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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, January 24, 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. December
- 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. Introduction to new staff member, Recreation Manager, Brianna Bowker
  - B. Update on Memorandum of Agreement with Astoria Scandinavian Heritage Association for Installation and Maintenance of Monument at People Places Park
  - C. Update on Agreement with Clatsop County Master Gardener's Association for Installation and Maintenance of Demonstration Garden at Alderbrook Park
  - D. Update on Memorandum of Agreement with David and Pam Armstrong for Maintenance and Beautification of Old Post Office Park
  - E. Update on Memorandum of Agreement with Jessica Schleif for Maintenance and Beautification of Tide Rock Park
  - F. Update on Removal of Priority 1 Hazardous Trees
  - G. Request from the Friends of the Astoria Column to provide Ice Cream at the Astoria Colum
  - H. Proposed Sale of City-Owned Parks Land to be discussed at Wednesday, February 14<sup>th</sup>, 9:00am City Council Work Session in City Hall Council Chambers
- 9. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 10. FUTURE MEETINGS**
  - (a) February 28, 2018 @6:45 AM in City Hall, Council Chambers
  - (b) March 28, 2018 @6:45 AM in City Hall, Council Chambers

## **Parks Advisory Board Meeting Minutes December 6, 2017**

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

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

Staff- Angela Cosby, Jonah Dart-McLean, Terra Patterson, and Nicolette Cooper.

### **Public comments**

1. There were none.

### **Approval of Minutes**

- A. October minutes were unanimously approved.

### **President Hernandez**

- A. What do you hear- Jim Holen said he heard from people with health problems that they are benefiting from parks by walking and getting together with friends. President Hernandez said the Parks Department came in 5<sup>th</sup> Place in the Magnanimous Mug Week at Fort George Brewery with \$3,041. About \$9,000 has been raised in the last three months for parks. The public is giving a lot of support and she hoped some of the free programs could be brought back. The event raised just under \$100,000 for the community. Jim Holen commended Jonah Dart-McLean for following up on his concerns about safety on the Riverwalk. Andrew Fick heard questions about funding and programs. There was a lot of public discussion and people would like updates. Director Cosby said the Finance Department was still struggling to customize the financial software so donations can be sent in with utility payments. However, people can donate through the Parks website anytime. She heard feedback that people were expecting to be able to make recurring donations through the water bill. Most of the donations that Parks receives are checks or cash delivered in person.

### **Employee and Volunteer Recognition**

- A. Terra Patterson recognized Susan Principe as the November Employee of the Month and Nicolette Cooper as the December Employee of the Month.
- B. Director Cosby recognized Coach Mike Murdock as November/December Volunteer of the Month.

### **Old Business**

- A. Jim Holen did not have an update on the Parks Foundation, but noted their next meeting would be held later this morning to plan Run on the River.
- B. Director Cosby did not have any updates on implementing the Parks and Facilities Maintenance Plans or the Capital Improvement Plan. However, drafts would be presented to the Board by late spring.

### **New Business**

- A. Director Cosby updated the Board on the Memorandum of Agreement (MOA) with Astoria Scandinavian Heritage Association for the Installation and maintenance of the monument at

Peoples Park, which was included in the agenda packet. She confirmed the agreement would be enforced for the lifetime of the structure.

- B. Director Cosby shared details of the MOA with Clatsop County Master Gardeners Association for the installation and maintenance of demonstration gardens at Alderbrook Park. The MOA was included in the agenda packet.
- Janet Darcher, Vice President, Master Gardeners Association, said the existing demonstration garden at the fairgrounds no longer had an area sunny enough to grow vegetables. The MOA will allow the Master Gardeners to learn as they give to the community through their Seed to Supper program. All produce grown in the garden would be donated to food banks. Alderbrook Park is a centralized area for their students and they will use as many organic and sustainable gardening processes as possible. The first phase of the project will be to fence in the area, deer-proof it, and install raised beds. The second phase would be a greenhouse.
- Debbie Haugsten, President, Master Gardeners, said a tool shed would also be built during the first phase. Janet and Debbie answered questions about why Alderbrook Park was chosen, who would be able to access the garden, shed, and greenhouse, and programs that would be held at the garden. The Association's objective is community education, so they plan to include as many people as possible, teach low income people how to grow and cook their own food, and offer kids programs. The garden will also be ADA accessible.
- Director Cosby confirmed that information would be posted so people understood the intended use of the site by the Master Gardeners.

