

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
May 26, 2022, 6:00 P.M.

**MINUTES**

- I. Lisa Rogers called the meeting to order 5:59 p.m.
  
- II. **Roll Call**
  - Board members:
    - Gayle Bizeau
    - Bart Rierson
    - Don Loving
    - Jim McMaster
    - Lisa Rogers
  
  - CPRD Staff:**
    - Don Clements, Superintendent
    - Casey Creighton, Parks & Facilities Supervisor/Basic Services
    - Kayla McElligott, Events Marketing Coordinator
    - Heidi Smith, Administrative Coordinator
    - Julie Petersen, Recreation Supervisor/Special Services
    - Richard Cornwell, IT Specialist
    - Kellan Sasken, Special Services/Golf Director – excused*
    - Kat Ricker, Public Information Director – excused*
  
  - Public:**
    - Matt Laroche, Community Member
    - Ron Rogers, Community Member
    - Steve Paulson, Community Member
    - Teri Steneck, Valley Realty
    - Pat Darby, Community Member
    - Tom Hammer, Community Member
    - Hunter Wylie, Advisory Committee – Pickleball
  
- III. Approval of agenda –
  - Moved Don Loving
  - Second Bart Rierson
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting April 28, 2022

- b. Approval of bills payable
- c. Approval of April financials
  - Moved Don Loving
  - Second Jim McMaster
  - Passed unanimously

**Lisa Rogers opened the Public Hearing on the 2022–23 Budget 6:00 p.m.**

**V. Public participation**

a. Homeowners Greens:

- i. **Steve Paulson:** Has lived at the greens for seven years. Paulson wants to voice concern for homeowners and everyone that comes to visit the town on maintenance of the facility. He wants to know if it's possible to improve the facility. Paulson states that conditions are lacking for what you pay to play there. Paulson would also like to lead a group to fundraise for a permanent facility (permanent clubhouse, bar, restaurant). Paulson has a "wishlist" for the golf course that includes a driving range off the grass, to improve general maintenance, and wants to adopt a bunker like people adopt a highway to keep clean.
- ii. **Tom Sheridan:** Has lived at the greens for 16 years. Sheridan has tried to get rid of weeds but it doesn't seem to work. Sheridan states parts of the course next to the houses are not being watered properly so he waters it.
- iii. **Matt Laroche:** Has lived at the greens for six years. States he would also like to help out with the golf course.
- iv. **Ron Rogers:** Has lived at the greens for 12 years. Rogers is coming at it from a homeowner's perspective. His yard is full of weeds and can't get rid of the crabgrass. He doesn't understand why that can't be kept out but wants to volunteer if he can.

**Board feedback:**

**Don Loving:** Loving states that it's time to have an ongoing golf course advisory committee and suggests appointing these four public members who have shown up.

**Don Clements:** Clements states that if they want to adopt a bunker, that would be fantastic.

**Casey Creighton:** Creighton mentions that he would love to meet with the four public members to figure something out. He has

talked with several restaurants but hasn't talked with McMenamins in a few years.

**Julie Petersen:** Petersen likes the idea of possibly partnering with wineries. She mentions the Newberg Wednesday Market's beer/spirit garden—they would be great to partner with.

**Lisa Rogers:** Rogers asks the four public members if they would like to form a committee for the golf course.

Steve Paulson, Tom Sheridan, Matt Laroche, Ron Rogers: All say yes.

**Lisa Rogers:** Rogers states that we now have a Golf Course Advisory Committee.

**b. Others not on the agenda: N/A**

**VI. Action items/committee reports/Board comments**

**a. Discussion on the right of way easement and donation of land:**

**i. Teri Steneck and Pat Darby:**

- They have five acres in the county. Most of it is in the ravine. Talked to Bryan Stewart and Casey Creighton about using it for trails. They propose that they have an access point where the gate is but wants to move it a bit. Proposes to give CPRD four acres, retain one acre, and retain access. The price to develop anything in the city is too high and all developers Steneck has talked to have all said no to building more lots in the city. Steneck is proposing that if they give CPRD the land, they are asking if there is something CPRD could trade them.

a. **Don Clements:** Clements states that if the board is willing to move with this, he recommends moving ahead. Clements will get ahold of CPRD's attorney and make sure the property is tradable. After, he'll contact the City. Then he'll contact the Steneck and make a meeting with the lawyer and the City.

b. **Jim McMaster:** McMaster states that CPRD received a grant on that property. He suggests that CPRD contacts the right contact for that grant first just to make sure this is doable.

