
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, January 25, 2017
6:45 AM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. December 7, 2016
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. Implementation of the Parks and Recreation Comprehensive Master Plan
 - a. Developing Parks and Facilities Maintenance Plans
 - b. Capital Improvement Plan
 - c. Site-specific park improvement plans (Shively & McClure)
 - C. Proposed Scandinavian Immigrant Monument at Peoples' Park
 - D. Youth Swim Team Lane Rentals
 - E. Holiday Aquatic Center and Recreation Center Promotion
8. **NEW BUSINESS**
 - A. Board Structure
 - B. Park and Program Service Analysis
9. **STAFF REPORTS**
- A. **MAINTENANCE:**

Grounds

- Removed old merry-go-round and tetherball pole from Alderbrook Park, replacement of merry-go-round planned for spring 2017
- Final mowing at most sites for 2016
- Coordinating with Community Development Dept. to add interpretive sign to Mill Pond Park
- Replaced damaged boards at Shively Picnic shelters

Facilities

- Repainting walls in coat room at Shively Hall
- Winterizing facilities
- Repairing gutters and roof drainage systems
- Added ballet barres to ARC Fitness Studio
- Pressure washing facility exteriors

Oceanview Cemetery

- 2 cremation burials, 5 full burials (2 liner, 3 vaults, 1 by SI)
- Capital improvement projects to provide greater energy efficiency and improvements to Chapel and Cemetery Shop:
- Re-sided south exterior wall of maintenance shop, removed windows to decrease chances of break-ins
- Replaced damaged metal roofing on shop
- Glasco replacing glass brick windows in chapel and broken windows in Cemetery shop

CHIP-in

- Planning 2017 event schedule
- Focus will be projects that can be easily completed by volunteers that do not create significant future maintenance obligations

B. AQUATIC CENTER:

We were able to send 3 staff to an American Red Cross Water Safety Instructor class. This class teaches students how to instruct swim lessons. It goes over hydro dynamics, holds, how to give feedback, lesson planning & also gives them free access to all the lesson planning templates, videos, drills, teaching activities and games. Lessons learned will be used to train other staff starting this weekend. We are trying very hard to get more staff trained up for lessons because we have a backlog of folks who want private lessons, in addition we would like to add morning and Saturday lessons starting next session.

C. RECREATION:

After School/ Day Camp Program

The after school program ran at the ARC in November with several no school days due to parent teacher conferences and no school days. Our fall programming has included a focus on fall harvest education, festive crafts and science. Staff are also planning holiday themes and activities for the month of December when there is a winter break from school.

Youth Basketball League

The 5th and 6th grade basketball program finished up prior to winter break. The 3rd and 4th grade basketball league began games January 19. This year there are a total of 34 teams in the league participating between the two age groups and the boys and girls leagues.

The girls' 1st and 2nd grade program begins at the end of January. This program has been modified to make the program more age appropriate and puts more emphasis on skills and learning fundamentals.

Fitness Classes

The winter fitness schedule is currently underway running with several new well attended classes. Staff have added Barre and yoga classes to the schedule. The Barre class has been exceedingly popular bringing in 10 -20 participants in each class. As we currently only have one certified instructor, staff is preparing to have a second instructor certified at the beginning of February when we will also expand to offer additional classes.

With new program success, our staff is looking in to a few other new program offerings to stay current with fitness trends.

Over the past year, our fitness instructor staff has decreased in numbers. This winter we were able to add three new qualified staff to our fitness instructors which has not only helped us to expand our program offerings but additionally to be able to cover classes when staff are out sick. This had been a downfall to our class schedule in the past when we quite often had to cancel classes due to instructor illness.

In an effort to increase community wellness and awareness of the wide variety of fitness class offerings that our fitness program has, staff created a new 5 week program for the community called intro to fitness. Participants must pre-register and we currently have 10 participants participating. The program does an introductory class specifically for registered participants weekly for a variety of ways to exercise. The idea is to offer students a venue to explore new exercise options at an introductory level where they are not intimidated and can find an exercise program which work well for them.

Other Classes

Staff offered a full community CPR and First Aid training course on Jan. 21. Additionally, we will be doing an “in-house” certification for parks employees at the end of January. Staff have also hired a new gymnastics instructor and will be offering more gymnastics classes this spring.

D. LIL SPROUTS/POP:

Lil' Sprouts Academy:

It has definitely been a season of giving, but unfortunately it has been the giving and sharing of yucky germs. Once again, Lil' Sprouts has been hit with Hand Foot and Mouth Disease. According to the County Health Department, Clatsop County has been hit pretty hard this year; it is everywhere. Sprout kiddos have gotten it, along with staff, and it has presented an issue with some of our pregnant staff, because exposure to HFM can cause risk at the beginning of pregnancy. Terra at the Recreation Center, and Genesee at the Aquatic Center have been very gracious in providing tasks for our pregnant employees, in non-contaminated environments.

