

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
March 28, 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
 - Kat Ricker, Public Information Director
 - R. Scott Robinson, Golf Course Coordinator/Supervisor
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

 - Public:
 - Tom Hammer
 - Fred Robson
 - Bob Travers
 - Steve Paulson
 - Nick Konen, Pickleball Advisory Committee
- IV. Approval of agenda as amended (twice) - No action
- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting Feb. 22, 2024
 - b. Approval of bills payable
 - c. Approval of financials

MOTION TO APPROVE CONSENT AGENDA

Moved Lisa Rogers
Second Jason Fields
Passed unanimously

- VI. Public participation**
- a. Special recognition of sports staffer Nicole Lewelling and senior center staffer Sarah Larison for quick action in being part of the rescue of an individual who had collapsed outside the senior center. Kat Ricker read aloud the City of Newberg's pending request for Hometown Hero Award for council's approval, for the two CPRD staffers plus four other individuals named in the rescue event.
 - b. Report from Pickleball Advisory Committee from committee secretary Nick Konen - recommendations on pole buildings included in meeting packet for guidance on their continued goal of covered and lighted facility.
 - c. Bob Travers presented petition, citing 500+ signatures, urging construction of a golf course clubhouse, stating that Superintendent Don Clements had promised this over a decade ago, and that a surcharge was being collected for this purpose. Travers asked Board to make a motion so that blueprints and schematics begin immediately.
 - d. Steve Paulson said he does not believe that a clubhouse would be built, despite a surcharge being collected for this purpose, and said there is no signage inside clubhouse indicating that a clubhouse would be built, yet there is a new outdoor sign indicating the site of a new clubhouse, which he said was giving the public false hope.
 - e. Tom Sheridan asked the Board to put out an RFP for schematic design of a new clubhouse, thus taking the first step in the construction process.

Matt Smith directed staff to place clubhouse design and construction on agenda for April Board meeting.

- VII. Action items/committee reports/Board comments**
- a. Approval of Resolution 03-01-24, authorizing CPRD to apply for Local Government Grant from Oregon Recreation and Parks Department, for development of Renne Field.
Lisa Rogers sought clarification on amount being sought and MOU agreement terms, and Jim McMaster said we do not know what City requirements would be; therefore, the full cost of the project cannot be known at this time.
McMaster recused himself as he is a member of the grant selection committee involved.
MOTION authorizing staff to apply for grant
Moved Gayle Bizeau
Second Jason Fields
McMaster abstained.
Passed unanimously
 - b. Discussion only, regarding potential land transaction to acquire Crabtree Park and parcel of riverfront property adjacent to Rogers Landing (former landfill) from Yamhill County. Don Clements said he had reached out to

Board of County Commissioners, but had not received a response, and that he would reach out to County Administrator. Clements gave history of the landfill site and described exchanges with County in the past, and results of assessing its potential as a soccer field (It would be another 30 years before it could be graded, he said). He suggested biking and walking there only, maybe fishing and/or a restroom, but no sports fields.

c. Reports and comments from Board members

Lisa Rogers - Chehalem Cultural Center theater construction completion expected July/August and is on time and on budget.

Jason Fields also wants a direct mailer. He said it is the Board's intention to build a clubhouse, but we have to determine what the public wants before an RFP can be issued. He said that anyone who is interested in building a clubhouse, he hopes that they will come and tell him and the Board what it is that they want, and he hopes it will be something that will bring in revenue, employing people, and be of use to people other than golfers.

Fields asked about status of Dundee Elementary School building sale; Clements said that Dundee-Billick Park may be up for sale as well, but he does not know what is going on with that, that CPRD had been interested in purchasing the building but since CPRD had not received ARPA funds, had dropped that. Discussion on terms of park property use requirements and lease.

Jim McMaster wants CPRD to put out a biennial direct mail piece to make public aware of what CPRD does.

Discussion - Rogers said Board needs to examine priority projects and when looking at clubhouse, must look at all projects as a whole, and determine what may have to be postponed. Smith reminded the Board that this will be part of April meeting discussion.

VIII. Old business/project updates

a. Updates on committee reports

1. Pickleball - N/A
2. Trails - N/A

b. Update on future resuming of Chehalem Paddle Launch - Clements said he had called but never gotten a return call and would keep trying.

IX. From the superintendent's desk

a. Superintendent's report – Regarding direct mail piece, Clements had directed Kat Ricker to gather cost estimates for one sheet to all population, about \$55,000, and he had included that under Brochure line item in the upcoming proposed CPRD budget for 2024-25.. He said based on comparing budgets, our participation rate is higher than park entities who are putting out direct mailers; he said he is not saying that we should not abandon anything that we are doing now for this, because we

are doing something right. Discussion. Smith directed Ricker to email estimate to Board.

Clements talked about his financial strategy behind maintaining a high ending balance in order to prepare for short and long-term loans and grants. Clements said he had worked hard for the golf course to be built, and he did not believe that it would have been built without him, and talked about the process. Clements said he wants a clubhouse, but someone has to pay for it. More discussion.

- b. Staff reports – Brief staff updates were given; see packet for detailed activity reports. Bryan Stewart said community center roof was about to go on; ballfield prep is underway, and tournaments start this weekend; Jaquith Park sidewalk/path crack seal will happen as soon as weather is ideal, perhaps in April.

Scott Robinson said aeration has been completed.

Casey Creighton said Sander Estate (Park) community meeting to discuss splash pad is scheduled for April 11th at Dundee Fire Hall, and we would speak with Dundee City Council in April about potential cost-sharing for street improvements. Timeline? TBD based on permitting. Aquatic center update - a forensic engineer is on board, report coming in April/May - discussion. Cost discussion on proposed bypass trail bridge and comparisons with concrete, steel, and wooden bridge costs. 10' wide, will support a vehicle--as is ODOT standard--and has lights and rails, and is ADA compliant. Discussion continued.

- X.** Correspondence
 - a. Citizen comments/evaluations – N/A
 - b. Misc. N/A

- XI.** Adjourned 7:38 p.m.

Budget Committee meeting: April 9, 2024.

Next regularly scheduled CPRD Board meeting: April 25, 2024.

Respectfully Submitted,

Kat Ricker, Public Information Director