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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, January 27<sup>th</sup>, 2015  
6:45 AM  
Astoria Recreation Center  
1555 W. Marine Drive, Astoria OR 97103

- 1. CALL TO ORDER**
- 2. NEW MEMBERS**
  - A. Aaron Crocket
  - B. Josey Ballenger
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
- 5. PUBLIC COMMENT**
  - A. Individuals must state full name and address
  - B. Each individual is provided 2 minutes
- 6. PRESIDENT HERNANDEZ:**
  - A. What do you hear?
- 7. EMPLOYEE RECOGNITION**
- 8. OLD BUSINESS**
  - A. Parks Foundation Update
  - B. Peoples Park Platform Update
  - C. Maritime Memorial Committee Update
  - D. Comprehensive Parks and Recreation Master Plan Update
- 9. NEW BUSINESS**
  - A. Review of Online Survey Results from Master Plan
  - B. Department Retreat and Goal Setting
  - C. Senior Center Restoration Complete
  - D. Wireless Communications Tower, Police Chief Brad Johnston
  - E. Parks Maintenance Project Report:
    - Parks Master Plan support (ongoing)
    - Coordinating with CCC to restore Alderbrook Hall building (ongoing)
    - Implementing replacement of pool filter media, will result in one day closure of pools in Feb.
    - Working on pinpointing and remediating leak in Recreation pool, detection work will coincide with filter media replacement
    - Developing facilities and parks maintenance plans
    - Carrying out routine facility and park inspections
    - Weatherizing and repairing maintenance shop
    - Inventorying tools and equipment

## **F. CHIP-in Report:**

December and January have been months of 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:

#### *Lil' Sprouts & Port of Play, December 20<sup>th</sup>:*

- 11 volunteers
- Painted the PoP Grocery store
- Painted outdoor murals leading into Lil' Sprouts and Port of Play
- Volunteers also wiped down surfaces inside Port of Play
- Volunteers were able to choose a gift from the CHIP-in "Giving Tree" as a thank you for their time and participation

#### *Shively Hall, January 17<sup>th</sup>:*

- 13 volunteers
- Painted the inside of the hall
- Cleaned up 3 large bags of trash
- Removed about a yard of invasive weeds

### Upcoming CHIP-in Events:

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

- Partnering with Olivia Paul for her AHS senior project
- Will paint bird houses as a fundraiser for park slide
  - All proceeds will go to Friends of McClure Park
- Will pick up trash and remove weeds
- Local artists and musicians invited

#### *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

## **G. Lil Sprouts/ Port of Play Report:**

Although the holidays tend to be a quieter time at Lil' Sprouts, we still had quite a bit of activity going on! On Friday, Dec. 18<sup>th</sup>, we had Santa visit Lil' Sprouts, and he made an appearance in every classroom. Russell House, who also plays Santa for the Fire Department Food Drive, volunteered to come in and spend time with our kiddos. Due to our extra points on our Scholastic Book Ordering Account, Lil' Sprouts was able to purchase a holiday book for each child, which was given as a gift from Santa. Also, on Friday,

December 18<sup>th</sup>, we had our very first Christmas Music Program at Lil' Sprouts. It was put on by our Daffodil classroom (4 & 5 year-olds), and they did an outstanding job. We had great parent/family attendance, as there was standing room only.

On Wednesday, Dec. 23<sup>rd</sup>, we had our 2<sup>nd</sup> Annual Holiday Door Decorating Contest. The teachers and kiddos had a blast preparing. This year our esteemed judges were City Manager, Brett Estes, Police Chief, Brad Johnston, and Councilor Cindy Price. The Daisy room (2.5-3 year-olds) was the winning classroom with the them of the Grinch.



Attendance continues to pick up as weather continues to worsen. Parents' Night Out has been growing considerably in participants, and we're getting to a point where it requires additional staff on a regular basis.

On Sunday, Dec. 20<sup>th</sup>, we had a Chip-In event at Port of Play, to help touch up a few areas. Volunteers helped spruce up the pretend grocery store on the stage, and painted the entryway into Port of Play/Lil' Sprouts. While we didn't have very many volunteers show up, we still felt like accomplished a lot!



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

### After School Program

The after school program has continued at the ARC and the Warrenton Grade school this Winter. Additionally, we have offered several "no school days". The Warrenton grade school numbers have dropped in January, we are adjusting staffing numbers accordingly. Staff have planned and implemented several fun activities in the program including:

- Craft projects
- Science projects
- Agriculture

### 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.

Staff have also begun planning our annual volleyball clinic for 3<sup>rd</sup>- 6<sup>th</sup> graders to be held after youth basketball is over this spring.

