## AGENDA

**ASTORIA PARKS & RECREATION ADVISORY BOARD** 

#### Wednesday, April 25, 2018 6:45 AM 2<sup>nd</sup> 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. February

#### 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. Update on Astoria Column Lighting Request Procedures
- B. Update on Potential Sale of City Owned Park Land
- C. Presentation and Discussion about the Oregon Film Heritage Signage Project

#### 9. STAFF REPORTS AND UPCOMING EVENTS (attached)

#### **10. FUTURE MEETINGS**

- A. May 23, 2018 @ 6:45 AM in City Hall, Council Chambers
- B. June 27, 2018 @ 6:45 AM in City Hall, Council Chambers

#### Parks Advisory Board Meeting Minutes February 28, 2018

Chairperson Norma Hernandez called meeting to order at 6:45 am.

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

Absent- Howard Rub

Staff- Angela Cosby and Jonah Dart-McLean.

### Public comments

1. There were none.

### President Hernandez

A. What do you hear- President Hernandez heard that Staff was working on the treadmill at the Aquatic Center. She also heard positive feedback about the dance. Jessica Schleif received a suggestion to place a sign at the bottom of the Cathedral Tree Trail indicated that hikers needed to be able-bodied to continue on the trail to the Column. Andrew Fick heard a lot of concerns, questions, and opposition to the City selling parks. Jessica Schleif heard similar concerns about selling parks. Jim Holen noticed a lot of work had been done in Shively Park. Aaron Crockett heard concerns about the tree removal project. Director Cosby said one of the trees to be removed would remain because Staff recently discovered it contained a burl.

## Approval of Minutes

A. The minutes of the January 2018 meeting were approved as submitted.

#### **Employee and Volunteer Recognition**

- A. Director Cosby recognized Greta Cairns as the February Employee of the Month.
- B. Jonah Dart-McLean recognized Lucian and Jay as the February volunteers of the month. Lucian and Jay updated the Board on projects they had completed and were working on. They shared before and after photographs of their ongoing work on Alderbrook Hall.

#### Old Business

- A. Jim Holen gave an update on the Parks Foundation, which is currently preparing for the Run on the River fundraiser and working on an application for a Wal Mart community grant. Director Cosby noted the Run on the River course would be certified that weekend, which would allow it to be used for qualifying rounds for larger runs. She hoped the certification would result in an increase in registrations for the event. The Board shared ideas for getting more youth involved in the run.
- B. Director Cosby updated the Board on Staff's efforts to implement the Parks and Recreation Master Plan. A Special Project Manager, which is a temporary part-time on-call position, would be hired to help complete the Maintenance Plans and the Capital Improvement Plan. Staff was still on track to present five of the plans to the Board in May.

### New Business

A. Director Cosby updated the Board on the City Council Work Session to discuss the potential sale of City-owned parks, which was held on February 14, 2018. She handed out copies of the memorandum from the meeting and the analysis for each park site prepared by Planning Consultant Rosemary Johnson. She reviewed the analysis for each park and summarized Council's comments. Parks to be sold are Birch Field and Tide Rock Park. Council directed Staff to do more research on the Custom's House and decided to remove Post Office Park from the list of potential sites to be sold. She noted that the Yacht Club would be researched separately as part of a feasibility study on expanding the Aquatic Center. A public hearing would be conducted to approve the sale of any park.

Jessica Schleif was concerned that misinformation was given at the meeting about how the City acquired Tide Rock Park. She recommended Staff make sure potential purchasers were aware of how much the City paid for the property.

Andrew Fick was concerned that moving forward with Council's direction would create more work for Staff than just keeping and maintaining the properties. Director Cosby confirmed Staff was currently unable to maintain the sites properly and the cost of pursuing park sales was low. She would email Board members with specific details about park maintenance costs and the costs related to pursuing park sales.

Director Cosby confirmed that Council discussed in detail developing Birch Field for residential use and the site's water displacement issues that impacted the surrounding neighborhood. She also reviewed the City Council work session in spring 2017 that led to the list of park sites to be considered for sale. The sites were selected because they were the least utilized at that time.

