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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, September 28<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**
  - A. JULY
4. **PUBLIC COMMENT**
  - A. Individuals must state full name and address
  - B. Each individual is provided 2 minutes
5. **VICE PRESIDENT LOUGHRAN:**
  - A. What do you hear?
6. **EMPLOYEE RECOGNITION**
7. **OLD BUSINESS**
  - A. Parks Foundation Update
8. **NEW BUSINESS**
  - A. Interim Aquatic Center Supervisor – Genesee Dennis
  - B. Results of Aquatic Center Closure
  - C. Oregon Parks and Recreation Association Planning Award
  - D. Oregon American Planning Association Public Involvement and Participation Award
  - E. Grant received to compete site plans at Shively Park and McClure Park
  - F. Contracting work at Tourist Related Sites
  - G. Notice of herbicide use
  - H. Results of Tree Inventory request for proposals
  - I. Aquatic Center and Recreation Center Cleaning to be completed by Associated Cleaning Services
  - J. Mark Montgomery 10 years of service
9. **STAFF REPROTS**
  - A. **MAINTENANCE:**  
  
Grounds
    - Support for special events: Movies in Park, Parks After Dark, OK
    - Evan Randall’s Eagle Scout Project at Pioneer Cemetery was successful. Wooden fence was removed and mulch was added around all tree wells in park
    - Remediating leak in Tapiola Baseball Field irrigation system
    - Greensmith Landscaping has been providing regular service to tourist related park properties.

- Greensmith applied herbicides (Crossbow and Killzall), with prior Parks approval, at the following locations (notices have been posted):
  - 9<sup>th</sup> St. Park
  - Smith Point
  - Portal Park
  - Garden of Surging Waves (pavers only)
  - 17<sup>th</sup> St. Bed
  - 15<sup>th</sup> St. Triangle
  - People's Park
  - W. Bond St. Triangle

#### Facilities

- Mark Montgomery is now back to regular duties after nearly two years of injuries!
- Aquatic Center closure 2016 completed, tasks included:
- Dedicated hot-water fill for spa, rec pool and lap pool added
- Full cleaning of facility
- Inspection of HVAC, fire alarm system, sprinkler system
- Drained and refilled all pools
- Leak in rec pool partially remediated by adding caulking to gutter

#### OceanView Cemetery

- Finance Dept. has taken over record-keeping and administration of cemetery activities
- 6 cremation burials, 2 full burials carried out

#### CHIP-in

- On August 20<sup>th</sup>, CHIP In was held along the Riverwalk east of 39<sup>th</sup> St.
- 20 volunteers, removed brush & picked up trash
- September 10<sup>th</sup>, CHIP In @ Lindstrom Park
- No volunteers attended, event cancelled after 1 hour
- Next CHIP-in @ LaPlante Park on October 22<sup>nd</sup>

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

#### Swim Lessons

Summer swim lessons concluded August 26<sup>th</sup>. Due to a high influx of Washington residents signing up for swim lessons, our swim lessons were full for entry level classes the entire summer.

#### New Staff

At the end of the summer, we retained all but three lifeguards who left the area. However many of our current lifeguards have returned to school, thus we are hiring several of the new lifeguards from our September 22<sup>nd</sup> - 25<sup>th</sup> lifeguard course.

#### Facility Issues

Staff have struggled with balancing chemicals in the hot tub and kiddie pool this summer. We have found the large influx of swimmers this summer have created higher than usual combined chlorine levels. In order to keep in line with state guidelines, we have been forced to close these pools frequently, drain and scrub them before reopening them. In order to combat this issue, staff has increased signage in the facility about showering prior to pool use.

The red slide was reopened in August and saw high usage throughout the end of the summer.

## Oller Trust Agreement

South Pacific county residents began taking advantage of the agreement set up between the city of Astoria and the Oller Trust beginning July 15<sup>th</sup>. The facility saw a large influx of users as a result of this agreement and over 300 people have already registered for the program.

## C. RECREATION:

### Kids' Zone Summer Camp

It was another successful summer, with much higher attendance numbers than last year. On average, we saw 35-40 kids a day. In addition to weekly themes, every Thursday, participants had the opportunity to go on a field trip; locations included the Aquatic Center, Tapiola Park, Battery Russell, Port of Play, Shively Park, and the Clatsop County Fair.

