

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
December 1, 2022  
**MINUTES**

I. Don Loving called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Gayle Bizeau

Don Loving

Bart Rierson

Lisa Rogers

Jim McMaster, *excused*

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Assistant Superintendent

Richard Cornwell, IT Specialist

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kayla McElligott, Events Marketing Coordinator

R. Scott Robinson, Golf Course Coordinator/Supervisor

Kellan Sasken, Special Services/Golf Director

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Bob Freshman

Jenni Jeronimo

Tamra Johnson (*Crystal Rilee Equestrian Park*)

Anne Dufay (*Ladd Hill 3,000*)

Cricket Dixon (*Ladd Hill 3,000*)

Art Gregory (*Golf Course Advisory Committee*)

Joel Dicks (*LOC MTB Team*)

Danna Kemp (*Trails*)

Ryann Reinkofe (*Crystal Rilee Equestrian Park*)

Allen Holstein

Lois Fox (*Crystal Rilee Equestrian Park*)

Brian Bowman (*Rilee Mt. Biking*)

- III. Approval of or changes to agenda –  
*Motion to approve of the agenda as is.*  
Moved : Lisa Rogers  
Second: Bart Rierson  
Passed unanimously
- IV. Approval of consent agenda  
*Motion to approve consent agenda as is.*  
a. Approval of minutes of regular Board meeting October 27, 2022  
b. Approval of bills payable  
c. Approval of October financials  
Moved : Bart Rierson  
Second: Lisa Rogers  
Passed unanimously
- V. Public participation
- **Cricket Dixon:** Wanted to let the Board know that even though the Rilee Park trails are closed, bikers are still up there. *Creighton and Stewart* assured them that the signage for the trails being closed are up and anyone they have caught being up there has been told that the trails are closed for the season.
  - **Lois Fox:** Wants to know when a resolution of use of the trails will be reached. *Don Loving* Let them know that the Board has directed CPRD staff to reach a solution before the trails open back up in the spring.
  - **Tamra Johnson:** Is looking for clarification on VI on the agenda for approval for the RFQ. *Don Loving* clarified that the Board isn't approving an RFQ tonight. *Don Clements* explained that an RFQ is a request for qualifications and the process behind an RFQ. *Cricket Dixon* asks if there will there be any room for public input. *Loving* assures them that yes, there will be a time for public input.
  - **Joel Dicks:** Wanted to talk about their Lake Oswego Composite Mountain Biking Team (*LOC MTB Team*) that is a youth organization and nonprofit. Dicks wanted to thank the Board for letting them ride on the Bob & Crystal Rilee Park Trails. Dicks mentioned that it's a great place to practice and that one of their riders recently won a championship. Dicks wanted to give some input about the trails from a biking perspective and would like to promote a multiuse trail system with clear signs and courtesy users. Dicks says that these types of trails are all over the nation.

- **Jenni Jeronimo:** Wants to know if the Bob & Crystal Rilee Park trails will be closed during the duration of composing the Master Plan for the park. *Loving* assures them that is not the case and that the trails will open in the spring.
- **Ryann Reinkofe:** Wants to know if there is going to be a separation of the trails of east and west during the duration of composing the Master Plan for Bob & Crystal Rilee Park. *Loving* states that the Board is waiting to hear the recommendation from CPRD staff. *Rogers* states that when the park reopens in the spring, there will be a decision. *Clements* adds that CPRD will get with experts to make sure the trails are safe.

*Don Loving closed public participation at 6:22 p.m.*

**VI. Action items/committee reports/Board comments**

**a. Approval of the 2023–24 Budget Calendar**

*Motion to approve the 2023–2024 Budget Calendar.*

Moved : Lisa Rogers

Second: Gayle Bizeau

Passed unanimously

**b. Approval of Budget Committee Appointments**

*Motion to approve the Budget Committee Appointments as presented in the packet.*

Moved : Lisa Rogers

Second: Bart Rierson

Passed unanimously

**c. Approval of appointing Superintendent as budget officer for 2023–24**

*Motion to approve Superintendent as budget officer for 2023–2024 with the inclusion of Casey Creighton, Bryan Stewart, and Julie Petersen.*

Moved : Bart Rierson

Second: Lisa Rogers

Passed unanimously

**d. Approval of RFQ for Master Plan for Bob & Crystal Rilee Park**

*Clements* is asking the Board to approve that CPRD go out for an RFQ for the Master Plan for Bob & Crystal Rilee Park, pending a few additions later.

