

CHEHALEM PARK AND RECREATION DISTRICT  
 REGULAR BOARD MEETING  
 CPRD Administration Office  
 125 S. Elliott Road  
 February 27, 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 - *attended remotely*

CPRD Staff:  
 Richard Cornwell, IT Specialist (meeting operator)  
 Casey Creighton, Assistant Superintendent  
 Clay Downing, Superintendent  
 Julie Petersen, Special Services Supervisor  
 Kat Ricker, Public Information Director  
 Bryan Stewart, Basic Services Supervisor  
 Wendy Roberts, Aquatics Coordinator  
 Also: Gary Barth, Barth Consultants - *attended remotely*

Public:

Michele Blankenheim, VV Riders	Roger Kuhlman, golf CAC
Ty Darby	Lauren Pfeiffer, trails CAC
Derek Duff, NYF	Ryann Reinhofer
Ed Fredenburg	Brandon Slyter
Nick Konnen, pickleball CAC	Mary Starrett, Yamhill County
Jennifer Kultajev, NCO	Bob Travers, golf CAC
	Julie Trojanek, CV BMX

- IV. Changes to agenda – None
- V. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting Jan. 23, 2025
  - b. Approval of bills payable
  - c. Approval of financials  
*MCMASTER moved, FIELDS seconded: **TO APPROVE THE CONSENT***

**AGENDA.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.

- VI.** Public participation
- a. Derek Duff advocated for additional sports field space, representing football needing field space especially during peak season, raised concern over condition of Crater Park field: hazardous holes throughout.
  - b. Valley View Riders wishes to donate money to be used for a picnic table for Bob and Crystal Rilee Park. Michele Blankenheim spoke. Directed to work with Bryan Stewart.
  - c. Newberg Charitable Organization pledged \$5,000 to AED Initiative in response to a request by Sports Coordinator Nicole Lewelling for donation to support purchase of 10 AEDs for parks and sports programs. Jennifer Kultajev spoke on behalf of NCO.
  - d. Roger Kuhlman and Bob Travers gave an update on the golf CAC; committee is preparing a budget for a proposed business plan and feasibility study to bring before the Board in spring--estimated approximately \$150,000--intending to recommend that an RFP be issued for construction of a clubhouse. McMaster asked whether this timeline would be feasible. Casey Creighton said there was funding available for this.
- VII.** Action items/committee reports/Board comments
- a. Appointment of citizen Budget Committee applicants. Applicants: Elizabeth Comfort, Theodore Ebor, Jared Isaksen, Brandon Slyter. Two vacancies opened by expiring terms. Brandon Slyter spoke on his reasons for applying. Discussion - Matt Smith commended value brought by Elizabeth Comfort. Gayle Bizeau commented on relevant qualifications of applicant Ted Ebor, but said she had no objection.  
*FIELDS moved, MCMASTER seconded: **TO APPOINT ELIZABETH COMFORT AND BRANDON SLYTER TO THE BUDGET COMMITTEE.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*
  - b. Discussion of late application to pickleball committee from Laurie Rausch: deadline was Nov. 24, 2024 (It was extended from the original deadline of Oct. 18th); application was received Dec. 10, 2024. Discussion - committee member Nick Konnen recommended her.  
*MCMASTER moved, SMITH seconded: **TO APPOINT LAURIE RAUSCH TO PICKLEBALL COMMITTEE.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*
  - c. Trails committee resignations: Sarah Downing and Jake Jendusa have resigned, bringing the total down to five. Smith recommended opening a new application cycle. Discussion - Is there was a need to replace them? Smith: the committee had recommended doing so. Discussion continued

on whether to appoint previous applicants from original application cycle; Board agreed to have staff contact unappointed applicants.

*FIELDS moved, MCMASTER seconded: **TO DIRECT STAFF TO REACH OUT TO OUTSTANDING APPLICANTS AND BOARD MAKE A DECISION AT NEXT MEETING.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

- d. Update--continued from Jan. 23rd--on real estate transaction: CPRD's counteroffer to purchase parcel of approximately 5-acres at 900 Wynooski (adjacent to Friends' Park) was accepted; purchase has been completed. Smith said this was a partial sale and partial donation, that this was a great outcome, a rare win-win in government, and commended Brandon Slyter on his outreach and communication with that neighborhood community. Smith suggested an event be held to discuss plans with neighbors; Bryan Stewart said he was already planning a volunteer groundwork event scheduled for April 26th, Arbor Day. Smith recommended staff get a foodtruck.
- e. Renne Park ("Renne Field") Intergovernmental Agreement addendum between Newberg School District and CPRD documents 30-year lease - Julie Petersen gave update. Discussion - Board in agreement to support. *ROGERS moved, FIELDS seconded: **TO APPROVE THE ADDENDUM TO THE IGA BETWEEN NSD AND CPRD.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*
- f. Approval of proposed \$16,435.21 purchase of Precor fitness equipment for Chehalem Aquatic & Fitness Center, funds to come from Chehalem Parks Foundation. Julie Petersen introduced Aquatics Center Coordinator Wendy Roberts, who presented her recommendation. Discussion - McMaster commended her. Discussion on whether this money had been earmarked for this purpose and whether this decision be part of the Foundation meeting; Board sought clarity. Clay Downing recommended that it happen through the Foundation, since it is a substantial amount of money. The Board agreed to table this for the Foundation meeting to follow.
- g. Reports and comments from Board members - in the interest of time, this item was skipped and the Board moved to committee reports.