Andrew Fick was concerned that the City was selling parks for which the maintenance costs were so low. He questioned the financial benefit of pursuing these sales and said he believed there were better options for taking care of parks. He was also concerned because some of the park sites are historic. The Board and Staff discussed Council's considerations when deciding which parks should potentially be sold and shared how they believed selling some properties would benefit the City and community.

Andrew Fick said he had written two emails to City Council sharing his concerns about selling parks. He received a response to his first email from most Councilors. However, no one responded to his second email.

The Board and Staff briefly discussed environmental impact studies that could be required on some park sites. They also discussed the variety of positions people have taken on the consideration to sell parks. They agreed the differences of opinions have led to a lot of due diligence during the process.

- B. Director Cosby presented a request from the Harbor to light the Column teal for the month of April in recognition of Sexual Assault Awareness Month. The Board unanimously voted to recommend that City Council approve the request.
- C. Director Cosby announced that Rotary would be hosting the Easter Egg Hunt. They are fundraising and looking for volunteers. A press release would be published in the next week.

She confirmed that many of the free programs that were eliminated had still not been reinstated or taken over by other entities.

## Staff Reports and Upcoming Events

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

## Future Meetings

- March 28, 2017 at 6:45 am in City Hall, Council Chambers
- April 25, 2017 at 6:45 am in City Hall, Council Chambers

# Next meeting will be held Wednesday, March 28, 2017 at 6:45am at City Hall in City Council Chambers.

**Oregon Film Heritage Signage Project** 



## MAINTENANCE

### **Grounds**

- Developing Individual Park Maintenance Plans Ian Sisson has been hired to assist with this task as Parks Special Project Manager
- Working with United Way to partner for a Day of Service in April at Tapiola Park and Evergreen Fields
- New trash receptacles are anticipated to be delivered in early April
- Implementing grounds care schedules-prioritizing high value properties: Tapiola Park, Lindstrom Park, Evergreen Fields, AAC Grounds, Oceanview Cemetery
- Repaired section of gravel path in LaPlante Park that was damaged during P1 tree removal process
- Adding 30 cubic yards of infield fill to Upper Evergreen Field to improve drainage and reduce risk of injury to softball participants
- Assisting with planning for Easter Egg Hunt

### **Facilities**

- Evaluating options to keep the shower/hot water delivery system functional at the AAC
- Assisted with operations to ensure Tall Timbers Swim Meet at AAC was successful
- Developing regular site schedule to provide more coverage to all facilities and identify and mitigate issues more quickly
- CCC's Historic Preservation Program carried out plaster work on the interior of the Doughboy Monument as part of the restoration grant with SHPO
- Coordinating and planning activities related to the Doughboy Monument for the SHPO restoration grant and repairs from the car accident last August
- Constructed a shelter space at the ARC in the event of an active shooter at the facility

#### **Oceanview Cemetery**

• 2 cremains, 2 full burials, 1 liner, 1 vault, 1 SI burial

## **AQUATIC CENTER**

## Swim Lessons:

Winter session two ends March 27, with the majority of the classes remaining at full capacity in attendance. Training for new and current instructors continues to be revised to meet the needs of the program and patrons. Our two most senior instructors are setting up additional training for instructors and making detailed lesson plans for each class level.

Staff are currently preparing for our next school lessons which will be held in April. Hilda Lahti Elementary school will be bringing in forty-eight 4<sup>th</sup> graders for two weeks of lessons.

## Staff:

The upcoming lifeguard class is scheduled for March 27-29 over Spring break. The class will be taught by our newest lifeguard instructor, Seth Tichenor.

Lifeguards are scheduled to complete four hours of monthly training or in-service every month to keep their rescue skills test-ready at all times. In order to improve the quality of our in-service training, staff have restructured and streamlined the in-service training utilizing our lifeguards instructor trained staff.

## Aquatic Center

On March 17 and 18, the North Coast Swim club hosted the Tall Timbers swim meet at our facility with approximately 220 swimmers and well over 430 people in attendance. The aquatic center was closed both days to swimmers to facilitate this swim meet.