### Youth Basketball

The youth basketball program began registration in December for 3<sup>rd</sup> and 4<sup>th</sup> grade teams. Teams began practicing the beginning of January and games started January 22. Big changes were made to the program this year as all 5<sup>th</sup> and 6<sup>th</sup> graders (boys and girls) played in the fall and all of the 3<sup>rd</sup> and 4<sup>th</sup> grade teams play in January and February.

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 began on January 19. 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 began on January 4. Two new teams joined the second half of the league. The regular scheduled league will end the first week of February with a single elimination playoff bracket style playoff beginning the following week.

### Fitness Classes

The winter fitness schedule is currently underway. Staff have added some new classes in to the schedule for the new year. We have hired two new instructors bringing more options for early morning classes.

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

### Other Classes

We are again offering beginner and intermediate gymnastics this winter. The first winter session began January 11<sup>th</sup> instead of offering two classes per session; staff added a third class to due to increased popularity.

Staff is also offering new classes this winter in Jiu Jitsu and Self Defense for adult classes in January. These classes will be offered weekly for a six week session.

On Friday, Jan. 1<sup>st</sup>, we had our 2<sup>nd</sup> Annual New Year's Day Fun Run on the River Walk. Although we only had about 30 participants, our numbers doubled from the first year. The weather was great, and those that participated seemed to be happy with the event. Prizes were awarded to the top two male and female finishers, with 1st place being a monthly pass to the Aquatic Center, and 2<sup>nd</sup> Place being 4 free fitness classes at the Recreation Center. We really tried to emphasize a healthy start to the new year with all aspects of the event.

## **I. 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

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.

## Mausoleum

The Parks and Recreation Department also partnered with Clatsop Community Colleges Historic Preservation Program to receive a \$3,200 grant from the Oregon Parks and Recreation Department to conduct a workshop assessing and repairing the 6 leaded-glass windows in the Mausoleum. The workshop will be held this spring.

## **J. Aquatic Center Report:**

We are currently recruiting for the next Lifeguard course that will be held in January 29<sup>th</sup> – 31<sup>st</sup>. So far there are 9 students signed up and we have room for a few more. Terra Patterson and Pam Pearce will be co-teaching this next course. Also on Sunday, January 17<sup>th</sup> during our normally scheduled in-service training, we will have the Astoria Police Department training with staff. The training will be on two scenarios, missing person in the facility and fight. We are looking forward to practicing these skills with the Police Department. There may be some additional training soon with the Astoria Fire Department and Medix Ambulance in the future.

There were a few maintenance issues over the last several weeks. On the weekend of January 9<sup>th</sup> & 10<sup>th</sup> our boilers malfunctioned and shut down. This caused the water to become cooler than normal on the following Monday, January 11<sup>th</sup>. It was determined that the big boiler had a variable frequency drive failure and P & L Johnson Mechanical is looking into the cause and a solution. Since the malfunction the boilers have been running well with no interruption. On February 8<sup>th</sup> all pools will have the sand replaced in the filtration tanks. This will cause a delay in daily operations of the center.

Astoria High School swim team is in full practice mode at the facility in the afternoons. So far we have hosted two meets, Andrew Nygaard Invitational December 12<sup>th</sup> and a dual meet with Valley Catholic. There will be another dual meet on January 28<sup>th</sup> and then the Cowapa League District Championship meet February 12<sup>th</sup> – 13<sup>th</sup>. During the district meet all pools will be closed as this is a very large event, however the fitness center will remain open to the public.

Winter swim lessons are in session and we have added a few additional classes to accommodate the growing demand for our lower level swim lessons. The next session starts again on February 9<sup>th</sup> and some classes already have waiting lists. Private swim lessons are still very popular among some of families.

Starting on January 1, 2016 the hours of operation are back to normal for the center. We are now open again from 5am -7pm Monday – Friday, 9am-4pm on Saturday, and 11am-4pm on Sunday. Attendance is increased during this winter season and we are seeing more seniors this month due to the new senior pass.

## **K. Comprehensive Parks and Recreation Master Plan Report:**

The Parks and Recreation Department's comprehensive planning process is underway. Beginning in fall of 2015, the first phase of the project involved extensive community engagement and evaluation of existing conditions. Outcomes from this phase of the project included feedback from over 1,000 community participants (through public meetings, surveys, focus groups, and a tour of Astoria's Parks and Recreation system), and a draft report on the current inventory, history, existing conditions, and maintenance of the department's parks, trails, and facilities.