Luckily the holidays gave many of our kiddos a break from Sprouts, which meant less opportunities to share germs, and by the time we made it through Christmas and New Year's, we were in a much better spot health-wise. Fingers crossed for a healthy, germ free Spring!

We have had quite a few holiday activities this December:

- On Wednesday, Dec. 14th, Sprouts had a special visit from Santa
- On Thursday, Dec. 15th, we had our 2nd Annual Winter Music Program. We had a great turn out, with probably 60 people in attendance. This year the program included the Daffodil and Sunflower classrooms, and the kids had help from Astoria High School Senior, Sarah Miller. She chose to help with the Winter

program as part of her Senior Project. Sarah came to Sprouts daily to work with the kiddos and help them learn the songs.

- On Wednesday, Dec. 21st, Lil' Sprouts had their annual door decorating contest. We had special judges chosen from the community to help make the tough decisions; Councilor Cindy Price, City Manager Brett Estes, Police Chief Brad Johnston, and Michelle Tompkins, a Parks Advisory Board Member. Each classroom was asked to choose a specific holiday/Christmas book, and to use that book as inspiration for their door decorating. The books that were used included the Nutcracker, Polar Express, The Grinch Who Stole Christmas, The Littlest Elf and Frosty the Snowman.
- On Monday, January 9th, Lil' Sprouts invited officers from APD to visit in honor of Law Enforcement Appreciation Day. It wasn't just a regular visit though, this was a special event called *Cocoa with a Cop*, that was dreamt up by Vanessa Marshall, a teacher at Lil' Sprouts. In the weeks leading up to the special day, many of the preschoolers and pre-k students prepared special gifts for the officers, and planned a very exciting day. It included a question and answer time with the officers, casual conversation time, cookies and cocoa, and then one of the officers read one of their favorite books, The Book With No Pictures. It really was a memorable event, and everyone had a blast! Astoria Police Department was so ecstatic about the event that they posted on Facebook and wrote a special press release. In conjunction with the event, Lil' Sprouts staff interviewed kiddos and created a video to show the entire experience from their perspective. The goal was to create the video and share it with APD as a thank you for visiting and for helping keep our community safe.
- In order to better prepare and train staff, Officer Randall from APD will be attending a Sprout Staff meeting on January 25th. His primary focus will be to train staff on how to deal with active shooter situations, and to fine tune our lockdown procedures. In this day and age, we feel like we can never be too prepared, and especially working with kids, it is crucial that we know how to handle these situations.

Port of Play:

There isn't much to report for Port of Play. Attendance has been pretty hit and miss, but was pretty busy during the school's winter break. Parents' Night Out has continued to stay busy with 10-15 participants.

Misc.:

On January 1st, we had our 3rd Annual New Year's Day Fun Run! It was a 3 mile run along the river walk, starting at the Maritime Memorial Park. Although there wasn't a huge turn-out (20 participants), the event went extremely well, the weather was great, and we had great sponsorship from local business to help make the run enticing for our participants.

Astoria Co-op Grocery: Donated a \$100 gift certificate, discount coupons for registration bags, and 1 case of organic bananas for participant snacks.

14th Street Coffee: Donated two \$25 gift certificates, and fresh coffee for participants.

Gimre's Shoes: Donated a \$50 gift certificate and coupons for registration bags.



10. UPCOMING EVENTS

- Knappa 4th Grad Swim Lessons, February 6th –17th, 12 PM – 1 PM @ Aquatic Center
- District Championships, Friday, February 10th, 11 AM – 7 PM @ Aquatic Center (pool closed)
- District Championships, Saturday, February 11th, 9:30 AM – 5 PM @ Aquatic Center (pool closed)
- Father Daughter Dance, Saturday, February 11th, 5:30 PM – 7:30 PM @ Astoria Recreation Center
- Parents' Night Out, Saturdays, 6:00 PM - 9:30 PM @ Port of Play
- Valentine's Day Tea, Tuesday, February 14th, 11:00 AM @ Port of Play

11. FUTURE MEETINGS

- (a) February 22, 2017 @ 6:45 AM in City Hall, Council Chambers
- (b) March 22, 2017 @ 6:45 AM in City Hall, Council Chambers

Parks Advisory Board Meeting Minutes December 7, 2016

Chairperson Norma Hernandez called meeting to order at 6:51 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Jim Holen, Eric Halverson, Michele Tompkins, and Tammy Loughran. Howard Rub arrived at approximately 6:58 am. [7:09]

Absent- Aaron Crockett

Staff- Angela Cosby, Genesee Dennis, and Sheyanna Fruiht.

Approval of Minutes

- A. September minutes were unanimously approved as submitted.
- B. October minutes were unanimously approved with the following corrections:
 - Jessica Schleif was present [4:15]
 - Jim Holen [4:21], not Eric Halverson, reported on the college's intramural sports.
 - Erin Reding, not Erin Reilly [4:55], presented the Employee Recognition.
 - Michele Tompkins' name was misspelled under What Do You Hear.

