

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
January 26, 2023
MINUTES

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

II. Roll Call

Board members:

Gayle Bizeau

Don Loving

Jim McMaster

Bart Rierson

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Richard Cornwell, IT Specialist

Casey Creighton, Assistant Superintendent

Kat Ricker, Public Information Director

R. Scott Robinson, Golf Course Coordinator/Supervisor

Kellan Sasken, Special Services/Golf Director (remote)

Heidi Smith, Administrative Coordinator

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Hope Robertson, Oregon Equestrian Trails

Dawn Paulson

Steve Paulson

Lana Seratt

Brian Bowman, MTB, Rilee Park

Keri and Janette Bunn

Ryan Storfa, Chehalem Valley BMX

Art Gregory, Golf Course Advisory Committee

Bob Freshman, Crystal Rilee Equestrian

Hunter Wylie, Newberg Pickleball

Tom Hammer

Lauren Pfeiffer, Sherwood Equestrian

Meredith Emery, Chehalem Valley BMX

David Miller, CV BMX

Megan Stewart, Newberg Graphic (executive session only)

- III. Approval of change to amended agenda:
Don Loving added Item E. Chehalem BMX group contract.
Moved Bart Rierson
Second Lisa Rogers
Passed unanimously
- IV. Approval of consent agenda
- a. Approval of minutes of regular Board meeting Dec. 1, 2022
 - b. Approval of bills payable
 - c. Approval of financials
Moved Lisa Rogers
Second Jim McMaster
Passed unanimously
- V. Public participation
- a. Chehalem Heritage Trails Advisory Committee presentation - Newly elected chairman Quentin Comus presented revised bylaws for Board approval; committee recommendations for trail signage at Bob and Crystal Rilee Park; recommended trail usage as follows: all trails west of Parrett Mt. Rd. be designated for equestrian use, and all trails east of this road be designated for use by mountain bicyclists and pedestrians.

Hope Robertson spoke in favor of signage designs submitted. Brian Bowman also did but said it was a lot of signs.

Motion to approve bylaws as submitted

Moved Lisa Rogers
Second Bart Rierson
Passed unanimously

Discussion: budget. Casey Creighton said approximately \$30,000 had been budgeted for this. The Board and staff agreed that signage installation should begin by spring.

Lauren Pfeiffer commented the park should not be littered with manmade plastic.

Motion to approve premiere signage recommendation, to be mitigated by staff.

Moved Lisa Rogers
Second Bart Rierson
Passed unanimously

Motion to approve Bob and Crystal Rilee Park usage recommendations of the committee.

Moved Jim McMaster

Second Bart Rierson

Passed unanimously

Discussion: user designations would eventually be determined through the master plan process (subject to public hearings), and this user separation would be in place in the interim due to safety reasons, starting in spring.

Lauren Pfeirffer objected to disallowing equestrians on any portion of the park at any point.

Beth Keizer objected to purchasing signs before the process.

Creighton estimated 6 to 12 months for master plan; RFQ is open and deadline to submit is Feb. 15.

b. Intern Quentin Comus presented his Bob and Crystal Rilee Park trails inventory and mapping project (See packet) and thanked CPRD and his staff supervisor Kat Ricker for the opportunity.

c. Other - Steve Paulson thanked staff (Kat Ricker and Julie Petersen) for aligning posted hours with actual usage hours of operation at Chehalem Aquatic and Fitness Center.

Paulson recommended increase of wages at Chehalem Glenn Golf Course. Paulson said he would support change in upcoming May election.

Tom Hammer is disappointed that CPRD has not withdrawn its letter of request to Yamhill County to seek custody of Yamhelas Westsider Trail.

Hammer said Clements never gave his expected report on this topic to the Board, and the Board never held him accountable to do so.

Dawn Paulson spoke on the Board's lack of progress on Bob and Crystal Rilee Park, and cited meeting minutes from 2019.

Discussion: Jim McMaster described things that have taken place on the property that the public may not be aware of.

VI. Action items/committee reports/Board comments

a. Motion for approval of Chehalem Valley BMX Association contact agreement (not included in packet) removing section I from the contract (user fee).

Moved Lisa Rogers

Second Jim McMaster

Passed unanimously

Discussion: David Miller, Track Operator, said he had concern about "fee per rider" item (\$1.00 from each participant for rent). Creighton said it

was designed to hold everyone accountable.

Meredith Emery said the contract looked good, but also said that fee was steep.

McMaster requested to change the contract, removing the fee.

Don Loving recommended that the Board approve the contract as presented, but anticipate to revisit this and possibly remove it later.

b. Motion to approve Resolution 01-01-23 authorizing ORPD grant application for development of Sander Estate.

