

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
September 26, 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
    - 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
    - Kellan Sasken, Special Services/Golf Director
    - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
  
  - Public:
    - Breanna Smith
    - Leigh Jensen, Taste of Newberg
    - Dennis Lewis
    - Ryann Reinhofer
    - Danna Kemp
    - Clay Downing
    - Sarah Downing
    - Bob Freshman
    - Lauren Pfeiffer
    - Jesse Nemeck, Crestview Crossing, Spring Meadow Park
- IV. Changes to agenda – On Sept. 23, 2024, the agenda was revised to add items VII.F, G, and executive session.  
Matt Smith moved up items VII. C, D, E, F to top of Action Items, to be followed by executive session.
- V. Approval of consent agenda

- a. Approval of minutes of regular Board meeting Aug. 22, 2024
- b. Approval of bills payable
- c. Approval of financials

**MOTION TO APPROVE CONSENT AGENDA**

**Moved Lisa Rogers**

**Second Jason Fields**

**Passed unanimously**

**VI. Public participation**

- a. Breanna Smith, Newberg resident, proposing that CPRD purchase from Del Boca Vista two remaining open lots in the King's Landing development off North Valley Road, and develop them for community use.
- b. Lauren Pfeiffer, equestrian, thanked staff for trails maintenance at Bob and Crystal Rilee Park and sees this park as a unique opportunity for equestrians to interact with hikers and it has been positive.
- c. Ryann Reinhofer announced launch of new website for new equestrian nonprofit organization and said donors were already coming forward.

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

- a. Applicants to 2024-27 trails advisory committee included:  
Allen Holstein, Anna Danese, Bob Freshman, Danna Kemp, Dennis Wiley, Jake Jendusa, John Rueter, Lauren Pfeiffer, Lisa Gilbertson, Om Sukheenai, Sarah Downing.

Discussion: Matt Smith reminded that the current policy included appointing seven members. Jason Fields recommended appointing all applicants in attendance. Lisa Rogers said that there may be other applicants who were unable to attend tonight who are still interested. Gayle Bizeau said she voted aye because there are still additional vacancies for additional applicants not present.

**MOTION All four applicants in the room be appointed: Sarah Downing, Bob Freshman, Danna Kemp, Lauren Pfeiffer**

**Moved Jason Fields**

**Second Gayle Bizeau**

**Passed unanimously**

Jim McMaster recommended Allen Holstein, since he had served previously. Don Clements recommended Dennis Wiley.

**MOTION to table remainder of appointments until the next meeting.**

**Moved Jason Fields**

**Motion died for lack of a second.**

Lisa Rogers recommended Jake Jendusa.

**MOTION to appoint Allen Holstein, Dennis Wiley, and Jake Jendusa.**

**Moved Lisa Rogers**

**Second Jim McMaster**

**Aye - Lisa Rogers, Jim McMaster**

**Nay - Matt Smith, Jason Fields, Gayle Bizeau**

**Motion failed 3 - 2**

**MOTION to appoint Dennis Wiley**

**Moved Jason Fields**

**Second Matt Smith**

**Passed unanimously**

**MOTION to appoint Om Sukheenai**

**Moved Matt Smith**

**Second Jason Fields**

**Passed unanimously**

**MOTION to appoint Allen Hostein**

**Moved Lisa Rogers**

**Second Jim McMaster**

**Nay - Matt Smith, Jason Fields**

**Abstain - Gayle Bizeau**

**Motion failed.**

**Motion to appoint Jake Jendusa**

**Moved Matt Smith**

**Second Jason Fields**

**Motion passed 4 - 1**

**Aye - Jim McMaster, Lisa Rogers, Matt Smith, Jason Fields**

**Nay - Gayle Bizeau**

- b. Golf course clubhouse advisory committee presentation emphasizing economic and tourism enhancements that an improved/new clubhouse could bring - committee members Dennis Lewis introduced this and conveyed support from Percy Brandon (General Manager, Allison Inn) and Lisa Nofield (Escape Lodging Company, Fairfield Inn by Marriott) who could not attend tonight, and introduced Leigh Jensen, who gave presentation.
- c. Discussion to decide whether to continue the pickleball advisory committee as terms expired. The following committee members from 2021-24 committee submitted comments in support of continuation:

Linda Sandberg and Sheryl Greiner.

