
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
 - A. Individuals must state full name and address
 - B. Each individual is provided 2 minutes
- 4. APPROVAL OF MINUTES**
 - A. October
- 5. PRESIDENT HERNANDEZ**
 - A. What do you hear?
- 6. EMPLOYEE & VOLUNTEER 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
- 8. NEW BUSINESS**
 - A. Status Update on Memorandum of Agreement with Astoria Scandinavian Heritage Association for Installation and Maintenance of Monument at Peoples Park
 - B. Memorandum of Agreement with Clatsop County Master Gardener's Association for Installation and Maintenance of Demonstration Garden at Alderbrook Park
 - C. Memorandum of Agreement with David and Pam Armstrong for Maintenance and Beautification of Old Post Office Park
 - D. Memorandum of Agreement with Jessica Schleif for Maintenance and Beautification of Tide Rock Park
 - E. Removal of Priority 1 Hazardous Trees – Presentation
- 9. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 10. FUTURE MEETINGS**
 - (a) January 24, 2018 @ 6:45 AM in City Hall, Council Chambers
 - (b) February 28, 2018 @ 6:45 AM in City Hall, Council Chambers

Parks Advisory Board Meeting Minutes October 25, 2017

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

Present- Norma Hernandez, Jessica Schleif, Jim Holen, Aaron Crockett, Andrew Fick, Howard Rub, and Michele Tompkins.

Absent- Eric Halverson

Staff- Angela Cosby, Jonah Dart-McLean, Terra Patterson, Chelsea Haataia, Katie Madison, LeRoy Woodrich, Tyler Johnson, Jeff Hamilton, Gad Perez, and volunteer Dulcye Taylor.

Public comments

1. George "Mick" Hague, 1 3rd Street, Astoria, stated on the city's website, it was difficult to find out where the Board meets. He suggested information about the Board meetings be added to the Parks Department's section of the website. He had been speaking with businesses around the transit center and attended a meeting about the 9th Street Park. One person wants to fence off the park to keep homeless people out, but others want the park improved. The Parks Master Plan listed the park as one that should be improved to include a restroom. He suggested Staff consider the Portland Loo, which has positive reviews and would cost what the Parks Department plans to spend in that area. The businesses would like tourists to have something other than a port-a-potty along the Riverwalk. He hoped the Board would seriously consider his suggestions since they are also included in the Master Plan. Business owners and others in the area would like something to attract tourists to the park, like kiosks. He talks to the tourists regularly as he walks the Riverwalk and they have no idea what the Column is or other amenities in the city. The 9th Street Park could be dedicated as something that can have several displays showing the public what is in the city. People are not even aware of the trolley. He understood the displays could cost as much as \$5,000 each, but there are things the City can do to make the park more attractive to the general public. The more general public that use the park, the less the homeless people will hang around. One of the main reasons the homeless stay in the area are because all of the benches were removed from the Riverwalk from 2nd Street all the way to 11th Street and the park offers a sitting platform along the wall.

Approval of Minutes

- A. August minutes were unanimously approved.

President Hernandez

- A. What do you hear- Jim Holen said he met the person conducting the tree inventory while he was at Shively Park. The ArborPro employee was impressed with Astoria and the parks. The Greensmith crew was very professional while working along the Riverwalk. They shut off weed eaters as people walk by so as not to throw rocks. On the bike trail in Mill Pond, where the trail crosses the trolley tracks, there is a rock face that drops about 15 feet and is difficult to see in the dark. He believed this could be a liability for the City, so he suggested a barrier be built to prevent a bike from going off the trail. Director Cosby confirmed she would have Staff take care of it.

Andrew Fick said he was happy to see that Parks and Recreation partnered with the County's domestic violence council again on the 5K. He attended the semi-annual historic preservation meeting and the high school activity fair. People at the activity fair had questions about

accessibility to the teen center and parents asked if the teen center could be relocated. He believed more teens would use the center if it were located in the middle school.

Michele Tompkins said a resident asked her if the City would be willing to sign a long-term memorandum of understanding for the maintenance of Post Office Park. Director Cosby asked for the resident's contact information.

Howard Rub said he heard from people who wanted to talk about the homeless situation. He was excited that Terra Patterson was at the Aquatic Center because she was doing good job dealing with school issues.

Jessica Schleif said the homeless situation was difficult to see along the Riverwalk as the temperatures drop. The situation definitely affects the parks and she believed people wanted to do something. Director Cosby explained that a few years ago, the Police Department had a homelessness task force that added the port-a-potties at People's Park and at 9th and Astor. The task force is being reinstated and the Parks Department has indicated a desire to participate.

Jim Holen stated Peoples Park is a venue for a charitable organization that serves soup from a pickup truck. The homeless can come to the park to use the restroom and get some food. Ms. Schleif believed the Community Action Team has started doing outreach at that park. President Hernandez asked if outreach was still being done at the Armory on Sundays.

Employee & Volunteer Recognition

- A. Terra Patterson recognized Jonah Dart-McLean as the September employee of the month. President Hernandez noted she always hears positive feedback about Mr. Dart-McLean from members of the community and staff.
- B. Chelsea Haataia recognized Katie Madison as the October employee of the month.
- C. Director Cosby recognized Dulcye Taylor as the October volunteer of the month.

Old Business

- A. Jim Holen gave an update on the Parks Foundation and their most recent fundraiser at Fort George Brewery.
- B. Director Cosby updated the Board on Staff's efforts to implement the Parks and Recreation Master Plan. Individual maintenance plans and the Capital Improvement Plan should be complete by late spring.

New Business

- A. Introduction of Newest Staff Members – Staff reviewed staffing changes over the last few months. Five new staff members have been hired and one position still needs to be filled. The following employees introduced themselves to the Board, noting their career histories, volunteer service, current positions and goals with the Parks Department:
 - Jeff Hamilton – Aquatic Center Recreation Coordinator
 - Tyler Johnson – Grounds Coordinator
 - Chelsea Haataia – Pre-school Recreation Coordinator
 - LeRoy Woodrich – ARC Recreation Coordinator
 - Gad Perez – Administrative Assistant

President Hernandez welcomed the new employees and thanked them for their time and dedication to the Parks Department.