#### VIII. Old business/committee updates/project updates

- a. Citizen Advisory Committees updates
  - 1. Pickleball - Nick Konnen gave report, commended upkeep of Jaquith Park; Smith said he seconded that, as a tennis player.
  - 2. Chehalem Heritage Trails - Lauren Pfeiffer gave update, including progress on signage at and an upcoming fieldtrip to Bob and Crystal Rilee

Park, and also how to recruit and manage volunteers. McMaster had given the committee a presentation about the proposed bypass trail.

3. Golf Clubhouse Development - N/A See Public Comments.

b. Project updates - Gary Barth, Barth Consultants - technical difficulties logging on, so skipped ahead to superintendent report.

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

a. Superintendent's report – Introducing Clay Downing. He thanked staff for efforts to get him up to speed. Focus is on preparing the budget. He is working on communication basics - to help establish staff what is expected and communication tools. Gave update on Sander Estate and said this project is being prioritized. Met with County on Ewing Young Park proposed bridge, seeking solutions. Met with cultural center director, Chamber of Commerce, Taste Newberg, attended MVCOG dinner hosted by Dayton, and looking forward to CPRD hosting on June 18th. More meetings scheduled with SDAO, MWVCOG, and legal counsel.

Another failed attempt for Barth to join remotely; Board moved ahead.

b. Staff reports – Richard Cornwell said laptops had been ordered for the board, but shipping has been delayed - Delivery ETA is March 5th. Cornwell plans to then reach out to Board members and get them set up.

Board comments

*McMaster* likes that Downing has offered standing appointments with Board members prior to Board meetings in order to discuss upcoming meeting agenda items. He said CPRD has one of the only aquatics centers in Oregon that is covering its costs and is pleased that community is using pool as it was meant to be.

*Fields* recognized Slyter and Konnen (in audience) and McMaster for filing for candidacy to the Board, and that the Board had been working well together; staff members he has talked with have been so happy with new superintendent, and good things are happening with CPRD, and he looks forward to next two years.

*Smith* said welcome Clay, thank God you're here; it is refreshing to see transparency and communication, the face on the District and reaching out to everyone.

*Rogers* said she echoes them, glad that new faces will be coming in and continuing this work--as she does not intend to run again--and this has to be one of the best park districts in the country. She is happy with District and where we're sitting right now.

Gary Barth successfully joined remotely via his phone. Barth updates:

1. Jaquith Park application was deemed complete by City of Newberg and

is undergoing review; public notices will be going out. Hoping for final approval by middle of April, then issuing an RFP, and subsequently breaking ground in June.

2. Barth plans to get updated cost estimates for all projects, for CPRD's budget cycle and scheduling purposes.

3. Sander Estate - productive meeting with City of Dundee took place on Clay's first day, strong agreement that there is motivation on both sides to get this project through due processes quickly; it is on city council agenda for March 18th. Barth is anticipating then moving forward with Type I application for Phase I and getting estimated cost updates. See Barth's full report in packet for more details on Phase I terms.

4. Newberg-Dundee Bypass Trail application was deemed incomplete by City of Newberg, but CPRD is responding to those three small items and plan to submit to City next week and hopes it will be deemed complete by end of next week and then clock will begin. Discussion.

"Everything's getting unstuck," he said.

Creighton said we have received extensions on all grants.

Provided brief update on Renne Park.

**X.** Correspondence

- A. Citizen comments/evaluations – Jim McMaster brought attention to an email message to the Board from Matt Dolphin regarding proposed bridge project at Ewing Young Park and concern that CPRD may be requesting a condition which might prohibit extending trails. Discussion. McMaster wants this to be looked at again, because he understands there are issues on the other side. Rogers said she seconded what McMaster was saying and added that we do not want to limit ourselves on growth. Downing said we want to find something that is palatable, and does not tie our hands, does not result in excessive conflict with County, and serves public, so will keep Board updated on what we find, on working with staff and the County in general, and also in talking with Department of Land and Conservation and Development, as he is working with regional contact.

*Five-minute break*

- XI.** Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions: ORS 192.660(2)(e) began 7:25 p.m. and ended 8:00 p.m.
- XII.** Adjourned 8:00 p.m.

Next meeting: 6 p.m. March 27, 2025

Respectfully Submitted,

Kat Ricker, Public Information Director