The Aquatic Center has adjusted scheduling and availability of the slide for Washington and Oregon Spring breaks which means a large influx of visitors using the facility from approximately March 23<sup>rd</sup>- April 8.

## Schedule:

- March 23 April 8 Oregon & Washington Spring Break
- March 27-29 Lifeguard training
- April 3 Next session of swim lessons begin
- April 9-20 Knappa 4th Grade swim lessons

## **RECREATION CENTER**

## After School Camp

February and March we have had numbers ranging from 30-35 kids regularly. The big event this past month has been the temporary addition of our chicks! We brought them in as hatchlings and have cared for them and watched them grow. We held a naming contest for them and came up with: BoPeep, Cool James, Tweety Bell, Georgie, McNugget, Pixie, Miss Fuzz and Cow. Our activities were making GAK!, finger painting, and we even made our own homemade pizza. As daylight savings has turned and the weather has been better, we have been able to be play outside and engage in outdoor activities. We are continuing to prepare for Wildlife Week Spring Break Camp at the end of March.





## <u>Fitness</u>

We have been working with instructors individually to improve the overall guest experience by updating the music, creating a more varied and exciting work out, and promoting a communal experience. We are looking forward to showcasing new classes moving into the summer based on the feedback we have received, and are considering a few outdoor and family options like paddle boarding, trail running/walking, and outdoor and family yoga classes.

## Winter Sports

The adult Co-Ed volleyball league started last week and we have six teams (51 Players) playing in the league on Monday nights. We are continuing to market and take registrations for the upcoming seasons of youth and adult softball, youth volleyball clinic and the second session of Jiu Jitsu. We have opted to add an informational Parent's Meeting at the beginning of each youth sports season to better communicate to our families regarding the ins-and-outs of the program.

## **Upcoming Events**

- March 26th-30th Spring Break Camp @ Kids Zone Wildlife Theme
- March 31 Easter Egg Hunt
- April 11-13, No School Day at Kid Zone
- April 24 May 14, Youth Volleyball Clinic
- May 29 July 14, Youth Softball
- May 29 July 14, Adult Men's & Women's Softball

## LIL' SPROUTS/PORT OF PLAY

## Lil' Sprouts

Spring is in the air at Lil' Sprouts, and classrooms have been busy! Our Sunflower and Daffodil classrooms have been learning about mixing colors, our Daisy classroom has been raising live lady bugs, and our Tulips have been learning about seeds, and will be planting their own flowers soon. Lil' Sprouts also has a plot in the community garden, and the kiddos will be learning about planting vegetables from some parent volunteers that are avid gardeners.

On Tuesday, March 22, many of our kiddos celebrated the first day of Spring with a bubble party outside!

We have welcomed two new staff members this month, Miss Raven and Miss Kylie. We are excited to have them working with the toddlers and preschool kiddos!

Many of our pre-k kiddos have been attending special pre-kindergarten activities at Astor to help acclimate and better prepare them for the transition they will have this fall. Our pre-k kiddos have also been participating in a new social/emotional curriculum. This curriculum is used to help our students talk about how their feelings, and finding appropriate and safe ways to express that.





## Port of Play:

Port of Play has been consistently busy with various families and patrons. We continue to have many birthday parties on the weekends, and have had 3 field trips from other preschools in the area this month. With Spring Break coming up, we have been receiving phone calls from families that are traveling to the area and inquiring about Port of Play and what services are offered. We anticipate that we will have quite a few families from outside the area visiting.

Parents' Night Out has continued to have steady attendance, primarily with families that utilize the service on a regular basis. We will not have Parents' Night Out on Easter weekend.

## Gray School Community Garden:

Current gardeners have until April 2<sup>nd</sup> to let us know if they will be renewing or passing up their plot for the year. So far, we have many gardeners renewing, but a few that won't be. We're hopeful that everyone on our waitlist will have the opportunity to rent a plot this year!