Staff Reports & Upcoming Events

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

- A. Maintenance
- B. Recreation Center
- C. Aquatic Center
- D. Lil Sprouts
- E. Port of Play
- F. Communications

Future Meetings

- December 6, 2017 at 6:45 am in City Hall, Council Chambers
- January 18, 2018 at 6:45 am in City Hall, Council Chambers

Non-Agenda/Miscellaneous Business

1. Dulcye Taylor updated the Board and Staff on the OK fundraising event, which raised about \$6,000. She also shared plans to raise funds for the Monster Bash and Valentine's Dance.
2. President Hernandez reminded there was no Board meeting in November.
3. Director Cosby updated the Board on athletic programs and confirmed no cuts had been made.
4. Director Cosby reminded that free community events were cut from the Parks Department's programming. She updated the Board on fundraising efforts that would allow the City to host the Valentine's Dance and Monster Bash.
5. Director Cosby confirmed the City was unable to get officials for last winter's adult basketball, so the league was cancelled. She hoped enough officials could be hired for this season. Jim Holen noted that interest in open gym time had dropped, which might have affected the adult basketball program. Recreation Coordinator, LeRoy Woodrich, said his goal was to get the league going again next year.
6. Jim Holen asked about opportunities to donate to the Parks Department through the water/sewer bill. Director Cosby said the Finance Department had been working with their software vendor to implement donation opportunities. Donations can currently be made on the Parks Department website.

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



CITY OF ASTORIA
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MEMORANDUM

DATE: DECEMBER 1, 2017

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR

SUBJECT: MEMORANDUM OF AGREEMENT WITH CLATSOP COUNTY MASTER GARDENER'S ASSOCIATION FOR INSTALLATION AND MAINTENANCE OF DEMONSTRATION GARDEN AT ALDERBROOK PARK

DISCUSSION/ANALYSIS

The Master Gardener Program is an Oregon State University Extension Service Program that helps Oregon gardeners learn more about the art and science of growing and caring for plants. The program enables trained volunteers to extend sustainable gardening information to their communities through education outreach programs. The Clatsop County Master Gardener's Association (CCMGA), has outgrown their current space at the Clatsop County Fairgrounds and is looking to expand their services in a location that will be able to serve a greater population and have amenities such as a meeting location, water and electrical utilities, and be best situated to receive year-round sunlight. Through coordination with the Parks Department, CCMGA has determined that Alderbrook Park and Hall will meet the needs they have identified and will provide a site that will mutually benefit both organizations.

CCMGA's vision for use at Alderbrook Park is a 70'x60' fenced Demonstration Garden, located in the southeast corner of the park; which will house in-ground and raised beds and a small shed for maintenance tool storage. CCMGA's garden will be open to the public during regular park use hours, the maintenance shed will be locked to secure tools and equipment owned by CCMGA. CCMGA will have open access to Alderbrook Hall for use of restroom facilities and as a space to conduct meetings, lectures, and other functions on a schedule agreed upon annually by the Parks and Recreation Department and CCMGA. CCMGA will be fully responsible for cleaning and restocking items after every use of the hall. Reservations for Alderbrook Hall by other parties will take precedence over CCMGA's use of the hall and will be coordinated as reservation requests occur. In lieu of payment for the use of the hall, CCGMA will spearhead and execute two community service projects in parks annually. These service projects will provide approximately \$1,800 in donated labor and services, offsetting any costs incurred from the use of Alderbrook Hall, and will be rotated throughout the Parks System to provide a dispersed benefit to the maximum amount of park users.

CCMGA Responsibilities:

- a. CCMGA will be responsible for all costs associated with the project including: design, construction, and maintenance of the Demonstration Garden and its associated use zone.
- b. CCMGA's maintenance responsibilities will extend to both structural and nonstructural items within the defined use zone and to all maintenance, repair, and replacement work.

Maintenance shall include the following:

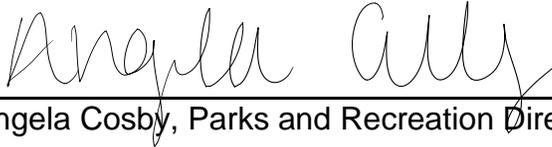
- 1) Removal of any graffiti within an acceptable and realistic timeframe.
- 2) Pressure wash all concrete surfaces, hardscapes, and any other built items a minimum of twice per year, or by request of the Parks Director or her/his designee, in addition to regular cleaning.
- 3) Repainting/Re-staining of any surfaces or materials originally painted/stained as required, or by request of the Parks Director or her/his designee.
- 4) Regular mowing and weed-eating of all turf areas and around fence posts to keep grass and ground cover at an acceptable height
- 5) Noxious/invasive weed control in all hardscapes, cracks, and edges. The CITY's herbicide application policy for Parks that must be followed if any chemical applications are used to control weed growth.
- 6) Replacement of any broken or deficient materials or structures, as they occur, and mitigation of any hazardous conditions that may arise due to neglect, damage, or other circumstances.
- 7) Repair/replacement of any light or fixture, flag, notice, sign, or other decorative or functional item that becomes broken, vandalized, or is otherwise rendered unusable
- 8) Pick up and containment of any litter or debris on site at least once a month. The frequency of removals may be increased at the request of the Parks Director, or her/his designee.

The agreement's duration is through the useful lifespan of the Demonstration Garden and associated infrastructure and the City will have the prerogative to remove it, if any of the conditions of the agreement are not met. The attached Memorandum of Agreement has been reviewed by the Clatsop County Master Gardener's Association and is acceptable to them.

City Attorney Henningsgaard has reviewed and approved the Agreement as to form.

RECOMMENDATION

It is recommended that the Parks and Recreation Advisory Board recommend approval of Clatsop County Master Gardener's Association's proposal to install and maintain a Demonstration Garden in Alderbrook Park.



Submitted by:

Angela Cosby, Parks and Recreation Director

MEMORANDUM OF AGREEMENT
BETWEEN THE CLATSOP COUNTY MASTER GARDENER'S ASSOCIATION AND CITY
OF ASTORIA FOR INSTALLATION AND MAINTENANCE OF DEMONSTRATION GARDEN
AT ALDERBROOK PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" is made and entered into this _____ day of _____, 2017 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and Clatsop County Master Gardener's Association, an Oregon non-profit corporation, hereinafter referred to as "CCMGA."

WHEREAS, the CITY is the owner of real property hereinafter described and known as Alderbrook Park, located at 45th St. and Leif Erikson Dr. in Astoria, OR; and

WHEREAS, CCMGA has the CITY'S approval for construction of a Demonstration Garden to be located within Alderbrook Park;

WHEREAS CITY and CCMGA have reached this understanding relative to CCMGA's construction, maintenance and use of that property;

WHEREAS, this memorandum is intended to set forth the parties' understandings relative to the construction and maintenance of the Demonstration Garden and associated improvements; and

WHEREAS, the CITY is supportive of such development, but nothing in this memorandum shall be construed to limit the ownership rights of the CITY regarding this property.

NOW, THEREFORE, the CITY grants permission to CCMGA to proceed with the construction and maintenance of a Demonstration Garden to be located at Alderbrook Park, subject to the terms hereinafter set forth.

