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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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**Wednesday, August 19, 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. OLD BUSINESS**

- (a) Parks Foundation Update
- (b) Astoria Column Restoration Update
- (c) Parks and Recreation Master Plan Update
- (d) Scholarship Policy Update
- (e) Smoke Free Parks Update
- (f) Annual Aquatic Center Closure Update

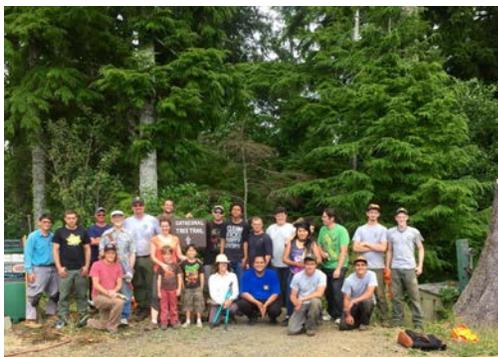
**6. NEW BUSINESS**

- (a) Introduction of Volunteer Coordinator, Melissa Keyser
- (b) Parks Department assistance with Voluntary Water Conservation
- (c) Peoples Park Platform Discussion
- (d) Department Budget Review – Maintenance Division
- (e) Parks Maintenance Project Report:
  - Special Events support: Kids' Day in the Park, CHIP In, stage rentals, Movies in the Park, Regatta Tournament, and Regatta Celebration
  - Routine maintenance on facilities/grounds-mowing, weed-eating all parks/fields/green spaces
  - Baseball/softball field care and set up
  - Burials and cremations at Ocean View Cemetery
  - Assisting with ADHD water program
  - Replacement of palisades at Fort Astoria
  - Pool closure preparation

(f) CHIP-in Report:

There was a very successful CHIP-In at Cathedral Tree Trail on July 19, 2015. We partnered with Lewis and Clark Historic National Park and benefited from the assistance of their great trails maintenance team. In addition, Tongue Point once again provided eager volunteers. Turnout was around thirty people, including the families of the National Parks workers as well as Councilors Herzig and Nemlowill. The group cut back brush along the trail, removed rotten steps, replaced damaged stairs, widened tread, improved drainage, and built a 45'x 3' boardwalk structure in order to provide better footing in a boggy area. In

addition, Lewis and Clark Historic National Park staff built and installed a new trailhead sign that will help people locate the trail's starting point. The next CHIP-In is scheduled for August 22 9am-1pm along the River Walk Trail.



(g) Lil Sprouts/ Port of Play Report:

Although attendance this summer has been a bit lighter, we haven't slowed down a bit. We've taken advantage of lower numbers, planning more organized events/activities, and have been busy exploring the north coast with our classroom curriculum. Sprouts have been studying various landmarks, historical sights, and some of the naturally beautiful places we are lucky to have so close to home. Some of the weekly themes included Beaches and Tide Pools, Native Americans, Fort Clatsop, Saddle Mountain, Astoria Landmarks, and much more.

On Friday, July 3<sup>rd</sup>, our Sprouts had a school-wide, patriotic parade. Kids dressed up in red, white and blue, and marched around the building and gym for parents to see. It was a great way to kick off the holiday, and was especially fun to have such great support from our parents.



On Friday, July 24<sup>th</sup>, our preschool and pre-kindergarten classes took a field trip to Fort Clatsop. Parents had to transport their children and chaperone, but it was still a great first field trip for our Sprouts. As a thank you, our Sprout kiddos built their own mini-replica of Fort Clatsop, and gave it to the park and Superintendent, Scott Tucker, so they could show visitors. It was definitely a trip to remember, parents, kiddos and Sprout teachers couldn't stop talking Ranger Patricia, and what a great experience she provided. We were very appreciative of the opportunity to take our Sprout learning outside the classroom, and are hoping for many future trips!



Due to the warm weather, we've also had a few "Splash Days". We set up sprinklers, and water toys for the kiddos to enjoy. It was the first time we've ever done anything like this, and everyone had a blast!

