MINUTES
CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132
6 PM AUGUST 28, 2025

I. President Jim McMaster called the meeting to order 6:00 p.m.
II. Pledge of Allegiance
III. Roll Call

Board members present:
Jason Fields, Nick Konen, Jim McMaster, Brandon Slyter, Matt Smith
CPRD Staff:
Richard Cornwell, IT Specialist (meeting operator)
Casey Creighton, Assistant Superintendent
Clay Downing, Superintendent
Julie Petersen, Special Services Supervisor/Recreation Supervisor
Kat Ricker, Public Information Director
Maxwell Siderius, Golf Course Superintendent
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
Public:

Ed Fredenburg	Danna Kemp
Barb Fredenburg	Mike Caruso
Brian Bowman	Roger Kuhlman
Jazmyn Logan	Mary Starrett, Yamhill County

IV. Changes to agenda – Downing explained the addendum, Item V.J.

V. Approval of consent agenda

a. Approval of minutes of Board meetings: June 26, July 17
b. Approval of June and July financials
c. Approve an Intergovernmental Governmental Agreement between CPRD and Mid-Willamette Valley Council of Governments for Membership Services
d. Approve Appraisal Services in an Amount Not to Exceed $14,000 with Real Estate Services Group, Inc.
e. Approve contracting of Morcom Paving to improve pathways at Crater and Billick Parks for total cost of $40,367.00.
f. Approve the purchase of a Toro Reelmaster Fairway Mower for Golf course for $92,776.74.
g. Approve contract with City Wide Facility Solutions to provide janitorial services
h. Approve purchase of Core Sweeper for $44,750.
i. Approve purchase of parks dump truck for $81,011.57 and facilities liftgate truck for $44,275.46.

Konen moved, Smith seconded: TO APPROVE THE CONSENT AGENDA. VOTES: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

VI. Public participation and Potential Board Action

a. Presentation by Ed Fredenburg for CPRD's proposed Ewing Young Park Bridge Project and Comparable Projects in Yamhill County Parks; he sought an update on result of negotiations with County planning dept. after County denied CPRD's permit application to build a footbridge and develop 11 acres across Chehalem Creek within Ewing Young Park; presented LUBA rules, exceptions, and precedents in bridge projects in the county. McMaster said Superintendent has been working on this, CPRD still wants to move ahead, and he recommended the Fredenburg reach out to Downing.

b. Mike Russo presented Newberg Noon Rotary Club Request for Peace Pole Placement at Chehalem Cultural Center (CPRD property), described history and placement of poles - up to 80 poles now, goal of 100 by end of 2026 and may ask permission for ten more parks. Presentation slated to observe Day of Peace in Sept. 21, 2026; wish to dedicate pole outside of CCC during that event. Fields asked questions on costs and purpose; Rotary covers costs of pole; CPRD covered cost of cement in past; purpose is to start conversations about peace.

Brandon Slyter moved, Nick Konen seconded: TO APPROVE PLACEMENT OF PEACE POLE AT ENTRANCE OF ROTARY CENTENNIAL PARK AT CHEHALEM CULTURAL CENTER. Votes: *Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.*

c. Brian Bowman said that since bikes had been prohibited at Bob and Crystal Rilee Park, he is becoming concerned that the former bike trails of the park were in danger of falling into disuse, that Fields's word had been imperative to find a new location for bikes, and he would like to see a motion and a new location for bikes in the District, as bike community still wants a replacement location.

VII. Action items/committee reports/Board comments

a. Continued discussion from July 17th meeting on appointment of Board liaisons to other municipal entities and agencies. McMaster said that he still wanted to see Slyter in this role. Fields said typically when we name liaisons, Board members speak up and say what they would like to do, and in this case, Slyter had not, but Smith had, and that's they way he would like to go. Slyter said he had voiced interest in this liaison position and is still interested. Downing said that in the past, appointments had been by the president, but he had not seen that documented in policy documents, precedent vs. what is written down. Smith said he thinks it is up to the Board if they want to vote or continue discussion.

Jim McMaster moved, Nick Konen seconded: TO APPROVE SLYTER TO SERVE ON Chehalem Cultural Center Board of Directors. *Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-no. Motion carried 4-1.*

b. Discussion: Review of Updated Strategic Planning Priorities. Downing reviewed the priorities from his documentation that he had prepared after the Special Meeting in July with the intention to make available to Board, staff, and public, to keep Board accountable for what they decide to do.

McMaster said that he had submitted additional comments to the Superintendent, and Smith said he would therefore like to have some additional time to review the draft. **ACTION TABLED.**

Fields asked Downing for a table showing costs; Downing agreed to provide that in October.

a. Discussion: update to the District's System Development Charge (SDC) Methodology

   McMaster suggested a work session on the topic so that everyone understands SDCs, what they are and why we use them. Slyter said a methodology report is a "no brainer." Smith said this discussion is long overdue and we owe it to taxpayers to have an up-to-date document to show where the money is going, accurately. Konen said he agreed. Fields requested to know what the percentage of the SDCs would be for the different projects; Downing said he would be reluctant to add items that are not already included because it would be speculative; Fields said he wanted to get to the $79 million estimate for trails - discussion on how trail projects have been and are typically funded at CPRD. Fields wants to start with where does trail start and end; what do we get for $79 million. Downing agreed to prepare data for further discussion. Downing said that as the Board requests, he will bring back an informational item for a study session at a future regular Board meeting.

b. Reports and comments from Board members

   Jim McMaster - Sander Estate ribbon-cutting on Aug. 13th was great. He just returned from SDAO training and it was great. He apologized for not cooking at staff BBQ but it was great that we did that. Downing credited Fun Committee who volunteered to do staff and volunteer recognition, which he thought would be good for CPRD.