1. PREMISES

Subject to the approvals set forth herein hereby the City hereby allows CCMGA to proceed with design and construction to install a Demonstration Garden within Alderbrook Park at 4509 Leif Erikson Dr. in the City of Astoria as depicted on the attached map,

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, Parks and Recreation Director, 1555 W Marine Drive, Astoria OR 97103, 503-298-2460, acosby@astoria.or.us.
- b. CCMGA representative(s) shall be Debbie Haugsten, President, Clatsop County Master Gardeners Association, OSU Extension 2001 Marine Dr., #210, Astoria OR 97103, (360)271-6179, dlucas003@centurytel.net.

- c. Representatives shall notify the other representative of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY has reviewed and approved the conceptual design and location for the Demonstration Garden and associated use zone.

- a. CITY shall review and approve a final design, material specifications and locations prior to start of the work on the site.
- b. CITY shall inspect the project at 25%, 50%, 75%, and completion for compliance with all requirements prior to final acceptance of the improvements.
- c. CITY shall continue its maintenance activities and care of the grounds of Alderbrook Park, excluding the defined use zone of the Demonstration Garden, including such services as: mowing, trimming, emptying of trash receptacles, maintenance of facilities, playground inspections and maintenance, and all other built or natural amenities not associated with the Demonstration Garden.
- d. CITY shall provide, and install as required, water and electric access to Demonstration Garden site.

4. CCMGA RESPONSIBILITIES

- a. CCMGA is responsible for all costs associated with the project from implementation to completion; this includes: design, construction, and maintenance of the Demonstration Garden and its associated use zone. This also includes any costs incurred by the CITY for support, inspection, project oversight, or other costs that may occur during the course of the project or subsequent to its completion.
- b. CCMGA shall submit a final design for the Demonstration Garden, surrounding use zone, and any other associated developments, to the CITY for review and approval prior to any site work.
- c. Prior to proceeding with any construction or implementation, CCMGA will provide a complete set of construction drawings, plans, and specifications to the CITY and demonstrate its ability to construct and maintain the Demonstration Garden, to the standard agreed upon and mandated by the City Council.
- d. CCMGA shall install necessary associated improvements within the defined use zone to include; but not be limited to:
 - 1) ADA compliant features and access paths for inclusive use, wherever it is deemed feasible to include such improvements.
 - 2) LED lighting sufficient for all areas of use, if additional lighting for the site is utilized, or incorporated at a later date.

- 3) Runoff and drainage features that remove excess water from the site during periods of excessive precipitation.
 - 4) If the design incorporates any vegetation or planted features, an irrigation system, or proposal for water delivery, must be included in the design and implementation of the project.
 - 5) Other features within the project's scope; as deemed necessary by the CITY and/or Building Official and agreed upon by CCMGA.
- e. Construction of structural improvements shall be completed by a licensed contractor or, if completed using CCMGA's labor, shall comply with all applicable building codes and will be subject to pre-inspection and final approval by the Parks Department's Facilities Coordinator and the Community Development Department's Building Inspector. Contractor shall obtain a City Occupational Tax (business license) and shall obtain any needed grading, building, or other permits required for the project. All standard governmental rules, regulations, conditions, and requirements shall be applicable to the project and CCMGA agrees to follow them. This shall include obtaining any required licenses and permits.
 - f. Any sign or notices permanently installed shall be approved by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs
 - g. CCMGA shall repair or reinstall any landscaping within the Park area that is disturbed during any phase of construction or implementation. Any landscaping items that are removed and replaced shall be reviewed and approved by the Parks and Recreation Director prior to installation.
 - h. Upon completion, CCMGA shall dedicate the improvements to the CITY as City-owned improvements subject to acceptance by the City Council. All work must be completed prior to acceptance by the CITY.
 - i. CCMGA shall maintain, repair, and replace the premises and the improvements as necessary to keep them in good order, condition, and repair throughout the entire Term of this Agreement. This includes any utility costs associated with electricity or water use; as well as costs associated with trash or debris containers that may be rented to remove accumulations of trash or debris from the project footprint that cannot be placed in trash receptacles within the park.
 - j. CCMGA's maintenance responsibilities will extend to both structural and nonstructural items within the defined use zone and to all maintenance, repair, and replacement work.

Maintenance shall include the following:

- 1) Removal of any graffiti within an acceptable and realistic timeframe.

- 2) Pressure wash all concrete surfaces, hardscapes, and any other built items a minimum of twice per year, or by request of the Parks Director or her/his designee, in addition to regular cleaning.
 - 3) Repainting/Re-staining of any surfaces or materials originally painted/stained as required, or by request of the Parks Director or her/his designee.
 - 4) Regular mowing and weed-eating of all turf areas and around fence posts to keep grass and ground cover at an acceptable height
 - 5) Noxious/invasive weed control in all hardscapes, cracks, and edges. The CITY's herbicide application policy for Parks that must be followed if any chemical applications are used to control weed growth.
 - 6) Replacement of any broken or deficient materials or structures, as they occur, and mitigation of any hazardous conditions that may arise due to neglect, damage, or other circumstances.
 - 7) Repair/replacement of any light or fixture, flag, notice, sign, or other decorative or functional item that becomes broken, vandalized, or is otherwise rendered unusable
 - 8) Pick up and containment of any litter or debris on site at least once a month. The frequency of removals may be increased at the request of the Parks Director, or her/his designee.
- k. In addition to the site maintenance tasks listed above and in exchange for weekly use of Alderbrook Hall and its restroom facilities, when not reserved by another party, CCMGA must coordinate with the CITY and provide volunteers for two (2) service projects per year. These events may take place at any Parks Department location that has been approved in advance by the Parks Director. Service projects and a tentative schedule for hall uses will be scheduled during the annual review of this Agreement and may be rescheduled or changed if unforeseen circumstances occur which alter the anticipated dates of events or use. CCMGA will be responsible for leaving Alderbrook Hall and the restroom facilities in a clean and sanitary condition after each use and will restock and replenish all consumables used; including toilet paper, paper towels, cleaning supplies, etc.
- l. CCMGA shall meet annually on the anniversary date of this Agreement with the Parks Director, or her/his designee, to determine if the requirements of this Agreement are being upheld, schedule service projects, present a draft schedule for use of Alderbrook Hall, and to discuss any alterations or changes, desired by either party, to the terms of the Agreement.

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the Demonstration Garden at any time, either permanently, or for a designated period for reasons of economy, if it is determined that proper maintenance is not being performed by CCMGA, if conditions exist that render use of the site a danger, or if use of the site is causing a nuisance to neighboring property owners.
- b. CITY may remove the Demonstration Garden and dispose of its components at the CITY's discretion, but prior to doing so, will allow CCMGA the option of removing any improvements identified by the CITY from the site at CCMGA's own expense within 90 days of identification by the CITY. In that case CCMGA shall surrender the Premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

The term of this Agreement shall be for the useful life of the Demonstration Garden and any other built structures, unless terminated prior to such date by mutual agreement of both parties.