**MOTION to re-establish pickleball advisory committee**

**Moved Lisa Rogers**

**Second Jason Fields**

**Board agreed (no vote)**

- d. Jesse Nemeck, Spring Meadow Park, in Spring Meadow Subdivision (Crestview Crossing) emergency vehicle and maintenance easement agreement between Newberg Crestview, LLC and CPRD, "to provide for the construction and perpetual maintenance of a new private access easement and improvements. . . for adequate circulation of emergency vehicles and pedestrians." Discussion included staff recommendations, cost, beneficiary and grantor identified in agreement, responsibility for landscaping maintenance.  
Superintendent Don Clements recommended that this proposed agreement undergo review by legal counsel, and this be tabled to October meeting. Board agreed.

*Five-minute break*

- VIII.** Executive Session to consult with legal counsel, consider information or records that are exempt by law from public inspection, and for other purposes as provided in ORS 192.660(2)(h), ORS 192.660(2)(f), ORS 192.660(2)(b), and ORS 192.660(2)(i)  
Began: 7:00 p.m.  
Concluded: 9:00 p.m.

**MOTION to accept resignation of the Superintendent and to pay all salary and benefits up to June 30, 2025.**

**Moved Lisa Rogers**

**Second Gayle Bizeau**

**Passed 4 - 1**

**Aye - Lisa Rogers, Matt Smith, Jason Fields, Gayle Bizeau**

**Nay - Jim McMaster**

Tabled:

- a. Proposed hire: Parks Planner/Project Manager position
- b. Discussion of Ewing Young Park proposed bridge - Attorney Steve Elzinga explained his recommended approach, which was designed to meet the Board's goal to find a way to work collaboratively with County in order to get bridge constructed. Seeking a conditional use permit: one, ask County

to adopt legislative code change in order to amend possible park uses for a Park Zone, allowing for uses which have no negative impact on nearby agricultural uses; two, then, if the Board of Commissioners approve beginning that process and it moves to the Planning Commission, then CPRD would submit an application for a change in the comprehensive plan and rezoning; three, pending these changes, CPRD would apply for a conditional use permit under the new code provision.

In anticipation of the Board's consideration, Elzinga had prepared a draft petition to the County, in order to start the zone amendment.

Elzinga recommended amending the masterplan to remove southern end trail connection so that the bridge would only allow for an internal trail connection, in order to meet all County requirements on transportation facilities and all LUBA rulings, and balance interests including agricultural.

**MOTION to accept recommendations and Memorandum for Land Use Options for Ewing Young Park Bridge, which include the three steps provided, as well as an amendment to masterplan removing bridge on the south side of Ewing Young Park.**

**Moved Matt Smith**

**Second Jason Fields**

**Passed unanimously**

- c. Memorial Park trail improvements - Bryan Stewart requested the Board's approval to award a contract with City Wide Facility Solutions for repair and replacement of damaged asphalt walking paths in Memorial Park, for amount of \$27,806.00. Discussion: Stewart said it was not budgeted and would come out of Contingency Fund; therefore, he was requesting Board's approval.

**MOTION to approve the Memorial Park trail improvements.**

**Moved Lisa Rogers**

**Second Jason Fields**

**Passed unanimously**

- d. Reports and comments from Board members
  - Lisa Rogers - Chehalem Cultural Center had grand opening of theater and movement studio and it's really nice.
  - Matt Smith - Thank you for invitation to opening of theater. It's an incredible achievement.
  - Jason Fields N/A
  - Gayle Bizeau N/A

Jim McMaster - Spring Meadow looks good where staff got rid of the invasives.

- IX.** Old business/project updates
  - a. No discussion at this time.
  
- X.** From the superintendent's desk
  - a. Superintendent's report – Met with auditor today for 2022-23 audit. There is a surplus of about \$11 million; should be able to finish projects approved, including Renne Park, then Sander Estate Park, and also Jaquith Park resurfacing of tennis courts and pickleball. After that, he recommended, the Board should meet to prioritize what the next projects will be, and they should be completed by next summer and fall. Additional comments. Audit should be available within two weeks.
  
  - b. Staff reports – Brief staff updates were given.
  
- XI.** Correspondence
  - A. Citizen comments/evaluations – N/A
  
- XII.** Adjourned 9:35 p.m.

Next meeting: 6 p.m. Thursday, Oct. 24, 2024

Respectfully Submitted,

Kat Ricker, Public Information Director