

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
March 28, 2019
MINUTES

- I. Peter Siderius called the meeting to order 6:00 p.m.

- II. Roll Call
 - Board members:
 - Peter Siderius
 - Bart Rierson
 - Don Loving
 - Mike Ragsdale
 - Lisa Rogers – Arrived 6:11 p.m.

 - CPRD Staff:
 - Don Clements, Superintendent
 - Jim McMaster, Park and Facilities Supervisor
 - Casey Creighton, Basic Services Supervisor
 - Julie Petersen, Special Services Supervisor
 - Kellan Sasken, Special Services/Golf Director

 - Public:
 - Sean Andries, Chehalem Cultural Center
 - Leah Griffith, City of Newberg/Newberg Cultural District Executive Board
 - Sarah Moore, Edwards Elementary School Volunteer Organization
 - Meghan Rogers-Czarnecki, Edwards Elementary School Volunteer Organization
 - Jeremiah Horton, George Fox University

- III. Approval of agenda –
 - Moved Mike Ragsdale
 - Second Pete Siderius
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting Feb. 28, 2019
 - b. Approval of bills payable
 - c. Approval of February financials
 - Moved Don Loving
 - Second Mike Ragsdale
 - Passed unanimously

V. Public participation

- a. Leah Griffith presentation on Newberg Cultural District 2018 Annual Report; she redistributed the hand out from the February packet. Impending project is an outdoor mural. Mike Ragsdale raised the question of who will take over the Christmas Tree Lighting after Griffith retires (this month); discussion – City staff is discussing this, Griffith said. Pete Siderius thanked Griffith for her 27 years of service.
- b. Sarah Moore presented request for funding for Edwards Elementary School playground: estimated cost of \$150,000; fundraising total to date \$50,000; request for CPRD match. For the remainder, Edwards Volunteer Organization is requesting in-kind donations of preparing the site and constructing the playground, and intends to continue fundraising. Discussion - Don Loving said he is in favor of urging Superintendent to grant the \$50,000; Lisa Rogers asked whether (Newberg School District) had responsibility in regard to Moore’s described faulty equipment, and Moore said yes, that the district is now removing the faulty equipment; Rogers asked if CPRD could stipulate that a \$50,000 contribution should be matched by NSD. Siderius said we should expand the playground structure to suit the volume of children using it. Don Clements said he could assess the site with staffer Casey Creighton, together with NSD staffer Larry Hampton, and have a report before the Board at the next meeting, and probably not donate less than \$100,000. Mike Ragsdale emphasized that there should be adequate equipment for Special Needs children at this site, and urged Clements to consider putting a small line item to make a certain amount available to them per year to help with maintenance. Loving urged that if this happens, there be a sign identifying it as a project between CPRD and the volunteer group. Rierson said Moore has unanimous support for the project from the Board, and invited her to return to the next meeting. Clements said he will put this on the agenda for the April Chehalem Valley Future Focus Administrators’ Committee. Sierius said this playground should be made a mecca for Special Needs children. Clements described that ADA accessibility is addressed throughout CPRD parks and must be by law, and assured the Board that staff will continue to try to address this in the future.
- c. Others not on agenda - None

VI. Action items/committee reports/Board comments

- a. George Fox University request for reduction of System Development Charges (SDCs) – Director of Plant Services Jeremiah Horton had requested discussion on CPRD’s SDC fee for the residence facilities (see email in packet). Clements explained the formula used and the current fee structure. Horton said the GFU property is considered one piece, not multiple dwellings, and as he understood it, the fee is based on the exact

area being constructed to; however, he explained, this is mitigated by residence units removed, and this is not taken into account in the fee calculation. Siderius proposed that GFU pay its fee, and that money be earmarked for the aforementioned Edwards Elementary School playground; this topic will be discussed at the next Board meeting, ideally, together with the CFO. CPRD requested to know the amount of structures (not the amount of beds) removed. No motion was necessary.

- b. Crabtree Park discussion – Attached:
 - i. 1971 Memorandum Agreement (submitted to Yamhill County Department of Planning and Development) between CPRD and Chehalem Valley Sportsmen
 - ii. 1968 25-year lease agreement between Yamhill County and CPRD, its reissue in 1993 for another 25 years, which expired in 2018 (Hence, currently there is no agreement in effect).

Mike Ragsdale said he had met with the party who had raised issue of noise on the shooting range, and requested it be tabled, as more work needed to be done before there could be discussion. The Board agreed to table it.
- c. Intergovernmental Agreement on Newberg Cultural District – Attached is a request from the Newberg Cultural District Board for the CPRD Board to authorize the superintendent to enter into a new Intergovernmental Agreement between CPRD and City of Newberg for management of Newberg Cultural District. The IGA is also attached.

Clements recommended a motion to authorize Superintendent to sign IGA after he discusses it with John Bridges, legal counsel. Siderius asked what provisions are made for management if changes were to be made, such as with signage; discussion on authority of executive board.

Moved Mike Ragsdale
Second Lisa Rogers
Passed unanimously
- d. Reports and comments from Board members
 - Peter Siderius – NHS students planted 150 oak trees on Hwy 219 wetland mitigation project/CPRD property, and another 300 would be planted on Saturday. The group also planted 140 trees and shrubs at the golf course, plus six birdhouses and interpretive signs. The group also purchased two pieces of gardening equipment with CPRD money.
 - Bart Rierson – Casey Creighton, Don Clements, and Bart met with Yamhill County planner, administrator, legal counsel, and the group sounded interested in landfill, and commissioner Casey Kulla said that in executive session, the commission had voted unanimously to transfer ownership to CPRD; the county has not yet decided whether to give it without charge, or rather for a nominal fee.

VII. Old business/project updates – See Staff Reports.

- VIII.** From the superintendent's desk
- a. Financial report – Motion to approve financial report as presented
 - Moved Don Loving
 - Second Mike Ragsdale
 - Passed unanimously

 - b. Superintendent's report – Budget Committee meeting at 6 p.m. on Tuesday, April 2.

 - c. Staff reports – Julie Petersen reported on opening of Mark Martin Fitness Area, and on its usage, including new use by CARE from noon to 1 p.m., and other updates on sports and recreation, as included in her staff report in packet.
Casey Creighton is still working on Friends' Park permit process, and updated on the construction of the warming kitchen at Chehalem Cultural Center, and gave update on the aquatic side of the facility, and updates on ballfields, which he said are in pretty good shape now. Kat Ricker reported on grand opening of fitness area, and Mike Ragsdale complimented her work.
Kellan Sasken gave update – aeration should begin in a few weeks, and staffing would be increased soon with the beginning of spring season.
- IX.** Correspondence
- A. Citizen comments/evaluations – None
- X.** Adjournment – Don Loving moved to adjourn 7:23 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director