

CLATSKANIE PARK & RECREATION DISTRICT

REGULAR MEETING MINUTES

March 21, 2023

The regular meeting of the Clatskanie Park & Recreation District was called to order by Brian Guinther, Vice Board Chair, at 6:02pm, on Thursday, March 21, 2024, at the Clatskanie Library, 11 Lillich St, Clatskanie, OR.

Roll Call of Board Members: Roger Jolma, Casey Twining, Glenn Raschke and Brian Guinther

Board member(s) absent: Andrew Mustola

Virtual Attendees: None

Interim Pool manager – **Present**

Cyndi Warren, District Bookkeeper & Operations Manager – **Present**

Park Maintenance Foreman, Bill Ulin - **Absent**

VISITORS

None

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

None

BOARD BUSINESS:

Director Raschke stated that there is a backlog, so it will likely be at least another 30 days and that Streamline (website) is working to make the transition seamless.

The updated board manual has been delivered to each board member.

Director Guinther will speak to Jerry Simmons and get an update on the War Memorial addition and Cyndi will continue to work with the attorney to have an agreement drawn up.

Director Raschke made a motion and Director Jolma seconded that the Maintenance Agreement with the Clatskanie Library for the Raymond Carver Monument at Cope’s Park be accepted with the following changes: removing Cyndi’s name and phone number as the park contact and removing Maryanne’s name as the library contact for the future. All in favor of those present. The board has approved either Director Mustola or Director Guinther to sign the agreement once the requested changes have been made.

The library board has already approved this agreement and provided the required insurance information.

The 2024-2025 Budget Calendar was presented for review and approval. Approved.

Director Guinther made a motion and Director Jolma seconded that Directors Raschke and Twining be allowed to work on a community survey for park interests and bring back to the board for future discussions; all in favor of those present.

REGULAR BUSINESS:

Director Jolma made a motion to approve February’s meeting minutes as presented and Director Raschke seconded; all in favor of those present.

Director Jolma made a motion and Director Raschke seconded that the bills be paid; all in favor of those present.

REPORTS/OLD BUSINESS:

• Pool – Cyndi

General Pool Operations & Recreation Report

- The men’s locker room project is waiting for the electrician to come on Monday and then Session’s will return to finalize everything.
- The lifeguard ads have been sent to the Chief, CMHS and the website.
- Cyndi has met with Destinee Ryder and is prepared to offer the pool manager position for the summer only at this time; Brooke and Cyndi will remain in their current positions as Assistant Manager and Interim Pool Manager (limited) through the summer pool season. The board asked that Cyndi invite Destinee to the April board meeting.
- Bill and Cyndi have met with Little League to discuss placement of their portable backstops.

• Park – Cyndi

Park Operations

Director Guinther made a motion and Director Twining seconded that Brad McKay’s estimates for the roof replacements in the amount of \$6,700 for the gazebo and \$6,000 for the small, covered picnic structure; all in favor of those present. Director Jolma asked for clarification on whether he will be using plywood or 1x4’s under the metal roofing material. These projects will be paid from the City of Clatskanie reimbursement line in the budget, so they will not be completed until the next fiscal year.

Director Jolma made a motion and Director Twining seconded that the \$5,499.92 quote from Clatsop County Lawn for the X390 tractor with a 48 in deck be accepted: all in favor of those present.

Monthly Safety Inspections

Bill was absent and unable to update the board on when March’s inspections would be completed or if they had already been completed.

The maintenance of the tennis courts needs to be a priority; keeping the cracks cleaned up and keeping the surface free of moss and algae to prevent slip hazards.

NEW BUSINESS/UPDATES: See Also Pool, Park and Board Business

Director Guinther made a motion and Director Raschke seconded that the District hire Pauly Rogers to conduct the required audit in the amount of \$6,000; all in favor of those present.

Director Guinther made a motion and Director Twining seconded that the District accept the estimate from Harry’s Key Service in the amount of \$4,380.05 to rekey the pool building and locker room lockers with the caveat that Cyndi contact them to see if there is any room for some reduction in price; all in favor of those present.

The board discussed and approved sending the application to the Bluegrass Festival coordinator, Nate Hendricks, to include a charge for the use of the park; \$1200 (\$600 refundable cleaning deposit and \$600 to cover daily staff and maintenance costs during the 4-day event).

DISTRICT MANAGER'S REPORT:

The board has requested a self-assessment evaluation form for the District Manager to be completed at the April board meeting.

Recreational Immunity signage update: based on latest information from SDAO, the signage, while ok if they are already in place, are not necessary at this time however, the District will put the suggested verbiage on the website, just as an extra precaution.

The board approved the suggested restroom hours of availability sign(s).

Cyndi is working with Maryanne, the library director, on a plan for a Story Walk in Cope Park. No decisions have been made, and of course, once the plans for the project have been completed, it will come before the board for discussion. Director Jolma suggested it be a seasonal offering, with the ability to remove the boards for maintenance.

BOARD REPORTS:

Director Jolma – Nothing

Director Raschke – Nothing

Director Mustola – Absent

Director Guinther – Nothing

Director Twining – Can the park accept donated play equipment? She will provide pictures.

Director Twining, with Director Raschke's help, is working on the public input survey. The draft provided was well received by the board.

The meeting was adjourned at 7:13pm.

The next regularly scheduled meeting will be held on Thursday, April 18th immediately following the board budget workshop – approximately 6pm.

Approved By: _____ Date: _____

District Mission Statement

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