
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, October 28th, 2015

6:45 AM

**Astoria Recreation Center
1555 W. Marine Drive, Astoria OR 97103**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. PUBLIC COMMENT

- (a) Individuals must state full name and address
- (b) Each individual is provided 2 minutes

4. PRESIDENT HERNANDEZ:

- A. What do you hear?

5. EMPLOYEE RECOGNITION

6. OLD BUSINESS

- A. Parks Foundation Update
- B. Astoria Column Restoration Update
- C. Smoke Free Parks Update
- D. Annual Aquatic Center Closure Update
- E. Peoples Park Platform Update
- F. Lawn and Plant Management Task Force Update
- G. Maritime Memorial Committee Update
- H. Comprehensive Parks and Recreation Master Plan Update

7. NEW BUSINESS

- A. Lifeguard wages increase and future fee increases
- B. Request for proposals for weed eradication and re-seeding at Oceanview Cemetery
- C. Request for proposals for a point of sale and registration system
- D. Department reorganization
- E. Department budget review – recreation division
- F. Heritage square presentation
- G. Farwell O'Farrell

H. Parks Maintenance Project Report:

- Provided support and equipment for Brew Cup
- Coordinated with Tongue Point Job Corps to paint Doughboy Monument
- Coordinated with Tongue Point Job Corps to pour concrete slab for Lewis and Clark interpretive sign and bench at Alderbrook Lagoon
- Began winterizing facilities and equipment
- Implemented smoking ban in parks (Ongoing)
- Assisted Maritime Memorial CHIP-In event with USCG

I. CHIP-in Report:

CHIP-in was well represented at the AHS community fair on October 22nd. Many students and teachers expressed interest in the program and scheduling clean-up events. Prior to the event, an AHS Senior expressed interest in working with CHIP-in to complete her Senior Project at McClure Park. She is currently working on her letter of intent. CHIP-in has also begun sending out bi-monthly e-mails, updating volunteers on past and upcoming CHIP-in events as well as other pertinent local events.

Completed CHIP-in Events:

Maritime Memorial Park Cleanup, Friday October 16th, from 12 - 2:

- The event was scheduled by the Kennewick Coast Guard to celebrate the promotion of their members and encourage comradery with the Astoria Coast Guard
- There were 7 volunteers in attendance from the Coast Guard as well as 2 individual community volunteers
- Volunteers cut back overgrown shrubbery, trimmed the limbs of dying trees, hedged bushes, pulled weeds, raked leaves, picked up trash, and laid down new bark mulch

Upcoming CHIP-in Events:

Pioneer Cemetery Park Clean-up & Candy Trade-in, Sunday November 1st, from 1-4:

- This event is not only an excellent volunteer opportunity for community members, but it is also a great option for parents who would like alternatives to traditional Halloween candy or simply want to limit the amount of candy that is consumed after Halloween – CHIP-in will offer a candy trade-in table
 - Candy alternatives such as fruit, sugar free and organic candy, as well as fun small toys will be offered in exchange for excess candy
 - Candy that is traded in will be sent to “Operation Gratitude” a program which sends packages of candy and other items to Veterans, New Recruits, First Responders, Wounded Warriors, Care Givers and to individually named U.S. Service Members deployed overseas
- Volunteers will be working to clean up the park by removing dead trees, removing invasives, gently cleaning tombstones, and trimming shrubbery

J. Lil Sprouts/ Port of Play Report:

It has been a busy and productive fall up at Lil' Sprouts. With kids meeting developmental milestones, many are progressing and transitioning into their next Sprout classroom. We have also made some headway on our multiple waitlists, and are moving kiddos into classrooms as efficiently as possible. It is a bit of a puzzle to coordinate the process of kids being taken off the waitlist and put into classrooms, all while considering current Sprout schedules, ages, possible transitions, etc. especially when there is such a high demand for spots.

The last two months we've also had some staffing challenges, but have been able to get some new faces in the door. We hope to be set for a while, but turnover seems to be a consistent issue.

Sprout Curriculum:

- While Sprout teachers have the freedom to choose the theme of their curriculum activities each week, they are still asked to participate in a Sprout-wide classroom challenge where everyone has the same theme on the designated week. For the week of Oct. 12th, Sprout classrooms focused on the theme of “Welcome Fall.”



Misc.