   Brandon Slyter - Sander Estate and CPRD staff appreciation BBQ were great. He asked for overview of signage plan for Rilee Park and how it was organized; Stewart said it was coming from staff, based on masterplan, with help from trails committee.

   Danna Kemp spoke, saying a previous Board had approved the signage package.

   Matt Smith - asked staff for update on Jaquith Park pickleball court construction and tennis court resurfacing construction schedule. This was tabled for project updates later in meeting. He said that our relationship is changing with Crabtree Park, that it is entering back into portfolio of parks with Yamhill County, and he wanted to see a public announcement, assuring public that the park is not closing. Downing said there had been discussions regarding real estate transactions, and Board directed talks had resulted in CPRD planning to exit short-term lease on Dec. 31, 2025, and plan is to have a joint news release issued jointly, at a slow time of year, and that was the date that the County had selected; he said this is included in the Superintendent's Report, and he thinks it is the right decision.

   Jason Fields - said he would still like to work with the County as much as we can. Downing said he agrees, and we have been speaking with staff and commissioners, and thanked Commissioner Mary Starrett (present in the

room). He asked about Ewing Young; Downing said no dates have been set yet for outreach, but we are still in process and are waiting for a few more pieces to drop; this is also in his report for later in the meeting. He said we are bringing on part-time help from Council of Governments, which will help us get these kinds of things done.
Nick Konen - excited to see news release about Jaquith Park courts construction about to start, and enjoyed Sander Estate ribbon-cutting event.

VIII. Old business/committee updates/project updates
a. Citizen Advisory Committees updates
Golf Clubhouse Development - Roger Kulman thanked staff for getting RFP out for golf course clubhouse design, committee is looking forward to the progress.

IX. Superintendent Report and Capital Project Updates; see packet for detailed reports - includes increasing visibility of the nonprofit parks foundation; evaluating insurance options; exiting Crabtree Park and continuing to be a partner to the County; Ewing Young Park bridge; clubhouse RFP; Riverfront Reimagined to enhance access to river for nonmotorized recreation and $44,000 in potential funding for a technical study - funds are to be administered by Taste Newberg, and Downing is asking that group to present to the Board (Petersen is on Taste Newberg Board; Stewart is on Recreation Ready committee.); Meals on Wheels update; gave update on various federal-representative visits in July.
7:33 p.m. Pause as meeting "recording has stopped" message appeared on screen; Meeting Operator confirmed that recording was still ongoing; meeting resumed 7:35. McMaster asked for clarification on public meeting requirements; Ricker responded. Meeting continued with Assistant Superintendent Casey Creighton reporting updates on Jaquith Park sports courts construction project delayed, company had requested extension to May - now to begin Sept. 2nd. Smith asked questions about schedule and said this would probably be a full year delay; Creighton said it is dependent on weather; Smith asked if we could enforce the terms of the contract - to complete by Dec. 31, 2025; Creighton said he was not sure; Downing said we are not pleased about this, but it appears that they can do this job, but the next bid was much more expensive and this was the lowest bidder, and right now, it appears that fiscal responsibility is more important, but Smith said granting an extension to May will mean next August, which will mean high school tennis season would be interrupted, and he urged that we push them. Konen said this is weather-dependent, so could we have some sort of erosion plan; Creighton said it was part of the plan. McMaster said he did not want to rush this but could rebid, but he did not want to do that, either. Creighton said "we're between a rock and a hard place" being late in season. McMaster said it was concerning. Creighton said Saunders has been moving earth at Sander Estate, still no permits yet. Topsoil has been stripped. Plan is to get all grading done so they don't have to worry about erosion in the winter. Cast iron waterline had been scuffed but was intact. Proposed bypass trail - still awaiting permits from Army Corps of Engineers and DSL, and City of Newberg; after six months, will need to reapply.

Renne Field update from Downing: he still needs to convert agreement from lease to MOU and submit to Land Use something this winter.

X. A. Staff reports presented by Petersen, Stewart, and Siderius; see packet for detailed reports. Petersen highlighted volunteer Brian Smith who restored the former kayak storage trailer; he also built storage sheds for football equipment.

XI. Correspondence - No

XII. Adjourned 7:56 p.m.

Next meeting: 6 p.m. on Thursday, Sept. 25, 2025.

MINUTES APPROVED ON 9/25, 2025

Tami McMahon

Board President

ATTEST

Kat Ricker

Kat Ricker, Public Information Director
(Recorder of Minutes)