

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
October 22, 2020
MINUTES

I. Lisa Rogers called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Peter Siderius, *Absent*

Bart Rierson, *Present*

Don Loving, *Present*

Mike Ragsdale, *Absent*

Lisa Rogers, *Present*

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kellan Sasken, Special Services/Golf Director

Kat Ricker, Public Information Director

Kayla McElligott, Events Marketing Coordinator (remotely)

Richard Cornwell, IT specialist (remotely)

Public:

Christine Darnell Mills

Allen Mills

George Darnell

Carol Darnell

Keith Leonard, City of Newberg (remotely)

Patrick Davenport, City of Newberg

Elinor Sexton

III. Approval of or changes to agenda –

Moved **Bart Rierson**

Second **Don Loving**

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting Sept. 24, 2020

b. Approval of bills payable

c. Approval of September financials

Moved: Don Loving

Second: Bart Rierson

Passed unanimously

V. Public participation

a. Christine Darnell - Spoke of unaddressed, longtime, ongoing stormwater flooding, and park staff maintenance issues on her property which borders Jaquith Park. She presented images of subsequent flooding, and also park debris which, she said, park staff has piled, pushing, against the fence. See emails to CPRD Board, staff, and City of Newberg staff regarding these issues.

Don Clements and Casey Creighton explained why the build up might be happening, but points out that CPRD doesn't control stormwater. Clements wants to set up a meeting with the City to look at the issue and see what we can do.

Conversation between Clements and Darnell became a bit heated.

Lisa Rogers comes into conversation to explain that we don't have jurisdiction to do anything right now.

b. City of Newberg - Sought CPRD's support for its proposed Vertical Housing Development Zone. (This pertains to the 2016 Newberg Downtown Improvement Plan.) The City sought an informal indication of support for the establishment of a VHDZ by the taxing districts. The area is east along Hwy. 99W, roughly west from Sheridan, south to E. 5th St., east to River St., to include Rotary Centennial, Memorial, and Hoover Parks.

Keith Leonard: (See packet for details) Property owners may be eligible for partial tax exemption for up to 10 years. Development opportunities: 13 potential sites. 4.71 acres. State requirement: hired consultants. There is a likely hood that current residents would be displaced.

Lisa Rogers: CPRD and City need to have better relations.

CPRD is still undecided on support for the project without Mike and Pete present. They will return with a formal letter request.

VI. Action items/committee reports/Board comments

a. Audit - **Lisa Rogers** drew attention to the importance of resolving the issues identified in management letter (bank reconciliation not done in a timely mannner, and making sure insurance that matched amount of cash, and two more).

Bart Rierson wants to revisit this at the next meeting.

Don Clements talked about the audit and said that the soonest it can be completed is January 2021.

Motion to accept the 2018 - 2019 audit

Moved: Don Loving

Second: Bart Rierson

Passed unanimously

b. Reports and comments from Board members

Bart Rierson: Met with Patrick Davenport to talk about the new property and working with City of Dundee—ways that we might be able to fundraise.

Don Loving: Reached out to Bob to try and get ahold of people at the Equine Center, to move forward with putting together a doodle poll for the adjunct committee for the Parrett Mountain property. There will be an initial meeting in month or so, to start moving forward.

Lisa Rogers: The Chehalem Cultural Center had their night market. It was a great time, and they surpassed their goal.

VII. Old business/project updates

- a. **Casey Creighton:** Still finishing up at Friends Park. Concrete is going up next Wednesday for basketball court, then bark chips after. Aeration is finished at golf course and looks good. Most everything from the wind storm is fixed—just a few things left, but nothing critical. There was over \$1,2000 in damage from the wind storm. Hasn't heard back on the scout house—still waiting on some numbers. The repairs on AQ center have been completed. Has to give presentation on Tuesday for a grant for Ewing Young Park. Still working on Sander Estate. Don Clements signed the agreement with Green Works for the campground.

Don Loving: Would like for Casey to talk to Bryan. He would love for CPRD to do something with that to make it look better.

Don Clements: Within in a year, CPRD should be able to do that.

VIII. From the superintendent's desk

Don Clements: ADP is getting there. It's not an easy transition, but we are getting the answers. The issues were internal, but we are getting it fixed. November 19th, we will have two community meetings with the City of Dundee for the Sander Estate. Jan wants to see the project move ahead. We are slowly working through everything with everyone and the City. Jan is very concerned with whether the school will remain at the present sight or if it will move, and if it moves, that changes what we do a little bit. Jan is putting money into the foundation, so the funding is coming from her and he foundation, not CPRD. Give employees gift certificates for Christmas?

- a. Financial report – Motion to approve financial report as presented

Moved: Don Loving

Second Bart Rierson

Passed unanimously in consent agenda

- b. Superintendent's report – see above

- c. Staff Reports

Kellan: Golf course looks great. We still have a lot of golfers out there. One tournament in October and one in November. Has done a lot more lessons for new golfers—mostly local, so more people are coming out.

Don Loving wants to promote the putting course more.

Kat: Updating our communication center here constantly. Patrick the planner who was here has been really involved with Sander Estate. City of Dundee outreach requirements are intense, which we haven't generally done in the past for park projects, so that's new. The AQ staff is now part of section staff 413, so they will be helping us with the meetings coming up. We are going to be using

Facebook, Zoom, and in-person for the Sander Estate meetings. The Oregon Outdoor Summit just closed. Just did a session with the Chehalem Heritage Trails.

IX. Correspondence

A. Citizen comments/evaluations –

Don Clements: (Pages 84, 85, 87) Did not want to make that commitment without the board input. Don is going out there soon—the guy is willing to donate that property for pickle ball courts. CPRD will apply for a grant in the next year.

Bart Rierson: Commented on wanting bags in dog parks or parks in general.

Casey: Explained that that will get really difficult to maintain really quick.

X. Adjournment – Don Loving moved to adjourn at 8:20 p.m.

New meeting: Dec. 3, 2020

ETA: Moved to Dec. 10 due to conflict with Sander Estate Community Meeting.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator

Kat Ricker, Public Information Director