

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
January 23, 2025

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
Kat Ricker, Public Information Director
Kellan Sasken, Special Services/Golf Director
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
Gary Barth, Projects Manager
Justin Thorpe, Sherman Sherman Johnnie & Hoyt, LLP | Attorneys at Law

 - Public:
Walter Want
Brandon Slyter
Alex Chiper
Clay Downing
Matt (Last name not legible)
Julie Trojanek, Chehalem Valley BMX
- IV. Changes to agenda – Amended on 1/17/25 to include VII. F. Discussion of staff bonus for Casey Creighton, by Lisa Rogers
- V. Approval of consent agenda
 - a. Approval of minutes from Dec. 5, 2024, Dec. 11, Jan. 6, 2025
 - b. Approval of bills payable
 - c. Approval of financials

MOTION TO APPROVE CONSENT AGENDA
Moved Lisa Rogers

**Second Jason Fields
Passed unanimously**

Aye: Gayle Bizeau, Jason Fields, Jim McMaster, Lisa Rogers, Matt Smith

VI. Public participation

a. Brandon Slyter, Newberg resident - expressed gratitude that Board listened to concerned neighborhood residents and paused action on Friends' Park, hopes to preserve area as a park, repair any damage, and collaborate on any trail plans to stay sustainable.

b. Alex Chiper, Dundee resident and City Councilor - has seen increase in vandalism in Dundee-Billick Park and hopes to work with CPRD to avoid that and preserve park, and is available for questions related to Sander Estate.

c. Julie Trojanek, on behalf of Chehalem Valley BMX, presented the nonprofit organization's request for letter of support for lighting project grant application. Discussion. Casey Creighton and Bryan Stewart said they have been working with the group on this and support it. Smith and Rogers commended the group's fundraising and on-the-ground volunteering. The Board had consensus to sign the letter. Fields requested vote.

MOTION Approve the letter for Chehalem Valley BMX grant request

Moved Jason Fields

Second Gayle Bizeau and Lisa Rogers simultaneously

Aye: Gayle Bizeau, Jason Fields, Jim McMaster, Lisa Rogers, Matt Smith

e. Walter Want requested permission to either modify existing plaque or to add a new, additional plaque on base of outdoor CCC mobile sculpture, in order to add donor's name which was inadvertently omitted by Rotary upon installation in 2023: The name of Denise Bacon, former Newberg City Councilor, in memorial.

The Board had consensus. Smith confirmed with staff (Bryan Stewart) that there were no concerns with this modification.

VII. Action items/committee reports/Board comments

a. Appointment of Budget Committee Members - With two terms expiring and just one person willing to serve again (Comfort), the Board agreed to advertise for two vacancies and discussion point was that Elizabeth Comfort was a valued member whom they hoped would reapply.

McMaster said he had spoken with former City of Newberg finance specialist Kathy Tri on this and hoped that she would apply to serve.

Background information - citizen members include:

Elijah Dickson, 2024 - 2027

Brian Keyser, 2024 - 2027

Mike McBride, 2023 - 2026

The Board had consensus to advertise for two vacancies.

- b. IT specialist Richard Cornwell reported that he was planning to purchase five Lenovo laptop computers for the Board members. McMaster was concerned that this was not in budget - response, this was a Board request. Cornwell said this would be under \$5,000. Smith asked legal counsel to advise: attorney Justin Thorpe said best reason is to have official stuff and personal stuff separate, and it would be easier to respond to a Public Information Request, from a legal standpoint. Smith directed Cornwell to keep cost under \$5,000.
- c. Jim McMaster led discussion of Crabtree Park; he recommended closing the park in order to fix it because it is unsafe. The playground needs resurfacing, the bridge and pond need fixed, and he said that he could go on and on. Contract with Yamhill County is month to month, and we should see whether they want to take it over. He wants signs about safety put up right away, and redisc it now; he had talked with park staffer Jim Bernard about this, and he wants it moving ahead in March. He also wants a restroom installed instead of paying for a portable restroom. He cited culvert, easement, road deterioration concerns. He urged looking to next budget for this and putting more staff on it, if we are going to stay with it, and take care of it like the rest of the parks. Bryan Stewart asked the Board for clarification on where we are with Crabtree Park. Smith asked staff to put together a maintenance plan with manhour costs and ideas, and place on agenda for Feb. meeting. Discussion. McMaster said state on signs that it could be dangerous running across field. Smith said staff should connect with neighbor on culvert, and Board with County, to provide direction to staff. Rogers said she wants to have a plan before spending money.
- d. Oregon Government Ethics Commission training; registration is open via MWVCOG.
- e. Chehalem Chamber of Commerce Community Awards Gala on March 19th; members should let staff know by next week.
- f. Lisa Rogers recommended \$10,000 bonus to Casey Creighton for his additional work during period of interim superintendent, while golf course superintendent was also vacant. Creighton said he did not believe that government could give bonuses, and he was doing his job, so he probably would not accept that. Rogers and Smith looked to legal counsel to advise; attorney said he would check on that. Creighton said that he could not have done what he had done without staff under him doing their parts as well. McMaster said that Kat and Julie had stepped up as well, along with other staff members.
- g. Reports and comments from Board members - None

