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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, May 25<sup>th</sup>, 2016  
6:45 AM  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street, Astoria OR 97103

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

**4. PUBLIC COMMENT**

- A. Individuals must state full name and address
- B. Each individual is provided 2 minutes

**5. PRESIDENT HERNANDEZ:**

- A. What do you hear?

**6. EMPLOYEE RECOGNITION**

**7. OLD BUSINESS**

- A. Parks Foundation Update

**8. NEW BUSINESS**

- A. Eagle Scout Project at Pioneer Cemetery Presentation
- B. Comprehensive Parks and Recreation Master Plan Update

**9. STAFF REPROTS**

**A. MAINTENANCE:**

**Grounds**

- Mowing all parks/greenspaces
- Preparing baseball/softball fields for use
- Coordinating to produce new Custom's House interpretive signs, SeaReach LTD is working to design and fabricate signs (ongoing)
- Replacing swing hardware in playgrounds
- Contracted DeJesus Landscaping to mow Smith Point, 9<sup>th</sup> St. Park, Doughboy, People's Park, 15<sup>th</sup> St. Triangle, and a portion of the Riverwalk until June 30.
- Preparing for Run on the River
- Preparing for Softball season logistics
- On May 11<sup>th</sup>, Parks Maintenance Staff assisted the Trolley Association by applying the herbicide Killzall (active ingredient Glyphosate) along the Riverwalk tracks. The intent of the application was to control weeds such as dandelion, scotch broom, blackberry that grow along the tracks and may disrupt the trolley's activities. The application occurred early in the morning prior to any use and the

residual spray was dry and safe for the public to come in contact with well before any users were in the area.

- On May 24<sup>th</sup>, Clatsop Soil and Water Conservation District treated areas along the Riverwalk and in Alderbrook Lagoon with herbicide to control Purple Loosestrife, Yellow Flag Iris and Knotweed (Japanese, Himalayan, Giant). Each one of these species poses a significant threat to the riparian, wetland and aquatic ecosystems within the Lower Columbia region. All three species when present will overtake an entire landscape, crowding out native plant species, altering soil and water chemistry and therefore disrupting the overall quality and health of that ecosystem. These aquatic (commonly found in wet or riparian areas) invasive species have the high capability of spreading not only through rhizomes (under-ground), but produce seeds that are wind and water transported. Treating these invasive species before they go to seed is crucial to controlling the spread of existing populations to other sensitive areas. CSWC used selective foliar spraying methods with glyphosate-based herbicide (Aquanet) and/or imazapyr-based herbicide (Polaris). Due to their chemical activity and low application rates, Polaris and Aquanet have minimal effect upon wildlife habitat and helps alleviate concerns due to vegetation management practices in public areas, while also having no soil residual activity.

### **Facilities**

- Facility Coordinator, Mark Montgomery is in his recovery for his ankle surgery, his anticipated return date is sometime in early July
- Trouble-shooting at AAC, all operations are currently running normally
- Clatsop Community College's Historic Restoration Program has removed the old T-111 siding on the south wall at Alderbrook Hall and is replacing it with cedar siding. The siding will be painted later this summer.

### **CHIP-in**

On April 23<sup>rd</sup>, a CHIP In event was held at Tapiola Park for Earth Day. There was a great turnout of approximately 40 volunteers. Ron Zilli from Oregon Dept. of Forestry provided free trees for volunteers to take home and plant and also carried out a demonstration of proper tree planting techniques. The Girl Scouts of Clatsop County were an excellent asset to this event and have pledged to adopt the tree that Ron planted for the next year and ensure its success. Volunteers also weeded around tree wells, added mulch, and trimmed branches to provide easier maintenance access around trees. This event was the first led by Grounds Coordinator Randy Bohrer and he did an excellent job singlehandedly running the show! Our next CHIP In is Sunday, May 29<sup>th</sup> at Oceanview Cemetery from 1-4pm.

### **Oceanview Cemetery**

- Clatsop Community College's Historic Restoration Program has restored six stained glass windows from the Mausoleum. This work is being carried out with funds from the Oregon Historic Cemeteries Grant program
- 5 cremation burials, no full burials

### **B. AQUATIC CENTER:**

The Recreation Coordinator position that oversees the Aquatic Center is vacant and City Staff are working to advertise the position. While the position is vacant Recreation Coordinator -Terra Patterson, Maintenance Supervisor - Jonah Dart-McLean, and Parks and Recreation Director - Angela Cosby are filling the gaps and focusing on keeping the facility safe and functional.