IN WITNESS, WHEREOF, CITY and CCMGA have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Attest:

Arline LaMear, Mayor

Brett Estes, City Manager

CCMGA: Clatsop County Master Gardener's Association

By:

Debbie Haugsten, President

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney

Attachment A
MEMORANDUM OF
AGREEMENT

BETWEEN CLATSOP COUNTY
MASTER GARDENER'S AND CITY
OF ASTORIA

Location of Demonstration
Garden



Relocated Playground Barrier

Minimum 6' clearance



Approximate Demonstration Garden Site
70'x60'



2001 Marine Drive Ste 201
Astoria, OR 97103

11-21-17

Dear Astoria Parks and Rec Board Members and Astoria City Council,

My name is Debbie Haugsten, President of the Clatsop County Master Gardeners. Thank you for this opportunity to introduce ourselves, our mission and to pursue bringing a learning garden to our community.

The mission of the Clatsop County Master Gardeners is to teach sustainable gardening through community outreach and education. Our role is to act as liaison between Oregon State University and the community members of Clatsop County. We promote environmentally friendly gardening practices and encourage our community members to be responsible gardeners. We promote these practices through Demonstration Gardens, speakers, classes, and children's activities.

Our most recent endeavor is the implementation of a Learning Garden located within city limits, which is visible and accessible. We are looking for a space that is flat, sunny, and will be easy to invite community members in to learn about growing their own food. Alderbrook Park is a perfect fit for our garden plan. The vision for this garden is to promote organic gardening practices while demonstrating how to grow vegetables, herbs, and fruits in our challenging coastal climate. We feel strongly that this garden should be utilized for adult and youth learning. We want to demonstrate vertical gardening practices that will allow residents with small spaces to garden. The extended vision is to include a pollinator garden, a composting demo area, a native plant garden, and demonstrate options for gardening with disabilities. We also intend to use this garden as a learning space for the attendees of our Seed to Supper classes. For more info on Seed to Supper, go to <http://www.oregonfoodbank.org/our-work/programs/education/gardening/>

Phase 1 of this garden will include a deer proof fence around a 70' X 60' space, 6 to 10 raised beds, quality soil, a shed for tools and management assignment schedules, seeds and starts, and mulch or gravel for pathways.

Phase 2 of this garden will include a greenhouse to demonstrate propagation, and provide starts for our garden and for the participants of the Seed to Supper classes.

Our goal is to provide a beautiful, friendly, vibrant, welcoming garden where we can invite members of the Clatsop County community to visit and learn through demonstration and example, to be environmentally responsible with their garden space, and to love this lifelong learning process called gardening.

Thank you for your time and this opportunity,

Debbie Haugsten, President 2017/18
360-271-6179 ducas003@centurytel.net
Clatsop County Master Gardener Association
2001 Marine Dr. #201
Astoria, OR 97103

Clatsop County Master Gardeners

Program Contact: OSU Extension Clatsop County
Linda Jones, Master Gardener Program Coordinator
(503)325-8573 • linda.jones@oregonstate.edu

Debbie Haugsten – CCMGA Prresident – 360-271-6179

About the Master Gardeners



Clatsop County Master Gardener volunteers like to get their hands dirty. CCMGA's mission is community outreach and education in the field of horticulture, promoting environmentally friendly gardening practices to the residents of Clatsop County.

We are a group of individuals with diverse backgrounds who share a unifying interest in horticulture. Some of us are generalists, and some have specialized interests and knowledge. We all are inquisitive, like to be around other gardeners, and love to share what we know with home gardeners. The Master Gardener Program assists OSU Extension to promote environmentally responsible gardening practices and address environmental and social priorities such as water conservation, the protection of water quality, reducing the impact of invasive species, and healthy living through gardening.

Master Gardeners are trained by Oregon State University in topics such as botany, weed identification, soils, lawn care, pruning, pesticides and insect management, plant pathology and plant problem diagnosis, and sustainable gardening practices.

We're located on the Oregon coastal region which provides unique challenges to gardeners. Our mission is to educate the residents of Clatsop County on how to be successful gardeners, whether it be growing their own food, beautifying their space, supporting pollinator populations, etc.

Find us at activities such as:

- **Primary Plant Diagnosis Clinic (Infoline)** – OSU Clatsop County Extension office, 2001 Marine Dr., Astoria, OR. For your questions and plant problems. We will research and find the answers.

- **Astoria Sunday Market**, (Plant Clinic) Sundays, 10am - 3pm, May – October.
- **Cannon Beach Farmers Market**, (Plant Clinic) Tuesdays during market season
- **Seed to Supper** – 6-week basic gardening course taught to low-income families, providing information, hands-on training and guidance that will allow community members to grow their own fresh produce.
- **CCMGA Demonstration Garden** at Clatsop County Fairgrounds. Features dahlias, herbs, water-wise and native plants, a shade garden, a butterfly garden, utility friendly trees, and deer resistant evergreens. We're usually working on Wednesday evenings during growing season. Join us for "In the Garden with Walt" this summer on [Third Wednesday](#) for focused, informative gardening topics.
- **Fresh Starts** – Teaching Astoria High School special needs students horticulture practices and techniques through fun activities.
- **Pet-Friendly Demonstration Garden** at the Clatsop County Animal Shelter. Demonstrates non-toxic, pet-safe plants and how to create a pet-friendly outdoor space.
- **Seaside Children's Garden** behind Seaside Rec Center. Provides fun gardening activities to the youth summer camp attendees.
- **Monthly Speaker Series** – Fourth Wednesday of the month
- **Spring Garden Seminar and Plant Sale** – May 12, 2018, Clatsop County Fairgrounds. Plants, tomatoes, speakers, garden related vendors, children's activities, build a terrarium.
- **Winterizing Your Garden** event – October, Clatsop County Fairgrounds. Plant sale, speakers, soil testing, plant clinic, vendors.
- **Clatsop County Fair** in Astoria, OR in August. Visit the CCMGA Demonstration Garden and learn about perennials, shrubs, groundcovers, conifers and small trees that do well in our climate. We also hold a plant clinic in the garden during Fair.

