

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
August 24, 2023

MINUTES

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
 - Matt Smith
 - Jason Fields
 - Gayle Bizeau
 - Jim McMaster
 - Lisa Rogers
 - CPRD Staff:
 - Don Clements, Superintendent
 - Richard Cornwell, IT Specialist (remote Zoom operator)
 - Casey Creighton, Assistant Superintendent
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kat Ricker, Public Information Director
 - R. Scott Robinson, Golf Course Coordinator/Supervisor
 - Kellan Sasken, Special Services/Golf Director
 - Heidi Smith, Administrative Coordinator (remote)
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
 - Public:
 - Charra Lebeda
 - Lauren Pfeiffer
 - Art Gregory
 - Corrie Venegas
 - Kena Ramsey
 - Mike Kringlen
 - Tim Miller
 - Larry Stock
 - Bob Travers
 - Nancy Jones
 - Lucy Franklin
 - Anne Dufay
 - Cricket Dixon
 - Heather Keller
 - Gary Kapp

Jacob Browning
Casey Franklin
Bob Freshman
Ted Jones
Julia Kightly
John Kirle
Russ Johnson
Brian Bowman
Matt Dolphin
Tom Hammer
Bob Oleson
Steve Paulson
Jim Talt
Ryann Reinhofer
Hunter Wylie

III. Approval of agenda - no vote taken

IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting July 11 and reconvened July 14, 2023
- b. Approval of bills payable
- c. Approval of financials
 - Moved Lisa Rogers
 - Second Jason Fields
 - Passed unanimously

V. Public participation

- a. Jim Talt spoke about Ewing Young Park and requested prioritizing three things for the park: public restrooms instead of chemical portable toilets, graded and paved parking area, and family picnic in grove area. He said parents had expressed concerns about the safety of the chemical toilets and the danger of young children falling into them.
 - b. Ryann Reinhofer made presentation advocating for equestrian trail users and opposing mountain bike users at Bob and Crystal Rilee Park trails (see packet). Discussion on terms of land transaction.
 - c. Hunter Wylie presented the idea that CPRD construct and operate a year-round, multiple court, fee-based, covered, lighted, public pickleball facility, with estimated construction of \$4.2-million to \$5.2-million.
 - d. Others not on agenda
- Sheryl Greiner spoke on personal impact that pickleball has had on her life. Tom Hammer spoke against CPRD's interest in the proposed Yamhelas Westsider Trail. Hammer said that CPRD had issued a letter expressing interest in it and he requested that CPRD put formally on file with County

their disinterest.

Brian Bowman offered to respond to any questions about mountain biking at Rilee Park that the Board might have. Fields asked if it was the only place that they had to practice; Bowman said it was on Thursday evenings. Bizeau asked what percentage of team was Newberg residents; Bowman said it was low but the team is growing and it is going well on the CPRD trails.

Rebecca Wallis asked if riding on the trails affects the terrain of the trail for horses.

Bowman said that the photographs that Reinhofer had presented showing bike tracks on west side did not appear to be mountain bikes but appeared to be electric/motorized-bike tracks.

Lucy Franklin said horses and bikes do not mix on trails.

Lauren Pfeiffer said bikes can make trails unusable for horses, and that obstacles had been built on east side (for bikes), and that the east side was better for horses than the west side.

Keena Ramsey said she had taken photographs that Reinhofer had presented showing bike tracks on west side.

Heather Keller said she had run into bikers on west side frequently, who are going fast and wearing headphones.

Cricket Dixon said in England there are separate trails for horses and bikes, so this problem was not just in Newberg.

John Kirke has many horses who need exercised. He lost a friend when a horse got spooked.

Shane Nelson from Lake Oswego, 80-acre landowner north of the park, is constructing an equestrian facility and offered CPRD maintenance resources such as tractors, labor, volunteers with the idea of supporting continued equestrian use of trails and not if that usage changes.

(First name unclear) Powell moved there with understanding that that was a place to take horses, and it seems that other people are coming in and changing things, and emphasized how important this is to veterans.

Matt Dolphin a new member of Newberg Equestrian Trails and believes their formal stance is promoting equestrian trails and is also for bike trails. As a member of Chehalem Heritage Trails, the committee decided to recommend splitting the park with horses getting 2/3 of park. If we shut out all bikes, it is possible that there still may be a few bad actors still biking on west side trails.

VI. Action items/committee reports/Board comments

- a. Approval of policy and guidelines for public comments - Jim McMaster said there has been so much interest from public in participating in board meetings, Lisa Rogers added, this is a normal structure, to limit public speaking time to three minutes, and helps the president maintain order. Matt Smith said in keeping with his reading of Board rules, he has been having people state name and address, which is standard, and if there is

technological component, then submit one week prior to meeting. Public input is supposed to be for nonagenda items, a standalone time for statement, not crosstalk with Board or each other.

