

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
May 23, 2024  
**MINUTES**

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  
Kellan Sasken, Special Services/Golf Director  
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Donna Paul, School Scrabble Coach  
Katie Teslow, Antonia Crater Elementary School PTO Treasurer  
Tom Hammer  
Ryann Reinhofer  
Nick Konen, pickleball committee  
Scott Knutson, youth sports fields  
Tamra Busch-Johann, Bob & Crystal Rilee Park  
Jon Globig, Bob & Crystal Rilee Park  
Megan Cash, School Scrabble  
Debbie Cash, School Scrabble  
Sheryl Greiner, pickleball committee

- 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 - Arrived 6:15 p.m.  
Gayle Bizeau, Secretary/Treasurer  
Jim McMaster  
Lisa Rogers
- IV. Changes to agenda – N/A
- V. OPEN PUBLIC HEARING ON 2024-25 BUDGET  
Public Comments:  
Scott Knutson - Youth football coach said he would like to hear how the

Board is prioritizing the program and addressing field conditions, lighting for football going into late October, portable lighting in auxiliary fields, Katie Teslow presented a request for donation of \$15,000 to update Antonia Crater Elementary School playground equipment in the PTO Playground Enhancements Project. Discussion: Julie Petersen gave background information and emphasized need for more fields. Board said the upcoming Renne Field renovation was its first step in improving/expanding sports fields.

**VI. Approval of consent agenda**

- a. Approval of minutes of regular Board meeting April 25, 2024
- b. Approval of bills payable
- c. Approval of financials

**MOTION TO APPROVE CONSENT AGENDA**

**Moved Lisa Rogers**

**Second Jim McMaster**

**Passed unanimously**

**VII. Public participation**

- a. Katie Teslow presented a request for donation of \$15,000 to update Antonia Crater Elementary School playground equipment in the PTO Playground Enhancement Program. Casey Creighton reminded the Board that when CPRD helps put in a playground, it becomes a public playground, and that is part of the reason why CPRD has helped put in most of the school playgrounds. Jim McMaster reminded the Board that CPRD does need to focus on its own playgrounds as well and urged Katie to include signage that the PTO and CPRD were responsible for playground installation. Discussion on other donations and fundraising efforts of the PTO.

**MOTION TO DONATE \$5,000**

**Moved Matt Smith**

**Second Jason Fields**

**Passed unanimously**

- b. Donna Paul presented a request for commemoration of the School Scrabble program with either a park bench or the naming of a trail segment. Discussion: McMaster acknowledged Donna's contributions to the community and to CPRD and Scrabble.

Debbie Cash and her daughter Megan Cash talked about how much Scrabble had meant to their family.

Bryan Stewart said Parks Department had budgeted for several benches in the next year and he would work with Donna and make sure that CPRD has a bench commemorating School Scrabble, before fall.

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

- a. Approval of application form for (proposed) Chehalem Glenn Golf Course Clubhouse Citizens' Advisory Committee. The Board agreed to move forward using the application form that Kat Ricker had created. (No motion)
- b. Discussion of Special Meeting (Work Session) set for 6 p.m. June 6th in order to discuss the proposed masterplan for Bob and Crystal Rilee Park. Confirmation that it will take place and consultant will be there.
- c. Reports and comments from Board members
  - Lisa Rogers - theater renovation is progressing well. Grand opening will be in September.
  - Jason Fields - He had received a letter from a Rilee Park committee member encouraging bicycle riding on restricted use trails, and he wanted to clarify that is not the role of the committees.
  - Don Loving was longtime Board member who did a lot and loved golf, and he wanted to recognize him for his service and offer Don free golf if that is allowed. Discussion: McMaster suggested making him an honorary Board member for life. Clements said we could do a resolution in June for the Board to pass; Board agreed to do that and Clements will bring in June. Clements said that yes, we can offer Don free golf for life.
  - Jim McMaster - said he wants to talk with Bryan Stewart about how much is being paid to Waste Management. He also wants the Board to tour the District.
  - Matt Smith directed Kat Ricker to send Board schedule poll for a tour date in good weather.
  - Gayle Bizeau - N/A

**IX.** Old business/project updates

- a. Updates from citizens' advisory committees
  - 1. Pickleball committee - Nick Konen gave an update and described the scheduled pickleball events and their attendance and thanked the Board for the paving and striping that staff has done, and for putting money in the 2024-25 budget for covered, lit courts and expected it would increase participation by 50 percent.
  - 2. Trails committee N/A

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

- a. Superintendent's report – Don Clements reviewed upcoming projects and their costs, as included in the proposed 2024-25 budget.
- b. Staff reports – Staff updates were given; see packet for activity reports.

**XI.** Correspondence

- A. Citizen comments/evaluations – N/A

**XII.** CLOSE BUDGET HEARING 7:19 p.m.

**XIII.** EXECUTIVE SESSIONS

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

Start: 7:27 p.m.

End: 8:20 p.m.

B. ORS 192.660(2)(h) to consult with legal counsel; ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Start:

End: 9:05

**XIV.** Adjourned 9:06 p.m.

Next meetings:

Special Meeting (work session) 6 p.m. June 6, 2024

Regular meeting: 6 p.m. June 27, 2024

Respectfully Submitted,

Kat Ricker, Public Information Director