***Regular Board Meeting Minutes***

***January 22, 2024***

CALL TO ORDER/ROLL CALL

The regular meeting of the Irrigon Community Park & Recreation District was held at the Irrigon Fire Station, Irrigon, Oregon. The meeting was called to order at 7:00pm by Vice-Chair Dave Cooley.

Board of Directors present were Neila Coffman, Kent Heidt and Glenn Maret. Absent was Burrel Cooley. Staff present was Bob Byrd, Keith Curnutt and Sandi Wodarczak.

PUBLIC ATTENDANCE:  
There was no public in attendance.

CONSENT Agenda:

**Approval of October, November and December Minutes.**

Motion by Glenn Maret to approve the October 23, 2023, November 27, 2023 and December 18, 2023 minutes as presented, seconded by Kent Heidt. Motion passed unanimously.

**Approval of Accounts Payables**

Motion by Neila Coffman to approve payables in the amount of $16,664.22, seconded by Glenn Maret. Motion passed unanimously.

**Approve Funds Transfer**

With payables approved, the amount of $16,700.00 will be transferred from the Money Market

account to the Checking account. Neila will make the first call and send text out for second call.

PARK MAINTENANCE AND DISTRICT OPERATIONS

Keith reported that there are no events scheduled for the Park as of today. Regular upkeep is continuing for the winter. Most areas have been cleared of snow.

General discussion regarding replacing the door from the restroom that was stolen in the summer and the need to replace a water faucet. Keith reported that the water faucet has been replaced, but has not seen the new door. Dave will follow up on the shipping of the stall door.

PROJECTS

Pickleball Courts – Work has been delayed due to the snow.

Basketball Court – Will be working to move forward on this project when the Pickleball Courts are started.

Parking Lot Upgrade – Phase II: Burrel has been talking with Stuart and they are working on it.

OLD BUSINESS

Youth Sports Director Position:

There was general discussion regarding the salary, date & times for interviews and needs of the position. It was decided that the salary will be determined on experience. Interview times will be set for January 26, 2024 and January 29, 2024, with two interviews each night at 6:00pm and 6:45pm and will be held at the Irrigon Fire Station. Any supplies that the position may require will be available at the Office (Park Gazebo).

There was discussion regarding the need for a laptop for the position. This also brought up the need for a new laptop for the District as the existing laptop no longer has Windows support.

Motion by Neila Coffman to authorize the District Clerk to purchase two new laptops and the necessary software/programs, in an amount not to exceed $2,000.00. Seconded by Kent Heidt. Motion passed unanimously. Sandi will work with Neila on this.

Convert Equipment room into Office Space:

There was general discussion regarding the uses, cost and the renovation. Should there be a bid request from construction company or should the Board do the work. Dave feels that the renovation can be done by board members and volunteers. Once renovations are complete it could be used for office space and Board meeting, while the existing office could become the storage area.

NEW BUSINESS:

Playground East:

There was general discussion regarding the removal of current equipment that is non-compliant and the adding of new equipment, ground covering and the information needed to submit a request to ACOE. Neila will work on getting this information.

Off Leash Pet Area:

There was general discussion regarding the lay-out of the proposed area. There may be a need to move the location further south (away from the river bank), extending the length of it, add fencing in the middle to create separate areas for large dogs and small dogs. Dave will work on this.

Columbia Heritage Trail (Irrigon Marina Heritage Trail):

There was general discussion regarding moving forward with this project and becoming the Applicant, instead of the City of Irrigon. Dave will work on looking at grant funds from the Oregon State Parks. Sandi will prepare the necessary letter to be sent.

FOR FUTURE CONSIDERATION   
Discussion of existing Park District Bylaws, Policies & Procedures and Safety Program - Sandi

Mapping, planning & prioritization of projects – 4 projects are in the works

CREZ II Funds Grant money available 149,240.00  
Event Gazebo – Sandi   
Oregon State Parks (OPRD) Recreation Trails Grant Program  
Faucet Repair at Docks  
Electric Range & Lighting at Sun Shelter  
Possible overflow situation with new docks  
Acquiring two new flags for the park  
Small Grant Application  
Annual Plan to maintain and plant new trees  
Convert Equipment room into Office Space  
Construct storage unit for Little League and Pickle Ball equipment  
Supplemental Budget for 2023/2024 - January

**SAFETY MEETING:**There was discussion regarding snow removal safety.

Keith and Bob had no questions or concerns regarding any safety issues.

Adjournment

There being no further business, the meeting was adjourned at 8:38pm

**Dave Cooley 02/26/2024**

**Authorized Signature Date**

**Sandi Wodarczak 02/26/2024**

**Attesting Witness Date**