

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
February 22, 2018
MINUTES

I. Peter Siderius called the meeting to order 7:06 p.m.

II. Roll Call

- Board members:
- Peter Siderius
- Bart Rierson
- Don Loving
- Mike Ragsdale
- Lisa Rogers

CPRD Staff:

- Don Clements, Superintendent
- Jim McMaster, Park and Facilities Supervisor
- Mark Martin, Recreation Supervisor
- Lynne Patrick, Recreation and Education Coordinator
- Casey Creighton, Golf Course Grounds Supervisor
- Kellan Sasken, Golf Course Director
- John Bridges, Legal Counsel

Public:

- Mike Morse, Regional Project Manager, Pahlisch Homes, Inc.
- Janis Sanders and John Kester
- David Russ, Mayor of Dundee
- John Stock, Dundee Fire Department

III. Approval of amended agenda – Addition of VI. E. Approval of bids for asbestos removal from the pool, and monument signs for pool; VI. F. Resolution for grant for Friends Park.

Moved Mike Ragsdale

Second Bart Rierson

Passed unanimously

IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting January 25, 2018
With the correction noted by Lisa Rogers that Steve Duchman presented for Triplett Wellman; and also approval of Bills Payable; but not the January financials. That is tabled.

Moved Don Loving
Second Bart Rierson
Passed unanimously

- b. Approval of bills payable (See A - approved)
- c. Approval of January financials (See B – not approved)

V. Public participation

- A. Discussion on development – Request from Pahlisch Homes, presented by Mike Morse, to waive SDC charges on proposed development within the Springbrook Master Plan (between Aspen Way and College St.) in exchange for dedicating parks to CPRD, to be located along the Hess Creek corridor. Discussion on prices of housing units proposed, percent of SDC charges which would be waived under this request, and whether development proposal would meet minimum green space requirements. Morse requested approval on concept and said more precise data would become available several months from now.
Siderius raised the idea of a trade of CPRD land for Pahlisch Homes constructing a road (this would be subcontracted) to CPRD property off Hwy 219. Legal counsel John Bridges cautioned that prevailing wage would have to be paid for such work. Morse counterproposed the idea of developing land to become a park.
Bart said he would entertain a proposal and the Board agreed. Morse is to return.
- B. Discussion brought by Dundee Mayor David Russ, on the City of Dundee request to enter into negotiation to lease the CPRD-owned house on 5th St. in Dundee in order to house three to four volunteer firefighters for the term of six months to a year (interim basis, as CPRD works on developing master plan). Russ noted council has declared its intention to preserving the house. Siderius said the Board has discussed a preliminary plan for this property together with the Dundee city manager, and this idea had not been raised. Clements recommended the Board not approve this; discussion on reasoning (He wants more time to consider this, plus others have expressed interest in using facilities). Ragsdale reminded the Board has long agreed on a public meeting process to explore ideas for using that property, and wants those meetings to take place before any decision is made, even on interim usage. Siderius said the Board would strive to have some answers at the March meeting. Clements said he would meet with Russ and administrators to discuss master plan concepts, and Siderius suggested CPRD may have a joint meeting with Dundee City Council. Siderius directed Clements to try to set up a meeting, and work on development of a master plan.

VI. Action items/committee reports/Board comments

- a. Staff request from Kellan Sasken for authorization to purchase or lease replacement of cart fleet. Siderius, Ragsdale and Board agreed that this is a staff decision, not a Board decision.

Kellan also requested authorization to invite proposals (from three potential golf architects) to design another nine holes to the 18-hole course. Clements reported oral price estimates from three he had discussed this with. Clements wanted Board aware. No action necessary.

- b. Scheduling of second special meeting to reassess Board priority projects. These will include:

- i. Chehalem Aquatic and Fitness Center renovation/expansion (complete)
- ii. Parrett Mt./Bob & Crystal Rilee Park
- iii. Fun center/bowling alley
- iv. Sports complex/ballfields

Meeting set for 6 p.m. Wed., March 14.

- c. Report on staff retirements, replacements, and reorganization, by Don Clements. See new organizational chart on page 15, to take effect with/after impending retirements of Recreation Supervisor Mark Martin and Recreation and Education Coordinator Lynne Patrick, both in March; and Parks Supervisor Jim McMaster in June (project basis after that). Reorganization will involve reclassification of various internal, existing staff, and no outside hires. Board thanked them for their service. Discussion on value of hiring potential employees who live in the community.

- d. Personnel Policies update – Clements has been updating the existing manual, and provided the Board with hard copies; he recommended the Board review and vote to approve at March meeting.
- e. Jim McMaster requested approval of bids for asbestos removal at aquatic and fitness center.

Motion to approve

Moved Mike Ragsdale

Second Bart Rierson

Passed unanimously

- f. Jim McMaster requested approval of bids for monument sign (reader board) outdoors at aquatic and fitness center.

Motion to approve bid

Moved Lisa Rogers

Second Mike Ragsdale

Aye Pete Siderius

Nay Don Loving and Bart Rierson – want bids on full-color, more modern, graphics version

Passed 3 – 2

- g. Resolution 02-01-18 to apply for grant from Oregon Parks and Recreation Department to develop Friends Park.

Motion to approve

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

- h. Reports and comments from Board members
Don Loving – Portland Golf Show is this weekend

VII. Old business/project updates

- a. Bob and Crystal Rilee Park – Don Loving reported that disc golf representative did attend and speak at advisory committee meeting. Tuesday's meeting was canceled due to weather.
- b. Dundee 5th St. property – Don Clements said in Dundee City Council meeting, discussion had focused on house to maintain house as is, interest in the barn, build public restrooms, whether to build a large meeting room, a museum.
- c. Chehalem Paddle Launch – Jim McMaster said no update.
- d. Golf course and putting green – Putting green is open.
- e. 210 N. Blaine St. and plaza at Chehalem Cultural Center – House is finished and is being operated by Newberg Downtown Coalition. Ragsdale said CPRD needs to take lead on plaza discussions with Cultural District Board.
- f. Chehalem Heritage Trails development and master plans – Clements said he will call County and get on agenda to discuss obtaining landfill property near Rogers Landing.

VIII. From the superintendent's desk

IX. Financial report – Clements said he is still working with Zach Mode on report. Approval has been tabled – See approval of consent agenda.

- a. Superintendent's report – Clements allowed Lynne Patrick to report on USDA equality statement updated.
- b. Staff reports – Mark Martin and Lynne Patrick reflected on their tenure and retirement plans. Casey Creighton thanked Don for his confidence in reclassifying him after McMaster retires. Jim McMaster updated on aquatic center; utility issues underway, and needs for additional staffing. Test fill of leisure pool showed leak; working to find and repair.

X. Correspondence

- A. Citizen comments/evaluations – No comments
- B. Miscellaneous – Clements included background summary on water reuse history between CPRD and City of Newberg.

XI. Adjournment – 9:18 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator

Next meeting is scheduled for 6 p.m. Thursday, March 22, 2018 at CPRD Administration Office.