- For a second year in a row, Lil' Sprouts Academy has been approached by a group within the Coast Guard, asking for our program to provide childcare for their holiday party in December. We are hoping to provide this service again.
- Towards the beginning of October, we received news that one of our children in the infant room was diagnosed with Chicken Pox. Luckily, due to the quick recognition and action of our staff, the exposure to other children was very limited, and as of yet, we have not seen any other cases or like symptoms.
- On Friday, Oct. 30th, our Sprouts and teachers will be celebrating Halloween with a costume parade at 10am. Staff and Sprouts are allowed to dress up, as long as costumes are kept fun, appropriate, and do not interfere with daily routines/tasks.
- On Wednesday, Oct. 14th, we had our first fire drill of the year. It just so happened to be one of our busiest days, and we had 60 kiddos to evacuate out of the building and up to the t-ball field. It was probably one of our best drills yet.
- To continue with building safety, we participated in the Great Shakeout on Thursday, Oct. 15th. The drill prompted great discussions with our kids, and got everyone thinking about what earthquake preparedness looks like for our building.



Port of Play:

- We have a new staff member working the front counter at Port of Play, and she is awesome!
- Parents' Night Out has continued to stay pretty busy, and is proving to be a much needed service for parents.
- On Thursday, Oct. 15th, we had a situation with a parent acting aggressively toward their child in Port of Play. Luckily, our new cameras and DVR system were able to capture the incident, and it was reported to APD.
- On Friday, Oct. 23rd, we held our annual Free Family Pumpkin Carving. We had a great turn out, approximately 40-50 people throughout the evening. Families brought their pumpkins, and we provided the stencils, tools, and treats.



K. Recreation Center/Programs/Fitness/Athletics Report:

After School Program

The after school program started up again on at the beginning of the school year at the ARC and the Warrenton Grade school. Staff have planned and implemented several fun activities in the program including:

- Fall crafts
- Science projects
- Agriculture
- Preparing snacks
- Halloween projects

Adult Volleyball

The women's volleyball program began in September and has been running smoothly with new program changes including roster/ Id checks and new referees. Six women's teams are participating in this league.

Drop in coed volleyball is being held at the Astoria Middle School every Wednesday evening. An average of 15 people are coming regularly to the open gym night.

Youth Flag Football

The flag football program expanded this year from a handful of participants in Astoria and Warrenton last year to four teams from Astoria, Warrenton and Seaside participating this year. The program is geared towards 1st and 2nd graders but also allows 3rd graders to participate.

Youth Basketball

The youth basketball program began registration in October. Teams will begin practicing in late October with games played in November and December. Big changes have been made to the program this year as all 5th and 6th graders (boys and girls) will be playing in the fall with a new two referee per game structure. 3rd and 4th grade boys and girls will begin practicing in January with games in late January through the beginning of March.

Fitness Classes

The fall fitness schedule is currently underway. Our early morning classes continue to see large numbers and we have brought back lunch time classes to the schedule with steady attendance.

Staff is struggling to recruit and maintain new instructors but we are fortunate to have some of our longstanding instructors who have been with us for several years.

Gymnastics Classes

Under a new instructor, staff began beginner and intermediate gymnastics this fall. We have just completed the first session with twelve students between the two classes and have strong registration for the second session set to start the beginning of November.

L. Cemetery:

Cemetery Software System

The third phase of cemetery data entry is just days away from being completed. This phase of the data entry is the phase we have been waiting on finishing to “populate” our online map with persons who have bought or are buried in the plots. Upon completion of this phase, the cemetery map, which is already viewable to the public, will become populated so that folks can locate loved ones without the assistance of city staff online. Once phase 3 is complete, staff will begin phase 4, which will enhance and support the records of who are buried in the cemetery. This phase will add details such as payments, but is not an integral part of documentation.

Cemetery Grounds Maintenance

Ocean View Cemetery continues to be a challenge to maintain and manage with our minimal resources. It takes approximately 40 man hours to mow the entire grounds and weed eating has been outsourced to the local juvenile work crew for two weekends a month during the summer months. Burials and cremations add to the toll the cemetery exacts on the Maintenance Division’s capacity, because these events often cannot be foreseen or planned for beyond a three day window.

M. Aquatic Center Report:

The center reopened on September 28 for the fall season. Due to a lifeguard shortage, the center is closed Monday – Friday from 1:00 pm – 3:30pm. A Lifeguard certification course was taught on October 1st – 3rd and three new lifeguards were hired. The next certification course is November 20th – 22nd and applications for employment are being reviewed now.