As we quickly approach the new school year, we will have many staff that will be leaving us; some are going back to their regular teaching jobs, some are going back to school, and one is going on maternity leave. It has definitely posed a huge challenge, but one we have successfully tackled. Come September, we will have many new faces, but still a very strong

and enthusiastic team. Also, as summer starts to wind down, we are approaching our 3<sup>rd</sup> annual cleaning closure on Sept. 3<sup>rd</sup> & 4<sup>th</sup>. Lil' Sprouts will be closed for two days, while staff deep clean carpets, classrooms, toys, furniture, etc. and get organized for the upcoming school year. Not only is this a great way to get our facility ready for the year, but it is also a great time for team-building and goal setting with our staff. It's something we all look forward to!

Port of Play attendance has definitely been low, but that is pretty common for summer and warm weather. We have very limited hours during the summer for that very reason; M-F, 10am-1pm, and closed on the weekends. We have continued to run Parents' Night Out, however we only do it two nights out of each month during the summer. These evenings have been highly attended, because our limited dates require parents to plan ahead, and take advantage when it's available.

Due to inquiries and requests from parents we decided to run our Lil' Sports Series classes this summer. The past couple times we've tried to run these classes, we haven't had enough participants. Whether it was lack of interest, or schedule conflicts, we weren't sure. But this time around, we had more than enough kiddos. In June, we had our Lil' Kickers soccer class and it was a hit! We had 10 kiddos participating every Thursday morning, from 10am-11am. We also ran our Lil' Hitters t-ball class every Thursday in July, and had 17 participants. Parents seemed very happy with both classes and were asking if we'd be having more in the fall. Both classes focused on the fundamentals of each sport, and above all, teamwork and having fun!



(h) Recreation Center/Programs/Fitness/Athletics Report:

The men's and women's softball program finished playoffs in late July. The coed softball league is just over half way through their season. The Regatta softball tournament was held August 8<sup>th</sup> & 9<sup>th</sup>. We had 15 men's team in the tournament which was an increase of two teams from the year before. Unfortunately, we did not have enough teams register to hold a women's tournament this year.

The summer day camp program continues to run throughout the summer. In addition to weekly thematic activities, crafts and games, the program also consists of a once per week field trip. The children have gone to Fort Clatsop, Cullaby Lake, Shively and Tapiola Park, the county fair and a few trips to the aquatic center.

The adult fitness program continues to see strong numbers, though we have cut back class offering during the summer. Our early morning classes are currently seeing the biggest numbers, this is a class time that tends to be popular for fitness classes.

Movies in the park started August 5 at Lindstrom Park. The movies have seen very high attendance with well more over 200 in attendance the first week.

On July 25<sup>th</sup>, we had our annual Kids' Day in the Park. It was a great afternoon at Tapiola Park with live music from the Brownsmead Flats, lawn games, face painting, snacks, a giant slip n' slide, and so much more! The weather wasn't ideal, but it didn't seem to stop people from coming and enjoying free, family fun!



(i) Cemetery:

The cemetery data entry project continues to get closer to completion. Staff has begun data entry on our last of six books of data, currently we are about 12% away from completing this stage of the data entry. Once this stage of the data entry is complete, we can activate the “populated grave sites” so that the public can access grave records within the map. This will enable the public to locate loved ones grave sites and get directions directly to these graves from our website.

(j) Aquatic Center Report: The center has been very busy during the summer season! We are just wrapping up our last week of swim lessons. This summer we have had some very positive feedback from parents about our program. The fall sessions are now being sold as we prepare for the next season. July 13-15 we had another lifeguard course which resulted in four new certified lifeguards. All of these new lifeguards were hired in July. Two existing lifeguards were promoted to Lead Lifeguard in August. June 27-28 there was a North Coast Swim Club swim meet at the center with about 100 swimmers competing. On June 23<sup>rd</sup>, Ellis and Associates completed our second audit for the year. During this audit we received the highest score which was an “exceeds”. Lifeguard staff did an excellent job during the audit! On the evening of June 28<sup>th</sup> there was a small fire at the center. One of the air handler pumps malfunctioned and starting shooting sparks above the pool storage room. No injuries were reported and the following day the air handler was fixed.