The Parks Board unanimously voted in favor of approving the MOA with the Master Gardeners Association and recommended adoption by City Council.

- C. Director Cosby described the proposed MOA with David and Pam Armstrong for the maintenance and beautification of Old Post Office Park. The MOA was included in the agenda packet. Michele Tompkins declared a potential conflict of interest, as she was personal friends with the Armstrongs. However, she would not realize any financial gain or loss as a result of this MOA. Director Cosby confirmed that selling the park would be up to City Council and that Staff would make sure the park was kept up to standards. Mr. and Mrs. Armstrong confirmed they would be not change any of the plantings, just maintain what was already there.

The Parks Board unanimously voted in favor of approving the MOA with David and Pam Armstrong and recommended adoption by the City Council.

- D. Director Cosby reviewed the MOA with Jessica Schleif for the maintenance and beautification of Tide Rock Park. Jessica Schleif provided details of the grant she received to fund the maintenance and clean up work, as well as an event at the park. She also listed some ideas for potential art installations and events, noting she would have to see how the funding works out before making any specific plans. Director Cosby explained that Staff chose to use specific language in the agreement to address potential concerns about the appropriateness of art in parks. She also explained that various City Departments would be involved in granting permission for things like signage, park elements, or structures.

Jessica Schleif recused herself from voting.

The Parks Board voted in favor of approving the MOA with Jessica Schleif and recommended adoption by City Council.

President Hernandez thanked the Master Gardeners, the Armstrong's, and Ms. Schleif for being engaged.

E. Director Cosby gave a presentation on the removal of Priority 1 Hazardous Trees. She reviewed the results of the most recent tree inventory completed as part of the Parks Master Plan and Staff's recommendations for removing and replacing hazardous trees. She noted that recreational immunity was reinstated in July, but the City is not protected against known hazards that are not remedied. She also listed the challenges of managing trees in public spaces. The trees being removed will have a flag attached to them and she anticipated people would want to know what the flags were for.

Jonah Dart-McLean continued with the presentation, explaining the criteria used to determine whether a tree was hazardous, and the differences between Priority 1, 2, and 3 trees. He displayed the list and photographs of trees that would be removed, providing details about each tree's location and condition. He also gave details about planting new trees. Staff will continue to monitor the trees and develop guidelines and standards to manage risk better. The Grounds Coordinator will get an arborist license in the spring of 2019 so that issues can be addressed in-house. Director Cosby described the process Staff used to collect recommendations from professionals about which trees should be removed. The City spends between \$10,000 and \$30,000 each year cleaning up and repairing damage done by hazardous trees. The new process should diminish this expense. Only one company, Arbor Care, bid on the work at just under \$30,000.

- Staff would contact the power company to see if they will remove trees leaning toward the power lines at no cost to the City. She explained that stump grinding would be the most expensive part of the project and power companies do not do this work. In some places, it might be acceptable to leave a stump in place. Staff and the Board discussed the pros and cons of leaving stumps in place.
- She answered questions about what would happen with the wood and described the processes used to take down a tree in a public place. The tree removal will be complete by spring.

The Board suggested ways to address citizen's concerns and discussed a variety of ways to dispose of the wood. Director Cosby explained part of the cost was for labor Staff did not have the ability to provide. She would take the Board's feedback to Staff for discussion. She reviewed the project timeline, noting it would be complete by spring. Staff answered questions about specific trees, Staff's position on risk management, and contact with the City's forester, and public input opportunities. This project does not require City Council approval, but Staff chose to present it to Council because they believe educating the community through the public process is important in this case. President Hernandez believed this project required a balance. Taking public input is important, but the work needs to be done. She agreed education is the key to answering questions from the public; however, trusting the experts and allowing work to move forward is necessary as well sometimes.

### **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

### **Future Meetings**

- January 24, 2018 at 6:45 am in City Hall, Council Chambers

- February 28, 2018 at 6:45 am in City Hall, Council Chambers

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

1. Director Cosby noted that all of the MOAs and tree removal project would be considered by City Council at their meeting on December 18<sup>th</sup> at 6:00 pm.
2. Eric Halverson asked if the Board would see a copy of the report on the potential sale of City parkland. Director Cosby replied yes, probably in February.
3. Michele Tompkins asked how this year's volleyball season compared to last year's. Director Cosby said participation was down from last year.

**Next meeting will be held Wednesday, January 24, 2018 at 6:45am at City Hall in City Council Chambers.**

## MAINTENANCE

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### Grounds

- Developing spring work schedule, coordinating with Recreation Department for adult/youth sport activities
- Winter bed care and pruning at parks
- Tyler Johnson studying for required certifications: obtained Class B CDL and Pesticide Applicator's License. Working on Landscape Contractor's License.
- Maintenance Shop tool organization and restructuring to streamline work during busy season
- Developing Individual Park Maintenance Plans
- Working with volunteer individuals and groups to carry out service projects
- Implementing removal of 16 Priority 1 hazard trees with Arbor Care Inc.
- 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.
- Deferred maintenance in ARC fitness studio, spin bike studio, and shared spaces
- Drained and refilled Recreation Pool due to broken glass on 1/15
- Developing regular site schedule to provide more coverage to all facilities and identify and mitigate issues more quickly
- Repaired broken floor trim in Daffodils room at Lil Sprouts

### Oceanview Cemetery

- 2 cremains
- Clearing debris and garbage from holidays activity

## AQUATIC CENTER

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### Swim Lessons:

We are currently running our first winter evening session, Jan 9<sup>th</sup> through Feb 22<sup>nd</sup> with higher than usual registration of 61 children. Each class is filled to capacity with a wait list for several classes. Prior to opening the winter session for registration, staff utilized surveys and social media to ask the community what classes and times worked best for them. With more feedback

and knowledge of patron use, we have personalized the program to meet the needs of the community. In addition, we have brought back our Mommy and Me (aqua-ducks) class with a format allowing for drop-ins each day, adding to the already 6 families pre-registered.

With training from our Water Safety Instructor certified swim teachers, we have been able to offer swim instructors consistent instruction. Having new instructors train staff on a regular basis helps raise the standard of quality of our lessons. This also assists in training back up staff to step in when an instructor gets ill or needs to miss a day. Staff have also updated their skills sheets used to mark off levels achieved. These updated forms are much more descriptive and fit the needs of children, instructors are encouraged to teach up or down in level when needed. Having flexibility for children's varying ability levels builds positive perception of our program for parents and makes our program stronger.

### **Water Exercise Classes:**

In January, a new instructor was hired to fill the same Aqua Aerobics class spot that we had to cancel last June. The new class incorporates traditional aqua aerobics, resistance stretching, and posture driven exercises and yoga stretches. Additionally, the local college hired a new aerobics instructor in January to resume classes cancelled in October.

### **Staff:**

Staff completed a lifeguard training class with four new life guards in mid-December. Our next scheduled lifeguard class will be held in March over spring break.

In January, Aquatics Center Supervisor, Terra Patterson, attended International Aquatic Safety School through our certifying lifeguard agency, Ellis and Associates. This class re-certified Terra for both lifeguard instruction and as an instructor trainer for CPR and 1<sup>st</sup> Aid instruction.