Since the center reopened there have been a few mechanical issues. The Lap pool impeller has started leaking and the Spa circulation pump is starting to go out. Also in the morning when the center is opened, little bubbles are in the Recreation pool. Staff is working on resolving these issues now.

On October 6th, City Council authorized raises for lifeguards, swim instructors, and lead lifeguards. Those increases will go into effect on November 1st. These jobs are now being paid a competitive wage which will help with recruitment and staff retention. In addition to the initial increase, there will now be steps so that employees have room for advancement.

Fall swim lessons have been very busy this year. Several new classes were added to accommodate more children. The private lessons still are very popular this Fall and there is a mix of adults and children signed up for those. Naselle Grays River School District is sending their 4th and 5th grade classes for water safety lessons this month and there are about 35 students who are attending. Students are broken in several groups over the course of two days a week, learning how to swim and water safety skills.

On November 16th the Astoria High School swim team will begin practicing for the 2015/2016 season. The swim meet schedule is out and practice times will be Monday – Friday from 3:30pm-5:15pm. This year the center will host the Cowapa League District Swim Meet in February.

8. UPCOMING EVENTS

- (a) Sprouts Costume Parade: Friday, Oct. 30th, 10am, @ Lil' Sprouts
- (b) Parents' Night Out, Every Saturday (**No PNO on Halloween, 10/31**), 6pm-9:30pm @ Port of Play
- (c) CHIP-in, Sunday, November 1st, 1:00 PM – 4:00 PM at Pioneer Cemetery
- (d) Monster Bash, Saturday, October 31st, 5:00 PM – 7:30PM @ The Armory
- (e) Lifeguard Course, November 20th – 22nd @ Astoria Aquatic Center
- (f) Aquatic Center Open on Thanksgiving, 5:00 AM – 11:00 AM
- (g) Gobbler Gallop, Thursday, November 27th, 9:00 AM – 11:00 AM @ Maritime Memorial Park

9. FUTURE MEETINGS

- (a) December 2, 2015 @ 6:45 AM
- (b) January 27, 2015 @ 6:45 AM

Parks Advisory Board Meeting Minutes September 23, 2015

Chairperson Norma Hernandez called meeting to Order at 6:50am.

Present- Norma Hernandez, Peter O'Farrell, Jessica Schleif, Howard Rub, Tammy Loughran, Andrew Fick, and Jim Holen

Absent- Eric Halverson, Grace Laman, Drew Herzig, and Joe Miltenberger

Guests- Parker Ivanoff

Staff- Angela Cosby, Enoch Gray, Pam Pearce, Jennifer Benoit, Ian Sisson, and Jonah Dart-McLean and guest Dave MacElroy

Approval of Minutes

The August minutes were unanimously approved.

Public comments

There were no public comments.

President Hernandez

- A. What do you hear- Peter O'Farrell [01 4:17] said the 50th anniversary of the Astoria Megler Bridge opening would be in 2016. A public meeting to discuss anniversary events will be held within the next couple of months. Jim Holen said during the CHIP-in event at the Riverwalk, he spoke with a Coast Guard member and his wife about how much Staff appreciated the Coast Guard's contributions. He also told the couple that the Parks Board was looking for a Coast Guard representative. President Hernandez noted the Board had not yet received any names of potential Board liaison candidates from the Coast Guard. She heard good and bad comments about the new law prohibiting smoking in parks. Most of the comments she has heard came from non-smokers; however, no one spoke during the public hearing at the City Council meeting on Monday, September 21, 2015. Andrew Fick heard that the merry-go-round at Fred Lindstrom Park was a big hit. He has also heard from kids and parents that people appreciate the kid-friendly parks. Howard Rub said he would like to thank the department for the partnership between the school and the city in sharing facilities.

Employee Recognition

- A. Director Cosby and Pam Pearce recognized Enoch Gray as the September employee of the month.

Old Business

- A. Tammy Loughran gave an update on the Parks foundation. This summer's fundraisers raised about \$8,600 for the scholarship fund.
- B. Director Cosby gave an update on the Astoria Column restoration. The final touches are being done and the scaffolding will be removed by the end of next week. Arbor Care has volunteered to remove the tarp from the trees for free, but this has not been done yet.
- C. Director Cosby updated the Board on the Smoke Free Parks policy, which was enacted into law by City Council at their meeting on Monday, September 21. The law will take effect on

October 21. City Council added marijuana to the list of prohibited substances in the ordinance, which is already illegal to consume in public per State law. Staff is working with the Health Department to make and install signage.

