

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
February 22, 2024

MINUTES

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call

Board members:

Matt Smith, President
Jason Fields, Vice President
Gayle Bizeau, Secretary/Treasurer
Jim McMaster
Lisa Rogers

CPRD Staff:

Don Clements, Superintendent
Richard Cornwell, IT Specialist (meeting 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 (remote)
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Matt Dolphin, AmericanTrails.org, Chehalem Heritage Trails Committee
Quentin Comus, Chehalem Heritage Trails Committee
Ryann Reinhofer
Lauren Pfeiffer
Tom Hammer
Korie Buerkle, Newberg Public Library Director
June Reynolds, Sherwood Historical Society
Jen Yahn, Newberg High School Booster Club
Sheryl Greiner
Bob Travers, golf course
Steve Paulson, golf course
Jon Globig, Bob and Crystal Rilee Park advisory committee
Allen Holstein, Chehalem Heritage Trails Committee
Brian Bowman, Bob and Crystal Rilee Park advisory committee
Mike Kringlen, pickleball committee

- IV. Approval of or changes to agenda - No action
- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting Jan. 25, 2024
 - b. Approval of bills payable
 - c. Approval of financials

APPROVAL OF CONSENT AGENDA

Moved Lisa Rogers

Second Jim McMaster

Passed unanimously
- VI. Public participation & Potential Board Action
 - a. Chehalem Heritage Trails Citizens' Advisory Committee member Marty Peters presented results of the trails survey conducted in fall of 2023 and made subsequent recommendations to the Board. Jim McMaster thanked the committee for their work and the information. (President Quentin Comus and Matt Dolphin submitted presentation materials found in packet.)
 - b. Ryann Reinhofer gave a presentation recommending improvements of Bob and Crystal Rilee Park for equine/horseback riders.
 - c. Others not on the agenda:
 - 1. Matt Dolphin recommended trail advocacy and management education resources for CPRD to examine techniques for creating inclusion and helping different user types to enjoy trails together.
 - 2. Bob Travers asked for a motion to start process of building a new clubhouse at golf course by getting blueprint schematics, to begin getting it built. Travers correspondence on p. 182 describes his petition to prioritize the clubhouse construction.
 - 3. June Reynolds described history and heritage at Bob and Crystal Rilee Park and recommended that CPRD look to that in order to promote trails.
- VII. Action items/committee reports/Board comments
 - a. Appointment of sole applicant to fill vacancy on Budget Committee
MOTION TO APPOINT BRIAN KEYSER
Moved Gayle Bizeau
Second Matt Smith
Passed unanimously
 - b. Approval of Resolution 02-01-24 transferring \$90,000 from Contingency Fund to Parks Personnel in order to hire additional staff in Parks Department.
MOTION TO APPROVE
Moved Jason Fields
Second Jim McMaster
Passed unanimously
 - c. Approval of Resolution 02-02-24 increasing System Development Charges
Discussion: Clements gave background on the SDC Administrative Procedures document, which he said was about 20 years old.

Smith said that legal counsel had indicated that the Board should be voting on an increase every year, and confirmed that the Board does have ability to increase as presented.

Jason Fields said he did not think that SDCs should be raised in today's economy due to inflation.

Lisa Rogers and Jim McMaster emphasized the need for and importance of the SDC income for new construction of projects such as those being requested by people in the room, the public, and priority projects.

MOTION TO APPROVE RESOLUTION

Moved Jim McMaster

Second Lisa Rogers

No Jason Fields, Matt Smith, Gayle Bizeau

Motion Failed 3 - 2

Clements confirmed in response to question from McMaster that no motion was needed for the current rate to continue.

- d. Approve Cooperative Improvement regarding construction and maintenance of proposed Green Seam Trail (at 8th St. and Edwards St, at Newberg-Dundee Bypass terminus, near site of future Dundee Elementary School building) with Newberg-Dundee School District and Oregon Dept. of Transportation; NSD would perform construction, ODOT would grant CPRD right-of-way, and CPRD would assume maintenance responsibility. No action needed nor taken.
- e. Approval of proposal from Largo Hansen Landscape Architects to perform design and plans for various landscaping elements of Sanders Estate (park), including walking paths, splashpad, water feature, and more.
Amount: \$225,210

Discussion: McMaster recommended adding restroom. Creighton assured that the infrastructure for connection will be in the plan.

MOTION TO APPROVE (WITH RESTROOM)

Moved Lisa Rogers

Second Matt Smith

Passed unanimously

- f. Continued discussion on proposed agreement with Newberg School District regarding development of Renne Field. The expired original agreement was for a term of 99 years; the proposed agreement is for 30 years.

