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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, February 24<sup>th</sup>, 2016

6:45 AM

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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PUBLIC COMMENT
  - A. Individuals must state full name and address
  - B. Each individual is provided 2 minutes
5. PRESIDENT HERNANDEZ:
  - A. What do you hear?
6. EMPLOYEE RECOGNITION
7. OLD BUSINESS
  - A. Parks Foundation Update
  - B. Peoples Park Platform Update
  - C. Maritime Memorial Committee Update
  - D. Comprehensive Parks and Recreation Master Plan Update
  - E. Heritage Square Update
  - F. Wireless Communication Lattice Tower at Astor Park Update
8. NEW BUSINESS
  - A. Aquatic Center Medical Emergencies:

You may have heard talk of or maybe in passing noticed the Astoria Fire Department and Medix ambulances at the Astoria Aquatic Center on Saturday afternoon and this morning. Their presence was due to two separate medical emergencies that took place on the Aquatic Centers pool deck. Below are additional details on each occurrence:

### Saturday

On Saturday, February 13, 2016 at 2:30 PM during the High School District Swim Meet one of the swimmer athletes from a traveling school had a seizure. This swimmer was not competing at the time and lying on the side of the Recreation/Leisure Pool when her teammates noticed her seizure. The Aquatic Centers Lead Lifeguard was the first responder to the incident. The swimmer was stabilized during the seizure until Astoria Fire and Medix arrived. The swimmer has a history of seizures and was transported to Columbia Memorial Hospital. The swim meet was interrupted for a short period of time.

### Tuesday

Tuesday, February 16, 2016 at 10:45 AM a lifeguard noticed a gentlemen sitting on the pool deck having a seizure. Aquatic Center staff pulled the patron away from the water and monitored his

pulse and breathing. The patron was safely placed into the recovery position with towels under his head to prevent further damage from his seizures. The Astoria Fire Department and Medix ambulance arrived and took him to Columbia Memorial Hospital. The pools were closed until 12:30 PM to give staff time to clean the area of biohazards, debrief, and prepare incident reports.

B. Astoria Parks and Recreation 101- Meet the team

C. Getting to know you, getting to know all about you

D. Parks Maintenance Project Report:

1. Preparing for temporary workers to start employment
2. General grounds/facilities maintenance
3. Updating Port of Play equipment and layout
4. Replaced filter media in AAC sand filters—Recreation pool's bulkhead structure failed after installation due to loose filter media causing media to leak into pool, bulkhead was replaced and filter is functioning normally now
5. Worked with American Leak Detection to locate Recreation pool leak—leak was confirmed but could not be pinpointed in the amount of time allotted for work, more investigation may be done during normal pool closure in September
6. Coordinating to produce new Custom's House interpretive signs, SeaReach LTD is working to design and fabricate signs

E. CHIP-in Report:

The winter has focused on both coordinating and planning CHIP-in events -- many hours have been spent in preparation for 2016. Melissa Keyser has met with various community groups such as the North Coast Watershed Association and Friends of McClure Park as well as many community members with plans to meet and correspond with more groups in hopes of creating more partnerships for CHIP-in events. A spring schedule of events has been completed and will be published on the Astoria Park and Recreation website.

Past CHIP-in Events:

*McClure Park, February 21<sup>st</sup> 1-4pm:*

- 55 volunteers
- Partnered with Olivia Paul for her AHS senior project
- Paint bird houses as a fundraiser for park slide
  - All proceeds will go to Friends of McClure Park
- Pick up trash and remove weeds
- Local artists and musicians were invited

Upcoming CHIP-in Events:

*Alderbrook Natural Area, March 11<sup>th</sup> & 12<sup>th</sup> 1-4pm:*

- Partnering with the North Coast Watershed Association
- NCWA will provide native plants and CHIP-in will provide tools to put in plants
- Will be putting in bark mulch

## F. Lil Sprouts/ Port of Play Report:

### Lil' Sprouts Academy:

We have been very busy at Sprouts as usual! We are excited to announce that we will be using a new mini-curriculum called *Pocket Full of Feelings*. North Coast Parenting received a grant to purchase a large amount of these kits, and they offered our program 10 kits to pilot the program. It is a crafty, unique way for young children to learn how to express or “deal” with their emotions in a productive, healthy way. We are very anxious to get this program started, because we really feel like it will help manage a majority of the behavior challenges that we face on a regular basis.

