

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
January 28, 2021
MINUTES

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

II. Roll Call

Board members (attending remotely)

Don Loving
Mike Ragsdale
Bart Rierson
Lisa Rogers
Peter Siderius

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
Bryan Stewart, Parks and Landscape Director

Public (remotely):

Greg Mears, Sander Estate planning team
John Kester, Sander Estate planning team
Jan Sander, Sander Estate planning team
Rob Daykin, Dundee City Manager
Jeanette Adlong, Dundee City Councilor
Ryan Storfa, assistant track operator at Chehalem Valley BMX
Brian Bauman, trails volunteer
Jered Fisher with Skanska
Robert Filley with Jered Fisher
Wendy Wente of the BCRPAC

(In Person):

Bob Youngman
Sandra Boen, Nick's Equine Assisted Therapy

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 Oct. 22, 2020
 - b. Approval of bills payable
 - c. Approval of October financials
 - Moved Mike Ragsdale
 - Second Pete Siderius
 - Passed unanimously

- V. Public participation
 - a. City of Dundee - Rob Daykin and Jeanette Adlong
 - b. Others not on agenda: Sandra Boen and Bob Youngman of Nick's Equine Assisted Therapy, presented a proposal on a proposed equine therapy facility at Bob and Crystal Rilee Park. Discussion: Don Clements said there has not been anyone selected to draft masterplan for Bob and Crystal Rilee Park. Bart Rierson said he would like to see a line item for this masterplan and budget in the next fiscal year budget; Mike Ragsdale concurred.

- VI. Action items/committee reports/Board comments
 - a. Motion to approve updated 2021-2022 Budget Calendar
 - Approval of Budget Calendar**
 - Moved Pete Siderius
 - Second Bart Rierson
 - Passed unanimously
 - b. Information only - Discussion of Budget Committee appointments and Board of Director positions. Kat Ricker has confirmed with all budget committee members; all willing to serve again except Bob Phillips, who is stepping down. These positions are being advertised.
 - c. Chehalem Heritage Trails Campground schematic design, amended agreement with GreenWorks, P.C. revising fee by increase of \$35,505, for total of \$232,255. Motion made to amend contract.
 - Approval of amendment to contract**
 - Moved Pete Siderius
 - Second Mike Ragsdale
 - Passed unanimously
 - d. Sander Estate discussion - Clements and Casey Creighton explained how masterplan iterations developed in adaptation to public comments and community meeting discussions, as well as recommendations from City of Newberg planning staff. Rob Daykin proposed development agreement and urged that a water feature be more than just a splashpad, but instead be iconic, and that the amphitheater be removed to make more room for it. Jeanette Adlong advocated for a water feature. Mike Ragsdale said a splashpad is not a water feature, and said he would like Board to direct expanding water feature and modify recommendations to

City of Dundee. Bart Rierson supported this. Pete Siderius agreed that a water feature should be artistic, not simply utilitarian as a splashpad is; he also said we need to change the planting plan drastically, to use natives and not just ornamentals. Don Loving sought clarification for water feature; Adlong said they did not have a specific design, but referenced Sherwood as an example, something with a wall. Lisa Rogers directed Clements to take plan back to consultant, incorporate water feature, then return plan to Board. Clements said he would include the development agreement with City of Dundee at the same time. Daykin said cost estimates were needed yet in order to discuss parameters of agreement. Rogers recommended that Daykin and Adlong give Clements recommendations of what they are seeking. Sarah Cantine spoke, and Clements asked her to set up an online venue for the Board, Daykin, and Adlong to submit ideas, which she agreed to do.