## **Upcoming Events**

• March 31, 2018: Parents Night Out Cancelled Due To Holiday

## COMMUNICATIONS/MARKETING

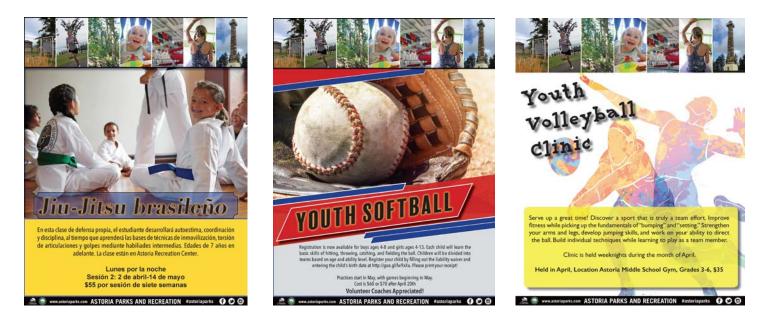
The focus this month in marketing was to gather information needed to start working on the Summer/Fall program guide. Instead of using an <u>upwork.com</u> contractor to do the work, I will be creating the guide, which will help us with getting the guide out faster. There were also quite flyers created for many of our Spring sports programs. Press Releases were sent out regarding a Cemetery wide clean up, Easter Egg Hunt, and Doughboy.

We spent \$112.05 on social media ads this month. We used ads to advertise our programs such as Spring Break Camp, Adult Volleyball, and Parents' Night Out. We also advertised the Lifeguard class and a general Aquatic Center ad. The results were great and we received a lot of engagement. The Aquatic Center has reached 1,000 followers while Port of Play is not too far behind. We are just 50 likes away from reaching 3,200 followers on the Astoria Parks main page, and the ARC is at 304 likes.

Constant Contact Newsletters are being read far more infrequently now. I plan on creating a survey to our email list to gauge their interests in what information they would like us to provide to them that will allow us to continue communicating with them better. Our website received over 16,000 visitors since last month. News, Youth and Adult Sports, and the Aquatic Center were our top hits. Our popular parks this month included: Oceanview Cemetery (723 visitors), Cathedral Tree Trail (357 visitors), and Shively Park (331 visitors).

Next month we will have our Summer/Fall Catalog completed and will use the next few months to update our marketing plan for the following year.

#### March 2018 Department Staff Report





de 11.00am - La Fiesta a Tapiola Park /de 12:00pm - la básqueda de huevos

Trae una canasta para recoger huevos





Festivities start at 11:00 am at Tapiola Park / Egg Hunt begins at Noon

Please bring a basket to collect eggs!



## **RUN ON THE RIVER**

As of today we have 266 registered (102 were registered at this time last year).

- 138 registered for the Half Marathon
- 49 for the 10K
- 79 for the 5K

This year we are adding a Kids Fun Run at the end. The Half Marathon and 5k Courses are now USATF Certified. This certification lasts for 10 years!

It is time to start recruiting Volunteers. Sign up at SignUp.com – volunteers get TWO meals and TWO beverages from Buoy Beer Co.

#### Follow us and Share:

- twitter.com/runontheriver
- instagram.com/runontheriver
- https://www.facebook.com/RunontheRiverAstoria/

#RunOnTheRiver

## MAINTENANCE

## **Grounds**

- Developing Individual Park Maintenance Plans Ian Sisson has been hired to assist with this task as Parks Special Project Manager
- Worked with United Way to partner for a Day of Service at Tapiola Park and Evergreen Fields on April 21st:
  - o Volunteers from Tongue Point, Columbia Bank, Columbia Memorial Hospital, the
  - o Regatta Court, and miscellaneous community members spread 50 yards of playground chips, removed weeds from Evergreen and Niemi Ballfields, cut and piled trees limbs, pressure washed the skate park, and painted dugouts and a picnic shelter. Over 100 volunteers participated from 10am-3pm, one of the biggest events we've hosted to date. The magnitude of the events at multiple locations necessitated all three full-time Maintenance Division employees to assist on site and coordinate with United Way and volunteers. Overall, the event was very successful and efforts will be made to participate in future United Way service projects.
- New trash receptacles were delivered in early April
- Implementing grounds care schedules-prioritizing high value properties: Tapiola Park, Lindstrom Park, Evergreen Fields, AAC Grounds, Oceanview Cemetery
- Repaired section of gravel path in LaPlante Park that was damaged during Priority 1 tree removal process
- Adding 30 cubic yards of infield fill to Upper Evergreen Field to improve drainage and reduce risk of injury to softball participants