Jason Fields said he was happy that everybody was here and so interested in CPRD and we may ask questions from time to time.

Smith reviewed the purpose and process of citizen advisory committees, and emphasized that they, nor the Board, were to manage staff or attempt to direct staff.

Smith directed staff to write out in bullet points; this will be included for approval at next meeting.

- b. Discussion of CPRD project priorities - McMaster proposed scheduling a work session in September or October. He and Fields will meet with staff to gather list of capital projects, which are underway, budgets and grants, etc. Don Clements said he had asked Scott at Willamette Valley Council of Governments (WVCOG) to facilitate this meeting and he had agreed; staff will schedule this. Clements will contact facilitator. Clements reviewed the list of projects and costs (See packet). Board agreed;
- c. Discussion of potential "joint" meeting with policymakers from other governmental agencies TBD in October/November. Clements recommended using Scott from COG to facilitate that as well. Fields said he wants to meet in order to find out what City and County (agencies) projects are, so that we can work together. Clements said Chehalem Valley Future Focus meets monthly and does discuss projects. Fields cited developing 90-acres as an example (proposed campground); he said that the City is also interested in developing property there, and if we worked with City and County officials, we might be able to get some things accomplished. Discussion, updates on past communication. The Board directed Clements to contact WVCOG to schedule the interagency "joint" meeting.

Clements recommended that these groups co-sponsor a scientific survey of community needs and wants. Fields said he wants to change the culture of how we work with City and County officials, and not to ask for anything, but instead to listen and work together.

McMaster directed Clements to share with the Board the last community survey that had been done.

- d. Discussion on CPRD legal counsel, attorney John Bridges - Matt Smith said there is no written contract with current counsel, and therefore it would be prudent to put out an RFP to see who is out there, for an official contract. Lisa Rogers asked what the issue was. Smith said we should have a contract. Rogers said she wasn't sure why we were going through this exercise unless counsel had represented us inappropriately. McMaster said she had a point. Fields said if we were going to discuss this, this wasn't the correct forum for that. Rogers said that it was the

right forum for this discussion. Rogers said unless we looking at all contracts on a schedule, then she saw no reason to pick this one contract out. Clements said the attorney was not on retainer but instead a verbal agreement and counsel bills CPRD for hours as they go; long ago, the Board had agreed not to contact the attorney; the attorney would come to the Board if requested; otherwise they would work with staff. Clements praised response time and performance of current counsel. McMaster recommended entering into a contract with current counsel. Smith said he would like to see rates and terms shopped, to make sure it was tailored to our needs.

MOTION Fields moved to (have staff) issue an RFP for legal services by the next Board meeting.

Moved Jason Fields

Second Gayle Bizeau

Passed 4 - 1

Yes - Smith, Fields, Bizeau, McMaster

No - Rogers

e. Reports and comments from Board members

MOTION - Lisa Rogers made a motion to direct staff to contract a professional to conduct a feasibility study in order to determine whether to build a pickleball facility and where to build it, within property that we own.

Discussion: McMaster said we have \$400,000 but we do not have \$4 million. Clements described prospects for building various courts around the District; he said he had discussed with GFU the potential of building six pickleball courts on their property, that two courts will be built on Renne Field, and probably four to six courts in Dundee at some point. Clements also said six to eight courts would be built by a developer near Schaad Park within next eight to ten years.

Rogers said the committee wants its own facility. Bizeau said she was torn because she wanted the facility, but this feels premature because it probably wouldn't be built for a long time.

McMaster said he wants to move ahead with what is in budget in order to build courts now.

Rogers asked those present their opinions. Greiner said more courts are very needed, but she was concerned about sound at Renne Field. Bob Travers said two wouldn't be enough; six or eight would be better, and recommended locating in Jaquith Park (Fields responded that limited parking is an issue there).

Moved Rogers
Second Fields
Motion passed unanimously.

Matt Smith said that wants Bob and Crystal Rilee Park on the agenda for Board discussion at the next meeting, in light of tonight's discussion.

Jim McMaster said the recent SDAO Board training workshop that he had attended was an eye opener, and he provided packets from it to the rest of the Board. McMaster gave Travers floor to talk about upcoming Summerfest at Memorial Park, hosted by his Rotary Club. McMaster said Sept. 16th was dedication ceremony for sculpture installation outside Chehalem Cultural Center, another Rotary project.

Jason Fields said it is important that we listen to people talking about Rilee Park and it is important to find another place for bikes, and to remove them from Rilee Park, and also to discuss the masterplan, because depending on the next meeting, it was possible that the entire thing could be changed. He asked Clements if he had any other places where bike riding would be possible; Clements said yes but was not prepared to identify them.

Discussion on masterplan process update: NV5 had created three concepts and these would be brought before a focus group soon.

MOTION - Jason Fields made a motion that CPRD have the contractor put together a masterplan concept that does not have bikes on trails.

Moved Fields

Motion died for lack of a second.