Smith said that in a recent meeting with NSD, CPRD held to 50 years as the minimum. Discussion: CPRD has established that the community has a dire need for youth sports fields; potential of Urban Renewal funds from City of Newberg; mounting legal costs (about \$30,000 to date) of continuing legal counsel on negotiations; benefits to all involved; replacement of artificial turf will be shared cost.

The Board agreed to move forward if NSD holds to 30 years.

MOTION TO APPROVE RENNE FIELD AGREEMENT

Moved **Gayle Bizeau**

Second **Jason Fields**

Passed unanimously

- g. Approval of \$15,000 donation to Newberg High School Booster Club for purchase of sound/audio system. (Club requested \$50,000.) Julie Petersen confirmed the amount of \$15,000 and clarified CPRD's use of the system upon Smith's query. McMaster recommended that the boosters look to a different vendor that could be less expensive; he let the public and Board know that the booster club had also helped out CPRD and so he would like CPRD to reciprocate. Clements said a donation would come out of Contingency Fund. Fields asked how much was coming from NSD; Jen Yahn, representing the Booster club, said zero. Petersen said that CPRD had donated two scoreboards to NSD schools within the past six months.

Fields suggested \$25,000; Rogers suggested \$50,000.

MOTION TO APPROVE \$50,000 DONATION, with caveat that Boosters will look for another bid also.

Moved **Jim McMaster**

Second **Lisa Rogers**

Aye - Jason Fields

Nay - Matt Smith

Abstain - Gayle Bizeau

Passed 3 - 1

- h. Bob and Crystal Rilee Park Committee discussion N/A
- i. Bob and Crystal Rilee Park proposed masterplan discussion
McMaster asked to table vote to March meeting. Smith said that he liked the original masterplan (He estimated 2012 or 2014), but not the current one so much. Board agreed to delay action and to consider possibly scheduling a work session.
- j. Reports and comments from Board members
Gayle Bizeau - Pickleball committee has a wishlist; deferred to committee update later in agenda.
Jim McMaster - Honored Hannu Joensuu aquatics center maintenance staff passed away. McMaster said he was valued and will be missed. Gayle seconded that, as her family uses pool and will miss him. He urged Board to enable trail volunteers to move forward on trail maintenance events (in regard to new committee rules); Board agreed that this is allowed and should in no way discourage volunteers or anyone in the committee process.
McMaster said that he wants staff to bring in an outside engineer to conduct a peer review of heating system at aquatic center - and he directed this to happen now. Smith asked Board if any member disagreed; none did; Board agreed with the directive to staff to move forward with a peer review.

Jason Fields listed the accomplishments of the Board in its first six months since the last election (See document.) and said that he is proud of the Board for working together to get things accomplished.

Lisa Rogers N/A

Matt Smith N/A

- k. Public meeting compliance notice and clarification of no decision - Smith said: The CPRD board and staff realized that an email chain requesting informal board feedback may have been inadvertently inconsistent with public meeting laws. A copy of the full email chain is in the agenda packet for full transparency. As advised by legal counsel, we are going to clarify on the record that no decision has been made at this time, and the district will use a new feedback process going forward that counsel and staff have created. In case anyone might interpret a decision to have been made outside a public meeting by the email chain in the agenda packet with emails dated February 1 and February 5, I move that:

MOTION that the Board clarify that any apparent email decision is void and rescinded.

Moved Matt Smith

Second Jason Fields

Passed unanimously

Gayle Bizeau was excused and departed at 8:00 p.m.

VIII. Old business/project updates

a. Citizen Advisory Committees

1. Pickleball Committee - Mike Kringlen described needs and wants for a covered, lighted facility. Creighton raised public safety concern that lighting could create. The Board recommended more research on what is being done in other areas.

2. Chehalem Heritage Trails Committee - Quentin Comus thanked several parties for help with the survey, and said committee is focusing on what other districts do to provide for bicyclists on trails. Rogers thanked for survey and complimented its professional quality and its presentation.

b. Update on efforts to open a paddle launch - Clements said he will meet with Jessica Cain, attorney for previous landowner, and McMaster said he will go with him.

IX. From the superintendent's desk

a. Superintendent's report – Board agreed that staff is to move ahead with granting Jan. 25th request from Newberg Public Library to store endangered historical documents from Bob and Crystal Rilee Park property. No action needed nor taken.

b. Staff reports – Brief staff updates were given; see packet for detailed activity reports.

X. Correspondence

a. Citizen comments/evaluations – N/A

b. Misc. N/A

XI. Adjourned 8:20 p.m.

Next meeting: March 28, 2024

Respectfully Submitted,
Kat Ricker, Public Information Director