## **7. EMPLOYEE RECOGNITION**

### **8. UPCOMING EVENTS:**

- (a) CHIP-in, Love Your Columbia, Saturday, August 22<sup>nd</sup>, 9 AM @ Barbey Center
- (b) Parents' Night Out, August 29<sup>th</sup>, 6:00 PM-9:30 PM @ Port of Play
- (c) Sprout Family End of the Year BBQ, September 2<sup>nd</sup>, 11 AM @ Lil' Sprouts
- (d) Sprout Cleaning Closure, September 3<sup>rd</sup> & 4<sup>th</sup> @ Lil' Sprouts
- (e) Parks After Dark, Ghost Buster Showing, September 5<sup>th</sup> @ McClure Park
- (f) Annual Aquatic Center Maintenance, September 8<sup>th</sup> – 27<sup>th</sup> @ Astoria Aquatic Center
- (g) Lifeguard Class, September 25<sup>th</sup> – 27<sup>th</sup> @ Astoria Aquatic Center
- (h) CHIP-in, Sunday, September 13<sup>th</sup>, 1 PM – 4 PM @ Astoria Aquatic Center

### **9. FUTURE MEETINGS**

- (a) September 23, 2015 @ 6:45 AM
- (b) October 28, 2015 @ 6:45 AM

## **Parks Advisory Board Meeting Minutes June 24, 2015**

Chairperson Norma Hernandez called meeting to order at 6:48 am.

Present- Norma Hernandez, Jessica Schleif, Howard Rub, Tammy Loughran, Eric Halverson, Peter O'Farrell, Drew Herzig, and Jim Holen

Absent- Joe Miltengerger, Grace Laman and Andrew Fick

Guests- Marie Laibinis

Staff- Angela Cosby and Janice O'Malley-Galizio

### **Approval of Minutes**

- A. May minutes were unanimously approved.

### **Public comments**

1. Pamela Metz Macdonald, 801 Alameda Avenue, Astoria, said the Maritime Park was in total disarray before Memorial Day weekend. As a former Merchant Marine, she has a personal interest in the park. Astoria has a huge maritime community that depends on the memorial for recognition of those who have died and have plaques on the memorial. She cleaned for five hours and barely made a dent in the mess. A huge pile was left in the parking lot at the end of the red building. She called Parks and Recreation but the pile was never picked up. She went to City Hall and asked City Manager Brett Estes to have the pile picked up and have the memorial taken care of before Memorial Day. Many people in Astoria make their money from the maritime industry and she would appreciate if the City could do something about the Maritime Park. She confirmed for Director Cosby that she was most concerned with the vegetation on the side of the park. She weeded along the pathway and trimmed the rhododendrons. The lawn and trees also needed care.

### **President Hernandez**

- A. What do you hear- President Hernandez heard that the OK was a great event. Peter O'Farrell heard that people thought the OK was a great idea once they understood the concept. Janice O'Malley-Galizio said the event required only a limited effort by Staff and she believed it would be a successful annual fundraiser. However, Staff could use some help getting the word out about the event. President Hernandez suggested the event be scheduled for a different weekend next year because many parents had scheduling conflicts with all of the dance recitals that were held the same weekend.

Drew Herzig said people are starting to realize that the communications tower will be built in Shively Park and they would like more details. Director Cosby explained this was presented to the Parks Board in January. The tower will be a monopole located on the southwest slope of the park. City Council will review the request in July or August. The Board and Staff briefly discussed the need for the tower and possible opposition from the community.