### Adult Fitness

Attendance numbers have started to dwindle a bit, and we are definitely lacking in the variety of classes. During the summer, we lost our Pilates instructor, and have not found a replacement yet. We will be bringing Yoga to the ARC in October, and are excited for the change that will bring.

Coed Softball: It was another great season of Coed Softball. There were 10 teams in all, and quite a bit of competition for the top three spots in final standings.

Adult Volleyball: There are five recreational league teams signed up to play, which is one less team from last year, but still enough to keep the league going. First league games started Monday, Sept. 19 and everything went well. Due to a lack of registered teams for the competitive league, the season has been replaced with open gym play at the middle school.

### Youth Flag Football:

We currently have 16 kids from Astoria this year, and two additional teams from Warrenton. They have started practice and games will start on September 27<sup>th</sup>.

### Kid Zone After School Program:

The school year has started up again, and so far, Kids' Zone has been going great. We have been averaging 20-25 kids every day, with many returning participants, and quite a few new faces. We have a strong staff this year, and are excited to see where the program goes.

### Misc.

Not only has Parks & Recreation staff been busy with our own programming, but many staff have participated in other community events to establish positive partnerships and increase awareness of everything we offer for Astoria.

Coast Guard Family Resource Fair: This was an informational event for new and current Coast Guard Families. We provided information about our programming, and were successful in gathering emails to add to our monthly newsletter distribution list.

Georgia-Pacific Health Fair: This was a health fair geared towards the workers at the mill. Most booths were health related, and Parks & Recreation staff were able to hand out fitness flyers and information about the pool.

Rip City Fair w/ Trailblazers and Moda Health: On September 19<sup>th</sup>, the Trail Blazers partnering with Moda Health, came to Astoria for a community event to promote the Trail blazers team as well as health and wellness for youth. Over 500 people attended the free event. There were several activities set up for children to participate in, a Q and A session with Trail Blazer staff and lots of free hand outs for participants. The recreation department was present at the event with a booth and handed out information on youth basketball programs coming up this fall. The parks director also accepted a \$1,000 donation from Moda Health on behalf of the Parks, Recreation and Community Foundation at this event.

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

##### Lil Sprouts

Things were a little bit quiet at Lil' Sprouts this summer, but attendance has definitely picked up for the fall. On September 1<sup>st</sup> and 2<sup>nd</sup>, Lil' Sprouts and Port of Play was closed for our annual deep cleaning and maintenance. During this time, staff worked extremely hard to prepare classrooms for the new year. A special thank you to our maintenance team as well for helping with some of the more technical items.

Closure Tasks included:

- All Carpets Cleaned (5 classrooms, 1 office, hallways and classroom rugs)
- Deep clean of all toys, surfaces, furniture, linens, etc.
- Paint Touch Ups in Classrooms
- Rearrangement of Classrooms
- Curriculum Planning/Team Building
- Addition of closet doors (Daisy Room)
- Addition of White Board & Drying Rack (Sunflower Classroom)
- Rearrangement of Sign In Area (took out heavy, glass counter)
- Miscellaneous Fixes
- Deep Clean of Port of Play

Sunflower Family Day: During the first week back to school, our Sunflower Classroom held a special Family Day! Parents and family members were welcome to come spend some time with their preschooler, and take part in a variety of fun activities. Activities included:

- Question and Answer Game (with Pie in the Face)
- Bowling
- A Photo Booth
- Obstacle Course
- Snacks
- Handprint Artwork w/ Parents

##### Port of Play

During the Summer, Port of Play had shorter hours; only open 5 days a week for 3 hours, instead of 7 days a week for 6 hours. As of Sept. 6<sup>th</sup>, Port of Play is now back to their regular hours, and as weather turns colder and wet, the busier we will be. Parents' Night Out will now take place every Saturday evening, instead of just two weekends each month as it was during the summer.