There is a consensus from the board to move forward.

Motion to reopen additions to the agenda

Moved Jim McMaster

Second Bart Rierson

Passed unanimously

*Agenda is now open*

Motion to add the discussion of street vacancy application to agenda.

Moved Don Loving

Second Jim McMaster

Passed unanimously

Motion to close the agenda for any further additions

Moved Don Loving

Second Bart Rierson

Passed unanimously

**Discussion on street vacancy:**

**Don Clements:** When CPRD build Tom Gail Park, the City and the Austins that own the land next to it didn't want to commit to that. Now they want it vacated and Superintendent Clements agrees. The road itself would be a part of the park.

**Jim McMaster:** as long as the City agrees, thinks it's a great addition to the park

Motion to vacate the street adjacent to Tom Gail Park as discussed

Moved Don Loving

Second Bart Rierson

Passed unanimously

**b. Reports and comments from Board members**

**Gayle Bizeau:** N/A

**Bart Rierson:** Would like to keep the topic of discussion going on work on the landfill property and see the paddle launch come back.

**Don Loving:** Needs to report that the Administrative Coordinator has not been keeping the candy level up to par.

**Jim McMaster:** Very appreciative that they are able to get community groups together today. Noon Rotary helped unify Memorial Park before Memorial Day. They were out there putting out bark dust. One thing that came up from citizens is that some of the vets want to expand the monument. This is just a heads up that it may come to the Board.

**Lisa Rogers:** CCC is still moving forward with the next phase. part of the problem will be parking, so we may need to go to City Council at some point. *Don Clements:* Sates that with the proper programming, we can make things right.

**VII. Old business/project updates**

**a. Updates on Projects and Questions**

**i. Casey Creighton:**

- The bypass project: Met with ODOT right of way and rail and found out it might be more expensive than we thought. County, City, and PGE are all involved. The design is at about 30% done and working with GreenWorks on that. He is talking to ODOT about the structure and maintenance of the road, on getting an agreement to get a right of way to use the pathway. *Don Clements*: CPRD applied for two grants with the Department of Transportation. He encouraged Kat Ricker to apply for the money.
- Campground: Still working on the campground. Paul said 30% done. Working on some traffic impact studies.
- Sander Estate: we have a presentation for a grant coming up for a \$750,000 grant.
- We have been finding more staff. Bryan Stewart is doing a great job. He hired about ten people in the past week. We are using park crew down at the golf course for the next few weeks to get it under control.
- Ewing Young Bridge: Waiting on reports from FEMA for the ok to move forward.
- Aquatic & Fitness Center: We have put everything up on the roof, but it's not activated yet.
- Crabtree Park: Putting in a fish culvert.
- Waiting on equipment for our parks and golf course.

**b. Pickleball Advisory Committee Report**

**i. Hunter Wylie:**

- The committee has been on hiatus for 2 months. Wylie talked about lower-cost approaches. The committee found used coverings for about 1/7 the cost of new ones and they are available.
- Funding: He is still waiting on the board to hear about funding. Everyone involved is cleaning the courts every day, supplying all of the equipment, and funding events that bring in money for the District. Wylie sent in a proposal to Casey Creighton and Julie Petersen for a taping machine to tape out any type of court. *Julie Petersen*: States that she purchased that and it will be here in about a week.
- Going to proceed forward with budgets, writing grants, and taking the load off of the board/staff completely—they just need support.

- a. **Don Clements:** Suggests to Petersen that at the next meeting to come up with a plan to help pickleball.
- b. **Jim McMaster:** Suggests looking at using part of Dundee school property for indoor pickleball. Hunter Wylie suggests covering Jaquith Park.
- c. **Julie Petersen:** Suggests a place for the courts is the Renny Field area where the tennis courts are now. She states you can get eight courts in there now. Petersen talked to Dave Brown and he wants to meet with Casey Creighton and Don Clements and invites Hunter Wylie to join.

c. **Trails Advisory Committee Report**

- i. **Jim McMaster:** It's been a slow process working with the land owners, so not a lot to report. Surveys are still occurring.
- ii. **Casey Creighton:** Went on a Riley property tour for two hours. They walked the main trail and saw all the offshoots that Russ was doing. Quinton Comus is going to write some grants. CPRD opened the horse trails this week. Talked about getting the Riley Property Committee back since they have been on hiatus for a bit.

