

**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, October 12, 2016, was called to order by Ms. Smith at 5:15pm.

**BOARD MEMBERS PRESENT:** Forest Carbaugh, Linda Smith, Barbara Pennington, Casey Kaiser, Jeremy Logan

**STAFF PRESENT:** Duane Garner, Cassy Sykes, Larry Pennington

**GUESTS PRESENT:** Terri Andreasen and Brenda Comini of 'For the Children' Women's Softball Tournament

**PRIOR MINUTES:** Mr. Carbaugh made a motion to approve the September 28, 2016 board meeting minutes; seconded by Mr. Kaiser; all in favor.

**FINANCIAL STATEMENT:** Ms. Sykes stated:

- Current checking account balance is \$36,501.27; current government pool account balance is \$934,593.14.
- The Ethics Law Best Practices Checklist needs to be completed by the board and director so that a 2% discount (of the available 10% discount) can be received on our liability insurance premiums in 2017; the checklist is due by November 15, 2016; the board has decided to take the checklist to look over and complete at the next meeting.

**DIRECTOR'S OVERVIEW:** Mr. Garner stated:

- Ochoco Lake's campground has slowed down considerably for the season. The campground will be closing on October 24<sup>th</sup> as the camp host will be leaving. We decided not to stay open for hunting season, not many hunters have been coming in and next year we will advertise in advance so that hunters know the campground will be open later in the season.
- The RV Park's new reservation system will be going live within the next couple of weeks, this will allow daily and weekly campers to make reservations online. Due to the fall/winter season, there is less need for as many daily and weekly available spaces, we are currently working through the waiting list of monthly renters to fill as many spaces as can for the winter months and at the end of March we will open several spaces back up to accommodate daily and weekly visitors. Mr. Kaiser asked if we can keep the Chamber informed with any monthly spaces available throughout the winter as they receive many calls inquiring about availability.
- It is time to update the 20-year comprehensive plan; Mr. Garner, Ms. Sykes and Mr. Kaiser met with Eileen Obermiller to discuss how to go about updating the plan, Ms. Obermiller participated in devising our previous 20-year comp plan. Ms. Obermiller said that she would be willing to help us with a updated revised plan, agreed that there is several parts of the revision that can be done in-house to help keep the costs down. There are things that we can use and improve on from the previous plan.
- The SDC plan also needs to be updated; Mr. Kaiser, Mr. Logan, Ms. Sykes and Mr. Garner will be meeting tomorrow to brain storm ideas that could be part of the new SDC plan, these ideas will be brought to the Board at the next meeting for further discussion. Mr. Carbaugh asked why we do not collect SDC fees from commercial properties; Mr. Garner stated that we collect on residential and business growth but not industrial, so we were not able to collect on Apple and FaceBook construction. Mr. Carbaugh stated that we can change the methodology of how SDC funds will be used, the methodology was originally devised with the consultant but it is not state mandated, that we can revisit it and change accordingly, just need to show how we are going to use the funds dependent on the need of the community due to growth and the 20 year comp plan.
- The Parks & Rec Foundation Board currently consists of 4 members, we would like to grow that to 5 members, the board meets once/month and we are starting to see good cohesion with the board. The Foundation's Board consists of one District Board member, currently that is Mr. Carbaugh, Mr. Garner acts as the Executive Director for the Board and the other Board members are Linda Haden, Lloyd Rogers and Julie Rohaly. The Foundation is the non-profit side of the District with a 501C3 IRS classification. The Foundation provides the scholarships for assistance in the District's recreation programs for participants, to raise money for these scholarships the

Foundation puts on a couple of events throughout the year although they are primarily District staff driven, would like to see more Foundation board member involvement in the events. Currently the Foundation is working on Santa's workshop, fundraising for updating the current tennis courts in Ochoco Creek Park to convert them to pickleball courts, revamping the Parks & Rec scholarship program, checking into available grants and reviewing the bylaws and articles of incorporation to make sure the board is functioning properly.

- Mr. Carbaugh resigned from being on the Foundation Board; Mr. Logan made a motion to add Mr. Kaiser to the Foundation Board in representation of the District Board; Mr. Carbaugh seconded; all in favor.
- Met with BLM representatives about the ongoing process of Parks & Rec acquiring the Barnes Butte land, it will still take some time for BLM to sort through old files and find the holes that need to be filled; they have closed off the mine and done all necessary geological and environmental requirements now. As more information is available it will be presented to the Board.