*Motion to approve the request for qualifications for the Master Plan for Bob & Crystal Rilee Park.*

Moved : Bart Rierson

Second: Lisa Rogers

Passed unanimously

- e. **Approval of modification to retirement plan for changing age from 21 to no minimum age to participate in the plan.**

*Motion to accept the modification to the retirement plan for changing the age from 21 to no minimum age to participate in the plan.*

Moved : Gayle Bizeau

Second: Lisa Rogers

Passed unanimously

- f. **Approval to request to waive SDC's for Habitat for Humanity.**

*Rogers declared a potential conflict since her husband works for Habitat for Humanity. Loving says he doesn't see a conflict since historically speaking, they have waived their SDC's.*

*Motion to approve the request to waive SDC's for Habitat for Humanity.*

Moved : Bart Rierson

Second: Gayle Bizeau

Passed with three votes; Rogers abstained from voting.

- g. Reports and comments from Board members

**Gayle Bizeau:** N/A

**Don Loving:** N/A

**Bart Rierson:** Wants to see CPRD move forward with paddle launch and is looking forward to hearing more about Ewing Young bridge.

**Lisa Rogers:** The CCC had their Night of the Moon event which was very successful and they are finding folks to do the construction on the theater.

## VII. Old business/project updates

- a. Update on Projects and Operation:

### **Casey Creighton**

**Aquatic Center:** Recently found some contaminants in the system so they are working on treating the water.

**Ewing Young bridge:** Waiting on land use. John Bridges is ready to submit to County and City on the bridge proposal next week. Hopefully construction will take place next June, July, August.

**Trails:** Working with Quentin Comus for trails and signage.

**Sander Estate:** Working on grants.

**Friends Park:** Working with Pat Darby on a proposal to trade some land in the park. Currently waiting on appraisal. This will

gain more access to Hess Creek and potentially allow for more trails to be built.

**Chehalem Valley BMX:** President stood down and gave us a check. New group voted in new people and are going to be making some changes to the use of the BMX track. They asked for permission to put up advertising to help raise money for maintenance to the track. *Rogers* asks if CPRD has any sign requirements. *Clements* says he will have John Bridges put something in the agreement about the signs so we don't end up with signs that could potentially be inappropriate.

*Rierson* asks for an update on the paved lot and restrooms at Ewing Young Park. *Clements* says that it's a part of the Master Plan.

*Loving* asks when CPRD opens the trails at Rilee Park. *Creighton* says around April, but it depends on the rain and when the trails dry out. *Loving* asks for recommendations on the trails to be available by the March 2023 meeting at the very latest.

**Bypass Trail:** CPRD received the right-of-way from ODOT for the bypass trail but are running into a problem with their construction site. CPRD's staging area might not be available.

**The conversion of Renne Field to artificial turf:** Creighton Met with Stephen Philips recently. He went back to the meeting notes from April and found that there was an agreement with the Newberg School District and CPRD regarding the use of that field. Creighton says that it is basically a lease agreement for 99 years. Creighton forwarded that agreement to Philips' attorney and CPRD's attorney for their review, and that information will be forthcoming to the Board soon.

**Additional notes:** Creighton met with new city planning manager. Clay Downing. They went over everything the District is doing in and around the city so he is up to date on everything CPRD is doing.

b. Pickleball, Trails, Golf Course Advisory Committee:

**Art Gregory, Golf Course Committee:** The committee has had three meetings so far. Most of the effort has been to identify financials and ways to generate funds. Some of the projects they are looking at include a clubhouse, another 9 holes, and a shelter

and better mats for the Driving Range, with a fence to go around. There has also been discussion for the need to set up a separate account in the Chehalem Parks Foundation as they collect money through fees at the course (\$5) for everyone who plays golf. This money would go towards being used for the projects.

*Loving* mentioned that the money might not need to be put into the Foundation. They might just need to open a new bank account. Rates are also being raised in January, so pushing back the surcharge until later would be best.

**Pickle Ball:** No report to be made. *Julie Petersen* mentions that there are a bunch of pickleball participants playing at the fitness center, so they have set up a schedule for them.

**Trails Committee:** *Rierson* says the committee has lost about 1/3 of the members. They were really anxious about working on the signage. *Quentin Comus* was on one meeting and talked to them about his GIS trails maps.

