

**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 St, Prineville, OR, on October 25, 2017, was called to order by Ms. McKenzie at 5:16pm.

**BOARD MEMBERS:** Casey Kaiser, Darlene Henderson, Ruthie McKenzie, Jeremy Logan (arrived at 5:40pm)

**STAFF:** Duane Garner, Cassy Sykes, Hannah Hamlin

**GUESTS:** None

**PRIOR MINUTES:** Ms. Henderson made a motion to approve the October 11, 2017 meeting minutes; Mr. Kaiser seconded; all in favor.

**APPROVAL OF BILLS:**

- Ms. McKenzie and Ms. Henderson asked what we are paying Earl Hendrix for; Ms. Sykes stated he did the brick work for the fireplace at the RV Park laundry room.
- Ms. McKenzie asked what the CDW-G got paid for; Ms. Sykes stated it is for internet hardware components that the County IT department is installing.
- Ms. McKenzie asked what Morigde Manufacturing is getting paid for; Ms. Sykes stated it is for the purchase of a new mower for the maintenance crew.
- Mr. Kaiser asked what Greg Lambert was paid for; Mr. Garner stated that Mr. Lambert was the diver we hired to look for the anchor of the floating restroom at Ochoco Lake. Mr. Garner added that the anchor was never found because it shifted places and is lost in the mud, a new anchor will have to be purchased for the floating docks.

Mr. Kaiser made a motion to approve check sequence #35663-35701, in the total of \$61,409.97; Ms. Henderson seconded; all in favor.

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

- Checking account balance is \$47,326.60
- Government Pool account balance is \$1,103,007.55
- The auditors were here last week gathering information to prepare our final audit for fiscal year 2016-17. They hope to have their finalized audit complete in 4-5 weeks, around the beginning of December, at which time the report will be sent out to each board member and filed with the Secretary of State.
- We received notice from the County tax assessor that the 2017-18 tax roll has been certified, due to several unforeseen changes late in the process we will most likely be receiving less tax revenue than we had anticipated during our budgeting process. There was a large reduction in taxable property in our County which will result in less taxes being collected.
- Enclosed in the board's packets is a financial summary and detail; we are about 33% of the way through our fiscal year at this point. Ochoco Lake and the RV Park are doing well on their budgeted revenues; personnel for the RV Park is a little high due to the work being completed on the laundry room which is almost complete now; capital outlay for the District and RV Park are both at 50% of our budgeted expenditures as we have purchased a good portion of the equipment we had budgeted for.

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

- The director's report is enclosed in the board's packets and can be read at a later time.
- A meeting has been scheduled with the City, County, School Board and Bob Keefer on Tuesday, October 31st, to discuss the findings of the pool feasibility study. During the meeting, Mr. Garner is planning to propose their participation in conducting a county wide survey to find out what recreational activities are important to our community and possibly get them to help financially with the survey cost; Mr. Kaiser stated that if there is no interest from the City, County or School Board then we still need to move forward with the survey on the pool; the board agreed.

## **BOARD INPUT:**

- Mr. Logan asked why Rager Ranger Station is no longer listed on the past agenda items; Mr. Garner stated that the last visit with them we had requested a business plan which he thinks they are working on and that they have also been contacted by another interested group, so will be putting out an RFP.
- Ms. Henderson asked if the Board should consider moving their 2<sup>nd</sup> meeting in November to the week after Thanksgiving, the Board agreed, board meeting in November will be November 8 and 29, 2017.

## **OLD BUSINESS:**

**NEW POOL SURVEY RFP:** Mr. Garner stated he and Mr. Keefer drafted an RFP to conduct the survey of our community about a new pool; the RFP gives a brief history of the pool and timeline of events of the new pool over the next few months. Mr. Garner stated he spoke with Ron Vines, a retired Parks & Recreation Director out of Illinois who now conducts public input surveys, Mr. Garner learned some valuable information about public surveys from him that will be helpful in this process. Mr. Garner stated that he also spoke with other survey companies to get more information and ideas about conducting the survey; the companies stated that they have not had much luck with phone surveys in Crook County. The RFP has been sent out to several survey companies, they have until October 31<sup>st</sup> to return their proposals. Mr. Logan stated that we need to be very specific in the RFP as to what information we want in the end and to be sure that a contract is signed.

**HOUSING WORKS GYM LEASE:** Mr. Garner stated that he received a revised lease from Housing Works for the Ochoco Elementary School gym. His only concern is on page 7 Section 14, Section A, stating that the tenant will be responsible for up to 25% of repair costs; Special Districts is checking with their underwriter for further clarification on this, we are in question as to why we would pay for repairs if we are reimbursing Housing Works for multi-peril insurance and major damages should be covered by insurance, the damages in this clause are in regard to fire, water damage, etc; if this clause remains in the lease the District needs to decide how much exposure they want to be subject to if it is required that we pay for repairs and multi-peril insurance. Mr. Garner stated that the multi-peril insurance is based on the area of the gym in comparison to the full building size, which is about 10%; multi-peril insurance will cost us about \$620/year. Mr. Logan asked if we will be responsible for testing and maintaining the fire sprinklers in the gym as stated on page 6, Section 8 and if the City requires testing the sprinklers; it was stated that there most likely is not sprinklers in the gym as there was not years ago.

Mr. Kaiser made a motion to execute the Housing Works Lease for the Ochoco Elementary School gym, contingent on answers about multi-peril insurance and repairs to the gym and authorizing Mr. Garner to execute the lease on the Board's behalf; Ms. McKenzie seconded; all in favor.

