

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
April 25, 2024
MINUTES

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
 - Board members:
 - Matt Smith, President
 - Jason Fields, Vice President
 - Gayle Bizeau, Secretary/Treasurer
 - Jim McMaster
 - EXCUSED: Lisa Rogers

 - CPRD Staff:
 - Don Clements, Superintendent
 - Richard Cornwell, IT Specialist (meeting operator)
 - Casey Creighton, Assistant Superintendent
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kat Ricker, Public Information Director
 - R. Scott Robinson, Golf Course Coordinator/Supervisor
 - Kellan Sasken, Special Services/Golf Director
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

 - Public:
 - Bob Freshman
 - Brian Bowman, MTR
 - Tom Hammer
 - Tara Busch-Johnson
 - Bob Lamb, youth football coach
 - Steve and Dawn Paulson
 - Lauren Pfeiffer
 - Bob Travers
- IV. Changes to agenda – N/A
- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting March 28th and Budget Committee April 9th
 - b. Approval of bills payable

- c. Approval of financials
MOTION TO APPROVE CONSENT AGENDA
Moved Jim McMaster
Second Jason Fields
Passed unanimously

VI. Public participation

- a. Bob Freshman gave a presentation with his comments in response to the Bob and Crystal Rilee Park proposed master plan.
- b. Steve Paulson spoke against CPRD possibly intending to remodel the restrooms at the pro shop, because it is a depreciating asset, he said. He said he did not believe that the new clubhouse would be built in the near future.
- c. Bob Travers proposed the formation of a steering committee to initiate the process of developing a new clubhouse at the golf course. This would be a citizens advisory committee. He cited three individuals who were willing to be part of such a committee.
- d. Brian Bowman said that all of the Board members had spoken in support of youth activities and the broader base of users. He urged the Board to make progress on finding a location for mountain bicyclists as promised.
- e. Bob Lamb wrestling and football coach would like to see the football fields better cared for. He requested more lights on the playing fields at CV Middle School, where only one field is currently adequately lighted.

VII. Action items/committee reports/Board comments

- a. Superintendent read from his written explanation (in the packet) of CPRD banking and budgeting structure, including Local Government Investment Pool. Discussion only. Smith and McMaster said that they hoped this document and explanation would help clarify things for the public.
- b. Discussion of projects
 - 1. Golf course development (clubhouse, third nine) - Clements said there are three projects underway: restrooms improvement, clubhouse (must determine how big it needs to be), and post RFP for restaurateurs to operate and how much money they will commit to (that will determine the amount CPRD will need to borrow.). Then there will be public input sought, and a feasibility study, then the Board will have enough information to make a decision. McMaster said he is not against a clubhouse/restaurant, but he wants to see a business plan to see how this would work. Smith asked Clements for assessment of golf course; Clements said we probably made \$100,000 last year, and we also lost money a couple of years. Discussion of budgeting maintenance and operations and planning for irrigation system replacement. Clements and Creighton discussed the nature of clubhouse risk and the value of going slowly and focus on not losing money. The third nine will likely make

money but clubhouses often lose money, they said, and they have been studying how to approach it. Fields asked about the prospect of bringing in the Allison to expand their business; Clements said they had discussed this with them, but management had changed, and when the time is right, CPRD will approach the Allison again. Smith walked through plan and timeline for debt retirement. He said would like business plan from staff by fourth quarter of this year (Kellan Sasken agreed to do this.), and projected that 2025-26 would be the time. Discussion, Q&A

2. Ewing Young Park proposed bridge to connect parcel in City and County - Creighton said CPRD legal counsel is contacting the Yamhill County Administrator Ken Friday to explore options to see whether/how a bridge could be built; next, discussions will involve County counsel.

