 28<sup>th</sup> from 7-9:00pm

Cyndi and the Clatskanie Boosters will open up the snack shack for this event.

A flyer has been sent to The Chronicle and The Chief and will run for 2 weeks; July 14 & 21.

**Safety Inspections of Park Equipment/Skate Park Ramps**

The board stated that this process must be implemented beginning in October and documented once a week from May-September and once a month from October-April.

**With all the comments lately on social media regarding the skate park, the board stated that keeping a regular safety log of all maintenance in the park, with special attention paid to the skate park ramps is of high importance.**

**The board also asked that Frank look into an engineering firm to assess the safety and longevity of the current skate park ramps. Frank stated that he will Google other skate parks to see what information he can find.**

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

**Wednesday, July 19<sup>th</sup> is the planned walk through of the skate park with an SDAO loss control specialist; all who are available are welcome.**

**Absent: Frank, Roger and Bruce**

**Planning to Attend: Dave True, Greg Hinkelman, Della, John, Cyndi**

Updated sign regarding safety, rules and use to be hung at the skate park –

**In Progress – Add ‘No Alcohol’**

**DHS (State of Oregon) – Family Swim**

They have been offered 30 – 1 day family swim passes for \$300.

**None have been used as of tonight’s meeting.**

**Annual Employee Appreciation BBQ**

Reminder that the board and Cyndi will be BBQing for the park employees and park hosts on Friday, August 11<sup>th</sup> from 4-6:30.

Who will be attending? Della, John, Bruce (will arrive late), Cyndi.

As Roger and Andrew are not here, Cyndi will check them and confirm their attendance.

The board asked Cyndi to purchase a BBQ (up to \$200) to be used in the park by the park and pool employees when needed.

The District will provide burgers, dogs, buns, chips and drinks (water & Gatorade)

**Herb Clifford**

Herb recently passed away and as he is the father of our retired park host, Karen Sloten, the park board would like to do something for Karen in Herb's name.

The family had requested that in lieu of flowers a donation be made to the Heritage Days Fireworks show. As the board is unsure what this would look like, they have asked that Cyndi contact Special Districts and see if this is an option and if it isn't, is there another option available to the District in a situation like this.

**2017 'Movie's in the Park' dates**

Saturday, July 15<sup>th</sup> – Fantastic Beasts and Where to Find Them Saturday,  
August 5<sup>th</sup> – The Secret Life of Pets  
Saturday, September 2<sup>nd</sup> – Jungle Book

**Movie in the Park Snack Shack(s)**

The Senior Parents of the Class of 2018 (with support from the Boosters) will be running the snack shacks for the July 15<sup>th</sup> and the September 2<sup>nd</sup> snack shacks.

The Clatskanie Festival will open up the snack shack on August 5<sup>th</sup>, as this movie is going to be shown during their event.

**NEW BUSINESS: See Pool, Park and Board Business**

**16/17 Audit Contract**

John made a motion and Della seconded that the 16/17 Audit contract with Bill Cote, CPA in the amount of \$2,600 be accepted; all in favor.

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

**Heritage Days**

The board approved thank you cards and \$100 gift cards for each of the three man crew who donated the stage materials (from Safway Scaffolding) and their time (3+ hours) to set up.

Frank stated that everything went very smoothly this year and that the logging show has already been cleaned up and removed from the park.

Board was curious about who won the pool party that was donated; Della stated that she would look into this.

**Oaths of Office**

Della Fawcett, position #1 and Bruce Holsey, position #5 were sworn in at tonight's meeting.

Andrew Mustola, position #4 was absent.

**Elect Board Chair**

John made a motion to nominate Bruce as the board chair and Roger as the vice chair; Bruce accepted the nomination, Roger is absent, if he declines at the August meeting a new vice chair will be selected.

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

**Area Reserved Signs**

Park hosts (and Cyndi & Frank) would like to have 'area reserved signs' to be used at the 3 covered areas for use during the busy summer months to help prevent any issues with people reserving the park and people just showing up to use the park.

**Update Umpqua Bank Signature Card**

All who are here this evening signed; Cyndi will get the rest of the signatures over the next week.

**SDAO Board of Directors and Management Staff Training**

This is offered in multiple locations, but on August 31<sup>st</sup> it will be held in Tigard. If Frank, Becki or any board are interested in going, please contact Cyndi and she will get you registered.

**Park Apparel**

The Board approved the purchase of a few T-shirts and sweatshirts to have on hand to give out as needed, as well as an additional 20 hats.

**BOARD REPORTS:**

- Public Relations –
- Grants – John/Ryan
- Maintenance – Roger
- Personnel – Bruce

Meeting adjourned at 8:05pm

*The next regularly scheduled meeting will be held on Thursday, August 3, 2017 at 6:00pm –*

Approved By:  Date: 8/3/17

**District Mission Statement**

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