In order to improve quick communication with our parents, we have facilitated the use of a new App called *Remind*. This new program allows me to send out brief, quick reminders, updates etc. to our parents, and they have the option of receiving these messages via text, email or directly through the app. The initial idea was generated to help better communicate with our parents in the case of inclement weather, and closures/delays. But we feel like this new program will open the door for other important reminders; tuition payments, special events, illness information, etc. We have approximately 30 parents registered, and actively using the program.

We have decided to put on another Sprout Art Show this Spring. This year's theme will be “Play Matters”, and we will be raising money for some type of indoor or outdoor “play” equipment that can be utilized by all Sprouts. Sprout staff will be looking for donations for a silent auction as well.

### Port of Play:

Port of Play attendance has been pretty busy due to weather, especially on the weekends and “no school” days. We have been working with our maintenance team to address some much needed fixes and additions within the facility to increase safety and visibility. We are also working to improve the posting and enforcement of rules, with the hope that adults will take better care in supervising their child while at Port of Play.

Attendance for our weekend program *Parents' Night Out* has been growing consistently. Typically we would see 10-12 kids on a regular basis, and now we are having numbers as high as 20. It is definitely exciting to see this program grow, but it does mean we have to be more prepared with additional staff.

On Friday, Feb. 12<sup>th</sup>, we had our 4<sup>th</sup> annual Valentine Tea. We had approximately 20 people in attendance, and a fun time was had by all. We provided snacks, drinks, coffee and tea, along with cookie decorating, crafts, a photo booth, and a raffle. The tea was donated by Street 14 Café.

On Friday, March 4<sup>th</sup>, we will be celebrating Dr. Seuss' Birthday at the Recreation Center. It will be a free event with readings, crafts, snacks and more. We are looking for volunteers that would like to read their favorite Dr. Seuss story!



## G. Recreation Center/Programs/Fitness/Athletics Report:

### After School Program

Our after school program ran daily in February with approximately four new students attending in Astoria. Staff scheduled some fun holiday crafts and active games with the kids in February and have been busy planning a fun agriculture month in March as well as working with the North Coast Foodweb to bring the group to do a program in our classroom in March.

With the addition of more space in the building, we were able to move our after school program in to a larger space. Our staff worked quickly and efficiently to transfer the old space in to a fresh new classroom, below are before and after pictures.



### Volleyball

Drop in coed volleyball has continued at the Astoria Middle School every Wednesday evening this winter. An average of 10-15 people is coming regularly to the open gym weekly.

We have also begun planning a coed six on six league for adults which will begin at the end of March. This program will twice a week during the spring with a playoff bracket at the end of the program.

Our annual volleyball clinic for 3<sup>rd</sup>- 6<sup>th</sup> graders will also begin in March. Staff have begun promoting the program.

### Youth Basketball

The youth basketball 3<sup>rd</sup> and 4<sup>th</sup> grade league continues to run playing through February 27. Overall, changes made to the program this year have been well received and increased number of participants.

We currently have 29 third and fourth grade teams playing, this is an increase of five teams from last year.

The first and second grade basketball program for girls also continues in February, ending league play on February 29. This year we split our teams from 1<sup>st</sup>/ 2<sup>nd</sup> combined to a 1<sup>st</sup> grade league and a 2<sup>nd</sup> grade league. We have ten teams in total playing in the league. This is an increase of four teams from last year.

### Men's League Basketball

The second half of men's league finished the first week of February. The league is currently hosting a single elimination playoff bracket style playoff which all teams that participated in the league are seeded in to. The championship game will be held on February 25.

### Fitness Classes

The winter fitness schedule continues with the addition of a new class- Pilates.

Staff have been looking for new ways to promote ARC fitness classes including attending health and wellness fairs.

### Other Programs

Our new classes this winter- Jiu Jitsu and Self Defense for adult classes began in January and are still running. These weekly classes are running smoothly, the instructor reports the students have learned and improved quite a bit as the session progresses.

### Special Events

The annual Father Daughter valentine dance was held on February 13<sup>th</sup> at the ARC. An estimated 135 people attended the dance. Dads and daughters danced, enjoyed snacks, took pictures and made valentine crafts at this two hour event.



## H. Cemetery:

### Cemetery Software System

The third phase of cemetery data was completed in late October. This phase of the data entry is the phase we have been waiting on to finish “populating” our online map with persons who have bought or are buried in the plots.

The original plan was that upon completion of this phase, the cemetery map, which is already viewable to the public, would become populated so that folks can locate loved ones without the assistance of city staff online. Staff is coordinating with contractor Mark Scott to move forward with this part of the project.