3. Bob and Crystal Rilee Park proposed master plan discussion - Smith wants a business plan for equestrian facilities, which is not in masterplan; also wants to see educational activities and events in a masterplan, and that it seems lacking as is. McMaster and Clements emphasized that a masterplan is just a starting point and a guide that would change. McMaster suggested a public meeting for public input rather than spending more money on consultant to change the plan. Clements urged the Board to reach a consensus before going to the public. Discussion on potential of calling a work session with consultant for adjustments to plan, then public meeting.

- c. Public Participation continued - Terry Steineck, real estate agent representing Casey Bernards, gave an update on a proposal for a lot line adjustment on Tax Lot 3220-1101 (Friends' Park). Bernards wants to trade his 3.32 acres (in County) near the park, for 7400 sq. ft. of Friends' Park (in City).
- d. Potential land transaction, to obtain property on former landfill adjacent to Rogers Landing (Yamhill County park). The Board wants an environmental assessment. The Board agreed to go into executive session to discuss.

EXECUTIVE SESSION ORS 192.660(2)(e) to conduct deliberations with designee on real property transaction negotiations and ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Time started: 7:55 P.M.

Time ended: 8:26 p.m.

- e. Smith moved this to after Staff Reports: Reports and comments from Board members

Jim McMaster - Saturday, Sept. 7th is date set for grand opening of CCC theater.

VIII. Old business/project updates

a. Citizen Advisory Committee updates N/A Smith said he met with Quentin and the trails committee is trying to work on dates for committee to meet again; McMaster said he would suggest to Bob Freshman that he coordinate with the committee.

b. Proposed paddle launch update - McMaster said he was talking with landowner of former launch site in Dundee, and it was a possibility, but he could not say that it would happen, but he would contact her again in six months.

c. Updates on development projects, both proposed and underway Smith attended Renne Park Project public meeting and had heard a desire for more turf.

Creighton reported on Sander Estate Splashpad Design Public Meeting - low attendance probably because there had been so much outreach by this time. Creighton gave other highlights from his report - See activity report in packet. Nearing point of submitting Land Use approval for proposed Bypass Trail.

IX. From the superintendent's desk

a. Superintendent's report – He had to change budget calendar by one day because Newberg Graphic had moved publication day from Wednesday to Thursday.

b. Staff reports – Brief staff updates were given; see packet for detailed activity reports.

Julie Petersen gave background on sports fields, lighting situation, maintenance. The quote for two ballfield lighting plus football field was gathered previously, and totalled \$750,000. However, she thinks that CPRD can work together with NDSO to improved field conditions. Also, Renne Field will take a lot of burden in spring.

Downtown Wednesday market starts May 1, 100+ vendors have signed up, and there is only room for about 65.

Also reports on successful Camellia Run and Easter egg hunts.

Bryan Stewart said new Community Center roof is on and next, ceilings, paint, planters, will follow.

Golf course updates from Kellan Sasken and Scott Robinson.

X. Reports and comments from Board members

Jim McMaster - Met PCC VP at Earth Day event, positive feedback for CPRD

Jason Fields - Made motion to allow them to form steering committee

as Bob Travers proposed and to be Board liaison.

Discussion - Committees are valuable. They can get frustrated by delays. This is a narrow focus of a larger project. A clubhouse would be coupled with a third nine in a business plan, so Golf Course New Development Committee, perhaps. Board agreed to open applications to the public in regular process and will start by reviewing an application at next meeting.

MOTION

Moved Jason Fields

Second None

Motion died for lack of second, but the Board agreed to move in that direction and revisit at May meeting.

Gayle Bizeau was at Jaquith Park with her children and it has improved a lot. Smith added that people are excited about future improvement also budgeted for Jaquith Park.

- XI.** Correspondence
 - A. Citizen comments/evaluations – None

- XII.** Adjourned 9:06 p.m.

Next regular meeting: May 23, 2024

Work Session on Bob and Crystal Rilee Park masterplan TBD (ETA: Set for June 6th)

Respectfully Submitted,
Kat Ricker, Public Information Director