

# NOTICE AND AGENDA

## MID TILLAMOOK COUNTY PARKS & REC DISTRICT

MONTHLY MEETING MINUTES  
TUESDAY, SEPTEMBER 18, 2018, 1:00 – 2:30 P.M.  
TILLAMOOK CHAMBER OF COMMERCE – CONFERENCE ROOM  
208 Main Avenue, Tillamook, Oregon 97141

1. Call to Order at 1:05 pm; Pledge of Allegiance; Recognition of Persons Present
  - a. Meeting called to order at 1:05
  - b. No public attendees
  - c. Members Present: Doug Henson, Kaylan Sisco, Brian Cameron, Michelle Jenck
  - d. Members Excused: David Wilson
2. No members of the public present for Public Comment
  - a. Doug Henson formally recognized Michelle Jenck for being honored at the 2018 YMCA Auction by fellow member and Y Director, Kaylan Sisco. She received a plaque commemorating her 20 years of continuous employment and service at the Tillamook County Family YMCA.
3. Consent Agenda (**Action**)
  - a. Review & Approval of Consent Agenda: **Kaylan Sisco Moved to approve agenda; Doug Henson seconded; MOTION PASSED (4-0)**
  - b. Review/Approve Previous Meeting Minutes – Regular Meeting August 21, 2018 **Doug Henson moved to approve previous meeting minutes; Seconded by Kaylan Sisco; MOTION PASSED (4-0)**
4. President's Report – Dave Wilson was absent but shared the following updates with Secretary Michelle Jenck via email:
  - a. D&O Insurance – Dave contacted Luanne Richey at SDAO, who recommended getting a quote from Cheryl Spellman, Hudson Insurance, 503.842.8213. Kaylan offered to contact Cheryl and report back with a quote from Hudson Insurance as well as from the Y's insurance company.
  - b. NRPA Connect Message Board – Dave Wilson recommended looking into this resource. This was tabled until a future meeting.
  - c. Non-Profit Status – As a governmental agency, we are a non-profit but we still do not know the exact nature/designation. This information is key to eligibility for some grant applications. Kaylan has a call into Luanne at SDAO to get an answer to that question and will report back.
  - d. SDAO Membership dates – Dave learned that our membership was technically only good until December 31, 2018; However, SDAO has extended it to December 31, 2019 per Luanne Richey.

5. Old Business
  - a. Logos: Brian Cameron created and shared sample logos; Members discussed merits of different logo options and scored their top two images. Brian will create options from the narrowed list for member review at next meeting.
  - b. Community Outreach discussion was tabled to allow more time for By-Laws
6. New Business
  - a. Rules & By-Laws – Dave Wilson indicated that examples could be downloaded from the SDAO website; Michelle Jenck reported that she attempted to access but did not have membership information to gain access to this part of the website. Doug Henson brought sample by-laws from other entities for member review, however, the examples were not specific to a municipal parks and rec district. It was discussed and decided that members needed to find a specific Parks & Rec District by-law template, rather than reinventing the wheel.
  - b. Other: See Item 9
7. Communications (2 minutes)
  - a. Next Special Meeting: **Kaylan moved that a meeting (virtual if possible) be scheduled between 9/28-10/3 to share and discuss by-laws language once a template has been procured, Motion was seconded by Doug Henson; MOTION PASSED (4-0)**
  - b. Next Regular Meeting – Tuesday, October 16, 2018, 1:00-2:30 p.m.
8. The Board did not recess to Executive Session as authorized by ORS 192.660(2)(e).
9. Board Member Comments, As Time Allows Prior to Meeting Maximum Time
  - a. Doug shared that Tillamook City Council is seeking a community organization to provide on-going maintenance for the Hoquarten/Crosstown Connections Trail & Sue H. Elmore Park.
    - i. Mayor Weber was contacted during the meeting for further clarification. She noted that park beautification processes are underway; ODOT crews are planting trees and doing landscaping and will guarantee plantings for one year, with 3-month inspections but after that, it will be the City's responsibility to maintain these properties.
    - ii. Kaylan asked Abby Hoffert, Rotary Club President, if their group would be interested in sponsoring this project, to which she agreed on behalf of the club. Kaylan will connect Abby with Paul Wyntergreen from the City.
    - iii. Michelle offered to connect Abby with Susan Shen, Trailkeepers of Oregon volunteer coordinator, in a group email with Paul Wyntergreen.
  - b. Doug commented that the Holden Creek project and trail also fall under the City's jurisdiction and will need similar support.
  - c. Members discussed the Hadley Soccer Fields project; noting that the City is required to submit a formal proposal to FEMA for approval before any work begins. In an email response, Paul Wyntergreen indicated that Brandon Affolter is submitting a plan to the City which they will submit to FEMA for approval.
10. Meeting was adjourned at 2:41 p.m.