Public comments

1. There were none.

President Hernandez

- A. What do you hear- Jessica Schleif heard discussions about the Scandinavian monument and she believed clear communication would be the best way to move the project forward. President Hernandez heard some people were unhappy about the swim lanes, but she agreed that the regulations were necessary.

Employee Recognition

- A. Director Cosby and Genesee Dennis recognized Sheyanna Fruiht as the December employee of the month.

Old Business

- A. Tammy Loughran gave an update on the Parks Foundation. The Foundation planned to participate in Fort George's fourth Tuesday fundraiser nights and hold a goal setting session. Summer fundraisers would begin in May. President Hernandez announced an anonymous donor wanted to give \$5,000 to the Foundation and the donor wanted to find a matching donation. She believed the Fort George fundraiser could provide this match.
- B. Director Cosby updated the Board on implementation of the Parks and Recreation Comprehensive Plan. Staff was already working on developing the parks and facilities maintenance plans, the tree inventory, a capital improvement plan, and site specific plans for Shively and McClure Parks.
- C. Director Cosby presented updates on the proposed Scandinavian Immigrant Monument at People's Park. In September, City Council reviewed a project proposal, which was different from the proposal presented to the Parks Board. The Scandinavian Association (ASHA) told

Council they would not be able to adopt the park, so Council directed Staff to negotiate with the Association to develop a maintenance plan that worked for both parties. The ASHA is currently seeking sponsors from the business community.

President Hernandez was concerned that the Parks Board, after serious consideration, approved a plan that was different from the plan presented to Council. The Board had concerns about the original project plan, but approved it because it complied with the Parks Master Plan. It was disrespectful for the ASHA to present a different plan to Council and she did not want Council to think the Board had supported it. The Parks Department does not have the funds to maintain the monument and she would not support a project the Department could not afford.

The Board discussed the ASHA's original proposal and the considerations that led to adoption of the plan. Jessica Schleif believed it was difficult for groups to commit to adopting parks because the Department did not have an established program that outlined the expectations. She suggested developing a formal adopt-a-park program that included design guidelines the Parks Board could review. The Board and Staff discussed the necessity for formal agreements and staff's inability to prioritize such agreements due to heavy workloads. The Board shared ideas for developing a program and agreed to assist Staff with developing a simple set of regulations. President Hernandez said even if the Board implements a formal process, any group could still present something different to City Council, which reflects poorly on the Parks Board.

Director Cosby noted the City's website contained Parks Board minutes through September. The minutes have been included with the agenda packets.

New Business

- A. Director Cosby said per City Council direction, Staff continues to negotiate with the youth swim teams on lane rental rates. She explained why the rates were being negotiated and answered the Board's questions about the current fee schedule. The Board and Staff discussed how the budget impacts the fees that are charged and the services offered, comparing Astoria to Sunset Empire.
- B. Director Cosby announced that City Council recently approved a holiday promotion at the Aquatic Center and Recreation Center. She shared the details of the promotion, which was already being advertised, and distributed flyers.
- C. Director Cosby said Staff was working on an agreement with Greenworks [51:42] to complete the site plans for Shively and McClure Parks.
- D. Director Cosby noted that City Council's goal setting would begin in January. The Parks Department's goals for the next two years will be to continue implementation of the Master Plan and obtain more funding.

Staff Reports

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

- A. Maintenance
- B. Aquatic Center

C. Recreation

D. Lil Sprouts/Port of Play

E. Upcoming Events

- 3rd and 4th grade basketball registration begins December 5th at the Astoria Recreation Center
- Parents Night Out every Saturday (except December 24th and December 31st), 6:00 pm to 9:30 pm at Port of Play
- Astoria High School swim meet December 10th, all day at the Aquatic Center, facility closed
- Staff holiday potluck party December 12th, 6:00 pm to 8:00 pm at the Astoria Armory
- Judging for Lil' Sprouts door decorating contest December 16th, 10:30 am at Lil' Sprouts
- Winter break day camp December 19th through 30th at the Recreation Center
- Winter break extended slide hours December 19th through 30th, 1:00 pm to 7:00 pm at the Aquatic Center
- New Year's Day Fun Run January 1st, 11:00 am (registration at 10:30 am) at Maritime Memorial

F. Future Meetings

- January 25, 2017 at 6:45 am in City Hall, Council Chambers
- February 22, 2017 at 6:45 am in City Hall, Council Chambers

Non-Agenda/Miscellaneous Business

1. Tammy Loughran announced her resignation from the Parks Board, noting this would be her last meeting.
2. President Hernandez noted the Board would need a new Co-Chair. She described the position and asked Board members to consider filling the role.

Next meeting will be held Wednesday, January 25, 2017 at 6:45 am at Astoria City Hall in Council Chambers.