Currently transitioning into the second phase of the project, the RARE AmeriCorps Parks and Recreation Planner, along with Department staff and the Mayor-appointed Citizen Advisory Committee, will begin to develop an initial set of Master Plan recommendations. This set of recommendations will be formulated by evaluating the community feedback collected in the first phase of the project, and conducting an assessment of the department's level of service in comparison to State of Oregon recommendations, as well as comparison with similar communities in the region.

The third and final phase of the project will kick off in the spring of 2016. The initial set of Master Plan recommendations will be refined through additional public meetings and surveys, as well as continued input from the Citizen Advisory Committee. The planning process will conclude with a final set of recommendations and strategy for implementation, before being presented to approving boards for adoption in the summer.

## **10. UPCOMING EVENTS**

- (a) Dual swim meet on January 28<sup>th</sup> @ AAC
- (b) Lifeguard Course, January 29<sup>th</sup> – 31<sup>st</sup> @ AAC
- (c) Cowapa League District Championship swim meet, February 12<sup>th</sup> – 13<sup>th</sup> @ AAC (AAC Closed)
- (d) Father Daughter Valentine Dance, February 13<sup>th</sup> @ ARC
- (e) Parents' Night Out, Every Saturday, 6:00 PM-9:30 PM @ Port of Play
- (f) Valentine's Day Tea, Friday, February 12<sup>th</sup>, 11:00 AM -12:30 PM @ Port of Play
- (g) CHIP-in, McClure Park, February 21<sup>st</sup>, 1:00 PM – 4:00 PM @ McClure Park

## **11. FUTURE MEETINGS**

- (a) February 24, 2016 @ 6:45 AM
- (b) March 32, 2016 @ 6:45 AM

## **Parks Advisory Board Meeting Minutes December 2, 2015**

Chairperson Norma Hernandez called meeting to Order at 6:47 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Eric Halverson, Joe Miltenberger, Drew Herzig, Jim Holen, Howard Rub, and one vacancy.

Absent- Grace Laman

Staff- Angela Cosby, Pam Pearce, Ian Sisson, and Kevin Cronin

### **Approval of Minutes**

- A. October minutes were unanimously approved.

### **Public comments**

1. Kevin Cronin said the Friends of McClure Park held a fundraiser. The money will go towards a slide. Also, Lower Columbia Soccer started the Futsal season. He has two teams and games are played at the Astoria Armory. The turnout has been good this year.

### **President Hernandez**

- A. What do you hear- Andrew Fick heard comments indicating the Parks Board did not have all of the accurate information about the radio tower at Shively Park during their discussion of the tower. Director Cosby explained the first renderings of the monopole that were presented to the Parks Board included some inaccuracies. City Staff is urging Verizon to submit corrected photo simulations. Staff and Verizon have also visited the park to mark six trees that need to be removed and the location of a small utility road. A full presentation will be given to City Council on January 4, 2016 as part of the appeal process. The Parks Board will not make another recommendation based on the new information. Mr. Halverson was concerned that the Parks Board made a recommendation based on inaccurate information. Director Cosby explained that City Council had approved the tower, and then an appeal was filed. Comments can be made in person during the hearing or submitted in writing.
- B. Jessica Schleif congratulated the Parks Department for considering trees an asset to parks.

### **Employee Recognition**

- A. Director Cosby and Pam Pearce recognized Jacob Olson as the December employee of the month.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks Foundation. The Friends of McClure Park held two fundraisers and received an Oregon Community Foundation grant for \$15,000. The Foundation has planned a board retreat in January and continues to look for more board members. President Hernandez suggested selling tamales as a fundraiser for the scholarship fund.
- B. Director Cosby updated the Board on the People's Park platform. Staff is urging the contractors to begin working now that the rainy season has begun. If no progress is made in the next month, Staff will consider other options.
- C. Director Cosby noted the Maritime Memorial Committee has not met since October. Therefore, she had nothing to report. The committee's next meeting is in January.

- D. Ian Sisson gave an update on the Comprehensive Parks and Recreation Master Plan via PowerPoint. He reviewed the results of the recent community outreach events, ongoing public input efforts, publicity, and next steps. He asked Board members to share the link to the online survey. Staff is already working on the inventory and existing conditions section of the plan, which will include detailed information about every park property and facility. The next section of the plan, the level of service analysis, will include a comparison of Astoria's assets with local benchmarks. He reviewed the timeline for the planning process. He noted Staff has found it difficult to get their press releases published, so they are trying to contact as many media outlets as possible. Board members shared ideas for increasing publicity.