## **10. UPCOMING EVENTS**

- Knappa School District Water Safety Lessons, Tues & Thurs in Oct. @ Aquatic Center
- CHIP-in, Saturday, October 22<sup>nd</sup>, 1:00 PM – 4:00 PM @ Violet LaPlante Park
- Fall Swim Lessons Start, October 25<sup>th</sup> @ Aquatic Center
- Pumpkin Carving October 28<sup>th</sup>, 6:00 PM -8:00 PM @ Port of Play
- Parents' Night Out at Port of Play, Saturdays, 6:00pm-9:30pm (excluding 10/29) @ Port of Play
- Monster Bash, Monday, October 31<sup>st</sup>, 5:00 PM - 7:30 PM @ Astoria Armory
- Gobbler Gallop, Thurs. Nov. 24<sup>th</sup>, 9:00 AM @ Maritime Memorial Park

## **11. FUTURE MEETINGS**

- (a) October 26, 2016 @ 6:45 AM in City Hall, Council Chambers
- (b) December 7, 2016 @ 6:45 AM in City Hall, Council Chambers

## **Parks Advisory Board Meeting Minutes July 27, 2016**

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

Present- Norma Hernandez, Jessica Schleif, Tammy Loughran, Jim Holen, Eric Halverson, and Michele Tompkins.

Absent- Andrew Fick, Aaron Crocket, and Howard Rub

Staff- Angela Cosby and Ian Sisson.

### **Welcome New Member – Michelle Tompkins**

A. President Hernandez welcomed Michelle Tompkins to the Parks Board. Ms. Tompkins, Board members, and Staff briefly shared introductions.

### **Approval of Minutes**

- A. May minutes were approved 5 to 0 to 1 with Michelle Tompkins abstaining.
- B. June minutes were approved 5 to 0 to 1 with Michelle Tompkins abstaining.

### **Public comments**

1. George Hague said he continues to see graffiti along the Riverwalk. Some of the graffiti has been there for more than a year and it would be nice to start an ongoing effort to remove it. He knew volunteers would work on the brush on the east end on August 20<sup>th</sup>, but a small crew could begin cleaning up the graffiti. He suggested someone map the locations of the graffiti before the Chip-In event so the volunteers could be prepared. He noted that the approved minutes were six months behind online and suggested the website be updated with minutes through June. At the last City Council meeting, he heard about the repairs needed between 6<sup>th</sup> and 11<sup>th</sup> Streets along the Riverwalk. The trolley system will have to be closed during the repairs, which will be a \$300,000 quick fix. Then, much more money will need to be spent to actually fix the structures. He understood that after the repairs, annual maintenance would still cost a significant amount of money. He asked for an explanation on the annual maintenance and related costs.

President Hernandez asked if the graffiti was on private or City property. Mr. Hague said it was on the trash cans at 10<sup>th</sup> and 11<sup>th</sup> Streets. When the City allows one piece of graffiti to remain, more graffiti will show up. Most of the graffiti is on public structures, but there is some on private property. He was sure the private property owners would be happy if the City offered to clean up their graffiti. President Hernandez confirmed the trash cans were City property and noted the Parks Department has struggled with staffing; however, the graffiti will be addressed. She has seen structures that are repeatedly tagged but the Parks Department does not have the manpower necessary to keep up with it.

Mr. Hague added that he had spoken to the Astoria Downtown Historic District Association (ADHDA) about the graffiti and the president of the association is scrubbing the paint off herself. He has cleaned some of the graffiti off the Riverwalk, but City Staff is needed.

### **President Hernandez**

- A. What have you heard – Ms. Tompkins thanked Staff for all of the work that went into the Parks Master Plan. Tammy Loughran heard there was an issue with the hot tub at the Aquatic Center. Director Cosby confirmed there had been issues with high combined chlorines. Chlorine levels are tested every two hours and in such a small body of water, the easiest way to remove the excess is to drain and refill the hot tub. This is normally done every one or two weeks, but this summer the Aquatic Center had a higher number of users and kids were using the hot tub without showering first. So, Staff decided to hang signs explaining why it was necessary to shower before getting into the pools. She confirmed that group leaders who bring groups of kids are reminded of the rules. The Board and Staff discussed the signs and difficulties getting people to obey the rules.

