

**CROOK COUNTY PARKS & RECREATION DISTRICT  
296 S MAIN STREET  
PRINEVILLE, OREGON 97754**

The regular scheduled meeting of the Board of Directors of Crook County Parks & Recreation District, Crook County Oregon held at 296 S. Main Street Prineville, Oregon on Wednesday February 24<sup>th</sup>, 2016 was called to order by Mr. Carbaugh at 5:15pm.

**Board Members:** Forest Carbaugh, Donna White, Linda Smith, Barbara Pennington, Cindy Hurt (left early)

**Staff Present:** Duane Garner, Joey Williams, Kristen Masten, Arlyce Perkins, Karen Smith

**Guests:** Captain Seymour of Prineville Police Department

**PRIOR MINUTES:** Mrs. Hurt made a motion to approve the February 10<sup>th</sup>, 2016 board meeting minutes, seconded by Mrs. Smith. Motion passed unanimously.

**FINANCIAL STATEMENT:** Mrs. Williams said we have received the final audit and Mr. Barnett gave a 750.00 discount. She said everything has been filed and all fees are paid. Mrs. Williams is looking for a new auditor and she has talked with the county and the city and they both use and auditor from Portland. Mr. Carbaugh asked Mrs. Williams if she has talked to any of the local CPA's about local auditors. Mrs. Williams said yes. Mrs. Williams stated fees could possibly raise with a new auditor. The board asked Mrs. Williams to continue the search for a new auditor. Mrs. White asked when an auditor could start the district audit. Mrs. Williams said any time after June 30<sup>th</sup> but would prefer after July to give her time to prepare. Mrs. Williams said she is working on the district budget at this time. Discussion on the budget. Mr. Carbaugh asked Mrs. Williams to budget for a feasibility study.

Mrs. Williams stated Mrs. Haden is interested in being on the budget committee. She also asked the board to let her know if they have anyone else that is interested in sitting on the committee. There is one opening this year and next year there will be two. Mr. Carbaugh said Molly Key may be interested. Mrs. Williams asked the board to think about it and they will appoint someone soon.

**DIRECTOR'S OVERVIEW:** See attached

**PARKS:** See attached

Mr. Carbaugh asked if the district can advertise district events on the LED sign being placed at Pioneer Park. Mr. Garner said its only for advertising major events.

**RECREATION:** Mrs. Masten said basketball has had some issues pertaining to disagreements between the parents and coaches. She said she handed out copies of the Policies and Procedures and a letter to all coaches dealing with those issues. She said they now have a referee at the gym to help control things and it seems to be working. She is checking with other districts on rules to see if there is something being missed in the program. Mrs. Masten is preparing for a six week leave. She talked about Crook County clean up in April and that there are three groups signed up for sure. The Heart of Oregon will take on Library park, the NJROTC, a

4-H club and a Girl Scout club is coming back to help in other areas. Fishing Derby is May 7<sup>th</sup> and she said that Western Daze applications. Mrs. Masten said she is now sitting on the Prineville Music Theater Camp board. The organizer is Pastor Punch and she is doing some fund raising for the program. Mrs. Masten said that the Library contacted her to partner with them for the summer reading program. She handed out flyers from COTA advertising bike classes through the district for all ages coming in June.

**RV PARK:** Mrs. Smith said there are 48 monthlies' and she knows of five more coming within a week. She said she is getting lots of calls from people wanting monthly spaces. She doesn't have the space available so she has been referring people to other RV Parks. She said she is working on application updates for monthly's concerning Landlord tenant legal policy and she is implementing background checks. She said nightly and weekly campers are steady. She also said she is getting ready for fair. Mr. Carbaugh asked if historically evicting rule violators has been lower then this year. Mrs. Smith said yes this year she has evicted more than any other year.

**BOARD INPUT:** None

**398 N E FAIRVIEW:** Mr. Garner said that the previous interested person decided not to rent the building and at this time it is available for rent.

**RV PARK ASPHALT UPDATE:** Mr. Garner said he has been talking with the Road Master to complete the job. He said there is 60,000.00 left in the RV Park improvement grant fund so he is going to put the job out for bid. He said asphalt is cheap now and it would be a good time to do an overlay in park. The plan is to have the project start April 18 with completion around May 1<sup>st</sup>. Mr. Carbaugh asked how much is available in the RV Park general fund. Mr. Garner said he is not sure but can find out. Mrs. Williams said transfers will be done to build up the general fund after the fiscal year. A discussion on the whole park improvement project. Mr. Garner talked about what work has been completed and he feels it is enough of an improvement that the park should be in good shape.