### **New Business**

- A. Director Cosby discussed the big leaf maple tree at Violet LaPlante Park that has cracked down the center. Staff consulted with Arbor Care, who suggested weight reduction measures to reduce stress on the cracked limb, preventing the need to remove the tree. The tree should last another 10 years with weight reduction measures. The work will be completed the third week of December. Staff has learned that proper ongoing weight reduction could have prevented this tree from cracking. Therefore, Staff will begin better ongoing maintenance of other trees. Jessica Schleif suggested adding a list of heritage trees to the master plan. Jonah Dart-McLean confirmed the cable would be so strong that people climbing on it would not be a concern. Also, removing the cracked limb would make the rest of the tree unstable. Except for the crack, the tree is healthy.
- B. Director Cosby reviewed the details of Staff's proposal to increase fees, which were included in the agenda packet. City Council will review the proposal at their meeting on Monday, December 14<sup>th</sup>. She noted that a new point of sale and registration system would be installed in April, which will automate processes. Senior rates have not been part of the fee structure since the last update in 2009, but the department does offer Silver Sneakers and is working towards adding Silver and Fit. Staff's goal is to bring enough revenue to keep the Aquatic Center affordable and the subsidy low. The proposed rate increase for passes averages 12 percent, which is intended to bring in enough funds to cover 71 percent of the subsidy. To prevent the subsidy from increasing, Staff plans to ask for another 29 percent increase the following year. Pam Pearce confirmed that the Silver and Fit program works with many insurance companies in the area. Many people in Clatsop County are changing insurance companies because Blue Cross and Blue Shield is making changes to the coverage they are offering in the area. The changes should allow more seniors to participate in the program. Drew Herzig suggested Staff consider a senior discount program for the following year. Director Cosby would like fees to be evaluated every January to prevent occasional large increases. The Aquatic Center will continue to honor shower vouchers from the Astoria Warming Center. Drew Herzig asked for clarification about internment fees at the cemetery and Director Cosby agreed to edit the chart of fees for better clarity. Director Cosby explained that while the Parks Department maintains many tourist attractions, the department does not receive an annual allotment of the hotel/motel tax. However, there are instances when Parks expenses can be paid with Promote Astoria funds. She listed the free programs and events, noting that the last free swim day at the Aquatic Center was sponsored by the hospital. She confirmed that the new point of sale system would allow Staff to better evaluate their fees prior to the next fee change proposal. The Board discussed the need for a senior discount and shared ideas for implementing such a program.



**The Parks Board recommended that City Council adopt the fee increases with the addition of a senior discount program by a 8 to 0 to 1 vote with Drew Herzig abstaining.**

Drew Herzig explained he had abstained from voting because he opposed the fee increases at the Column.

- C. Director Cosby updated the Board on reorganizing the Parks Department. Staff has decided it would be best to discuss the reorganization as part of the master plan process. She anticipated the reorganization would be implemented in the fall of 2016.
- D. Director Cronin gave a brief presentation on Heritage Square. Staff will present findings, a cost estimate, a sources and uses table, public comments, and several options to City Council on Monday, December 14<sup>th</sup> at 6 pm. No specific options will be recommended by Staff, as there has been no consensus among the community or Project Advisory Committee. However, the community does agree that something needs to be done at Heritage Square; the library needs to be renovated or rebuilt; and more parking is needed downtown. All three options propose increase parking. Once a letter of no further action is received from the Department of Environmental Quality (DEQ), the City can move forward with developing Heritage Square. The community just needs to decide what development will occur. He updated the Board on efforts to improve the library and explained how that fit into the options for Heritage Square development. The Board and Staff discussed the process for coming to a consensus about how to move forward, the details of the library project, and the Board's role in future phases of the Heritage Square project.

Director Cosby shared her idea for a senior discount program that would not result in a reduction of revenue. She proposed increasing the youth rate for monthly passes to the Aquatic Center to \$50 and offering that rate to both youth and seniors. The continual debit rate would be increased to \$40. The Board and Staff discussed her proposal and agreed it would be appropriate. Director Cosby agreed to present the new fees to Council with the changes she proposed. They briefly discussed the Silver and Fit program as a source of revenue.

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

- E. The Parks Maintenance Project Report
- F. The Chip-in Report
- G. Li'l Sprouts and Port of Play
- H. Recreation Center, Programs, Fitness and Athletics Report
- I. The Cemetery Report
- J. The Aquatic Center Report
- K. The Parks and Recreation Department Master Plan

### **Upcoming Events**

1. Director Cosby updated the Board on upcoming events. She asked Board members to help spread the word about the tour on Saturday, December 12<sup>th</sup> and share the link to the survey.

### **Miscellaneous**

1. President Hernandez expressed sincere thanks to the Board members for volunteering their time.
2. Director Cosby confirmed for Drew Herzig that she would look into maintenance of the large sinkholes in the parking lot.

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