Now that phase 3 is complete, staff has begun phase 4 data entry, which will enhance and support the records of those 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

Oceanview 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 this year, the Maintenance Division will carry out weed-eating activities around headstones as well instead of contracting the work out to the juvenile work crew. 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.

### Mausoleum

The Parks and Recreation Department partnered with Clatsop Community College’s Historic Preservation Program to receive a \$3,200 grant from the Oregon Parks and Recreation Department to conduct a series of workshops assessing and repairing the 6 leaded-glass windows in the Mausoleum. The workshops will be held April 9th-10th, 16th-17th, and 23th-24<sup>th</sup>.

## I. Aquatic Center Report:

The center has had a busy Winter season so far! We were voted best Fitness Center again by the Coast Weekend for the second year in a row!

There was some maintenance work done on the pools February 8<sup>th</sup> and then again on February 12<sup>th</sup>. We replaced the sand in the filters for all pools. After the sand was replaced we noticed a large amount of sand that had built up in Recreation Pool. As a result Jonah had the Pool & Spa technicians come back out on Friday February 12<sup>th</sup> to fix the broken lines in the Recreation Pool. All pools are back up and running this week.

After the last Lifeguard certification course, nine students received their lifeguard licenses. Out of those nine, six of them came on as employees. All of them just recently finished the Shadow Guard program and are in our schedule. On Sunday February 28<sup>th</sup>, six lifeguards will go on to complete the Vanguard 1.0 training to possibly become Lead Lifeguards. Also the weekend of March 19-20 we will be holding a swim lesson training course.

On February 13<sup>th</sup> and February 16<sup>th</sup> we had medical emergencies at the center. Both of these incidents were seizures and the guests were not in the water at the time. We had brief closures for both of these rescues to allow lifeguard staff to clean the area where the guests were lying, debrief from the situation, and write incident reports.

The swim lesson program is growing this season and we are looking at the possibility of having more pre-school lessons on Monday's and Wednesday's. There are long waiting lists for some of our courses and we are trying to add extra courses to accommodate the demand.

Astoria High School swim season comes to an end on Thursday February 18<sup>th</sup>. We hosted the Cowapa League District Swim Meet on February 12<sup>th</sup> & 13<sup>th</sup>. There were seven teams here for this event. All of our pools were closed to accommodate this swim meet but the fitness center remained open for business.

#### J. Comprehensive Parks and Recreation Master Plan Report:

- Mapped park service areas and found that Astoria is well-served by parkland, with the exception of the far east side (Emerald Heights area).
- Summarized and documented themes from all completed focus group meetings. Conducted three additional meetings with Kiwanis, Lower Columbia Hispanic Council, and Aquatic Center user organizations (AHS, USCG, CMH, NCSC, Clatsop College). Wrapping up focus groups with seniors, February 24, 2016.
- Met with the Citizen Advisory Committee on January 28. Worked with CAC and Staff to refine master plan goals and recommendations in preparation for public meetings in mid-April. Next CAC meeting: February 25, 2016.
- Researched peer communities for comparison of operations and services: Sunset Empire, Newport, Hood River, Ashland, St. Helens.
- Coordinated with Rosemary Johnson on parkland title and deed research.
- Discussed the master plan project on Talk of Our Towns with Donna Quinn and members of Friends of McClure Park on February 17, 2016.

### 9. UPCOMING EVENTS

- Parents' Night Out, Every Saturday, 6:00 PM -9:30 PM @ Port of Play (No PNO on 3/26 )
- Dr. Seuss Night, Friday, March 4<sup>th</sup>, 6:00 PM - 7:30 PM @ The Astoria Recreation Center
- CHIP-in at Alderbrook Natural Area, March 11<sup>th</sup> & 12<sup>th</sup>, 1-4 PM @ Alderbrook Lagoon
- Spring Break Day Camp, March 17<sup>th</sup> – 24<sup>th</sup> @ ARC
- Lifeguard Corse, March 21<sup>st</sup> – 23<sup>rd</sup> @ Aquatic Center
- Free Family Easter Egg Dyeing, March 25<sup>th</sup>, 6pm-8pm @ Port of Play
- Annual Easter Egg Hunt!, March 26<sup>th</sup>, 12:00 PM @ Tapiola Park
- Flashlight Easter Egg Hunt!, March 26<sup>th</sup>, 9:00 PM @ ARC
- Youth Volleyball Clinic, begins March 28<sup>th</sup>, 5:30 PM @ Astoria Middle School

### 10. FUTURE MEETINGS

- (a) March 30, 2016 @ 6:45 AM \*note this is 5<sup>th</sup> Wednesday to avoid Spring Break
- (b) April 27, 2016 @ 6:45 AM

## **Parks Advisory Board Meeting Minutes January 27, 2016**

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

### **New Board Member Introductions**

Board members shared introductions and President Hernandez reminded the Board of their role and responsibilities.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Jim Holen, Eric Halverson, Aaron Crocket, and Josey Ballenger.

Absent- Howard Rub

Staff- Angela Cosby, Jonah Dart-McLean, Terra Patterson, Chelsea Cameron, Erin Reilly, Ian Sisson, Melissa Keyser, and Brad Johnston.

### **Approval of Minutes**

A. December minutes were unanimously approved.

### **Public Comments**

#### **President Hernandez**

A. What do you hear- Eric Halverson had heard complaints about the fee increases at the pool. Andrew Fick heard that people involved with the Parks Master Plan are excited and interested to learn about the parks. He also heard concerns about the cell phone tower at Shively Park. Jim Holen discussed feedback he has received on signage. President Hernandez heard that many people are impressed with Ian Sisson and how quickly the master planning process is going. Jessica Schleif read in the newspaper that the bus would no longer come to the Recreation Center or Senior Center. She called the transit office to share her concerns about the teens that ride the bus to the teen center and learned that a bus would still stop at the Short Stop. Staff Patterson mentioned that the school district does have the center set up as a bus stop for middle school students.

### **Employee Recognition**

Director Cosby and Erin Reilly recognized Chelsea Cameron as the January employee of the month.

Parks Staff introduced themselves to the new Board members. The Board and Staff discussed Facebook posts about Shively Hall. A participant at the event posted a comment about the fireplace and volunteered to help the Parks Department with historic restoration research.

### **Old Business**

A. Tammy Loughran gave an update on the Parks Foundation. At their recent retreat, the Foundation discussed goals, rewrote their mission statement, and planned upcoming fundraisers. The Foundation's goal is to raise \$12,000 for scholarships and \$2,000 for operating expenses.

B. Director Cosby gave an update on the platform at People's Park. Staff has informed the contractors that the platform needs to be removed by the end of February. If the contractors

cannot complete the work by then, the Parks Department will have to spend funds to get it removed.

- C. Director Cosby updated the Board on the Maritime Memorial Committee meeting held earlier in January. The Committee continues to work on expanding the memorial wall because it will run out of space in two years.
- D. Ian Sisson reviewed the project timeline for the Parks Master Plan and the work completed during the first phase of the project. The online survey received 881 responses and paper copies of the survey are still being collected. All of the community outreach, including the survey, focus groups, and input sessions, has enabled Staff to reach over 1,000 people.

## **New Business**

- A. Ian Sisson shared the results of the online Master Plan survey. Responses indicated that Astorians believe parks and recreation opportunities are important to their quality of life and that they are satisfied with the opportunities currently being offered. The main user groups are families, children, and low-income people. The community believes Astoria has just the right amount of parks and investments should be made in playground equipment, maintenance and improvements to natural areas, and historic and cultural sites. Most responses indicated Astoria has just enough or not enough trails and more should be invested in maintaining, improving, and connecting existing trails, and to improve signage. Respondents were happy with the number of facilities and indicated investments should be made in maintenance and improvements at the Aquatic Center, which is the most used facility. The Recreation Center and public restrooms were also priorities. The most visited parks include the Column, Tapiola, Shively, Fred Lindstrom, and Youngs River Falls. The least visited parks are the Customs House, Birch Field, Tidal Rock Park, Violet LaPlante, and Post Office Park. The Board and Staff discussed the reasons Violet LaPlante and Post Office Parks are not often used and the need for several different types of parks. Survey respondents were asked what their priorities would be if they were in charge of the Parks Department. Most people said maintenance, trails, natural areas, fitness facilities, and playgrounds would be their top priorities. Special events ranked low for this question, but ranked high in a question about services offered by the Parks Department. The most utilized programs and services include runs and walks, Li'l Sprouts, swimming lessons, special events, and memberships.

He is still processing feedback from the focus groups, which included City Staff, downtown businesses, historic and cultural preservation groups, parents clubs, the Parks Foundation, public health and social service organizations, service organizations, trails and natural area groups, and youth athletics providers. He still needs feedback from Aquatic Center user groups and will be making a presentation at the Lower Columbia Hispanic Council Board meeting on February 16<sup>th</sup>. He plans to meet with seniors at the Senior Center once they are settled in to the new building.

The level of service analysis compared Astoria's services to State benchmarks and indicates Astoria is generally well served. However, Astoria only has one urban closet park, the Garden of Surging Waves. If Heritage Square is redeveloped with a plaza park space, the urban closet park requirement would be met. Astoria does not have any regional parks, which are at least 100 acres, but there are several within five miles. Destination parks include the Column and

Youngs River Falls. The city is well served with trails, facilities, amenities, and nearby access to the services Astoria does not offer. He displayed a working list of peer communities that Astoria will measure itself against.

Next steps include a Citizen Advisory Committee meeting on January 28<sup>th</sup>, processing and documenting community feedback, creating a draft copy of the level of service analysis and initial recommendations sections of the plan, and updating City Council in February or March.

- B. Director Cosby gave a report on the Parks Department retreat and goal setting session in December. She reviewed the goals for 2015 and updated the Board on how the department achieved each goal. Goals for 2016 are to improve internal and external communications, implement the Master Plan, create inventories for the facilities and maintenance plans at each site, improve employee development programs, increase volunteerism, and improve the Recreation Center and maintenance shops. She confirmed she wanted volunteerism to increase overall, not just within the Chip-In program. She described the current employee development program, which begins with recruitment and hiring procedures.
- C. Director Cosby updated the Board on the Senior Center restoration project. The grand opening of the renovated Senior Center will be on February 16<sup>th</sup> from 3:00 pm to 5:30 pm.
- D. Assistant City Manager Brad Johnston reported on the wireless communication tower proposed for Shively Park. He explained that the information presented to the Parks Board in December 2014 and January 2015 was inaccurate. Staff was depending on Verizon to provide the information because Staff does not have anyone dedicated to or an expert on cell phone towers. When the appeals were filed, Staff agreed that the original photo simulations were not accurate and they asked Verizon to provide better photos. City Council approved the appeals at their meeting on January 19<sup>th</sup> and they will adopt the findings at their next meeting on February 1<sup>st</sup>. City Council found that the land use did not meet City Codes. This project was tied to the removal of the tower at the Column. As a matter of policy, the tower at Shively was a compromise because the tower would have been tucked into the back corner and Shively Park receives fewer visitors than the Column. The tower would have added \$36,000 in annual Parks revenue and co-location on the tower would have added \$90,000 in annual revenue. He will be speaking with Verizon's contractor about removing the tower at the Column later in the day. He was unsure if the tower at the reservoir would still be built. Verizon's lease at Astor Park expires in August. If the lease is not renewed, Verizon's signal in Astoria will be very weak and the City will have to change carriers. At the City Council meeting, Mayor LaMear talked about the government's responsibility to ensure citizens have reasonable access to utilities, but the city is running out of hilltops.

He believed City Council would have had a more difficult time denying the project if Verizon had submitted accurate information from the very beginning. He answered questions from the Board about Converge Communication's role in the project, City Council's directive to remove the tower at the Column, the City's need for upgraded emergency communications equipment, and the Community Development Department's process. He explained the basis of the appeals, which argued that the decisions to grant the permits were invalid because they were based on inaccurate information.

The Board and Staff discussed how the inaccurate data affected the credibility of City employees and Board members. Staff planned to be much more critical of these requests in the future. Assistant City Manager Johnston explained that the wireless communication section of the Development Code was adopted in response to the tower at the Column, which would never be approved today. The Development Code makes it very difficult to put a tower in Astoria. Staff reviewed the issues with the tower at the Column and how City Council decided

that it should be removed. Without a tower at the Column or Shively Park, Staff will need eight to ten sites for emergency communications facilities in order to maintain current coverage, which would make the system complex and expensive.

The following reports were presented to the Board as part of the agenda packet:

- E. Parks Maintenance Projects
- F. The CHIP-in Program
- G. Lil Sprouts/Port of Play
- H. Recreation Center, Programs, Fitness and Athletics
- I. Ocean View Cemetery
- J. The Aquatic Center
- K. Master Plan

### **Upcoming Events**

1. Director Cosby updated the Board on upcoming events.

**Next meeting will be held Wednesday, February 24, 2016 at 6:45 am at the Astoria Recreation Center.**