Gayle Bizeau agreed that she would like to see this option. Casey Creighton gave an update on the focus group scheduled to meet Sept. 12 to review three masterplan concepts. McMaster said he would like to know the full scope of what's being presented. Fields said that he would like to see an option with no bikes so that we could see the cost of that option as well. Clements said a cost estimate would be provided at the end. Smith reiterated that the park this would be discussed at next Board meeting and said there would be more information then.

VII. Old business/project updates

a. Casey Creighton gave project updates, including that he withdrew the LUBA appeal concerning Ewing Young Park. Creighton read a letter from mayor Bill Rosacker which offered cooperation in general.

b. Citizen advisory committee updates

1. Pickleball committee - No further comments

2. Trails committee - Quentin Comus praised the Board's decision on the Ewing Young Park proposed bridge, reported on recent volunteer on-the-ground maintenance event led by Matt Dolphin, volunteer outreach efforts

continuing at the local Wednesday market, and Comus and Dolphin had been working with Kat Ricker to create a new section on the CPRD website, to launch in the next few weeks. Comus urged Board to listen to all public comments regarding trails and multiuse trails at Rilee Park. Comus proposed a trails survey, created by the committee, designed to collect community's feedback (to 5,000 residents), overall project cost estimate approximately \$8,000, Oct. 31st as target completion date.

Discussion: Clements recommended the survey.

Fields said he would like to see a brochure put out in spring to see did you know what we have. Ricker gave background history on direct mail, which had been recreation-focused and staff had chosen to discontinue it with rise of online technology. Ricker said she would support an annual single-sheet postcard promoting parks and trails.

MOTION - Lisa Rogers moved to fund Chehalem Heritage Trails survey for CPRD (as proposed by Quentin Comus).

Moved Rogers

Second Fields

Passed unanimously

3. Golf Course committee - Steve Paulson gave updates (See packet) and urged Board to review reported \$100,000 surplus and suggested it be used to fill staff positions. Paulson said that cockroaches had been reported in kitchen of pro shop several times, and while the County had worked with CPRD to recently fumigate it, Paulson said the pro shop should be torn down. Paulson said the committee recommends allowing electronic tipping of employees. Smith said it was worthwhile having a discussion about tips. Smith said if we give staff 30 days to create a plan for taking tips, then staff can handle that. Rogers asked if this was legally problematic to allow tips for one staff in District and not others. Fields described receiving tips for services that he has rendered in his career, and he thinks that anyone who is not salary should be able to accept tips, and Board should put that policy in place. Discussion: food and beverage service only. Clements advised that the Board seek legal counsel for opinion on this because it is not authorized by the law in Oregon.

Matt Smith said we need to make a decision one way or the other.

MOTION - Smith moved to direct staff to, in next 60 days, make a plan for food and beverage workers to take credit card tips and at the same time, confirm whether it is legal or not legal, and if it is legal, come back at October meeting with the plan to do it.

Moved Smith

Second Fields

McMaster said he would second as amended. Passed unanimously.

Discussion: Heidi Smith gave opinion that it would not be reasonable to do this in 30 days and she would need assistance, perhaps from Board, for cost analysis.

Smith then amended his motion from 30 to 60 days, reflected in motion above, and said that Smith could call him if needed.

Steve Paulson said there was a \$100,000 surplus in golf course budget.

Clements said he was not sure how they figured it, and speculated.

Discussion. The Board directed Kellan Sasken to make more financial information available to the committee. Paulson asked whether it was possible to increase the mechanic's salary with any surplus; Clements said the issue was finding a mechanic, and if we could find one, we would be willing and glad to pay more.

c. Update on prospects of future paddle launch - Clements said it would probably be in November - Baker Rock.

VIII. From the superintendent's desk

a. Superintendent's report – Clements said politics doesn't have a place here, that it should be what's in the best interest of the community, that political affiliation has nothing to do with trails. In reference to Yamhelas Westsider Trail, as directed by the Board, he did send a letter to Yamhill County saying that we were available if it was necessary; County never responded, and nothing has occurred.

Fields said he wants to build trails but not outside our District. He would like to put the Yamhelas Westsider Trail to bed and say we are not interested in this trail; we are interested in building trails within our community. McMaster said District money should be spent within District and not to fund a trail outside of it; however, he would consider making a tie-in with a trail outside our District.

Matt Dolphin said the trails committee had looked hard at that trail, and the committee decided not to recommend it and also not to kill it, that it had been tabled, because it was outside our District.

The Board agreed that it was not doing anything outside our District.

Hammer said he would like a letter from CPRD to County stating that it had no intention of acquiring or building a trail on that abandoned railway.

Discussion agreed that it did not see this as an issue.

b. Staff reports – None

IX. Correspondence

A. Citizen comments/evaluations – None

X. Adjournment – Bizeau moved to adjourn 9:40 p.m.

Next meeting:

Respectfully Submitted,

Kat Ricker, Public Information Director