#### **Facilities**

- Evaluating options to keep the shower/hot water delivery system functional at the AAC
- Assisted with operations to ensure Tall Timbers Swim Meet at AAC was successful
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• Constructed a shelter space at the ARC in the event of an active shooter at the facility

#### **Oceanview Cemetery**

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## **AQUATIC CENTER**

## Swim Lessons:

Winter session two ended March 27, with the majority of the classes remaining at full capacity in attendance. Training for new and current instructors continues to be revised to meet the needs of the program and patrons. Our two most senior instructors are setting up additional training for instructors and making detailed lesson plans for each class level.

Staff recently finished teaching school group lessons for Hilda Lahti Elementary school April 9 - 20. Staff instructed 48 4<sup>th</sup> graders for two weeks of lessons Monday - Friday.

The first spring session of swim lessons began April 3 and runs for 5 weeks. Most of the offered classes continue to run at capacity. Staff have begun offering a higher level swim class which hasn't been offered since last spring to accommodate the large number of students who have progressed in skills.

## Staff:

A lifeguard class was held March 27-29 over spring break. The class was taught by our newly certified lifeguard instructor, Seth Tichenor.

Staff have scheduled two lifeguard courses in May in order to get new staff trained and hired for the busy summer months.

Lifeguards are scheduled to complete 4 hours of monthly training or in-service every month to keep their rescue skills test ready at all times. In order to improve the quality of our in-service training, staff have restructured and streamlined the in-service training utilizing our trained lifeguard's instructor staff.

Additionally, beginning in April all staff are now required to complete timed swimming throughout the month.

## Aquatic Center

On March 17 and 18, the North Coast Swim Club hosted the Tall Timbers swim meet at our facility, with approximately 220 swimmers and well over 430 people in attendance. The Aquatic Center was closed both days to swimmers to facilitate this swim meet.

Washington and Oregon Spring breaks ran from March 23<sup>rd</sup>- April 8<sup>th</sup>. During this time, staff saw a large influx of attendance; specifically from out of town visitors, which necessitated higher staffing levels over this two week period.

The Astoria Aquatic Center staff will be hosting a community water safety event May 16, from 6:30-7:30pm. The event is organized in part by an AHS senior as a senior project. Aquatic staff will be co-planning the event and will be promoting our learn to swim program with upcoming summer swim lesson registration.

## Schedule:

- May 8 Next session of swim lessons begin
- May 16 Community Water Safety Event

## **RECREATION CENTER**

## After School Camp

Our Wildlife Week Spring Break Camp was at the end of March and our campers had a wildly good time! We planted seedlings of wildflowers in the planters around the playground at the ARC, as well as planted beets, carrots and radishes in a viewing pot so we can watch them grow. We also had a fantastic time getting to watch caterpillars cocoon, and are expecting to see butterflies emerge soon. Other activities included: moon sand, painting rocks, playing outside, and creating a cloud in a jar. Most recently we received a fantastic hand-me-down bookshelf thanks to Hallmark, which has been a fantastic addition to our Kids Zone Room!





## **Fitness**

We have been working with instructors individually to improve the overall guest experience by updating the music, creating a more varied and exciting work out, and promoting a communal experience. We are looking forward to showcasing new classes moving into the summer based on the feedback we have received, and are considering a few outdoor and family options like paddle boarding, trail running/walking, and outdoor and family yoga classes.

## Winter/Spring Sports

The adult Co-Ed volleyball league has six teams (51 Players) playing in the league on Monday nights. The season is about halfway done. We are continuing to market and take registrations for the upcoming seasons of youth and adult softball, youth volleyball clinic and the second session of Jiu Jitsu. Currently we have 192 registered players for youth softball, 7 players registered for the youth volleyball clinic, and are still gathering registration for the adult softball leagues. We have opted to add an informational Parent's Meeting at the beginning of each youth sports season to better communicate to our families regarding the ins-and-outs of the program.