Are you interested in becoming a Master Gardener? For more information, contact our Program Coordinator: **Linda Jones**, linda.jones@oregonstate.edu or call **503-325-8573**



CITY OF ASTORIA
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MEMORANDUM

Date: DECEMBER 1, 2017

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR

SUBJECT: MEMORANDUM OF AGREEMENT WITH DAVID AND PAM ARMSTRONG FOR MAINTENANCE AND BEAUTIFICATION OF OLD POST OFFICE PARK

DISCUSSION/ANALYSIS

From the success the Parks and Recreation Department has had working with park adoption groups in the past year, there is a burgeoning interest throughout the community of individuals to undertake similar agreements to provide maintenance and beautification work at various park sites. David and Pam Armstrong, who own the Rose River Inn and Bed and Breakfast, recently approached the Parks Department with a proposal to maintain Old Post Office Park. The park abuts their property to the north and their patrons often inquire about the site's history and comment that it appears to be in disrepair. The Armstrong's are excited to provide their efforts to improve and enhance the park and make it more attractive for use by their neighbors and the many tourists they observe visiting the park throughout the year.

The attached Memorandum of Agreement outlines the obligations of the City and the Armstrong's the long-term care of the park.

Armstrong's Responsibilities:

1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
2. Mowing, edging, trimming, and hedging of vegetation on a bi-monthly basis, or by request of the Parks Director or her/his designee.
3. Applications of fertilizer twice per year, or by request of the Parks Director or her/his designee.
4. Removal and disposal of all garbage, debris, or other litter on a weekly basis, or by request of the Parks Director or her/his designee.
5. Repainting/re-staining of any structures as necessary, or by request of the Parks Director or her/his designee.

6. Reduction or management of noxious/invasive species present within the park through basic landscape practices (mowing, weed-eater, seeding, etc.), If any herbicides are to be applied, the City's Herbicide Use Policy guidelines must be followed.
7. Replacement of any broken or deficient components of structures as needed, or by request of the Parks Director or her/his designee
8. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public
9. Any sign or notices installed shall comply with all City Code regulations regarding posting, advertising, or displaying signs

The agreement's duration for five years and will be reviewed annually by both parties to ensure that all conditions are being met. The attached Memorandum of Agreement has been reviewed by the Armstrong's and is acceptable to them.

City Attorney Henningsgaard has reviewed and approved the Agreement as to form.

RECOMMENDATION

It is recommended that the Parks and Recreation Board recommend approval of the Armstrong's proposal to Maintain and Beautify Old Post Office Park.

Submitted by:



Angela Cosby, Parks and Recreation Director

MEMORANDUM OF AGREEMENT
BETWEEN DAVID AND PAM ARMSTRONG AND CITY OF ASTORIA
FOR MAINTENANCE AND BEAUTIFICATION OF OLD POST OFFICE PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" made and entered into this _____ day of _____, 2017 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and David and Pam Armstrong, private citizens, hereinafter referred to as "SPONSOR."

WHEREAS, the CITY is the owner of certain real property hereinafter described and known as Old Post Office Park; and

WHEREAS, SPONSOR has Parks Department approval to maintain and improve the care of Old Post Office Park for the benefit of the general public with resources acquired and provided by SPONSOR; and

WHEREAS CITY and SPONSOR have reached this Agreement relative to SPONSOR's desire for the site to remain a historic public park in exchange for maintenance of the property; and

WHEREAS, the purpose of this Agreement is to describe terms for maintenance of Old Post Office Park and associated future improvements; and

WHEREAS, the CITY is agreeable to such contribution of services, but nothing in this Agreement shall be construed in any way to limit the ownership rights of the CITY regarding this property;

NOW, THEREFORE, the CITY grants permission to SPONSOR for maintenance and improvements within Old Post Office Park, subject to the terms hereinafter set forth.

1. PREMISES

CITY hereby allows SPONSOR to maintain and improve Old Post Office Park, at 560 15th St. in the City of Astoria as depicted on the attached map.

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, Parks and Recreation Director, 1555 W Marine Drive, Astoria OR 97103, 503-298-2460, acosby@astoria.or.us.
- b. SPONSOR's representatives shall be David and Pam Armstrong, 1510 Franklin Avenue, Astoria OR 97103, 503-[325-7175](tel:503-325-7175), info@roseriverinn.com.
- c. Representatives shall notify the other representative of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY will review and approve all designs and locations prior to start of any work or installations on the site.

- a. CITY shall coordinate with SPONSOR on the design and methods of the improvements proposed.
- b. CITY shall inspect any completed projects for compliance with all requirements prior to acceptance of improvements.

4. SPONSOR RESPONSIBILITIES

Whereas, SPONSOR will fund and fully support the maintenance and any improvements in accordance with City and park requirements. And;

- a. In the event the SPONSOR wishes to install items or alter the site. The SPONSOR shall submit all plans to the CITY for review and approval prior to start of any work on the site.
- b. All standard governmental rules, regulations, conditions, and requirements shall be applicable to the project and SPONSOR agrees to follow them. This shall include obtaining any required licenses and permits.
- c. SPONSOR shall maintain the park site and any improvements as necessary to keep the site in good order, condition, and repair throughout the entire Term of this Agreement. SPONSOR agrees to indemnify and defend the City for any claims arising out of the use/installation/maintenance of the park site. SPONSOR's efforts will extend to both structural and nonstructural items and to all maintenance, repair, and replacement work that may occur. Maintenance shall include the following:
 1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
 2. Mowing, edging, trimming, and hedging of vegetation on a twice a month basis April – September and on a monthly basis October - March, or by request of the Parks Director or her/his designee.
 3. Applications of fertilizer twice per year, or by request of the Parks Director or her/his designee.
 4. Removal and disposal of all garbage, debris, or other litter on a weekly basis, or by request of the Parks Director or her/his designee.
 5. Repainting/re-staining of any structures as necessary, or by request of the Parks Director or her/his designee, if such structures or features are added at a later date by mutual consent of both parties.

6. Reduction or management of noxious/invasive species present within the park through basic landscape practices (mowing, weed-eater, seeding, etc.), If any herbicides are to be applied, the City's Herbicide Use Policy guidelines must be followed.
7. Replacement of any broken or deficient components of structures as needed, or by request of the Parks Director or her/his designee.
8. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public.
9. Any sign or notices installed shall be approved by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs.

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the site at any time, either permanently, or for a designated period, for reasons of economy, if it is determined that proper maintenance is not being performed by SPONSOR, if conditions exist that render use of the site a danger, if use of the site is causing a nuisance to neighboring property owners, or at any other time if the CITY deems it appropriate.
- b. CITY may remove any built improvements and dispose of them at the City's discretion, but prior to doing so will allow SPONSOR the option of removing any improvements identified by the CITY from the site at SPONSOR's own expense within 90 days of identification by the CITY. In that case, SPONSOR shall surrender the premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

- a. The term of this Agreement shall be for five (5) years, unless terminated prior to such date by mutual agreement of both parties. This Agreement may be extended upon the written request of the SPONSOR and approval of the City. SPONSOR shall meet annually on the anniversary date of this Agreement with the Parks Director, or her/his designee, to determine if the requirements of this Agreement are being upheld and to discuss any alterations or changes, desired by either party, to the terms of the Agreement.

