

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
December 5, 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:**

Richard Cornwell, IT Specialist (meeting operator)  
Casey Creighton, Assistant Superintendent  
Julie Petersen, Special Services Supervisor/Recreation Supervisor  
Kellan Sasken, Golf Director

**Public:**

Brandon Slyter, Friends' Park  
Julie Terry, Friends Park Resident  
Larry Hampton, Peace Trail  
Alex Nichols, Chehalem Valley Soccer Club  
Shannon Bernard, Friends' Park  
Ned Knight, Friends' Park  
Julie Firth, Friends' Park  
Lynne Witmer, Friends' Park  
Devan Spilker, Friends' Park  
Joel Wenrich, Friends' Park  
Reia Slyter, Friends' Park

- IV. Approval of/additions to agenda – None
  - V. Approval of consent agenda
    - A. Approval of Board meeting minutes from October 24, 2024
    - B. Approval of bills payable
    - C. Approval of financials
- Moved Jim McMaster**

**Second Lisa Rogers**  
**Approved Gayle Bizeau**  
**Approved Matt Smith**  
**Approved Jason Fields**

- D. Approval of 2025-2026 budget calendar/appointment of budget officer

**Moved Lisa Rogers**  
**Second Jason Fields**  
**Approved Gayle Bizeau**  
**Approved Matt Smith**  
**Approved Jim McMaster**

- E. Appoint Budget Officer: Casey Creighton, Assistant Superintendent

**Moved Matt Smith**  
**Second Lisa Rogers**  
**Approved Gayle Bizeau**  
**Approved Jason Fields**  
**Approved Jim McMaster**

- F. Public participation and Potential Board Action

- a. Larry Hampton, Peace Trail

North Valley Friends Church partners with CPRD to maintain Peace Trail. Trail is a community asset, trail is in need of maintenance/repair. Mr. Hampton would like to ask CPRD to add money in 2025-2026 budget for expenses related to trail upkeep. Property is primarily owned by North Valley, CPRD built portions of trail. McMaster will speak with Casey regarding history of build of trail.

Alex Nichols, Chehalem Valley Soccer Club

Requests CPRD look at field inventory for youth in community. McMaster requests Mr. Nichols set up meeting with Julie Petersen, Recreation Supervisor, regarding communication/requests.

Shannon Bernard, Friends' Park

Casey and Shannon Bernard, owners of 5-acre property located at 900 Wynooski that conjoins Friends' Park. Lot is within urban growth boundary, Bernard donated 3.2 acres to CPRD as charitable donation, Bernard kept 2 acres (nearest park). CPRD agreed to transition a 7,400 swath of land at park's borders to establish new lot line. CPRD asked Bernard to build a fence between two properties and they agreed to not impede any Friends' Park trails. After lot line adjustment the park would increase by 33 percent due to land donation. Interested in additional communication regarding clarity of donation.

Brandon Slyter, Friends Park Neighbor

Asking CPRD to protect tree line/Hess Creek land as buffer. Damage has occurred in neighborhood and safety of citizens is of concern. Asking CPRD Board to pause, reflect and cancel changes occurring at park.

Ned Knight, Friends Park Neighbor/Adjunct Professor of Environmental Science at Linfield College

Property owners constructed gravel new road on park property, legacy old-growth Savana oak trees on park property have also been damaged (see park survey recently completed). Gravel road is now unstable/deteriorating and owner wants to replace gravel road with easement on park property to build a better road for personal benefit. Julie Firth, Friends Park Neighbor/CPRD Friends Park Committee Bernards have failed to act as good neighbor, jeopardizing safety of park. Document from Clay Downing, Newberg Planning Department, verified lack of permits for property.

Lynne Witmer, Friends Park Neighbor

Provided map (and overlay map) shows developer proposal, 3 acres (tree line) donated to CPRD is identified as part of Heritage Trail but due to flooding, inaccessibility, will not be usable.

Devan Spilker, Friends Park Neighbor

Burns from developer taking place without approved permitting.

Denise Wolf, Friends Park Neighbor

Park created from \$287K from Parks and Recreation grant, \$300K from private donor and additional CPRD monies/resources.

Joel Wenrich, Friends Park Neighbor

Created 'Change.org Save Friends Park,' with over 250 residents participating.

Reia Slyter, Friends Park Neighbor

Presentation to save our park and trees.

Julie Terry, Friends Park Neighbor

Proposes board purchase property for Heritage Trail (it is for sale).