e. **Motion to approval of Spanish Translator contract with Francisco Benetti**

Moved Don Loving
Second Mike Ragsdale
Passed unanimously

- f. Schaad Dog Park public proposal - Pete Siderius asked for more discussion on plan for Schaad Park and whether this proposal would be the best fit for it. Rogers requested to see the master plan for this park. Discussion on potential for water there - Clements said CPRD would have to work with the City of Newberg but should be possible.
- g. Proposed Bypass Trail grant application for ODOT Community Pathways Grant - Paul Agrimis gave an overview of progress, said application to be submitted tomorrow by Kat Ricker. Clements said this would have to be included in budget process, so wanted to bring it to the attention of the Board. Funding discussion: City of Newberg has not yet made a commitment. Clements said CPRD would use SDC money.
- h. BOLI (Bureau of Labor and Industries) out-of-court settlement. Clements said this longstanding matter had been settled.
- i. Board approval of support letter for Yamhelas-Westsider Trail
Approval of letter granted unanimously via email on Jan. 27, 2021
Moved Bart Rierson
Second Pete Siderius
Passed unanimously
- j. Reports and comments from Board members
Don Loving said Legislative session has begun, no parks matters to report yet.
Bart Rierson said Willamette Riverkeepers worked with State Marine Board, and they are getting closer to passing restriction extensions to limit wake for paddle, fishing, and erosion prevention, for the Newberg Pool.

Mike Ragsdale said that he will not be running for re-election, and added that he has a personal preference that the next candidate be female, to better balance the Board. Rogers thanked him for his service.

Lisa Rogers said Willamette COG has a new executive director, to start in spring. Chehalem Cultural Center seems to be doing well, weathering COVID.

Peter Siderius said he will be running for re-election, and said he had learned a lot from Ragsdale and was sorry to hear that he will not be running again.

VII. Old business/project updates

a. Casey Creighton said Friends' Park is 95 percent done; golf course has been busy. Ewing Young bridge grant application did not succeed. Will soon resume work on Edwards Elementary School playground. COVID rules continually change, but preparing to open again when permitted to do so.

VIII. From the superintendent's desk

- a. Financial report discussion - Clements said we moved debt service from general fund to SDC fund, so should come out this year in good shape, considering tremendous downturn in revenue. He commended Julie Petersen and Casey Creighton. Siderius asked Petersen about loss of revenue in childcare; discussion - She said a lot of people are staying home and not using childcare, and noted there have not been any cases of COVID in the program so far.
- b. Superintendent's report –
1. Audit update - working to meet deadlines.
 2. Automated payroll update - Transitioning from ADP to Paychex
 3. Clements said he met with City of Dundee and Newberg School District about future location of Dundee Elementary School, but no location had been selected yet - perhaps by March at the earliest.

Staff reports –

a. Julie Petersen acknowledged Ragsdale for his work, especially in beginning the farmers' market, which CPRD has taken over; she gave an update on this. Camellia Run will be Saturday, April 10; she has filed permits. She also gave sports and childcare updates.

b. Kellan Sasken thanked Ragsdale for his service. He gave an update on the golf course.

c. Kat Ricker said local and regional trails partnerships are growing; she is working with City of Newberg GIS staffer on their new comprehensive walking, hiking, biking maps; CPRD secured excellent letters of support for Bypass Trail grant application from several significant entities, as included in packet; also working with Yamhelas-Westsider Trail to mutually support our projects.

gave an update on Newberg City Club: It kicked off new online interview program meeting format with guest Mike Ragsdale on Jan. 5, interviewed by Kat Ricker; Kat will interview guest Lisa Rogers on Feb. 16, tune in, it's free to members and nonmembers alike. Next Tuesday's guest will be Dr. Paul Cieslak, medical director for Communicable Diseases and Immunizations at the Oregon Public Health Division, oversees the state's vaccination programs and disease surveillance.

d. Bryan Stewart said there will be a Newberg Camellia Festival on April 10th.

e. Creighton said CPRD will update the electrical system and repair the Scout House in Memorial Park, which was struck by a fallen tree during the windstorm last summer.

IX. Correspondence

A. Citizen comments/evaluations – None discussed at this time.

X. Adjournment – Bart Rierson moved to adjourn 8:00 p.m.

Next regularly scheduled meeting will take place Feb. 25, 2021.

Respectfully Submitted,

Kat Ricker, Public Information Director