- D. Director Cosby said the renovations done during the Annual Aquatic Center closure went well and the Center would re-open on Monday, September 28. Now, Staff is catching up on the regular annual closure work like deep cleaning. Pam Pearce updated the Board on the details of the renovation work, noting that some of the HVAC upgrades were still underway.
- E. Director Cosby reported that the platform at Peoples Park was originally scheduled to be removed during a CHIP-in event. However, the event was cancelled when the Rotary notified Staff that they found two contractors willing to donate their services to remove the platform. The contractors will remove the platform when rainy weather slows down their workload. Staff confirmed they had no problems keeping people off the dangerous platform.

New Business

- A. Director Cosby gave a report on the Lawn and Plant Management Task Force. She noted the report and the Task Force's recommended policy was included in the printed agenda packet that was given to Board members. If the Board approves the Herbicide Policy and Practices, it will be recommended for adoption by City Council. The Board unanimously approved The Herbicide Policy and Practices and recommended the policy be presented to City Council for adoption.
- B. Director Cosby introduced the new Communications Coordinator, Jennifer Benoit. Ms. Benoit gave background information about herself, noting her career experience.
- C. Director Cosby introduced the Parks Planner/AmeriCorps RARE Participant, Ian Sisson. Mr. Sisson shared his education and career experience, noting how it would apply to the Parks Master Plan process.
- D. Ian Sisson explained the Comprehensive Parks and Recreation Master Plan process. The plan would include an analysis of existing conditions and needs, community input, and a prioritized implementation strategy for short-term and long-term goals. The implementation strategy will include estimated costs and funding strategies. A detailed project scope was included in the Board's agenda packets. Director Cosby noted the Board would receive regular updates throughout the process. An Ameri-Corps appointed citizens committee would be created to make recommendations to the Board and public meetings would be held to engage the community. Mr. Sisson said in addition to public meetings, online surveys, physical surveys, and workshops would be conducted throughout the process. He would also meet with stakeholders and focus groups. The Board discussed the importance of getting feedback from people who use parks the most.

Parker Ivanoff requested an opportunity to work with the Parks Department for his Boy Scout Eagle Project, noting he had already spoken with Staff about the project. David McElroy explained how Parker planned to help lead an improvement project at McClure Park. Director Cosby noted engineering permits would be required to complete the project. The Board unanimously approved Parker's request to lead an improvement project McClure Park.

- E. Director Cosby reviewed the Aquatics Division budget, giving details of current revenue and expenses, comparing the current budget to past year's budgets, and noting future savings expected as a result of the recent renovations. She answered questions from the Board about how Aquatic Center use is reflected in the budget.

- F. Director Cosby gave a report on the McClure Park grading and re-seeding improvements.
- G. Director Cosby reported on Parks Maintenance projects.
- H. Director Cosby presented the CHIP-in report.
- I. Director Cosby gave the Lil Sprouts/Port of Play report.
- J. Director Cosby reported on Recreation Center, Programs, Fitness, and Athletics.
- K. Director Cosby updated the Board on the Cemetery.
- L. Director Cosby presented the Aquatic Center report.

Upcoming Events

1. Director Cosby reviewed upcoming events, which included the reopening of the Aquatic Center on September 28th.

Non-Agenda/Miscellaneous Business

1. Director Cosby noted that the North Coast Swim Club was looking for a new coach.
2. Staff discussed how the teen center was not as busy during the summer. The Board and Staff shared ideas for promoting the teen center to increase use. Plans were made to have Director Cosby and a teen talk about the teen center on President Hernandez's radio show.
3. Director Cosby updated the Board on the Senior Center renovations, noting the work was going well.
4. The positive relationship between the Senior Center and the recreation department was discussed. Terra Patterson talked about how the senior center assisted with field trip transportation this summer.
5. President Hernandez reminded the Parks Board would not meet in November and the December meeting would be early, on December 2.
6. Andrew Fick announced the Healthy Homes 5K, in observance of Domestic Violence Awareness Month, would be on October 3rd at 10:00 am. The race will begin at the Barbey Center. He is coordinator for the high school activity fair on October 22 from 1:40 pm to 2:08 pm. He invited the community to share opportunities with high school students at the fair.
7. Director Cosby noted City Council elected to light the Column pink for the month of October in observance of Breast Cancer Awareness Month.

Next meeting will be held Wednesday, October 28, 2015 at 6:45am at the Astoria Recreation Center.