**Staff Response from Casey Creighton:**

Pat Darby, previous owner, requested to partition the park and he would donate 5 acres, required zoning change/partition through city (corner of parking lot area). Darby sold to Bernards, or CSB Holdings. Requested 5,000 square feet, see presentation online. Near parking lot but wouldn't replace parking lot. March 2024 CSB presented new map asking for additional 20 foot easement, 7,400 feet total feet. Recently surveyed by CPRD, Aug 29 Don signed the application for lot line adjustment. Casey suggests stepping back and taking a new look at project. Board questions: can lots be developed for building without lot line adjustment occurring? Casey states without access there may be problems. Clay Downing, from City of Newberg and member of public at the meeting, states if services were provided property must be annexed into city. If only used for access then might not need annexation. City has steam corridor regulations (from water feature up to slope) so property owners have due diligence that needs to be completed. Engineering needed, city would require annexation. What is duration of time to meet the

annexation request criteria? In general, up to 150 days to approve annexation. Board asks Casey to get in touch with realtor Terri Steneck from Valley Realty (representing CSB Holdings) to gather additional information (and prohibits property owners from working on CPRD property at Friends' Park).

**Motion:**

**Place a pause on development with developer and put a hold on city of Newberg lot line adjustment.**

**Moved by Jim McMaster**

**Second Lisa Rogers**

**Approved Jason Fields**

**Approved Gayle Bizeau**

**Approved Matt Smith**

G. Action Items/Committee Reports/Board Comments

a. Updates from superintend hiring search – Bob Keefer, SDAO Recruitment started Oct 28 and closed Dec 2. 19 applications, 14 local. 15 met minimum qualifications. Applications are now being scored by Jim McMaster and Matt Smith, who will recommend 5 for interviews. Recommendations go to CPRD board from Jim McMaster and Matt Smith December 11. Interviews for superintendent will take place January 6, 2025, at the Cultural Center. Community meet and greet will also take place on January 6 at the Cultural Center from 5:30 pm – 6:45 pm. CPRD board should be thinking about interview questions for the Jan 6 event.

**b. Discussion of potential joint meetings with municipal entities  
Tabled by CPRD Board**

c. Capitol Project/Grant update  
Gary Barth, introduction as Park and Project Planner Contractor. Gary outlined status reports sent to Casey and created a project charter, or synopsis for each project for CPRD. Set up tracking project management system with deliverables and tasks as a roadmap for each project. Sanders Project is moving forward. Gary is completing a sources/uses statement for all CPRD projects, which identifies all the funding sources, the amount already spent and most importantly, the amount needed in the budget for the coming year. Discussions regarding requirements from Dundee City Council re: Sanders Park and what is desired vs. what is required.

d. Recreation Ready letter of support request. Katie McFall, Deputy Director, Taste of Newberg and Clay Downing, present. Taste Newberg is the city of Newberg management /marketing organization. River access in Yamhill County was identified as a

meaningful project between Yamhill County, the City of Newberg and CPRD. Taste Newberg is requesting a letter of support from CPRD to move forward with a feasibility study for the Recreation Ready project. Bryan Stewart has been identified as the representative from CPRD with regard to the Recreation Ready project.

- e. Appointments to Newberg Pickleball Citizens' Advisory Committee  
Jim stated Bob Oleson is interested in an appointment to committee. Five total on Pickleball Committee.

**Motion:**

**Appoint Mr. Olson to committee.**

**Moved by** Matt Smith  
**Approved** Jim McMaster  
**Approved** Lisa Rogers  
**Approved** Gayle Bizeau  
**Approved** Jason Fields

H. Old Business

A. Citizens Advisory Committees updates

1. Pickleball
2. Chehalem Heritage Trails - Impressive trails experience on trails committee, chair of committee was selected.
3. Golf Clubhouse Development -Information gathering, survey runs through end of the year for clubhouse ideas.
  - a. Project Updates

I. Staff Reports

Kellan: Tent taken down, sent out for cleaning/storage, planning for 2025

Julie: Cookies and Cocoa with Santa, December 9

J. Correspondence

Lisa: proposes a bonus for Casey Creighton for exemplary work throughout the past few months. Add as discussion item at next board meeting.

Matt: excited about superintendent search. Kudos to Bryan Stewart for quick response about survey at Friends' Park.

Jason: thank you to staff for hard work.

Jim: staff hours spent on each one of our parks added to monthly reports. Any fees need to be approved by CPRD Board. Expense over \$5K need to be approved by CPRD and three quotes required. Also, CPRD needs to digitize paperwork moving forward.

Next meeting: January 23, 2025

Respectfully Submitted,

Julie Petersen, Special Services/Recreation Supervisor