**COTA LOWER 66 TRAIL EXPANSION:** Mr. Garner said he met with the City and COTA representatives and they want to know if the district is interested in outright ownership of the trail system. He said the district's maintenance department is not looking for more work. There was a discussion about a 30-year lease. Mr. Garner stated for him to write grants for the property a long term lease would have to be in place. He said right now surveying needs to be done and that is the big issue. No one has the money to pay for the survey at this time. He asked the board their feelings about a lease or ownership. Mrs. White asked how many acres. Mr. Garner said he is not sure how many acres are involved. Mr. Carbaugh asked about Apple and the Palin family and if the Palin family would cooperate with an easement through their property. Mr. Garner said the Palins want too much money and that Apple has already pulled back their fence to allow for the easement. Mr. Garner said the county would be responsible for the easement and then the district could enter into a lease. Mrs. Garner said the only reasonable request would be an outright ownership or long term lease of over 25 years. The Board said if the district could get a 50 to 99-year lease that would be acceptable.

**POLICE DEPT./PARK RULES EVICTION POLICIES:** Officer Seymour talked about the rules and regulations in the district parks that he and Mr. Garner are working on to improve the police departments ability to exclude park rule violators, such as vandalism in the parks and of park facilities. He also said it can help to educate people with dogs off leash and other violations in the

parks. Officer Seymour said he feels that when policies are in place and signs posted, it will help the police department when they get a call. He said he feels park hour signage will help the police to enforce asking people to leave the parks late at night. Officer Seymour said that there is basically 3% of park users that the rules and policies are in place for and the majority in the parks are not violating rules. Mrs. White asked if anything that can be done about the large group of teens that sit at a picnic table smoking at Ochoco Creek Park. Captain Seymour said it depends on the boundary lines. A discussion took place regarding rules covering smoking in public. Officer Seymour talked about the proposed rules and regulations for the districts parks in conjunction with civil exclusions and public places, conduct on district property and general use of district property to include park facilities and recreational areas.

**RV PARK LAUNDRY:** Mr. Garner said for years he and Mrs. Smith have wanted to put a laundry facility at the RV Park. Mrs. White said she remembers Mrs. Smith talking about it for years. Mr. Garner stated State Law requires new RV Parks to have laundry service so he feels the RV Park should have one. Mr. Garner talked about the property purchased by the county next to the RV Park with the pole building and how he feels it would be a good location for a laundry/club house. Mr. Garner said the remodel of the outside of the building would have a western look to fit in with Prineville. He said part of the building is already insulated and sheet rocked so more of that would need to be done also plumbing and electrical. He said the laundry would tie into the RV Park sewer. The board asked how many washers and dryers would fit. Mrs. Smith said she would like to start out with four each and hopefully in the future there could be five. Mr. Garner presented floor plans to the board. Mr. Garner said it would cost approximately 1200.00 for drafting and design. He said that would come out of the RV Park capital fund line item. Mrs. Williams said the money designated in the RV Park capital is to work on the picnic tables, however the board can make a motion to spend the money on a laundry facility. She said there is approximately 19000.00 budgeted for capital. Mr. Garner said he feels staff could do some of the work and he may only have to hire a plumber and hire out other portions the employees cannot do. Mr. Carbaugh asked how the RV Park is looking financially. Mrs. Williams said there is 57,346.00 in RV Park Capital Reserve fund. Mr. Garner said he may go to the county to see if this money can be used. Mrs. Williams said the budget is approved and there is no way to use those funds for a laundry. Mrs. White stated "so the picnic tables will not be done this year". Mrs. Williams said no and it was going to take two years to complete the rest of them.

Mr. Garner said he is looking at the lease agreement between the county and the district which is up in three years. He said he would like to look at it now as camping is doing well and would like to possibly enter into an additional agreement with the county on the property across the road from the RV Park. Mr. Carbaugh said "I don't understand; why would the county want to invest in district property". Mr. Garner said it would be a partnership. He then asked the board what they would think of creating another capital improvement reserve fund so the district would have the opportunity to build up the RV Park project fund. Mr. Garner would like to change the lease agreement to keep more money in the RV Park. He wants to leave some of the 50/50 split in the fund for improvements. There was a discussion on how the county absorbs that money into their general fund and how it is spent. Mrs. Williams said she doesn't care how the county spends their money, the district needs that money to balance its budget. Mrs. Williams said there is a capital improvement line item in the RV Park budget. She said the RV Park Capital Reserve Fund has a cap on it. Mrs. Williams said why not raise the cap on the reserve fund and change the wording in the contract on how the fund is used. She suggested any amount above the cap can be used for projects. Mrs. White said the County would have to draft a new contract. Mrs. Williams said a contract only with a long term lease is the only way it would work. Discussion on taking a percentage of the district split to create this new fund.

Mrs. Williams stated she does not agree with creating a new fund.

Mrs. White made a Motion to reallocate the 19000.00 capital improvement line item in the RV Park general fund to be used to start construction of a laundry facility. Mrs. Pennington seconded.  
Motion Passed Unanimously

**APPROVAL OF BILLS:** Mrs. Pennington made a motion to approve the bills as submitted, seconded by Mrs. Smith. Motion passed unanimously.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Carbaugh adjourned the regular board meeting at 7:05 pm. The next board meeting will be Wednesday March 9<sup>th</sup>, 2016 at 5:15pm at the District Office.