VIII. **From the superintendent's desk**

a. **Superintendent's Report**

- i. **Don Clements:** Makes a suggestion that the Master Plan, the executive part be approved tonight. States that this is a plan that can change at any time, not set in stone.

Motion to approve the Master Plan as submitted by the Superintendent

Moved Jim McMaster

Second Bart Rierson

Passed unanimously

b. **Staff Reports**

**Julie Petersen:** Wanted to acknowledge Don Clements and Casey Creighton who have been out on tractors and mowers for the past few days. They are working extremely hard.

- Sports: Lacross is just finishing up. Track and softball are going. CPRD has nine summer sports camps that have opened up for NSD to participate for free. 510 kids playing in the spring soccer program. About \$80,000 in revenue. Adult city league basketball is over. CPRD did not do well. adult softball league starts soon.
- Camelia Run: 420 runners this year.
- NOFF Run: Is July 31st.

- Aquatic & Fitness Center: Just had the first 200-person public swim—seeing some good numbers coming back. Aquatics is very busy, swim lessons are coming up. People are coming back and excited about the wage increase.
- Care: A good amount of people are being hired for the Care program. Preschool is getting ready to be finished for the year. The NSD is going with someone else for student transportation.
- Matt Compton applied for grants for the program and received \$76,000 for the programs. Some for staffing and some for financial scholarships, and some for upgrades for playground equipment. Summer Camp Childcare is open.
- The senior center is open and a lot of activities are back open. CPRD has a new specialist there and they have been doing a lot of great things.
- Esports at GFU: is starting this summer. CPRD has a handful of camps this summer. hoping the discount will help kids get to play for free.
- Golf Course: good amount of people hired. Jr. league starts this weekend. getting a lot of requests for birthday parties out there in the tent have access to putting course and driving range. getting a lot of asks for weddings.
- Casey Creighton's crew installed cameras in the basketball court.
- Wendy Roberts is working really hard, tara is still out.
- Richard will install a third monitor soon in the aquatic center for people checking in. There have been some dishonest people trying to sneak in and not pay. Richard is out of town right now, but this will be a priority soon.
- The pool is in the black for the second month in a row, Wendy is doing a good job.
- A good money maker for the pool is grad parties. CPRD is in touch with high schools in the area and putting together packages. Parties would rent the aquatic center for a long duration of time and we would supply the lifeguards. \$20,000 is the going rate.
- Working with NSD with scholarships for summer and the fall for kids. Identified a large proportion of our programs available for discounts. Parents will receive an email from the school district and can use a code to sign up for our 90 programs. up to 30,000\$. The school district will write us a check for \$30,000.
- Newberg Wednesday Market: Erin is doing a great job with two interns from the downtown coalition. Excited about expanding that event more.

**Don Clements:** NRPA sets benchmarks. CPRD is one of the highest in the country in recovery in money we bring in because of what we generate.

**Kayla McElligott:**

- Working with Sarah Larison at the senior center on multiple projects. Collaborating with Isaac from the front desk to help interview and take photos of the volunteers to produce personnel highlights. Also working on a "With These Hands" project where Kayla takes photos of the patron's hands and pairs that photo with what the patron considers to be an important highlight of their life. These will be posted on the front windows of the senior center building to be viewed from the outside.
- Erin Harrington and Poly from the City worked with the high school design class to create a poster for the Newberg Wednesday Market.

*Jim McMaster wants to know what we all do within the community. States that it could be a good PR thing for the District. Says to look at Portland Boys & Girls Club to see what they did.*

**Heidi Smith:** Paying bills.

- IX. Correspondence**
- a. Citizen comments/evaluations
  - b. Miscellaneous Info

**Public Hearing on budget was closed at 8:13 pm**

- X. Adjournment** - Don Loving moved to adjourn at 8:14 p.m.

***Foundation meeting: Started at 8:14 p.m.***

**Heidi Smith:** There is a separate audit. Donor-advised means that money was given to the Foundation. Those funds are there and should/could be a foundation-paid expense. For example, the new pool: \$142,000 in the foundation was to be used for that but it was never authorized. The money also has to be used for something new, not used for any type of debt. This is just information to have and know.

***Adjourned at 8:19 p.m.***

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator