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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, April 27<sup>th</sup>, 2016  
6:45 AM  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street, 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

**8. NEW BUSINESS**

- A. Comprehensive Parks and Recreation Master Plan Review

**9. STAFF REPROTS**

**Maintenance:**

**Grounds**

- Mowing all parks/greenspaces
- Preparing baseball/softball fields for use
- Coordinating to produce new Custom's House interpretive signs, SeaReach LTD is working to design and fabricate signs (ongoing)
- Coordinated with adjacent landowner to replace sewer line along northern edge of 14<sup>th</sup> & Grand Park. In February, a holly tree that had been damaged by parasites fell, and in doing so, damaged a private sewer line that runs east-west along the park's northern edge. In order to fully replace the damaged line, a stand of laurel and a diseased ash tree were also removed. The site has been cleaned up and grass seed and hay have been applied to remediate damage to the area.

**Facilities**

- Mark Montgomery is in his recovery for his ankle surgery, his anticipated return date is sometime in early June
- Trouble-shooting at AAC, all operations are currently running normally
- Clatsop Community College's Historic Restoration Program is preparing to replace the south side siding on Alderbrook Hall. The Parks Department will be paying for materials and all work will be completed by CCC's Historic Restoration Program. Work will be carried out May 14-15 and 21-22.

### **Oceanview Cemetery**

- Clatsop Community College's Historic Restoration Program has removed six stained glass windows from the Mausoleum and is in the process of restoring them. This work is being carried out with funds from the Oregon Historic Cemeteries Grant program
- 2 full burials, 1 cremation burial this month

### **Recreation:**

#### After School/ Day Camp Program

The after school program ran at the ARC and the Warrenton Grade school in March with a weeklong "spring break" day camp. The Warrenton grade school program has grown significantly this spring and we are averaging six to ten more children a day, compared to winter months. Our spring programming has included a focus on outdoor activities, agriculture and science.

Staff have published summer day camp themes and activities and have opened up summer registration.

#### Volleyball

This month staff conducted our annual volleyball clinic for 3<sup>rd</sup> - 6<sup>th</sup> graders. We saw record numbers with our 3<sup>rd</sup> and 4<sup>th</sup> grade registration but didn't do as well with the older children. In total 40 children participated in the program which ran three nights per week at the Astoria Middle School.

#### Youth Softball League

The youth softball program began practicing the last week of April. This year, we began a new system for splitting up teams with a first practice/ skills day followed by the coaches selecting players after the practice is over in a draft type setting. Registration numbers have increased in Astoria slightly compared to last years numbers with the older players.

#### Fitness Classes

The spring fitness schedule is currently underway running with a few small changes from the winter schedule. Staff have added pilates classes by setting up Yoga classes for summer. Staff have seen a decrease in attendance for the evening classes and are exploring scaling back classes offered as well as where else we can promote new classes.

#### Other Classes

We are again offering Jiu Jitsu and Self Defense which began in April. In May, the department is offering a variety of tennis classes for all ages. Additionally, we are setting up gymnastics classes for the summer months.

## Maritime Memorial Wall

Staff have finished accepting applications for the upcoming May engraving. In total Astoria Granite Works will be engraving 39 new names will on the wall prior to Memorial Day.

## LIL Sprouts/port of play:

### **Lil' Sprouts Academy:**

Sprouts has been busy as usual. Kiddos were busy celebrating Dr. Seuss at the beginning of March and having a blast!



Staff of Lil' Sprouts Academy have been asked by Northwest Parenting, to provide childcare for a parenting class they are holding at Gray School, April 7-May 19<sup>th</sup>. We are excited to support such an important mission, and to partner with an organization that has provided assistance and information to our program. We are hoping that some of our Sprout parents and families will utilize this service, and attend the class as well.

Although we are in pretty good shape staffing wise, we are again on the hunt for new employees. Come this spring and early summer, we will be losing four highly qualified staff, because they are Coast Guard families and will be transferring.

Within the last couple weeks, Lil' Sprouts has been hit pretty hard with Hand Foot and Mouth Disease. This is the first time we've seen it this school year, which is good, but it is still difficult to manage.

During the week of **April 25<sup>th</sup>-29<sup>th</sup>**, our Daffodil Classroom is celebrating "Bravehearts" week, where our students will be learning about empathy and sympathy. One of the projects they will be doing is collecting certain items to donate to Doernbecher Children's Hospital. We have been in touch with their administration, and they have given us a list of items they need and accept. If anyone is interested in donating, please let us know!

Card Games

Cars & Trucks

Play Doh

Pens/Crayons

Stickers

Coloring Books

Reading Books

Small Action Figures (Princess, Super Hero, My Little Pony)

Art Supplies

### **Port of Play**

On Friday, March 2<sup>nd</sup>, we held our annual Celebration of Dr. Seuss' Birthday. This year we had the event at the ARC, and it seemed to be a perfect space for the nging of the event. Although families were slow to show up at the beginning, we had many trickle in to enjoy the rest of the event. A big "thank you" to our guest readers, Patty Skinner and Josey Ballenger.



On Friday, March 25<sup>th</sup>, we had our annual Family Easter Egg Dyeing up at Port of Play. This year we probably had one of the best turn outs ever, with 60+ participants. It was a great event, and everyone had a good time!

In March, we had a very significant casualty in Port of Play, as we lost Oscar our bounce house. A major seam in the floor panel of the bounce house came apart, and the manufacturer said it should not be used. The general life expectancy of an inflatable like Oscar is about 5-7 years, and we have had him for about 6, so we feel like he had a good, long and healthy life. Although we were eager to replace the bounce house quickly, we felt like it would be good to take our time, to survey our patrons, and make some big decisions on what we want Port of Play to really be, and what equipment we need. We're excited to hear from our patrons, so stay tuned for survey information! In the meantime, anyone is welcome to donate to help support the cost of new equipment.

### **Community Garden:**

It is gardening season, and time for our current gardeners to renew their plots for the upcoming year. Although some of our gardeners from the past season have given up their beds, we have many people on the waitlist. It looks like it will be a full garden again for this season!

On Friday, April 22<sup>nd</sup> from 12pm-3pm, we will be holding an Earth Day event within the garden. It will be a great opportunity for community members and neighbors to see the garden, ask questions and get more information. Garden volunteer Jessica Schleif is coordinating the event and has invited Community Gardeners to mentor students from Gray Alternative High School and collaborate in the planting of the 60 foot long pollinator bed at the front of the garden. The pollinator bed will be full of things that attract

bees, butterflies, hummingbirds, and other pollinators that are necessary for healthy growth. The students will have an opportunity to track and monitor the pollinators, as well as the plants themselves.

### **Aquatic Center:**

During Spring Break we held a lifeguard course and 8 students received their licenses. Out of those 8 students, we hired 7 of them and put them through our Pre-Service training and into the schedule for April. Also in April, Morgan Postlewait was promoted to Lead Lifeguard and she is doing a great job!

At the beginning of April we received notification that we won the Silver Aquatic Award from Ellis and Associates. This is the third year in a row we have been able to get this award.

We are selling swim lessons for the Summer months already with some classes nearly full. Some of our lifeguards became certified to teach swim lessons and have been helping this month to teach preschool children how to swim.

The next lifeguard class is right around the corner, April 29<sup>th</sup> – May 1<sup>st</sup>. So far there are 11 students registered for this course. In June we will hold one last course before summer starts, June 22<sup>nd</sup>-24<sup>th</sup>.

On the maintenance portion of the center there have been a few minor repairs to the Kiddie Pool, Recreation Pool booster pump, and plumbing to fix leaking fittings near the Lap Pool heat exchange.

## **10. UPCOMING EVENTS**

- (a) Lifeguard Course, April 29<sup>th</sup> – May 1<sup>st</sup> @ AAC
- (b) Parents' Night Out, Every Saturdays , 6:00 pm-9:30 pm @ Port of Play
- (c) Lil' Sprouts Pre-K Graduation, May 19<sup>th</sup>, 5:00 PM @ Port of Play
- (d) Run on the River, May 22<sup>nd</sup>, 9:00 AM @ 6<sup>th</sup> Street Pier
- (e) CHIP-in, Sunday, May 29<sup>th</sup>, 1:00 PM – 4:00 PM at Ocean View Cemetery
- (f) Memorial Day Ceremony, May 30<sup>th</sup>, 3:00 pm @ Maritime Memorial Park

## **11. FUTURE MEETINGS**

- (a) May 25, 2016 @ 6:45 AM
- (b) June 22, 2016 @ 6:45 AM

## **Parks Advisory Board Meeting Minutes March 30, 2016**

Chairperson Norma Hernandez called meeting to Order at 6:52 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Howard Rub, Jim Holen, and Josey Ballenger.

Absent- Eric Halverson, and Aaron Crocket

Staff- Angela Cosby, Terra Patterson, Ian Sisson, Christina Kaul, and Brad Johnston.

### **Approval of Minutes**

A. The February minutes were not available.

### **Public comments**

1. Loren Mathews said he was with the Scandinavian Summer Festival, which received a \$2,500 grant for 2016. Next year would be the 50<sup>th</sup> year of the festival, so the festival committee would like a monument erected to the Scandinavian immigrants that came to Astoria in the late 1800s and early 1900s, preferably at Peoples Park. He wanted to get the process started and find out if Staff and City Council would be open to the monument. The committee planned to form a 15 to 20-member committee that would work with the City. The grant could pay for a monument design. The platform at Peoples Park was just torn down and the festival committee would like the monument to be a nice addition to the park, but not high maintenance. This project will require a big fundraiser however, the festival committee wants to consider a variety of designs at different cost points.

Director Cosby described the process of working with the City and getting City Council approval for the monument. She could work with Mr. Mathews on maintenance-friendly designs and long-lasting materials, and then give feedback to the Board about the project. The Board endorsed a monument at Peoples Park and recommended Staff move forward with gathering more details.

### **President Hernandez**

- A. What do you hear- Josey Ballenger believed the Dr. Seuss event in February had a record turnout. The Easter egg painting and Easter egg hunt were also well attended. She was happy to see growing attendance at Parks events. President Hernandez heard via Facebook that some believed the use of real eggs at the Easter egg hunt was inhumane. Andrew Fick said the website looks great and he has been looking at it more often. A lot of the digital information the Parks Department makes available is very helpful.

### **Employee Recognition**

- A. Director Cosby and Terra Patterson recognized Christina Kaul as the March employee of the month.

### **Old Business**

- A. Tammy Loughran briefly updated the Board on the Parks Foundation. The Parks After Dark Movies in the Park will be the fourth Saturdays of June, July, and August and the OK run will be held in September. At their next meeting, the Foundation will discuss the Run on the River. The board has a new member that can help with some of the legal and accounting work.

President Hernandez suggested the Foundation consider participating in Fort George Brewery's benefit nights.

- B. Police Chief Johnson gave an update on the wireless communication lattice tower at Astor Park, which was discussed at the last City Council meeting. He provided details about the discussion at the Council meeting and described the options for next steps that Staff had recommended. He described Verizon's and the City's plans for moving forward with removing the tower at Astor Park and erecting a new tower at Reservoir Ridge, noting the impacts to the Parks Department. Director Cosby confirmed that after the tower at Astor Park is removed, she might request a small kiosk with signage at the Cathedral Tree Trailhead. Any major development would require a site master plan, which would be a very public process with the Friends of the Column. Staff briefly explained why the Friends master planning process was delayed and said the Friends would need the City's approval to implement a plan.
- C. The platform at Peoples Park has been removed and the Scandinavian Festival Committee would like to put a memorial in its place for their 50<sup>th</sup> anniversary in 2017.

### **New Business**

- A. Director Cosby updated the Board on the new Parks and Recreation Management System, which should be active by July 1, 2016. The system provides point of sale and registration functions.
- B. Ian Sisson distributed copies of the draft Comprehensive Parks and Recreation Master Plan and updated the Board on upcoming master planning events. Staff asked the Board to provide feedback so the Plan could be revised accordingly before being presented for approval and recommendation to City Council. Staff reviewed the Plan, briefly noted how each section of the Plan was developed, and explained how City Council and Staff would use the Plan to guide the future of the Parks Department.

As Staff read and explained each of the recommendations in the Plan, the Board members voted using a scale of 1 to 5 to indicate their level of support for each one. During the discussion about the Plan's recommendation, the following key comments were made:

- Board members wanted more detailed information to have a better understating about the recommendations before voting. Staff explained that the nature of the Master Plan at this point is to provide general recommendations.
- A thorough investigation would be completed prior to moving forward with any of the recommendations. More details would also be provided at that time.
- The Board and Staff discussed the pros and cons of raising taxes and charging higher fees to residents outside of Astoria.

As the meeting was running long, President Hernandez recommended the meeting be continued. Director Cosby listed Staff's next steps in the planning process. Staff encouraged Board members to contact them with questions, comments, or concerns after reading through the draft Plan in more detail. After some discussion about the planning process, the Board and Staff agreed to reconvene on Thursday, March 31, 2016 at 7:15 am in the Astoria Recreation Center to continue the discussion of the Parks and Recreation Master Plan.

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

- C. Parks Maintenance Project Report
- D. CHIP-in
- E. Lil Sprouts/Port of Play Report
- F. Recreation Center, Programs, Fitness and Athletics Report

G. Cemetery Report

H. Aquatic Center Report

### **Upcoming Events**

- The upcoming events were presented to the Board as part of the agenda packet.

**Next meeting will be held Thursday, March 31, 2016 at 7:15 am at the Astoria Recreation Center.**

**Parks Advisory Board Meeting Minutes  
March 31, 2016**

Chairperson Norma Hernandez called meeting to Order at 7:20 am.

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

Absent- Howard Rub, and Aaron Crocket

Staff- Angela Cosby and Ian Sisson.

**Comprehensive Parks and Recreation Master Plan update and findings (continued)**

B. Review and discussion of the first draft of the Parks Master Plan began during the Parks Board's March 30<sup>th</sup> meeting. The Board continued their review of the Plan's recommendations and indicated their level of support for each nonverbally using a scale of 1 to 5. As Staff explained the recommendations and answered questions, Board members and Staff discussed each one with the following key comments:

- An online database could be used in several ways, but keeping it online allows Staff to utilize it from all different locations.
- A capital improvement plan would allow projects to be funded for long-term maintenance and ensure the projects provide amenities the public wants.
- Tracking tourism's impact on the Park Department's services and properties could lead to additional funding sources.
- A feasibility study on consolidating facilities and services and individual park master plans would be completed by consultants. However, Staff would manage the process. After being prioritized, the master plans would be developed through a public process and as funds became available.
- The Parks Department cannot control whether other departments include them in planning processes. However, once the recommendations are adopted by City Council, other departments would be required to collaborate with the Parks Department.

Mr. Sisson reminded Board members to contact him with questions, comments, and concerns about the draft Master Plan.

**Next meeting will be held Wednesday, April 27, 2016 at 6:45 am at the Astoria Recreation Center.**

## **Parks Advisory Board Meeting Minutes February 24, 2016**

Chairperson Norma Hernandez called meeting to Order at 6:49 am.

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

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

Staff- Angela Cosby, Mark Montgomery, Jonah Dart-McLean, Pam Pearce, Terra Patterson, Erin Reilly, Ian Sisson, and Melissa Keyser.

### **Approval of Minutes**

- A. January minutes were unanimously approved.

**Public comments** – There was none.

### **President Hernandez**

- A. What do you hear - Aaron Crocket heard the Aquatic Center did a great job hosting the high school district swim meet. Jim Holen noted that a local family enjoyed the improvements along Cathedral Tree Trail.

### **Employee Recognition**

- A. Director Cosby and Jonah Dart-McLean recognized Mark Montgomery as the February employee of the month.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks Foundation. By-laws continue to be updated and continue to work on the Run on the River event and planning other fundraising events.
- B. Director Cosby updated the Board on the platform at People's Park. After multiple failed attempts to coordinate with volunteers, Parks Maintenance Staff began working on the platform last week. Once the platform is completely removed, grass seed will be planted.
- C. Director Cosby gave an update on the Maritime Memorial Committee. The Committee has hired Mike Morgan as project manager for the wall expansion project. The next meeting will be in March.
- D. Ian Sisson updated the Board on the comprehensive Parks and Recreation Master Plan. He displayed a timeline, noted past meetings, outlined discussions for upcoming meetings, and reviewed the Level of Service Analysis and next steps. The Board will review a draft of the Plan prior to recommending adoption to City Council.

Director Cosby confirmed the survey indicated the community wanted extended operating hours at the Aquatic Center. Aquatic Center user groups also want more lane space. Mr. Sisson added that feedback about the Aquatic Center was positive, considering the limited hours, staff, and resources. He would be seeking feedback from youth and teens at the Easter Egg hunts. He explained how feedback collected from the survey, focus group meetings, the

Citizen Advisory Committee meetings, and public input session would be integrated into the Master Plan.

Jim Holen discussed the lack of use and landscaping at Tidal Rock Park and how underutilized it is.

Director Cosby said Staff has asked several groups if they would like to adopt Tidal Rock Park, but none have been willing. Staff does not have the time or resources to do the necessary work. While this has likely been mentioned in Master Planning feedback, there is no indication that this park is a high priority. Mr. Sisson added the Master Plan would recommend an increase in volunteerism and stewardship, which may lead to improvements at Tidal Rock Park. Also, historic preservation groups have expressed interest in documenting all of Astoria's historic parks and amenities to develop a plan.

Staff is researching the deeds for all of Astoria's park properties to find out which properties could be sold because City Council and the Citizen's Advisory Committee have expressed interest in learning which parks are not utilized and not necessary. This research has revealed a park property previously unknown to Staff called the Alameda Park Reserve.

The Master Plan recommendations currently being drafted by the Committee will encourage neighborhoods and community groups to volunteer for the Parks Department. Staff recently met with residents in the Alderbrook neighborhood and learned there is some interest in maintaining the parks in the area.

- E. Director Cosby reported that the Department of Environmental Quality (DEQ) requirements for cleaning Heritage Square have been completed. City Council continues to discuss uses for Heritage Square and options for the library.
- F. Director Cosby updated the Board on the wireless communication lattice tower at Astor Park. The City's lease with Verizon expires in August, so City Council will discuss options for the tower at their second meeting in March. The Friends of the Column have not discussed plans to remove trees and build an interpretive center for several years because they decided to invest in restoration work of the Column and the caretaker house. She understood the lattice tower was Astoria's emergency communications tower, which was overloaded and beginning to fail. If Verizon moves off the tower, the load decrease may extend the life of the tower for a few more years. She encouraged Board members to attend City Council meetings to get all of the information about the wireless and emergency communications issues in Astoria. The Friends have advertised for new caretakers for over a month, but the positions have been vacant since January 1<sup>st</sup>. In the mean time, the Parks Department has been assisting with oversight of some of the maintenance.

### **New Business**

- A. Director Cosby updated the Board on two medical emergencies that occurred at the Aquatic Center the previous week, noting these incidents were not preventable and Staff did a great job until emergency services arrived.
- B. The following Astoria Parks and Recreation Staff gave Power Point presentations on their roles and duties within the department and the projects they supervise:
  - Jonah Dart-McLean – Maintenance

- Melissa Keyser – Volunteer Coordinator
- Terra Patterson – Recreation Coordinator at the Recreation Center
- Pam Pearce – Recreation Coordinator at the Aquatic Center
- Erin Reilly – Preschool Coordinator
- Jennifer Benoit – Communication Coordinator

Staff answered the Board's questions and responded to comments about specific tasks, programs, and events.

C. Getting to know all about you

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

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

**Upcoming Events**

1. Director Cosby updated the Board on upcoming events. She noted that the fourth Wednesday in March was during Spring Break, so the Board meeting had been rescheduled to the fifth Wednesday of March.

**Non-Agenda/Miscellaneous Business**

**Next meeting will be held Wednesday, March 30, 2016 at 6:45am at the Astoria Recreation Center.**