Jessica Schleif heard from someone that the Board was much more active with the last Column restoration in 1995. Director Cosby believed the entire City was less involved with this

restoration, partly because the project was just presented to the City in mid-winter, so, the City is trying to catch up.

### **Employee Recognition**

- A. Director Cosby recognized Janice O'Malley-Galizio as the employee of the month, noting that she would only be working for the City for another week and a half. President Hernandez thanked Ms. O'Malley-Galizio for her service. Ms. O'Malley-Galizio said she would miss her co-workers.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks Foundation. The OK made about \$2,000. Upcoming events include Capture the Flag and another movie night.
- B. Director Cosby and Marie Laibinis gave a PowerPoint presentation on the Astoria Column restoration, which included a history of the Column's previous restoration projects, results of structural research, conservation efforts on the artistic elements, details of the current restoration project, and recommended future maintenance. Progress reports will be given to the City as the project continues and restoration work should be complete by September. The Board and Staff briefly discussed how the necessary work would affect the timeline and possible closure of the Column.

### **New Business**

- A. Director Cosby announced that the City had been selected to receive an AmeriCorps Rare position starting in September, which will allow the City to complete the full Parks Master Plan. She updated on the process involved for filling the position.
- B. Director Cosby gave an update of the Herbicide Use Policy and Practices. Amendments to the current draft are being made as Staff and the task force consider how the policy will affect other community groups that help maintain the parks.
- C. The Board and Staff discussed the possible addition of a Coast Guard representative on the Board, the Coast Guard's involvement in the community, their use of parks amenities and involvement in park events, and how the community and City would benefit from a more official relationship between the Parks Department and the Coast Guard. The Board directed Staff to work with the Coast Guard and the Mayor on the appointment of a Coast Guard member to the Parks Board.
- D. The Board discussed the possibility of changing meeting times. Drew Herzig said some members of the community believed the meetings were deliberately scheduled at an inconvenient time to discourage public attendance. The Board discussed how to communicate to the public that this was not the case and agreed no changes should be made.
- E. Director Cosby discussed vending in parks, noting that Staff received a request from a food vendor to sell at a specific park. Past requests for vending along the Riverwalk were denied. The Board discussed the pros of cons of allowing vendors and agreed the topic should be explored as part of the Parks Master Plan.
- F. Director Cosby gave an overview of the annual department budget, noting that in subsequent months, more specific details of the budget would be reviewed.
- G. Director Cosby presented the Board with the maintenance projects report.
- H. Director Cosby presented the Board with the CHIP-In program report.
- I. Director Cosby presented the Board with the special projects report.
- J. Director Cosby presented the Lil Sprouts/Port of Play report, noting that they hosted an art show fundraiser for scholarship funds.

- K. Director Cosby gave the Recreation Center, Programs, Fitness, and Athletics report. She discussed the lack of complaints and the increased number of compliments Staff has received from the community this year.
- L. Director Cosby presented the Board with the Aquatic Center report, noting Staff excelled during their most recent audit.

### **Upcoming Events**

- 1. Director Cosby presented the Board with a list of upcoming events.
- 2. President Hernandez invited the Board members to participate in Capture the Flag. Board participation in Parks events would demonstrate to the community that the Board is committed to the Parks Department. Director Cosby listed the various ways Board members could participate in the event.
- 3. Drew Herzig asked if the Cathedral Trail clean up would be hazardous. Director Cosby said able-bodied people would work on the steep portion of the trail. Improvements will also be made at the top and bottom of the trail. Maintenance and Trail Staff will be assisting with the clean up, but more volunteers are needed.

### **Non-Agenda/Miscellaneous Business**

- 1. Jessica Schleif said Matt Baum, Jonah Dart-McLean, and Director Cosby supported the community garden by doing special projects. She listed some of the donations made by various members of the community and described some of the projects at the garden.
- 2. President Hernandez reminded Board members to send notices of planned absences via email.

**Next meeting will be held Wednesday, July 22, 2015 at 6:45am at the Astoria Recreation Center.**