VIII. Old business/project updates

- a. Citizen Advisory Committees updates - None present
 - 1. Pickleball

2. Chehalem Heritage Trails - Jim, Matt gave some updates
3. Golf Clubhouse Development

IX. Staff reports

- a. Gary Barth, capital projects update - Jaquith Park, Type II Land Use application was submitted on Jan. 13th to City of Newberg. Target for approval is March 25th. Creighton is working on extension of ODOT grant, due to escalated costs of design estimates. Proposed Newberg-Dundee Bypass Trail, Type II Land Use application was submitted on Jan. 22nd and target date for decision is April 3rd. Grants extension requests have been submitted to ORPD for the LWCF and LGGP grants. Sander Estate issues: there are several new conditions of approval (22 items total), including committing to a future construction phasing schedule with deadlines for completion of all phases. Barth presented options to Board for proceeding. Discussion: Smith said this Transportation Master Plan was from ten years ago, and is out of date, is being held on us in order to build a road through a park, and asked if that was normal and whether it would work with the design; Barth said it would bring additional traffic through park. Smith asked who was bringing this forward; Barth said it was from TSP. Smith asked if it was normal that a planning director tell us the phases and timeframes; Barth said if given direction by council, it would be appropriate, but noted that council has required and desired conditions. Smith recommended an informal meeting with some councilors and board and staff, and then, if needed, a joint meeting, in order to keep the project moving. Creighton said the initial planner had 13 conditions, and now, the third planner that CPRD has worked with on this, it had continually increased to now 22. Concerns that CPRD was having to seek extensions on all grants. McMaster concerned that CPRD would have to pay to put a street through park and it would also go through Dundee-Billick Park across the street, and he does not know whether there is any agreement/MOU on that, and the neighbors do not want it, and have these even been discussed with the residents there? McMaster is concerned that they are taking park property from residents, and Jan Sander donated this land and she may not be around to see it, and that is a travesty. McMaster said we cannot apply for any more (ORPD) grants until this and the grant for Renne Field/Park are underway, and that is a concern. Rogers asked if there was any way to move ahead, and asked Alex Chiper, in audience that, and said Dundee citizens were the ones losing here. Barth said if nothing is done in next seven days, this would restart clock on a reapplication; he said that Doug Rux had proposed an extension to March 31; Barth reviewed his options from page 13 of his report, the addendum document to the packet. He recommended that the two parties sit down and work it out/renegeiate. Smith supported Option C., and identified a group to meet with Dundee,

so that this can get to the elected officials to make the decisions. Barth said he will request extension through March 31 and meanwhile, try to get meeting in order to address through discussion. **The Board had consensus** and directed staff to proceed accordingly (Creighton and Barth).

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

X. Correspondence

A. Citizen comments/evaluations – None

B. Miscellaneous - None

Five-minute recess began at 7:50 p.m.

**XI. Executive Session to consider the employment of an officer, employee, staff member or agent: ORS 192.660(2)(a) and 192.660(7)
Start time: 7:55 p.m.**

**XII. Executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions: ORS 192.660(2)(e)
Time: 8:50 p.m.**

MEETING RESUMED PUBLIC SESSION

XIII. MOTION to offer Clay Downing the superintendent position at CPRD and to offer the written terms discussed in executive session.

Moved Lisa Rogers

Second Jason Fields

Passed unanimously

Aye: Lisa Rogers, Jason Fields, Matt Smith, Jim McMaster

Abstain: Gayle Bizeau

MOTION to counter demand received for the purchase of the property at 900 Wynooski for \$125,00 including the donation letter, or, in the alternative, the seller is required to give a 30-day extension for CPRD to obtain their own appraisal.

Moved Matt Smith

Second Jim McMaster

Passed unanimously

Aye - Lisa Rogers, Jason Fields, Matt Smith, Jim McMaster, Gayle Bizeau

XIV. Adjourned 9:00 p.m.

Next meeting: 6 p.m. on Thursday, Feb. 27, 2025.

Respectfully Submitted: Kat Ricker, Public Information Director