IN WITNESS, WHEREOF, CITY and SPONSOR have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Arlene LaMear, Mayor

Attest:

Brett Estes, City Manager

SPONSOR:

By:

David Armstrong

Pam Armstrong

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney

MEMORANDUM OF AGREEMENT
BETWEEN DAVID AND PAM ARMSTRONG AND CITY OF ASTORIA

Attachment A
Park Location





CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: DECEMBER 1, 2017

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR

SUBJECT: MEMORANDUM OF AGREEMENT WITH JESSICA SCHLEIF FOR MAINTENANCE AND BEAUTIFICATION OF TIDE ROCK PARK

DISCUSSION/ANALYSIS

In the past year there has been a groundswell of interest throughout the community by individuals and groups hoping to offer their services to assist the Parks Department in its goal of improving maintenance and care to park sites. Jessica Schleif, Professional Gardener/Landscape Designer, visual-artist, and member of the Parks and Recreation Advisory Board, has secured grant funding through the Andy Warhol Visual Arts Foundation and the Regional Arts and Culture Council's Precipice Fund in the amount of \$3,500 and has procured matching funds of \$1,500 for total of \$5,000. Ms. Schleif wishes to utilize the grant award to adopt, beautify, and add temporary visual art displays to Tide Rock Park for one year. The agreement stipulates that Ms. Schleif share any designs for art installations and obtain approval from the City prior to implementation of any planned visual displays. All art pieces will adhere to the mission, goals, priorities, and policies of the Parks and Recreation Department and City of Astoria and will be of a temporary character that can easily be removed at the expiration of the agreement, or by request of the City.

The attached Memorandum of Agreement outlines the obligations of the City and Ms. Schleif for care and renovation of the park, and installation of temporary visual art pieces in the park.

Ms. Schleif's Responsibilities:

1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
2. Removal and disposal of all garbage, debris, or other litter on a weekly basis, or by request of the Parks Director or her/his designee.
3. Repainting/re-staining of any structures as necessary, or by request of the Parks Director or her/his designee.
4. Removal and management of noxious/invasive species present within the park. If any herbicides are to be used onsite, the City's Herbicide Use Policy guidelines must be followed.

5. Replacement of any broken or deficient components of structures as needed, or by request of the Parks Director or her/his designee
6. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public
7. Any sign or notices installed shall be approved by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs

The agreement's duration will be for one year and the City will have the prerogative to remove any portion of any installed items, if any of the conditions of the agreement are not met. The attached Memorandum of Agreement has been reviewed by Ms. Schleif and is acceptable to her.

City Attorney Henningsgaard has reviewed and approved the Agreement as to form.

RECOMMENDATION

It is recommended that the Parks and Recreation Advisory Board recommend approval of Ms.Schleif's proposal to adopt and maintain Tide Rock Park and provide temporary art installations for one year.

Submitted by:



Angela Cosby, Parks and Recreation Director

MEMORANDUM OF AGREEMENT
BETWEEN JESSICA SCHLEIF AND CITY OF ASTORIA
FOR MAINTENANCE AND BEAUTIFICATION OF TIDE ROCK PARK

This Memorandum of Agreement, hereinafter referred to as "Agreement" made and entered into this _____ day of _____, 2017 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and Jessica Schleif, a private citizen, hereinafter referred to as "MS. SCHLEIF."

WHEREAS, the CITY is the owner of certain real property hereinafter described and known as Tide Rock Park; and

WHEREAS, MS. SCHLEIF has Parks Department approval to maintain and improve the care of Tide Rock Park for the benefit of the general public with funds acquired by MS. SCHLEIF; and

WHEREAS CITY and MS. SCHLEIF have reached this Agreement relative to MS. SCHLEIF's maintenance, installation of temporary art displays and use of that property; and

WHEREAS, the purpose of this Agreement is to describe terms for maintenance of Tide Rock Park and associated improvements; and

WHEREAS, the CITY is agreeable to such development, but nothing in this Agreement shall be construed in any way to limit the ownership rights of the CITY regarding this property;

NOW, THEREFORE, the CITY grants permission to MS. SCHLEIF for maintenance and associated improvements within Tide Rock Park, subject to the terms hereinafter set forth.

1. PREMISES

CITY hereby allows MS. SCHLEIF to maintain, improve and install temporary art displays at Tide Rock Park, at 1485 Commercial St. in the City of Astoria as depicted on the attached map,

2. REPRESENTATIVES

- a. CITY representative shall be Angela Cosby, Parks and Recreation Director, 1555 W. Marine Drive, Astoria OR 97103, (503)298-2460, acosby@astoria.or.us.
- b. MS. SCHLEIF's representative shall be Jessica Schleif, 731 Alameda, Astoria OR 97103, (503)931-6631, schleifjessica456@yahoo.com.
- c. Representatives shall notify the other representative of any changes in contact information within 30 days of any change.

3. CITY RESPONSIBILITIES

Whereas, the CITY shall reviewed and approved all design modifications and locations prior to start of the work on the site.

- a. CITY shall coordinate with MS. SCHLEIF on the design and methods of the improvements proposed.
- b. CITY shall inspect the completed projects or improvements for compliance with all Department, City, State and Federal requirements prior to acceptance of the improvements.

4. MS. SCHLEIF RESPONSIBILITIES

Whereas, MS. SCHLEIF shall fund, design and fully support the maintenance, improvements and temporary art displays in accordance with City and park design and maintenance requirements. And;

- a. MS. SCHLEIF shall submit all plans to install items or alter the site to the CITY for review and approval prior to start of any work on the site.
- b. All temporary art displays must not conflict with the mission, goals, or policies of the Astoria Parks and Recreation Department or the City of Astoria,
- c. All standard governmental rules, regulations, conditions, and requirements shall be applicable to the project and MS. SCHLEIF agrees to follow them. This shall include obtaining any required licenses and permits.
- d. MS. SCHLEIF shall maintain the park site and any improvements as necessary to keep the site in good order, condition, and repair throughout the entire Term of this Agreement. MS. SCHLEIF agrees to indemnify and defend the City for any claims arising out of the use/installation/maintenance. MS. SCHLEIF's efforts will extend to both structural and nonstructural items and to all maintenance, repair, and replacement work that may occur. Maintenance shall include the following:
 1. Removal and repair of any graffiti or vandalism within an acceptable and realistic timeframe, or by request of the Parks Director or her/his designee.
 2. Removal and disposal of all garbage, debris, or other litter on a weekly basis, or by request of the Parks Director or her/his designee.
 3. Repainting/re-staining of any structures as necessary, or by request of the Parks Director or her/his designee.
 4. Removal and management of noxious/invasive species present within the park. If any herbicides are to be used onsite, the City's Herbicide Use Policy guidelines must be followed.