## **Upcoming Events**

- April 24 May 14 , Youth Volleyball Clinic
- May 29 July 14, Youth Softball
- May 29 July 14, Adult Men's & Women's Softball

## LIL' SPROUTS/PORT OF PLAY

## Lil' Sprouts

Our Sprouts have been busy learning and having fun this spring! We are very excited to announce that we will have 19 of our Daffodils graduating this year and moving on to Kindergarten. We will have a special graduation ceremony coming up in June (TBD); the students will wear caps and gowns, walk to Pomp and Circumstance, sing songs, and receive special awards and their diploma. This is one of our most favorite events of the year at Lil' Sprouts!

Lil' Sprouts will once again maintain a plot in the Community Garden, and everyone is excited. We have a parent volunteer that will be coming in once a week to the Daffodil classroom to help share her gardening expertise, and teach the kiddos about planting and cultivating vegetables.

Each month our Sprouts and everyone at the Gray School campus participate in some sort of emergency preparedness drill, and this last month we had a fire drill. Everyone is required to exit the building and walk up to the t-ball field above the parking lot, which is a pretty tall task for some of our little ones. Fire Chief, Ted Ames observed and monitored the fire drill, and said that everyone did a fantastic job!



## Port of Play:

Port of Play has been consistently busy with various families and patrons. During the weekends, we average about 41 kids. We were especially busy during the week of Oregon's Spring Break. We averaged about 25 kids per day, with our biggest day of 49 kids coming to play. We continue to have many birthday parties on the weekends, and have had 3 field trips from other preschools in the area this month.

Parents' Night Out has continued to have steady attendance, primarily with families that utilize the service on a regular basis. We will not have Parents' Night Out on Memorial Day weekend.

## Gray School Community Garden:

The Gray School Community Garden is full once again. We have many returning gardeners this year, but 6 plots opened up, and we were able to rent plots to almost everyone on our waitlist! We are excited to announce that dairy farmer, Dirk Rhone, will be donating Turbo Grow for the gardeners to use, and Recology will be donating compost as well. It's going to be another great season of gardening!

## Upcoming Events

• May 28, 2018: Parents Night Out Cancelled Due To Holiday

## COMMUNICATIONS/MARKETING

This month I compiled all of the materials to create the Summer/Fall Program Guide. It was completed on 4/17. It was submitted for translation on 4/18. The completed guide for printing in both languages will most likely be ready by early May.

We spent \$523.58 on social media ads this month. We used ads to advertise our programs such as Fitness, Youth sports programming, and Aquatic Center Lifeguard Trainings. The results were great and we received a lot of engagement, particularly for the sports programming. We've officially hit our Facebook follower goal for the year (3,200 likes) and get quite a bit of new likes from our Facebook ads. Astoria Aquatic Center has 1,040 likes and consistently receives new likes despite an infrequency in posting, Astoria Recreation Center has 320 likes, and Port of Play has 928 likes.

Constant Contact Newsletters got a new facelift the first week of April. It looks far more clean and organized and will hopefully boost the open rate. We were up a bit this month at 20% due to the email on Run on the River. Our website received over 15,859 visitors since last month. Astoria Aquatic Center, Parks & Rec Board, and Run On the River were our top hits. Our popular parks this month included: Oceanview Cemetery (450 visitors), Shively Park (213 visitors), and Tapiola Park (210 visitors).

Next month we will be working on preparing for our big summer advertising pushes which include Parks After Dark & Summer Movies, Parks & Recreation Month, and sports programming.

## **RUN ON THE RIVER**

As of today, we have 435 registered (215 were registered at this time last year).

- 176 registered for the Half Marathon
- 83 for the 10K
- 176 for the 5K

This year we are adding a Kids Fun Run at the end. The Half Marathon and 5k Courses are now USATF Certified. This certification lasts for 10 years!

It is time to start recruiting Volunteers. Sign up at SignUp.com – volunteers get TWO meals and TWO beverages from Buoy Beer Co.

#### Follow us and Share:

- twitter.com/runontheriver
- instagram.com/runontheriver
- https://www.facebook.com/RunontheRiverAstoria/

#### #RunOnTheRiver