### **C. RECREATION:**

#### **After School/ Day Camp Program**

The after school program ran at the ARC and the Warrenton Grade school in May with increased numbers in both facilities. Staff have published summer day camp themes and activities and have opened up summer registration. We are working with the Astoria Senior Center to provide local field trip transportation and have multiple summer themes including:

- Outdoor themes including bugs, farm animals and agriculture
- Arts and crafts themed camps
- Fun themes including Legos, Hot Wheels, and Superheroes and Villians
- Fitness and healthy eating

### **Youth Softball League**

The youth softball program began practicing the last week of April. This year, we began a new system for splitting up teams with a first practice/ skills day followed by the coaches selecting players after the practice is over in a draft type setting. Registration numbers have increased in Astoria slightly compared to last years numbers with the older players. Overall, there are 46 teams playing in the youth league this year as compared to the 38 teams playing last year. Part of this increase was due to Astoria teams and part of it was due to new teams participating in the league from Naselle. Games will begin on May 25<sup>th</sup>.

### **Softball League**

The men's and women's softball leagues will begin the first of May. There is a slight decrease to the number of men's teams registered and the same number of women's teams as played in the league last year.

### **Fitness Classes**

Staff are currently planning for the upcoming summer schedule. In addition to the newer pilates classes, staff are working with instructors for Yoga and Zumba classes to begin in summer and fall. Due to a slight decrease in attendance for the evening classes, class offerings have been scaled back for evenings until fall.

### **Other Classes**

We are again offering Jiu Jitsu and Self Defense this spring as well as several tennis classes for different ages. We will be offering expanded tennis classes over the summer in addition to gymnastics classes, a summer basketball camp, and additional Jiu Jitsu classes.

### **Maritime Memorial Wall**

The annual Memorial Day service will be held May 30 at 3pm. In total Astoria Granite Works engraved 41 new names this year.

## **D. LIL SPROUTS/PORT OF PLAY:**

### **Lil' Sprouts**

There isn't too much to report with Lil' Sprouts at the moment. Although we run a year-long program, the end of the school year is quickly coming to end, and on May 19, we will have 26 Pre-K students graduating, and moving on to Kindergarten. The Sprout graduating class of 2016 has our first Sprout graduate that has been here since they were an infant. It's really exciting to be able to see the growth, and development over the years, and to know we've played an important part in getting them ready for school.

We are currently hiring for additional staff, as we are losing quite a few Coast Guard Spouses that are transferring at the end of the month. Although we have many holes to fill, we are very confident we will find the right people.

We believe we have finally made it through the woods in terms of Hand Foot and Mouth Disease. This was our first bout with the illness this year, but it unfortunately made its way through the infant room. Not all of the children in that classroom contracted HFM, but many did. We have been working very closely with the health department to determine other proactive measures, but it according to their suggestions, we have done, and continue to do everything we're supposed to be doing.

In honor of National Police Week, our preschool kiddos put together a gift basket and delivered it to APD. The whole process prompted great conversations with the kids, and helped them learn more about what it means to be a police officer.

### **Port of Play**

We are definitely approaching our quiet season, as attendance has been very low due to the nice weather. Starting the week of June 6<sup>th</sup>, we will begin our summer hours, going from 7 days a week to just 5, and only open from 10am-1pm. Parents' Night Out dates will decrease as well, going from every Saturday, to just two Saturdays a month.

### **Recreation Management Software**

Starting the week of April 25<sup>th</sup>, Recreation staff had their first training with Vermont Systems, our new software program. A majority of the time was spent learning how to input data, and getting all of our programs, fees, etc. into the system. On May 9<sup>th</sup>, we had our second training, and we will have an additional training the first full week of June. So far everything seems to be on track for going live with the software by July 1. The program will revolutionize the way we manage programs, payments, scheduling, etc. It will be a great addition to the department, and has been needed for some time.

## **E. UPCOMING EVENTS**

- Start of Youth Softball Season, May 25<sup>th</sup>
- Parents' Night Out, Every Saturday, 6:00 PM -9:30 PM @ Port of Play
- CHIP-in, Saturday May 29<sup>th</sup>, 1:00 PM – 4:00 PM @ Oceanview Cemetery
- Maritime Memorial Ceremony, May, 30<sup>th</sup>, 3:00 PM @ Maritime Memorial Park
- Start of Men's and Women's Softball Season, May 31<sup>st</sup>
- Start of Summer Day Camp, June 17<sup>th</sup> @ ARC
- Ellis and Associates Lifeguard Course, June 20<sup>th</sup> – 22<sup>nd</sup> @ AAC

## **F. FUTURE MEETINGS**

- (a) June 22, 2016 @ 6:45 AM in City Hall, Council Chambers
- (b) July 27, 2016 @ 6:45 AM in City Hall, Council Chambers

## **Parks Advisory Board Meeting Minutes**

### **April 27, 2016**

Chairperson Norma Hernandez called meeting to Order at 6:49am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Jim Holen, Eric Halverson, Aaron Crocket, Howard Rub, and Josey Ballenger (via telephone).

Staff- Angela Cosby, Jonah Dart-McLean, and Ian Sisson.

#### **Approval of Minutes**

- A. February minutes were unanimously approved.
- B. March minutes were unanimously approved.