5. Replacement of any broken or deficient components of structures as needed, or by request of the Parks Director or her/his designee
6. Removal of any insect, or other pests', nests or infestations that may present a safety hazard to the public
7. Any sign or notices installed shall be approved by the Parks Director or her/his designee and comply with all City Code regulations regarding posting, advertising, or displaying signs

5. CLOSURE/REMOVAL OF FACILITY.

- a. CITY shall have the right to restrict use of the site at any time, either permanently, or for a designated period, for reasons of economy, if it is determined that proper maintenance is not being performed by MS. SCHLEIF, if conditions exist that render use of the site a danger, if use of the site is causing a nuisance to neighboring property owners, or at any other time if the CITY deems that action appropriate.
- b. CITY may remove any built improvements and dispose of them at the City's discretion, but prior to doing so will allow MS. SCHLEIF the option of removing any improvements identified by the CITY from the site at MS. SCHLEIF's own expense within 90 days of identification by the CITY. In that case, MS. SCHLEIF shall surrender the premises in a state of good condition and repair, free and clear of all occupancies as required by the CITY.

6. TERM

The term of this Agreement shall be for one (1) year, unless terminated prior to such date by mutual agreement of both parties. This Agreement may be extended upon the written request of the MS. SCHLEIF and approval of the City.

IN WITNESS, WHEREOF, CITY and MS. SCHLEIF have executed this Memorandum of Agreement as of the date and year mentioned above.

CITY: THE CITY OF ASTORIA

By:

Attest:

Arlene LaMear, Mayor

Brett Estes, City Manager

MS. SCHLEIF:

By:

Jessica Schleif

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney

MEMORANDUM OF AGREEMENT
BETWEEN JESSICA SCHLEIF AND CITY OF ASTORIA

Attachment A
Park Location



MAINTENANCE

Grounds

- Coordinating with multiple interested park adoption groups
- Assisting Friends of McClure Park to complete the embankment slide project
- Winter bed care and pruning at Aquatic Center Grounds
- Maintenance Shop tool organization and restructuring to streamline work during busy season
- Developing Individual Park Maintenance Plans- Tapiola Park will be first draft site
- Provided tools to ADHDA for downtown planting bed clean-up
- Evaluating Tree Removal and Replacement responses
- Coordinating with Steel and Timber for final implementation of new trash receptacles and pick-up by Recology

Facilities

- Coordinating with the Senior Center to repair a leak in the ledge of the building. Work will be completed in February.
- Beginning work to add more office space and active-shooter safety areas in the ARC
- Monitoring performance of new VFD on HVAC to maximize air quality and lower electricity costs
- Ongoing maintenance at AAC. New UV sanitation systems on Spa and Kiddie pool are working effectively, draining and refilling has dropped from twice weekly to monthly (Health Department mandated minimum)

Oceanview Cemetery

- 1 liner burial, 1 vault, 1 SI, 1 cremains
- Clearing debris and garbage from site

ASTORIA RECREATION CENTER

After School Camp

We have seen an increase of up to 42 children in our program, with our highest attendance being on early release school days. These last two months the kids had fun working on Fall/Halloween activities to reflect the change in season and the upcoming holiday.



Fitness

We have also been looking to search for new way to serve our community through fitness, and we have started with a new program called "After School Special" geared towards teachers. The class is set-up to run right after school gets out to hopefully serve a population that has expressed an interest. This program has shown good numbers as the word spreads to the schools in the district. Our winter fitness schedule is set and we hope to see good numbers as the calendar turns.

Gobbler Gallop

We had over 65 participants partake in our Gobbler Gallop and managed to collect an estimated 200 pounds of canned food for Clatsop Community Assistance! Ella Zilli took first place along with Mike Allen and Josh Fry. We gave out Pumpkin Pies from Costco as prizes for runners who came in first place. It was a great turn out and a great event.

Winter Sports

We finished the Adult Volleyball season, and everything went well. We have moved on to basketball and have 12 teams playing in the 5th/6th grade divisions this season. We struggled initially to get sponsors, but the community rallied and now we have enough for the next session and some already for the softball season in the spring.

We have started the adult drop-in volleyball and each week numbers have been steadily increasing.

We have struggled to find officials for basketball. We have re-opened the job on the city website and have put the word out to all of the outlying areas that play in our program.

Upcoming Events

- **December 20th-22nd, 26th-29th** - No School Days
- **December 22nd** - Youth Basketball Grades 3&4/Girls Basketball Grades 1&2 Deadline
- **December 23rd-January 1st** - Fitness Classes canceled
- **December 25th** - ARC Closed for Christmas
- **January 1st** - ARC Closed for New Year's Day, New Year's Day Fun Run
 - **January 2nd** - Start of Winter Fitness Schedule
 - **January 2nd-9th** - No School Days
- **January 15th** - ARC Closed for MLK Day, Brazilian Jiu Jitsu Session 1 begins
- **Volleyball Open Gym** - Every Wednesday Evenings

AQUATIC CENTER

Swim Lessons

We are currently running our second fall evening session and have 53 students currently enrolled in swim lessons.

In addition to our public swim lessons, staff ran 5 weeks of swim lessons two afternoons per week for the Naselle school district for 59 third and fourth grade students.

Schedule

- On November 18 and 19 the North Coast Swim Club hosted a home swim meet to surrounding area swim clubs. The aquatic center was closed for the day on Nov. 18 and reopened to the public on Nov. 19.
- The Astoria High School swim team began practicing on Nov. 13 practicing weekdays for an hour and a half at 3:45.
- Additionally, the Seaside High School swim team has been practicing twice a week while their pool is undergoing remodeling. Sunset Empire Parks & Recreation District has also arranged to allow their pool members access to use our facility during their pool renovation. Originally this was expected to last approximately 4 to 5 weeks but due to complications will be extended into a 7th week.

Staff

Staffing levels have fluctuated this fall with several staff leaving to go back to school and a few staff returning to work after taking the summer off. Staff completed a lifeguard training class with four new life guards at the end of October. Staff is currently making preparations for a lifeguard class in mid-December. Additionally, we have recently added three new cashiers to the aquatic center staff who will be cross trained to also work at the Recreation Center.

Training

In November, aquatics Recreation Coordinator, Jeff Hamilton, attended a CPO class and received his CPO certification. Jeff has been working with maintenance staff to assist with pool chemistry and maintenance operations.

WSI certified staff Nathan Emmett has begun offering swim lesson trainings to staff interested in training to teach swim lessons.