Moved Lisa Rogers

Second Bart Rierson

Passed unanimously

c. Motion to approve Resolution 01-02-23 authorizing grant application for Newberg-Dundee Bypass Trail, Phase II

Moved Bart Rierson

Second Jim McMaster

Passed unanimously

d. Motion to approve Resolution 01-02-23 authorizing Superintendent to sign on behalf of the District in order to conduct regular business with the Oregon State Treasury. Heidi Smith said this was to satisfy requirements to claim unclaimed funds that she had discovered.

Moved Gayle Bizeau

Second Lisa Rogers

Passed unanimously

e. Chehalem Cultural Center homeless loitering situation - Lisa Rogers said homeless people have been using the property and indoor facilities, and staff had reported that recently, there had been incidents which had caused staff concern. Rogers urged CPRD staff to work with police and/or City of Newberg to address the situation. Clements said he would bring it up in (Chehalem Future Focus Administrators Committee), and he believed the police were already addressing it. McMaster said the electrical outlets outside were drawing people who used them to charge phones. Bryan Stewart said Newberg has a homeless population like anywhere else, that staff is being proactive, that Kat Ricker had produced good hand outs with resources that parks staff hand out daily, parks staff is diligent about emptying trashcans, and staff has a good relationship with police. Don Loving said he wanted to hear from Don Clements at next meeting about how discussion goes with joint meeting.

f. Reports and comments from Board members

Gayle Bizeau - A community member had brought the aquatic and fitness center family membership fees to her attention as high.

Don Loving - Legislature started last week; Loving is a lobbyist and pro bono lobbyist for CPRD; and nothing bad is on horizon yet.

Jim McMaster - Spotted leak in roof at Chehalem Aquatic and Fitness Center. He asked if CPRD was doing anything to recognize Tara Franks upon her retirement; Clements said we will bring her to a Board meeting.

Bart Rierson - Wants to hear updates about paddle launch and Ewing Young Bridge project.

Lisa Rogers - None

VII. Old business/project updates

a. Updates on projects - Creighton gave updates on grant application writing he and Kat Ricker have been working on. He has restarted easement process for culvert project at Crabtree Park. CCC just submitted a variance request for parking to the City. We submitted Parks Master Plan to Yamhill County, and also Ewing Young Bridge project to City and County.

b. Advisory committee updates

1. Pickleball - Hunter Wylie said the committee met two weeks ago. Wylie urged the Board to change Priority Projects list to include construction of a pickleball facility, by moving site for proposed campground. See submitted materials challenging Kettleson reports regarding proposed campground located off Hwy. 219. He said it would be more cost effective to build it elsewhere, due to potential cost of safety-related traffic improvements. Wylie challenged proposed bridge over Chehalem Creek in Ewing Young Park (Testimony is on video.).

2. Golf course - Art Gregory said committee met this week. Primary focus is on clubhouse, third nine. Teeing area focuses include but are not limited to teeing area on driving range, and different types of mats for teeing area. Idea of permanent restrooms was removed from agenda.

Steve Paulson urged better maintenance of facilities and said the proshop trailer has multiple leaks. He cited the design fees for a third nine that were in the budget. Paulson has volunteered to serve as Fundraising and Donation Chairman. He urged higher wages for golf course employees.

Lisa Rogers said there are so many offerings in this community, and the staff is trying to maintain the vast number of resources that we have, and she praised the staff and said it made her sad to hear staff being beat up (figuratively), complaints and lack of appreciation.

Paulson said he has not beat up (figuratively) one employee and said employees are coming to him saying they can't get job applicants and the conditions of the grounds.

c. Update on Right-of-Way easement on Friends' Park

d. Proposed paddle launch access - Don Clements said he had met with City and "They did not see a problem with that" and said he would set up a

meeting with the landowner next; Creighton said they are trying to find who owns the easement there.

VIII. From the superintendent's desk

- a. Superintendent's report – Don Clements said he had presented on Chehalem Heritage Trails at the annual Yamhelas Westsider Trail Board meeting, and he intends to attend an upcoming Yamhill County Commissioners meeting related to trails.

Discussion: Clements and McMaster reminded the Board that trails and providing recreational opportunities are a priority of CPRD.

Also, see packet for a proposed lease agreement between Newberg School District to develop a turf field, running track, concession and restroom building, and landscaping of the parcel known as Renne Field.

- b. Staff reports – Casey Creighton, Richard Cornwell, Kat Ricker gave brief reports.

IX. Correspondence

- A. Citizen comments/evaluations – Bart Rierson suggested posting a notice that feedback must be signed to be considered; however, this died on the floor.

X. Executive Session to discuss personnel issue

Start: 8:08 p.m.

End: 8:26

XI. Adjournment – Bart Rierson moved to adjourn 8:27 p.m.

Next meeting:

Respectfully Submitted,

Kat Ricker, Public Information Director