

CLATSKANIE PARK & RECREATION DISTRICT
REGULAR MEETING MINUTES
July 12, 2018

The regular meeting of the Clatskanie Park & Recreation District was called to order by Bruce Holsey, Board Chair at 6:02pm, on Thursday, July 12, 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 – **Present**

VISITORS

Eric Dufresne – park maintenance employee

Nothing to report

Cody Mann – representing the Press

Kimery Creed – community member

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

REGULAR BUSINESS:

May 3rd regular meeting minutes and June 7 budget hearing meeting minutes were presented to the board for approval; John made a motion and Roger seconded that all of the minutes be approved as presented.

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

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

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

REPORTS/OLD BUSINESS:

- **Pool – Becki**

General Pool Operations Report

Lessons are going very well, there are more private lessons being scheduled than ever before and parents have been complimentary of the lessons and the guards.

There will be a guard party from 10:15 to 11:15pm on Friday, July 13th.

How should the pool staff determine who is 'in district' and who is 'out of district' with regards to fees? Is there a boundary map or a website that an address could be entered into that would state if they are in the Park District?

Bruce will look into this and what can be done to help the staff out with making this determination.

The pool staff is planning a 'teen party' at the pool with music and prizes after open swim on Saturday, July 21st from 10:00 to 11:30pm. If this is a success, it is something that they would like to do once or twice a summer.

There have been some issues at the pool with regards to tobacco; one person has been asked more than once to not chew while on the pool deck.

There have been a couple of instances of parents smoking in the viewing area while lessons or open swim is going on and while it is not illegal it is not appreciated by most around them.

Board stated that No Smoking signs can be placed on the fence facing the viewing area and that hopefully, the other parents will help 'police' this issue and discourage people from smoking in this area. There should also be signs hung in the Kiwanis Kiddie Park, as there have been complaints of people smoking in there. Again, while this is not illegal, it is not appreciated by most of the people using that area. We will also order some cigarette butt containers to be placed around the park.

There has also been an issue with dogs (not service) being brought on to the pool deck and even left unattended while the owner swam in the pool. Cyndi will order some NO Pets allowed on pool deck signs.

Is there a way to make the pool deck accessible by wheelchair without changing structures and losing our ADA grandfather status? Frank stated that he would speak to Dave True about making the current gate entrance accessible by wheelchair, gurney (in case of an emergency) or hand trucks (to move equipment or deliveries).

Bruce was approached by a community member wanting to know if the guards could see the bottom of the pool with the new lower guard chair/stands. Becki stated that yes, they can.

John stated that a couple of guards had approached him with regards to having the opportunity to get more hours. Becki stated that she has a list of guards that have expressed an interest in getting more hours when available, but has been having trouble getting people to sign for the additional hours.

Bruce thanked Becki for the awesome parade participation this year.

Becki stated that she has a couple of kids interested in the Junior Lifeguard program this year (formerly Guard Start).

Flag pole replacement

The purchase and installation of the new flagpole will be completed after the pool closes; there is too much activity in the parking lot while the pool is in operation.

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**

Sealing/Repairing Pool Building Roof

JPS will be starting this project later this week or the beginning of next week. Cyndi asked Jake that he work with Frank and Becki on when the best time(s) of day/evening might be.

Frank's Retirement and promotion of Eric Dufresne to Park Maintenance Supervisor

Pending acceptance by all parties of the offer letters that will be going out to both Frank and Eric, the newly discussed positions will be begin on August 2, 2018.

Monthly Safety Inspections

The Board requested that Frank/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**

HR Policies for the Pool and Park

Bruce will contact Richard Stellner and see where he is with this project.

Skate Park Discussion Continued:

Della attended the City Council meeting held on Wednesday, July 11 and here is a brief summary of the council's discussion regarding the skate park (the entire report is attached):

- The Council approved the bid for \$67,814.69 for a new cover for the skate park. It will be a few weeks before this project is started and the plan will be to use the existing frame work.
- There is community concern with regards to this being made into a 'kiddie' skate park rather than something that can be used for all levels of skate boarding. It was only a suggestion in the original conversation with Skatelite that the skate park be designed with the ages of 5-13 year olds in mind, but was not a decision that had been made or would be made by the District.
- It is the Council's understanding that the ramp design company will work with the District's insurance with regards to building it so that it can be insured. This is not actually the case, as our insurance company will not be insuring the skate park, as the District does not own it. However, the District did state that they would be willing to have their risk management take a look at any specs and/or designs to be sure the District's risk management was ok with the District maintaining it in the future once the service agreement being discussed has been approved and signed by both the City and the District.
- The feeling is that the removal of the current ramps will destroy them in the process, so it has been decided to leave them for Skatelite to determine what if any of the material can be repurposed in the new skate park design and construction.
- It was mentioned at the City Council meeting that the District would be supplying the updated lights and security cameras in the skate park; new LED lights have already been placed in the skate park and the District is already in discussions about updating the current camera/security systems in all areas of the park and can include the skate park, as long as the amount falls within the limit set in the new service agreement.

Service Agreement with the City of Clatskanie

Mr. Hinkelman's response to the service agreement draft:

- Remove comments regarding the skate park and the recycle bins.
Bruce will get clarification on the recycle bin issue.

After some discussion it was decided that the District does not want to change the verbiage at this time as there has been no change to the skate park, but would be willing to add an addendum to the service agreement with regards to the skate park once the new one has been completed and the specific maintenance plan has been lined out between the City and the park District.

Website/Webpage/Facebook Page

With regards to the District contracting a Digital Media Management person, Della has spoken with Danielle Wilcoxon and Bruce spoke with Aaron Palm, both of them are supposed to be getting a quote for their services. Della will also talk to Natasha Parvey to see if she will give us a quote for this service, as well.

Nothing new to report at the time of this meeting.

Movie in the Park Dates
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*

Pool and Park Staff Appreciation BBQ

The date will be Friday, August 10th from 4-6pm. The District will provide the burgers, dogs and beverages and the pool staff with provide the sides and desserts.

Frank's Retirement

What would the board like to do?

Park Snack Shack

Once the picnic season is over, Cyndi would like to work with Eric on getting the inside cleaned and maybe repainted a new flood proof door, a new roll up garage door and a 3 part sink. Roger mentioned that there seems to be some seeping in the concrete from the last flood.

Hot Water in the Restrooms

Do we need to have the hot water on? Yes, for cleaning and sanitizing.

BOARD REPORTS:

Public Relations –


Grants – John/Ryan

Maintenance – Roger

Personnel – Bruce

Meeting adjourned at 7:25pm

The next regularly scheduled meeting will be held on Thursday, August 2, 2018.

Approved By:  Date: 8/2/18

District Mission Statement

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