

**CLATSKANIE PARK & RECREATION DISTRICT**  
**REGULAR MEETING MINUTES**  
**August 3, 2017**

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:00pm, on Thursday, August 3, 2017 at the Port of St. Helens Offices (old middle school), Clatskanie, OR. Board Members in attendance were Della Fawcett, Andrew Mustola and Roger Jolma. John Hazapis and Frank Comes - Absent  
Cyndi Warren, Bookkeeper and Becki Horness, Pool Manager were also present.

**VISITORS**

**None**

**REGULAR BUSINESS:**

Della made a motion and Andrew seconded that July's minutes be approved as presented.

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

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

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

**REPORTS/OLD BUSINESS:**

- **Pool - Becki**  
Absent/Vacation

**Splash/Spray Park-**

RFP's – Not ready to do this yet.

Bruce and Cyndi will be meeting with John Moore next week to get the loan started with Wauna.

Frank is working on a new 'footprint' of the area. He is working closely with Dave True to be sure all regulations regarding the street are met.

Roger has concerns with the 80ft size; most are 40 feet. He would like to have a spray park professional come and look over the proposed area and give the Board some ideas and visuals.

Roger also suggested just having spray jets and no equipment.

**Pool Report**

For the 2018 pool season, passes (student, family, senior) will be created and handed out at the time of purchase and they must be shown to enter the pool. Board approved.

- **Park – Frank**

**NEW Play Structure in the Park**

Board approved the 'draft' letter to Columbia Cascade Company. Cyndi will mail the letter ASAP.

**Kiwanis Kiddie Park Merry Go Round**

The structure has been installed.

**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**

The board asked that Cyndi bring a rate increase and a couple of rule changes to the September board meeting for approval.

### **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 District asked SDIS Risk Management to come to the skate park and do a risk/safety walk through; Dan Davenport met with John, Della, Cyndi and Kevin Stout with the District and Greg Hinkelman and Dave True with the City.

His findings/report is attached.

Since the park district does not own the skate park, the Board would like to invite Greg Hinkelman and Major Brajcich to a meeting to discuss the report and options moving forward for improving the skate park based on the findings from SDIS.

- Steel Ramps
- Concrete ramps
- Remove the roof/cover

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

Website: ***Della is working on getting our website up and running.***

##### ***Park Snack Shack***

Frank and Cyndi will revisit this project this fall/winter as time allows.

##### ***Music in the Park***

Attendance was low, but the few people that were there really enjoyed the music in the park and expressed their hope that the park district would consider doing this again next summer.

After some discussion, it was decided that because of the cost and the low attendance, that the only way this could continue would be to get other community business(es) and/or the Chamber Commerce to partner with the District to share some of the expense.

##### ***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.***

##### ***Pool Party Donation to Heritage Days***

Nobody recalled this prize being raffled or won; Della will look into it at the next Chamber meeting and get in touch with Cyndi with the follow up.

***It was determined that this prize was left out of the Heritage Days raffles. Cyndi and Della will work on getting something put together so that this prize can generate some additional income for Heritage Days and still be used this summer.***

##### ***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. ***Nothing had been done on this project as of tonight's meeting.***

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

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.

Class of 2018 Senior Parents will run the September 2<sup>nd</sup> snack shack.

**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

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

**Oaths of Office**

Andrew Mustola, position #4 was sworn in at tonight's meeting.

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

Cyndi will sign up Bruce, Della and Cyndi

**Baby Changing Stations in the Park Restrooms**

Board and Frank stated that there is no space for baby changing stations.

**SDAO Best Practices DVD's**

Each board member took home a DVD to watch, so that the District can get the best practices on their liability insurance.

**Bridge into the Park**

The number of children jumping from the bridge into the river seems to have increased substantially this summer and although it is not legal, and several board members, pool and park employees have asked them to stop, they continue. When the police have been called, they have stated, 'what's the big deal, they have been doing it all week'. Several of the kids have also stated that the police watched them while doing back flips into the river.

The board wants it noted in the minutes that the bridge belongs to the City of Clatskanie and while all district employees and board members have tried to curtail this situation, the lack of support from the City and the police has deemed it necessary that it be stated that the Clatskanie Park and Recreation District has no responsibility with this very dangerous activity.

**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, September 7, 2017 at 6:00pm***

Approved By: B. O. H. Y. Date: 10/5/17

**District Mission Statement**

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