#### **Public comments**

- A. There were none.

#### **President Hernandez**

- A. What do you hear- President Hernandez said the Aquatic Center had to close early on Tuesday because two lifeguards were sick. She asked for an update on lifeguard recruitment. Director Cosby said staffing is low, but there are enough employees to operate the center. On Tuesday, there was still enough Staff to operate one of the pools, but the center needs three lifeguards working to operate the entire facility. Lifeguard classes are scheduled for this weekend and the end of May. She expected more applicants and better availability of current lifeguards when school gets out for the summer.

#### **Employee Recognition**

- A. Director Cosby recognized Jonah Dart-McLean as the April employee of the month.

#### **Old Business**

- A. Tammy Loughran said the Parks Foundation was working on sponsorships for the Run on the River on May 22nd. President Hernandez encouraged Board members to volunteer for the event and Director Cosby listed the volunteer opportunities available.
- B. Ian Sisson reported on changes, additions, and omissions made to the draft Master Plan since the last Board meeting, reviewed the master planning timeline, explained how the Parks Master Plan and Trails Master Plan would impact the Comprehensive Plan, and reviewed the Plan's recommendations. Board members and Staff discussed the draft Plan with the following key comments:
  - Staff planned to edit and move the recommendation to conduct a visitor and non-resident use study into the marketing category, as suggested by the Citizen's Advisory Committee at their last meeting.
  - The Board discussed the importance of implementing the Plan. Staff explained that other City policies and plans were never implemented because of recent changes in leadership and staffing. An implementation plan for the Parks Master Plan is already being developed. The Plan addresses some of the Department's issues, which will make implementation easier. Additionally, the Plan will be updated over the years.

- Public comments about recreation programs indicated youth and adult sports leagues were a high priority in the community. The Board and Staff reviewed the Community Outreach Summary in the Appendix of the draft Plan.
- Under Capital Improvement Planning, the Board wanted to recommend a policy for proposing park amenities that included specific limits to ongoing maintenance of new parks and amenities. The recommendation should also stipulate the person in charge of working with City Council to ensure the Plan is implemented appropriately. As the ultimate decision maker, it is important for Council to have guidelines to follow so they do not make choices that contradict Parks Department policies. Additionally, as the maintenance plan is finalized, Parks will know what questions to ask to guide people who want new parks and amenities. This need for rules with City Council would fit under Partnerships.
- The Board recommended the Plan include the process for implementing specific actions after the Plan is adopted. Staff explained how the details in the Plan would be implemented via existing processes. Some recommendations would be left up to Staff while policy based items, like funding, would require the Parks Board to make a recommendation to City Council.
- The Parks Department's relationship with the Parks Foundation should be defined in the Plan, as it was not mentioned under Funding or Partnerships.
- The Board and Staff discussed the costs incurred by Li'l Sprouts and which of those costs were recovered by user fees. The Parks Department is looking to increase fees because minimum wage is going up. While daycare is not Parks related, it is a service the community really needs because Astoria lacks other entities that offer childcare services. The Citizens Advisory Committee also discussed this at length and was divided on the issue, like the Parks Board.
  - Childcare is not a Park service and the department is already struggling to care for its facilities. However, the program takes care of itself and will continue for as long as there is a void in the community. Therefore, the City should start researching opportunities to turn it over to a private enterprise. Director Cosby explained why their program was so much more successful than private agencies.
  - The Board voted in favor of the recommendation to explore ways of reducing or eliminating expenditures outside of core assets and services.
  - The Board agreed Li'l Sprouts is a highly valuable, core service now and that core services will change over time. Since the Plan is a working document that gives flexibility, they agreed to leave the recommendation as is.
- Staff suggested the Department bring staffing up to meet high levels of service so that services do not need to be cut in order to meet low staffing levels. Staff would email a survey to Board members asking for feedback on how to prioritize recommended operations.
- Staff noted the Board would review the Plan at least two more times and reviewed the master planning timeline.
- The Board agreed that the Plan should be adaptable and state that a specific person or entity should be held accountable for implementing and updating the Plan. Staff confirmed this would be included in the implementation strategy.

- Staff asked for recommendations on highly visible and sustainable projects that could be implemented from the Plan within the next one to three years. The Board agreed parks maintenance on more visible parks was the highest priority, but understood more staff was needed. Staff discussed the difficulties created by rising staffing costs and decreasing subsidies, noting that the recently increased rates do not cover staffing.

### **New Business**

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

- A. Parks Maintenance Projects Report
- B. CHIP-in Report
- C. Lil Sprouts/Port of Play Report
- D. Recreation Center, Programs, Fitness and Athletics Report
- E. Cemetery Report
- F. Aquatic Center Report

### **Upcoming Events**

1. Upcoming events were presented the Board as part of the agenda packet.

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

1. There was none.

**Next meeting will be held Wednesday, May 25, 2016 at 6:45am in the Council Chambers at City Hall.**