## **NEW BUSINESS:**

**OCHOCO LAKE IMPROVEMENTS:** Mr. Garner stated that we budgeted for one cabin to be built at Ochoco Lake campground during this winter. He plans to have employees build the cabin in town under cover at the maintenance shop and then trailer it to the campground to be set in place. Mr. Garner stated that he is considering power alternates such as setting up solar panels to have the cabin more self-contained with power and heat. Mr. Garner is hoping to build one cabin this year and additional cabins over the next years; this one is planned to be a hobbit style house and use themes for other cabins such as tree houses or floating cabins. Ms. Henderson stated that we need to stay simple on solar panels, heating and lighting in consideration of keeping the campground primitive and the more sophisticated we make the cabins the more expensive they will be to maintain; Mr. Logan stated that we need to plat out the cabins, could have some that are sunrise and some that are sunset; Mr. Kaiser stated that in South Africa they have a half tent/yurt and wood cabin that might work well at Ochoco Lake campground; Mr. Garner stated that there is many styles to consider and that the media has been very responsive to the idea of cabins at Ochoco Lake, there has been an article in the Central Oregonian, a segment on the local news channel and lots of response on FaceBook. Mr. Garner stated that he received a call from Russ Rhoden with OID with concerns of a possible floating cabin on the lake and if that is to happen then we need to have a conversation with OID first as that is in their jurisdiction.

**20-YEAR COMPREHENSIVE PLAN UPDATE:** Mr. Kaiser stated that he and Mr. Garner planned out a timeline for revising the 20-year comp plan, taking into considering what aspects need to be looked at and how to accomplish these on a timeline. There are 4 objectives that were decided on and then how to work through the process. The Board agreed with the proposed timeline and layout and that if the plan does not flow smoothly then they will hire professional help; the timeline is currently a month behind the proposed schedule since our October work session was not held as planned.

**PROPERTY FOR SALE:** Mr. Garner stated that Josh Smith, the City Planner, contacted him in regard to property that has the potential to tie into the City's 460 acres, the Barnes Butte property and our existing comp plan of trail visions through the wetland area on 13<sup>th</sup> Street. The owner of approximately 7 acres on 13<sup>th</sup> Street approached the City to find out their interest of developing something on the property. Mr. Smith stated that the City may be willing to put up some money to purchase the property and asked if Parks & Rec might also be willing to put up some money toward the purchase, the property is not currently on the market; Mr. Smith thinks the City has about \$25,000 to offer. Mr. Logan asked how the property would be bought; Mr. Garner stated that SDC money can be used to purchase property as property is being acquired to accommodate the community's growth. Mr. Garner stated that there is 3 private properties between this property and the City's 460 acres that easements would need to be secured on to connect trails; Mr. Kaiser stated that if the owner sells at a low price and we are unable to obtain easements from private property owners to put the trail through on then we should be able to make our money back by selling the property. Mr. Kaiser stated that he hears numerous comments about the need for continuous miles of trails and connectivity to trails. Mr. Garner stated that the City will be negotiating the transaction so they will do the homework on obtaining easements.

Ms. Henderson made a motion to approve the use of SDC funds, up to \$25,000, to partner with the City in purchasing two pieces of property and authorizing Duane Garner to execute this communication with the City; Ms. McKenzie seconded; all in favor.

**BARNES BUTTE LEASE WITH THE BLM:** Mr. Garner stated that he met with Janet Hutcheson, retired BLM real estate specialist, who had good advice on how to further pursue the lease for the Barnes Butte property. Mr. Garner then met with Jeff Kitchens and Jamie Rhoades of the BLM to discuss the property; it was pointed out to Mr. Kitchens and Ms. Rhoades that pricing in the BLM booklet was not coinciding with what had previously been stated in regard to pricing; BLM is going to regroup and get us the potential special pricing cost that we would be charged for the property; Ms. Henderson asked if BLM is trying to make money on the property, Mr. Garner stated that they are just trying to cover their costs. Mr. Garner stated that we will need make a more specific plan for the property then we previously submitted with the lease application, will need an all-inclusive budget and have a contractor look at the property, Ms. Henderson stated that she can go through her CODA channels to help with the contractor portion.

**OLD MAIN OFFICE:** Mr. Logan asked if the Board should consider renting out the old main office since interns were not secured to rent the building or leave it empty; the Board agreed that the building should be rented since renovations have been completed to make it livable, they would like Mr. Garner to screen potential renters and either rent it by the room so that it is still available on a room-by-room basis if an intern is found or if there is an interested party the building can be rented as a whole, giving preference to employees first.

**MOU WITH COMMUNITY CHURCH:** Mr. Garner stated that our maintenance shop has had parking issues for several years in the summer with the number of seasonal employees that are hired. Mr. Garner spoke with the pastor of the Community Church, across the street from the maintenance shop and has devised an MOU between the Community Church and CCPRD. Mr. Garner read the MOU aloud, stating that CCPRD will maintain the church's parking lot during the winter months in exchange for allowing CCPRD employees to park in the parking lot during the summer months. Ms. McKenzie made a motion to proceed with the MOU between the Community Church and CCPRD and authorizing Mr. Garner to execute the MOU; Mr. Kaiser seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Logan adjourned the regular board meeting at 7:05pm. The next meeting will be November 8, 5:15pm, at 296 S. Main St, Prineville.