*Rogers* talked about Joel Dicks from earlier in the evening who is with LOC MTB and who talked about a multiuse trail system. *Rogers* points out a lot of the people in that club aren't from the District. *Rogers* says we need to make sure we are doing what is best for our District, or potentially have people outside our District pay a surcharge. *Clements* says that CPRD can look at what the residents are paying and mentions that at the golf course, CPRD has an Out-of-District fee and In-District fee. There is an amount of fees that are allowable. *Rogers* asks if it is appropriate to include those fees as a part of the Master Plan of the park? *Clements* says CPRD will have trail stewards when the trails open back up this coming year. Their responsibility is to inform people about the rules and regulations and call officials if an individual doesn't abide by the rules. *Clements* says this system has worked in other places such as Bend, OR.

c. Update Right of Way Easement Friends Park:

- i. Recommendation: Approve the exchange of land, provided the state and fed's approve.

*Clements* motioned that some of this has already been discussed this evening. Says there will be an agreement put together so CPRD has a legal record of everything. *Creighton* hands the Board a more updated version of a map for that area and what they plan to do there.

- d. Dundee Access and Utility Easement for Paddle Launch:  
*Clements* states that CPRD has the access, all that is left is getting with property owner to get it legally done. He says what we need to figure out is if we go ahead and do the paddle launch, or do we try to get a grant, which may delay us a year. *Rierson* asked for a timeline. *Clements* says CPRD is hoping to have access by the end of April 2023.

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

- a. Superintendent's report – Nothing else to report on.
- b. Staff reports –

**Casey Creighton:** Nothing else to report on.

**Bryan Stewart:** The parks are in leaf pick-up mode. Has not heard of any complaints yet with flooding.

**Julie Petersen:**

Sports: Introduce the newest CPRD employee in the Sports department: Nicole Lewelling, Sports Technician. She also mentions that CPRD has had over 1000 kids participate in fall sports. Youth basketball is CPRD's only winter sport and is underway at the moment. Adult basketball starts in March 2023.

Aquatic & Fitness Center: Table Tennis tables were recently bought and a group over at Friendsview is very interested in starting a Table Tennis league that will start soon. Pickleball is currently going on. There have been a lot of tournaments in the Competition Pool with people from all over the nation. The Special Olympics are swimming at the Competition Pool as well. Tara Franks, our Aquatics Coordinator is retiring at the end of January and she will be missed.

Recreation: Gymnastics has about 75 children enrolled. Recreation also started Happy Feet Soccer that is a soccer program for 3-year-olds. Additionally, CPRD is also partnering with George Fox University for their Esports leagues, to offer youth tournaments each month.

Senior Center: The Senior Center is now open to in-person dining for lunch on Mondays and Wednesdays. They just had their fall bazaar with over 55 local vendors.

CPRD Childcare: There are 175 full-time and part-time children enrolled. Everything is going very well.

*Loving* says that after the first of the year, he wants to coordinate a Senior Center lunch with the Board.

**Kellan Sasken:** States that the \$5.00 fee for the point-of-sale system at the golf course to help raise funds for the Golf Course Advisory Committee projects is not an issue and can be separated. He also mentions that fee rates are rising.

**R. Scott Robinson:** Is working hard to keep the golf course in good shape for people who want to play in winter weather.

**Richard Cornwell:** Nothing to report.

**Kayla McElligott:** Reiterated on the success of the Senior Center Fall Bazaar that happened recently. Stated that it was the biggest turn out they've seen yet.

**IX.** Correspondence

A. Citizen comments/evaluations –

*Rierson:* Responding to the comment about homeless individuals at the park. He says CPRD need to be compassionate but acknowledges that it has been an issue for children needing to use the restroom and can make the parks less usable for everyone. He wants to know what we can do and thinks we need to have a discussion about it. *Rogers* acknowledges that it won't be easy to figure out how to be compassionate and maintain access for the public. *Creighton* states that there are lots of programs available for the homeless community and that CPRD staff points them in that direction whenever they can. *Petersen* lets the Board know an informational flyer for community resources was created by CPRD to hand out to people who may need the information. *Stewart* states that he engages daily with houseless folks in the community and that CPRD has a really good relationship with safety. Says there are established rules with the parks and by being proactive and engaging with people, CPRD can let them know of the programs available to them. He also adds a reminder that CPRD parks are open to the all of the public from dawn to dusk.

B. Miscellaneous Information

*Loving:* The January meeting we will have an Executive Session for personnel topics. Heidi Smith has reminded him that the Board is overdue for one. In addition, after the regular Board meeting, they will need to have a Foundation meeting.



**X.** Adjournment – Lisa Rogers moved to adjourn at 7:48 p.m.

Next meeting: January 26, 2023

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator