

## **Parks Advisory Board Meeting Minutes**

Present- Norma Hernandez, Kim Williams, Brad Johnston, Councilor Karen Mellin, Grace Laman, Tammy Loughran and Howard Rub

Absent- Jay Flint

Guests- Michelle Bisek, Sheila Berage

Staff- Terra Patterson, Pam Pearce and Phil Elkins

Meeting was called to Order at 6:50am by chairperson Norma Hernandez. The minutes from the January meeting were reviewed. Tammy Loughran motioned to approve and Grace Laman seconded.

### **Chair Person Section**

1. What do you hear- Howard Rub expressed gratitude to the aquatic center for hosting the district swim meets. Karen expressed a concern about refunding season passes due to medical issues at the pool. Brad Johnston passed along positive feedback about the way the incident debrief was handled after the last emergency at the pool. Norma thanked Angela for the way the situation was handled. Tammy expressed a concern to the article in the paper about selling city property.

### **Old Business**

- A. Friends of the Column had a monthly meeting yesterday. Director Cosby participated with the meeting via phone. The friends group has been working with city attorney to develop legal documents and is starting on fundraising for future plans. Norma expressed a concern about the MOU and asked that it be noted the parks board has expressed this concern. Tammy asked if the board could be kept in the loop on their fundraising efforts.
- B. Tammy gave an update on the Parks foundation reviewing what the foundation has been working on. She talked about progress with the Lindstrom bathroom project and working with the MOMS club to organize the project. They have been working on some fundraising ideas for the project. Tammy also discussed working with the Friends of the dog park group.
- C. Ms. Cosby discussed the Garden of Surging Waves opening. The department is now maintaining the park. There is one more piece projected to be installed in April and a grand opening is planned for May.
- D. The Chip-In project was reviewed, Angela discussed the new volunteer coordinator who just accepted the job on Monday. Janice O'Malley Galizio will be coordinating the upcoming work party in two weeks. Angela asked if board members could each commit to going to one event as they are planned monthly. Norma encouraged the board to make it to the March 9<sup>th</sup> event to show support.

- E. Way finding signage progress was updated. Brett Estes is working with Mike Faya who is developing a scope of work for the project.
- F. Cemetery software- City Council approved the purchase of a new online system using GIS software. Angela reviewed the process we went through to pick a system. Terra reviewed the process of entering data to a database using volunteers from the college. This data will eventually be connected to the software.
- G. Ocean View Cemetery water well construction will begin this week. This project will be a big cost savings annually on water use at the cemetery.
- H. Brad asked about the English Yue trees at Ocean View Cemetery. Angela reviewed the communications our department has had with the Department of wildlife regarding how to handle the situation. Staff has not committed to cutting down the trees at this point but is waiting for more information from toxicology reports.

### **New Business**

- A. Employee of the Month- Phil Elkins passed out pictures of a project Mark Montgomery recently finished. Angela discussed how much Mark has done to help fill in while the grounds coordinator position has been vacant and expressed her gratitude.
- B. Angela discussed removal of some hazardous trees throughout the park system. A contract has been taken to city council due to the cost.
- C. Angela gave a department update giving an overview of different trainings and projects recently accomplished with a very small staff.
- D. Aquatic Safety Management School attended by Pam Pearce was reviewed. Pam gave the board details and examples of new training tools she gained from the training.
- E. Phil reviewed his training at Parks Maintenance Management School. Phil gave an overview of what he learned and talked about implementing a Park Maintenance plan with the ongoing training.
- F. Angela discussed the agreement with Columbia Memorial Hospital. The department has implemented a bulk buy program with the hospital. Angela asked the board their opinions on keeping a tally on what attendance our programs are getting. Additionally, she discussed the new bulk buy program with the Coast Guard.
- G. The Friends of the Dog Park reviewed progress. The group has received a lot of interest in volunteering and donating services and money. The group put out a petition with over 500 people willing to help with the project. The group came up with a mission statement. The group also came up with goals of things they would like to have in the park. Angela asked the board to share any concerns or hurdles the group may encounter. Norma asked if a location has been identified. Angela reviewed a potential spot that Pacific Power may be willing to provide for

the park. However there are concerns on this location so it is not a definitive sight yet. The group is very interested in supporting the park long term and providing ongoing volunteers for the park. Brad expressed a desire to learn from any mistakes that Warrenton's Dog Park may have made.

- H. The issue of lighting the Column in April for Sexual Assault Awareness was discussed. City council approved this at their last meeting. City Council also established a process for lighting the Column for special events. The Council will determine when this can be done in the future.
- I. Department reports were reviewed.
- J. Angela reviewed budget reports for the first six months of the year and January's numbers for the department.
- K. Upcoming events for the department were reviewed.
- L. Due to spring break, the March and April meeting dates have been altered. The next meetings will be held April 2 and 30 at 6:45am

**Next meeting will be held Wednesday, April 2nd at 6:45am**