MINUTES
CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS
CPRD ADMINISTRATION OFFICE|125 S. ELLIOTT ROAD, NEWBERG, OR 97132
6 PM SEPTEMBER 25, 2025

I. President Jim McMaster called the meeting to order 6:00 p.m.

II. Pledge of Allegiance

III. Roll Call
Board: Jason Fields, Nick Konen, Jim McMaster, Brandon Slyter, Matt Smith

CPRD Staff:
Richard Cornwell, IT Specialist (meeting operator)
Casey Creighton, Assistant Superintendent
Julie Petersen, Special Services Supervisor/Recreation Supervisor
Kat Ricker, Public Information Director
Kellan Sasken, Special Services/Golf Director
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
Note: Excused - Clay Downing, Superintendent

Public signed in: Allen Holstein
Others were present and not signed in, including County Commissioner Mary Starrett

IV. Approval of agenda –
Brandon Slyter moved, Matt Smith seconded: ***TO APPROVE THE AGENDA.*** *Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.*

V. Public participation - McMaster called on Allen Holstein and Holstein declined to speak. None other.

VI. Approval of consent agenda
a. Approval of minutes of Board meeting minutes from August 28, 2025
b. Approval of August financials
Matt Smith moved, Jason Fields seconded: ***TO APPROVE THE CONSENT AGENDA.*** *Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.*

VII. Action items/committee reports/Board comments
a. Casey Creighton provided background information and the superintendent's current recommendation on the Riverfront Reimagined Project and the Phase II Action Plan, in place of scheduled presenter Deputy Director Katie McFall, who was excused from this meeting due to illness.
Discussion - Bryan Stewart confirmed that nonmotorized river access and

river trails are the major focus. Fields asked why County property was included, and Stewart said that was separate, and that Travel Oregon was working directly with County on that, and that it would be possible to eventually connect them. McMaster gave clarification that a vote tonight would only pertain to the Hwy. 219 property; however, Stewart confirmed that they are also working with the County to look at Rogers Landing and doing the same thing - looking for ways to provide and improve river access - at the 219 property. Slyter clarified that a grant would be for river access, and since CPRD did not think that it would fully fund such as study, CPRD would theoretically only be paying for about half of the feasibility study.

MATT SMITH moved, JASON FIELDS seconded: TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH TASTE NEWBERG FOR PHASE II OF THE RECREATION READY GRANT PROGRAM Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

MATT SMITH moved, JASON FIELDS seconded: **Approve authorization to receive a grant award of $44,000 and expend up to $36,000 for professional services associated with Phase II of the Recreation Ready Program.** ***Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.***

b. Approval of a Contract for Consultant Services with YA Group-Ankrom Moisan for Golf Course Clubhouse Feasibility Study in an amount not to Exceed $160,000. McMaster called for a motion as such and then discussion.

JASON FIELDS moved, BRANDON SLYTER seconded: **to** ***approve a Contract for Consultant Services with YA Group-Ankrom Moisan for Golf Course Clubhouse Feasibility Study in an amount not to Exceed $160,000. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.***

Discussion: Fields stated, "About frigging time we do this." Slyter clarified that the revenue for this that had been raised by an added fee for users of golf course, and asked staff for details selection process and scoring; Creighton provided details on scoring and interviews, and said there was more response from YA than other parties, and after that interview process, all three selectors on the panel - staff members Clay Downing, Kellan Sasken, Casey Creighton - believed that YA Group was the best choice for the job. Konen thanked them.

McMaster addressed Michael Bond, who was present in the audience representing the YA Group, and invited him to speak. Bond said he appreciated their consideration and emphasized how excited and invested his team is about the project, and that his son learned to golf on this golf course and spent many hours at Chehalem Glenn and had worked there, and recently, he had won the club championship. He said his family is very involved in the golf community, that he himself had walked the course countless times, his family and team are excited, and thanked the Board for the opportunity. McMaster speculated whether it might be necessary to go to the public with a bond measure in order to fund the construction to support the clubhouse eventually and said he was putting (the idea) out there.

c. Reports and comments from Board members

Matt Smith - Advocated planning for return to paddle launch, developing the riverfront, and improving river access, and emphasized how important communication would be with involved municipal partners.

Jason Fields - He has been hearing that people want to bring more people into Newberg to enjoy what is here, and we have limited resources. He said he has knocked on thousands of doors, and the people here cannot afford a levy, so what else could we do? He posed the idea of building an amphitheater, to lease the riverfront landfill property from Yamhill County for a dollar. As we talk about providing new parks and amenities, he wants to know whether there would be usage charges on new parks; he said a trail will not generate a dime, and although he is for trails, he said, we have to decide what our properties will be.

Discussion on $79 million figure estimate for trail construction; Konen sought to clarify that that figure was not in relation to the proposed bypass trail; discussion on what that figure was about - died for lack of clarification.

Nick Konen said he would like clarity and timeline and goal on Ewing Young Park proposed bridge. McMaster said this will be discussed at next meeting, but an addendum had come in on this topic from the County just today, and he had not had time to read through it properly and wanted more time to prepare for the discussion. He added that CPRD has never taken over any private property, and he wanted to make that clear. Jim McMaster said trails is the #1 national activity, and he said while they do not bring in fees, they do improve livability, and most towns that are progressive and want economic viability, are building trails of various kinds.

He said that he is excited to see that we are putting out a community interest survey that asks our constituents what they like and want. Kat Ricker gave an update on the survey: it is open now and can be taken through the CPRD website; all households will receive a direct mail piece announcing it beginning this week; print versions are available at CPRD facilities.

VIII. Old business/committee updates/project updates

a. Citizen Advisory Committees updates

1. Chehalem Heritage Trails - Om Sukheeni and Bob Freshman reported that the committee has been working with parks staff and is excited on finalizing a signage packet on Bob and Crystal Rilee Park, identifying key loops, verifying distances, corresponding to a printed map that can be picked up at the trailheads, plus a large map that can be referenced. Freshman also announced the placement of a memorial bench to CPRD trailblazer Russ Sheehan with a namesake plaque. Om said the committee has been working with Kat Ricker to learn about public meeting laws and how to stay in compliance and all seven members, including the two newest members, now have better understanding.

2. Golf Clubhouse Development - None present

3. Pickleball - None present; Konen said the committee has not met for two months since construction of courts is underway; he will reach out to the committee to see if they plan to meet as scheduled on Monday, but he expects that they probably will not meet; he will get that information to staff.

IX. Superintendent Report and Capital Project Updates - Assistant Superintendent Casey Creighton delivered a report on major activities and capital projects on behalf of Superintendent Downing, who was excused from this meeting; see report in packet. He also read the names of the Board members and the committees and groups to which they have been named liaisons. He also mentioned that Wendy Roberts will participate in the Leadership Newberg cohort. He reviewed items to be scheduled for coming Board meetings. See report in packet for details. Discussion particularly lingered on anticipated timelines in the face of coming rainy season on Jaquith Park pickleball courts construction and tennis courts resurfacing, and on Sander Estate permitting status.

X. Staff reports presented; see packet for detailed reports. Kat Ricker described the updates in the newly released edition of the popular CPRD pocket guidebook on parks, trails and facilities - updated map of Bob and Crystal Rilee Park, updated feature spread on Sander Estate, and removal of Crabtree Park. Petersen gave many updates, including CPRD taking up the reins on Camellia Festival beginning in April of 2026, expanding beyond the CPRD 5K/10K Camellia run/walk. She reiterated from the last meeting, the contributions of volunteer Brian Smith, including a storage shed and improving the concessions stand. She praised Finance Specialist Amber Hill for her work on the audit. She thanked Slyter for complimenting the staff earlier in the meeting on the department activity reports that are included in the meeting packet, and she added that they will be getting better, as work continues on improving format. She said how proud she is of the coordinators and all of the work they do.

Bryan Stewart talked about working with the BMX group on the yearly championships, and explained that CPRD provides support with portable restrooms and wash stations; working with volunteers on disc golf at Ewing Young Park and had recently walked the course to discuss how to improve it, and said the park landscaping is improving daily; working with trails committee, and volunteers, adding surface layers soon, with goal of making trails usable year-round. Discussion: Fields and McMaster said that there is a sign on a gate stating that trails were closed for the season; Stewart said this must be an error and he would correct that, that staff had probably reused an old sign.

Kellan Sasken said the busy summer at the golf course is winding down, and part-time staff is reducing due to change of seasons. There are two tournaments coming up in October, and he is excited that a selection was made for the golf course feasibility study and to working with Michael and his team.

XI. Correspondence

Konen sought clarification on meeting schedule for November/December; Ricker said the Board does not meet in November but does meet typically on the fourth Thursday in December; meeting date schedule is Dec. 4th.

XII. Adjourned 7:24 p.m.

Next meeting: Oct. 23, 2025

MINUTES APPROVED ON___________, 2025

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Board President

ATTEST

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Kat Ricker, Public Information Director

(Recorder of Minutes)