### **Employee Recognition**

- A. Director Cosby and President Hernandez recognized Ian Sisson as the July employee of the month. Mr. Sisson thanked the Board and Staff for giving him all of the support he needed to work on the Parks Master Plan. He briefly described his next project, noting it would allow him to stay in Astoria.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks Foundation. The most recent Movie in the Park event raised over \$1,000 for scholarships. Friends of McClure met their fundraising goal and can now build a slide at McClure Park. She noted the Foundation's upcoming events and encouraged the Board to support the community groups and businesses that sponsor the fundraisers. Volunteers are still needed for the OK in September. The Board and Staff briefly discussed the success of the 2015 OK and the recent Friends of McClure fundraiser.

### **New Business**

- A. Director Cosby announced that the Comprehensive Parks and Recreation Master Plan was complete and adopted by City Council. Staff is printing books to give to members of the Parks Board and Citizens Advisory Committee. She explained how Staff was able to use the Plan to answer questions that came up during Council's Special Meeting on the Library and Heritage Square.
- B. Director Cosby updated the Board on Big Red, the slide at the Aquatic Center. The pump for the slide stopped working mid-June. Staff learned the pump was from an old fishing boat, so a new pump will have to be fabricated specifically for the slide. The new pump will be installed August 2<sup>nd</sup> and the slide will be reopened by August 3<sup>rd</sup>. She was disappointed the slide had to be closed during the summer, but the new pump will be much more sustainable.
- C. Director Cosby showed Board members examples of the key fobs and gift cards that work with the new Recreation and Maintenance Management Software. Park users can receive a discount on fees if they sign up for continuous updates. Staff can simply scan the key fobs and gift cards. The Parks Department has been using the software for about a month and a few kinks are still being corrected, but overall the software is working very well. Maintenance records are still being input into the software.
- D. Director Cosby said the annual two-week Aquatic Center Closure would be September 6 – 18 for deep cleaning and restocking. She reviewed the work done during last year's closure, which included repairs and upgrades in addition to the deep cleaning. This year, Staff will focus on finding the leak in the recreation pool. Once the leak is found, Staff will develop a plan to fix it. She confirmed that 8,000 gallons a day are lost through the leak.
- E. Director Cosby gave an update on contracting with tourist related sites. City Council has approved just under \$100,000 of Promote Astoria Funds for the care and maintenance of tourist related sites, which will free up Staff for other tasks. The City only received one bid for

the work, which was lower than the amount budgeted, so Staff added the Garden of Surging Waves to the list of facilities to be maintained. City Council will review the contract on Monday, August 1<sup>st</sup>. Jessica Schleif was concerned about the contractor's use of chemicals. Director Cosby confirmed that the City's herbicide and pesticide use policy was included in the request for bids. Staff has discussed alternative methods with the contractor, who is currently testing some vinegar mixtures. If Council approves the contract, the maintenance work will begin right away.

- F. Director Cosby said the budget includes funds to complete a tree inventory, which will list species, health, size, age, condition, hazards, and future care needed. Trees are the Parks biggest asset, so the Department wants to start taking better care of them. On August 1<sup>st</sup>, Staff will ask Council to authorize a request for proposals. Proposals will be reviewed by Staff in September. The draft proposal was included in the agenda packet. She confirmed there was no plan to pursue carbon credits at this time.

### **Staff Reports**

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

- A. Maintenance
- B. Aquatic Center
- C. Recreation
- D. Lil Sprouts/Port of Play

### **Upcoming Events**

- Adult Co-ed Softball Season, July 26th – August 31st at Evergreen Fields
- Kids' Day in the Park, Saturday July 30th, 1 PM – 4 PM at Tapiola Park (FREE)
- Big Red Re-Opens! August 2nd at Aquatic Center
- Lil' Kickers, Tuesdays in August, 10 AM -11 AM at Port of Play
- Movie in the Park "Inside Out", August 3rd, 8:30 PM at Fred Lindstrom Park
- Swim Lessons, August 1st – August 15th at Aquatic Center
- Movie in the Park "The Good Dinosaur", August 10th, 8:30 PM at Fred Lindstrom Park
- Regatta Parade Fun Run, August 13th, 11:45 AM at 15h and Exchange
- Parents' Night Out, Aug. 13th/27th, 6:00 PM -9:30 PM at Port of Play
- Youth Flag Football Season, August 15th – September 30th at Evergreen Fields
- Movie in the Park "Minions", August 17th, 8:30 PM at Fred Lindstrom Park
- CHIP-in, Sunday, August 20th, 1:00 PM – 4:00 PM at Riverwalk, Pier 39
- Movie in the Park "Aladdin", August 24th, 8:30 PM at Fred Lindstrom Park
- Parks After Dark "Short Circuit", Saturday August 27th at McClure Park
- Movie in the Park "Zootopia", August 31st, 8:30 PM at Fred Lindstrom Park
- Annual Aquatic Center Maintenance Closure, September 6th – 18th at Aquatic Center
- Instant Gratification OK, September 11th, 2 PM at Barbey Maritime Center
- Ellis and Associates Lifeguard Course, September 22nd – 25th at Aquatic Center

### **Future Meetings**

- No August meeting
- September 28, 2016 at 6:45 am in City Hall, Council Chambers
- October 31, 2016 at 6:45 am in City Hall, Council Chambers

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



1. President Hernandez encouraged Board members to let Staff know about items they would like to discuss at the next meeting in September. She added that she hoped implementation of the Parks Master Plan would make Staff's work easier.
2. Ms. Schleif said the new contract for maintenance work and the tree inventory would be great short-term solutions, but she believed a long-term goal should be to create a Staff that is diversified and knowledgeable enough to complete the work. She also hoped that City Council and the Parks Board would decide it is important to support the Parks Department's efforts to develop a solid Staff of employees that know how to take care of most of the business. She understood subcontracting was normal and important for the Parks Department to do right now, but not as a long-term goal. She would prefer to see the Department post job openings and receive support from the City. She also wanted the Board members to be more involved in the Parks Foundation's fundraisers.

President Hernandez noted that the Parks Board could only oversee policies and procedures, not staffing. Therefore, it is difficult for the Board to help resolve staffing issues. She believed it was more economical to hire a subcontractor for some tasks. The Board and Staff briefly discussed the differences between before and after the Parks Department was restructured. President Hernandez added that Director Cosby did a great job presenting staffing statistics to the Board.

Director Cosby confirmed she would love to have a fully staffed department that could pay its employees well. However, the Parks Master Plan would significantly help with staffing issues. The contracts do still provide local jobs, even if they are not City employees.

3. Ms. Tompkins suggested Parks Master Plan implementation remain an agenda item for future Parks Board meetings so the Board can support Staff's efforts.
4. Ms. Tompkins asked if the work on the Riverwalk was being done by the Parks Department or Public Works. Director Cosby explained that Public Works manages the infrastructure within Park properties. The Public Works Department is keeping the Parks Department informed about the project. Annual maintenance will require a lot of work and a lot of money. The Oregon Department of Transportation (ODOT) also conducts inspections on the tracks and trestles. She would contact the Public Works Department for more details and forward the information to Parks Board members.
5. President Hernandez asked for an update on working with ODOT to restrict vehicle access near Buoy Beer. Director Cosby said the Public Works Department is unable to install physical barriers because emergency vehicles must have access. President Hernandez described issues with vehicles in the area during a 4<sup>th</sup> of July event. Director Cosby said she would make another request for dead end signs.
6. Ms. Tompkins confirmed the dedication of the new merry-go-round would be on August 14<sup>th</sup> at Fred Lindstrom Park.
7. President Hernandez said comments on Facebook indicated people were confused about which movie events were for adults. Director Cosby replied the confusion was cleared up quickly with a brief explanation.
8. Ms. Loughran noted the Friends of McClure Park would be hosting several events, which were all listed on Facebook.
9. The Board and Staff briefly discussed Fred Lindstrom Park being commonly referred to as Peter Pan Park.

10. President Hernandez reminded Board members to support the Friends groups. The Parks Master Plan recommends that others take ownership of the parks.

**Next meeting will be held Wednesday, September 28 at 6:45 am In City Hall, Council Chambers.**