**PARKS:** Mr. Pennington stated:

- Currently getting bids for removing some of the willow trees at Crooked River Park (Les Schwab ball fields) around the dug outs and fence lines, they are on the irrigation lines and with removal of some trees there will not be as many leaves and branches to keep cleaned up. One arborist suggested removing all but 2 trees, they are fast growing trees and the remaining trees will join back up to create a cover quickly. Mr. Logan suggested that if these trees are considered an invasive species to contact the OSU extension office about a grant to help with the removal costs.
- Training of the new irrigation tech, Corey, is going well. He will be present at the next board meeting for everyone to meet.
- Have been working on converting the Christmas lights to LED lights; it will be \$1065 to convert only the clear bulbs, to do all of the lights will be over \$5000, thinking of phasing the transition over 3 years. Ms. Smith suggested talking to Stanley Finn of Christmas in the Pines, he orders bulbs each year and we may be able to combine and order with them to get a discount. Mr. Logan suggested gathering a count of total bulbs that will need to be ordered and approaching EOFF with it, find out if they can donate or help with the cost. Mr. Kaiser asked who is responsible for the Christmas lights; Mr. Garner stated that the Chamber purchased the lights and was agreed that they would maintain the bulbs, the Parks & Rec store and hang up the lights, Crestview Cable uses their boom truck to help us hang the lights; Mr. Kaiser stated that he did not budget for the cost of the bulbs through the Chamber so further discussion needs to take place before ordering bulbs.
- Maintenance crew is continuing to stripe the flag football field for the next couple of weeks until the end of their season.
- Fall cleanup is still going on in the parks with many leaves falling.
- Maintenance of the parks is continuing with the nice weather.
- Ms. Pennington stated that there is a low limb on a tree in the SE corner of Davidson Field that kids like to hang on during flag football, Mr. Pennington stated that they will take care of it.

**RECREATION:** Mr. Garner stated:

- Signups for fall/winter classes are very slow, even the popular gymnastics and karate classes that typically have a waiting list are not full for this session. Ms. Sykes talked with the Central Oregonian about inserting our guide into a newspaper mailing each season; for inserting 3200 guides it would cost about \$185, the District would need to print and fold the guides, the board agreed that this would be a good way to get the guides around town a little better since we are no longer mailing them. Mr. Garner stated that the sign is going to be installed out in front of the main office so that our banners can be used to advertise upcoming events, activities and classes to hopefully help get more signups and awareness of our offerings.

**BOARD INPUT:** Mr. Kaiser asked who's responsibility it is to change the Christmas banner; Mr. Garner stated that technically it is the Chamber's, it was suggested that if a significant change needs to be done that approaching the community or the Downtown Group could be a possibility.

**OLD BUSINESS:**

**CAPITALIZATION AND INTELLECTUAL PROPERTY POLICIES:** Ms. Sykes presented the new capitalization and intellectual property policies that were devised per the Board's request; the policies have been submitted to the auditor's and their approval was received. Mr. Logan asked if the policies have been approved by Special Districts; the

policies have not been submitted or approved by Special Districts, Ms. Sykes will get that done. Mr. Logan asked how often our policy manual is reviewed; Ms. Sykes stated that our policy manual is currently being reviewed by Special Districts to be sure there is nothing alarming to be concerned about. Mr. Logan asked if the policy manual is posted on our website; Mr. Garner stated no but that might be something to consider with our new website that is currently being created.

Mr. Carbaugh made a motion approving the capitalization and intellectual property policies as presented; Ms. Pennington seconded; all in favor.

**POOL FEASIBILITY STUDY:** The pool committee met last week; Ms. Smith was in attendance of the meeting; Mr. Ackley called Mr. Garner following the meeting to fill him in on the details and sent him the notes from the meeting. The committee picked BLRB to conduct the feasibility study. After talking to Mr. Ackley, Mr. Garner devised a new scope of work for the feasibility study, there will be another pool committee meeting on October 19<sup>th</sup> which Mr. Garner will present this information at.

Following is the proposed new scope of work RFP (further explanation of each category is attached to the meeting minutes):

- Visioning/Programming
- Evaluation of Current Pool Facility – it was discussed that an indoor pool is what is most desired by the community, not to consider an outdoor only pool
- Renovation verses New Construction Evaluation
- Financial and Capital Funding Analysis
- Survey the Community

It was discussed that the pool committee has already researched and determined 2 sights that would be advantageous for a new pool so the feasibility study will not need to research that in their scope of work.

Mr. Logan asked about a marketing firm to come in, Mr. Garner stated that the feasibility study contractor will do the research and later do the marketing when trying to get the pool voted in.

Mr. Carbaugh asked how much support the community has shown to not to put a pool at the current spot, the consensus is that the current spot is very well liked and supported, it is in the heart of our community and does have room to expand.

Mr. Kaiser stated that he feels this new scope of work covers all the points that the board has previously discussed and to ask the chosen firm if they will evaluate this scope to add or take out parts that they feel are/are not pertinent and give a revised cost of the study.