Upcoming Events

- **December 9th** - Astoria High School Nyggard Invitational Swim Meet, Pool CLOSED
 - **December 24th & 25th** - Closed
 - **December 12th & 14th** - Lifeguard Class
 - **December 13th** - Intro to Fitness Class
 - **December 16th & 17th** - Lifeguard Class
 - **January 9th** - Next session of Swim Lessons Begins
 - **January 18th** - Astoria High School Swim Meet
 - **January 23rd** - Astoria High School Swim Meet
- **November 23rd** - Shortened Hours for Thanksgiving, 5:00am-11:00am

EARLY CHILDHOOD

Lil' Sprouts Academy

Lil' Sprouts is still going great. Classrooms are gearing up for the holiday season and planning lessons that talk about the holidays, and about how different families may celebrate those holidays. I'm very excited to say that we have continued to grow in terms of staffing as well; helping to build our teams of teachers with some great, skilled employees. With this, we were able to make some new additions to our Sweet Pea (infant) classroom.

Port of Play

Port of Play has a new look! Upon losing our tree house play structure, due to a split bridge, we looked at what we could do differently in that space. We rearranged our gym so that the bikes are now located at one end of the area, which helps cut down on crazy riding but also on kiddos riding too close to the bounce house. In addition to the rearrangement of Port of Play, we will add some basketball hoops for kids and add/or replace some of the smaller toys. We have also returned to our busy season with birthday parties being hosted every weekend.

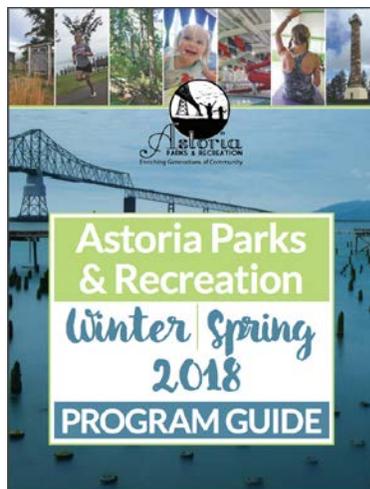


Upcoming Events

- **Parents' Night Out** - Every Saturday, 6:00pm-9:30 pm/CLOSED December 23, 30, & 31
- **December 14th** - Lil' Sprouts Winter Concert
- **December 23rd - 26th** - CLOSED for Christmas
- **January 1st** - CLOSED for New Year's Day

COMMUNICATIONS

The Winter/Spring Guide has been completed. Initially, we made a change to include two seasons to save on printing costs as well as to prevent the rush every couple months to complete a guide with limited staff time. In this guide we were also able to include the events that were restored by the fundraising efforts from the Instant Gratification and we also included background on our staff since we have had many changes and new additions since the Fall. The guide was translated into Spanish and staff are currently printing them to distribute to the Lower Columbia Hispanic Council.



On November 24th, we marketed our first special - Cyber Monday. We offered customers the chance to purchase a Land & Water Pass on our website and receive one month free. We also tried to incentivize customers by raffling off an Astoria Parks gift basket that included: a #LOVEASTORIAPARKS t-shirt, New Years Fun Run entry, swim goggles, and swim cap. Unfortunately, the user experience on RecTrac was problematic but the marketing efforts on social media and the traffic it drove to our website was fantastic. We received over 3,000 website visitors and we reached over 2,000 people on Facebook and Instagram on the few days we ran the marketing campaign.



This month our Social media accounts grew more modestly than in previous months. We had 39 followers this month. Despite this, we reached a milestone in our Facebook page. We are up to the 3,000 likes mark which is a great accomplishment. We've increased our page followers by 300 in seven months' time. The website received about 24,000 hits this month with the Aquatic Center, Events, and Park Board pages being our most frequented. Ocean View Cemetery, Youngs River Falls, Shively Park, and Cathedral Tree Trail remain our most popularly viewed parks. We also saw an uptick in our recreation and fitness program visitors. Our next marketing campaign will be our "Give the Gift of Fitness" special where new sign-ups will get upgraded to Land & Water for a month. Also, current members who refer a friend will be upgraded as well. This time we will be advertising our specials on radio via Ohana Media Group, in print with the Daily A's Coast Weekend, as well as our social media marketing. Along with the marketing of our passes, we will be marketing Port of Play and the Aquatic Center to tourists. This will be achieved through special social media geo-targeting and possibly Groupon.

SPECIAL PROJECTS

Doughboy Monument

Earlier this year, the City received a Veterans and War Memorials grant from State Historic Preservation Office (SHPO) to upgrade the west restroom and perform other upgrades and exterior painting of the Doughboy Monument in preparation for the 100th Anniversary of the end of World War I on November 11, 2018. Prior to the start of that work, a vehicle crashed into the east side of the Monument with extensive damage to the structure. Advanced Structural Forensics Corp. (AFS) conducted a damage assessment of the Monument in October which identified the structural damage to the east side including possible damage to the statue anchorage. In the next month, the bronze statue will be removed and stored to allow AFS to determine the extent of damage to the base joint holding the statue in place and a suitable new anchorage to re-attach the statue. Staff is currently in the process of contracting with AFS to prepare structural

repair drawings of the work that needs to be done on the Monument as a result of the vehicle damage. Once we have those drawings, we will be seeking a contractor to do the repair work. Staff is working with the City's insurance carrier CIS concerning the insurance claim. Staff was able to begin the grant related work on the west portion of the Monument including plumbing and electrical, and in February, Clatsop Community College Historic Preservation students will begin the plaster work on the west side interior. Some of the grant related work such as the exterior painting cannot be completed until the structural damage has been repaired.

Potential Sale of City Park Land

The City Council has directed Staff to research the feasibility of selling several City Parks for potential development and removal from City maintenance responsibility. The sites Council selected included Birch Ballfield, US Customhouse Reconstruction, Tidal Rock, and the First US Post Office site. Staff has been looking at each parcel concerning any deed and/or grant restrictions; City, State, and Federal laws concerning publicly owned historic properties; feasibility of development on the sites; and other issues that would affect potential sale or development of the parcels. The results of that research are almost complete and will be presented to the Council in the next couple of months with recommendations on how to proceed on each of the properties.

New Garbage Cans and Trail Run Recycling Cans

The City has entered into a contract with Steel and Timber Construction to design and build 48 garbage cans capable of containing Recology's garbage carts. Steel and Timber has been procured corrugated sheet metal from a dilapidated barn in the Jewell area, reclaimed timbers from the now-demolished Yost Building (where CMH Cancer is now situated), and has begun fabrication on receptacles. In addition to the 48 garbage receptacles needed to replace current Parks cans, 4 pilot recycling containers will also be produced to determine if it is feasible to include that service through Recology. The pilot recycling receptacles will be located at Lindstrom Park, Tapiola Park, Astor Park, and on the Riverwalk, at 6th St. Production of the 52 units is anticipated to take several months, as units are delivered Parks Maintenance will install throughout the Parks system. Recology is working with their operations division to determine when pick-up services will begin, we are hoping for implementation by end of February.