**TRAIL SYSTEM/PROPERTY ADJACENT TO APPLE:** Mr. Garner stated that Jeff Wilson, the County's attorney, drafted a lease agreement for the County to lease Parks & Rec the property on top of the hill that is adjacent to Apple, which consists of a 200 acre parcel that is a portion of the total 1000 parcel that also contains the landfill. The lease stated that we would take liability for the property and would work with COTA to build the trail, however there was some concerning language in the drafted lease agreement such as environmental and geological liabilities; Mr. Garner contacted the legal department at Special Districts to have them look over the lease agreement, Special Districts stated that the lease agreement seems very one sided and several parts were of concern, Special Districts wanted more information on what we would be doing with the property. Today (10/12/16), Mr. Garner, Seth Crawford, Jeff Wilson and Spencer Rockwell of Special Districts had a phone conference to discuss the concerns of the lease agreement, Mr. Wilson explained why the lease contained language that our other leases do not. Mr. Garner stated that he will talk with Mr. Rockwell further about the lease before moving forward to see if he has any other concerns following their meeting. Mr. Crawford is expressing urgency on this lease as COTA is ready to get started on building the trails. Mr. Garner is recommended at this time that the board wait to approve the agreement until further discussion with Special Districts; Mr. Kaiser asked if Mr. Rockwell seemed more satisfied after the meeting with the County about the agreement, Mr. Garner stated that it seems so but he has been unable to make contact with him again after the meeting to be sure there is nothing further of concern.

Mr. Garner expressed his concerns with the lease agreement in relation to the recent Recreation Immunity dissolution that can affect the District's employees and the District, his heightened concern of the County putting so much liability on the District with the drafted lease agreement and some cases in other areas that have recently went to court. Next meeting he will bring any further information about the lease agreement that he has obtained for the Board's approval.

**NEW BUSINESS:**

**'FOR the CHILDREN' WOMEN'S SOFTBALL:** Ms. Andreasen and Ms. Comini, representing the 'For the Children'

Prineville Women's softball tournament stated that they are very thankful for Parks & Rec allowing them to use their facilities annually to hold their tournament, without the use of our fields they could not make this happen; it is their biggest fundraiser of the year, bringing in about \$3000 each year; the proceeds go to healthy family events, to support parent education classes and child abuse prevention. They have realized that as the economy has come back, there has been a substantial increase in teams wanting to play in the tournament, they have had to turn teams away due to limited playing area, this year the tournament was booked before sending the flyers out. The tournament takes place each summer, the 3<sup>rd</sup> weekend of July, on Saturday and Sunday. Currently the tournament is played at Kilowatt and Ward Fields, they are making a request to have use of another field that is ample for their needs or for Parks & Rec to build another women's softball field. Mr. Garner stated that Davidson field is a potential playing area, however it is set up for hardball with a mound and grass in the infield; another potential is to use the backstop in Davidson Field closest to the District office, Mr. Penington stated that the infield grass could be mowed extremely low and put up temporary outfield fencing, it was asked if the grass could be taken out to make an actual softball field at this backstop, Mr. Garner stated that that could potentially affect our flag football program. The Board decided that Mr. Garner shall set up a future appointment with this group to decide on ample accommodations for their future tournaments.

**PROPERTY BY THE BIKE PARK:** An acre between the bike park and Ms. Snyder's house has gone up for sale, current asking price is \$99,500, the property has been on the market for approximately 90 days now. Mr. Garner stated that if this property is purchased and the road between the bike park and the property becomes abandoned then we will lose about 30' where trail and grass was placed during the construction of the bike park, we would have to move the fence back also from its current location. Mr. Garner asked if the Board would be interested in purchasing the piece of property to expand our park out further; Mr. Logan asked if SDC funds could be used to purchase this, Mr. Garner stated SDC funds cannot be used since it is not in the current SDC plan; Mr. Garner stated that the SDC plan can be updated at any time and suggested doing so soon so that funds can be used for projects such as this. Mr. Logan stated that there is another subdivision planned to be built across Juniper Street so it is possible that someone will purchase this piece of property with the intent of building houses on it and will cramp the bike park. Mr. Logan made a motion to offer up to \$85,000 for purchasing this piece of property; Mr. Carbaugh seconded; all in favor.

**RENAMING OF LIBRARY PARK:** Mr. Garner stated that he received a letter from the caretaker of Mr. Gervais, who donated the property that the Library Park sits on, he is not medically well and a request is being made to have the park renamed in his honor. Mr. Garner has talked with the City and County to verify this information, it is correct that Mr. Gervais donated the property. In order to rename the park the Board will need to approve the name change, then Mr. Garner will need to submit a letter to the City, as the City owns the property, the County has a lease on the property and the District has a long term lease with the County to maintain the property. Mr. Carbaugh made a motion to rename the Library Park to Gervais Park; Mr. Kaiser seconded; all in favor.

**APPROVAL OF BILLS:** Mr. Logan asked what checks #34271-34273 were for, Ms. Sykes stated that two of them were RV Park refunds, one was for Bill Sier's CDL driving test expense. Mr. Logan asked about the expense to Pacific Office Automation, Ms. Sykes stated that it was for our annual lease payment on the copy machine. It was asked why Cooper Electric's bill was high, Mr. Penington stated that there was a camper that damaged a pedestal at the RV Park while situating their RV in a space and we are billing the camper's insurance company for reimbursement. Mr. Logan made a motion to approve the bills as submitted, check sequence #34271-34304, in the amount of \$33,846.95; seconded by Mr. Carbaugh; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. Smith adjourned the regular board meeting at 7:14pm. The next board meeting will be Wednesday, October 26, 2016, 5:15pm, at the District Office.