### **Schedule:**

- **December 9** - the Astoria High School hosted the Annual Nygaard Invitational Swim Meet at our facility. The Aquatic Center was closed for the day.
- **January 18 & 23** - The Astoria High School will be hosting home swim meets. Our facility will close from 3pm till 7pm these days.
- **February 7** - Intro to Fitness Class, 6:30pm-7:30pm
- **February 9 & 10** - Astoria High School Swim meets. Our facility will close 3-7pm on the 9th and 9:00am-4:00pm on the 10th.
- **February 13** - Session 2 swim lessons begin

## **RECREATION CENTER**

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### **After School Camp**

December opened with high numbers of attendance again, averaging 30-35 students a day. As the month progressed, numbers declined and were uncharacteristically low for the end of December. Aside from our low numbers, we had a great deal of fun writing letters to Santa, baking cookies, making snowflakes and working on our New Year's resolutions.

As we moved into the New Year we have seen high attendance each day in January, with a high water mark of 43 students. Most recently, we had the honor of teaching our students about Martin Luther King Jr.

We have decided recently to keep the same schedule as Lil' Sprouts for our after school and camp programs to better align our programs throughout the department. We are working on putting forth a more structured itinerary and finding ways to increase communication to our parents.



## **Fitness**

This month we have worked diligently to prepare for our upcoming change in calendar year and the influx of participants looking to get fit. A new class, TRX, has been added to the schedule and we have watched class numbers increase. We have a number of fitness instructors who have been with us for 8 years and we have been able to finally get them the pay increase that they have deserved for so long.

Similar to our After-School Camp schedule, we have decided to keep our fitness program open additional days and holidays throughout the year to better align our programs throughout the department. We are currently working on a fitness-studio makeover; painting and adding additional storage.

## **Winter Sports**

We finished the 5<sup>th</sup>/6<sup>th</sup> grade basketball season with 12 teams playing. We also finished up our 1<sup>st</sup> & 2<sup>nd</sup> grade Boys basketball program. We saw a record number of boys (69) learning the fundamentals of the game of basketball. We had a great group of volunteer parents who helped coach and demonstrate the game.

Our adult drop-in volleyball has continued from the fall and each week numbers have been steadily increasing.

In the coming month, we are starting our 3<sup>rd</sup> & 4<sup>th</sup> grade basketball season as well as our 1<sup>st</sup> & 2<sup>nd</sup> grade Girls program.





## Upcoming Events

- Valentine's Day Ball – February 10
- 3<sup>rd</sup>/4<sup>th</sup> Grade Games start – Week of January 29
- 1<sup>st</sup>/2<sup>nd</sup> Grade Girls start – January 16
- Jiu Jitsu starts – January 22
- School's Out Play - January 29th
- Adult Volleyball League Registration Begins this month

## LIL' SPROUTS/PORT OF PLAY

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### Lil' Sprouts

Lil' Sprouts had a very busy holiday season! On December 14<sup>th</sup>, our Sunflower and Daffodil classrooms hosted their 3<sup>rd</sup> annual Holiday Concert. We had a great turnout and response from parents! Healthy snacks and refreshments were provided after the event. We are hoping to incorporate some of our younger classrooms with this event in the future.

On December 18<sup>th</sup>, Santa visited all of the Sprout classrooms. This Santa is the same one that we have used for the past couple years, and the kids absolutely loved it. They were able to have photos taken and to spend time telling him what they wanted for Christmas.

On December 28<sup>th</sup>, we had special community members visit Sprouts and judge our annual door decorating contest. Each year, classroom teachers and their kiddos decide on a holiday book, and decorate their door according to the theme. The biggest component of the contest is child involvement and creativity. Our special judges included City Manager, Brett Estes, Deputy Chief Paul Gascoigne from AFD and one of his men, and Miss Erin and baby Walker. The winning classroom was the Daisy Classroom (our 2.5 to 3-year olds), and their story theme was the Little Blue Truck.



### **Port of Play:**

In December, we added a few new elements in Port of Play to replace the large climber that used to be in the center of the gym. We added basketball hoops and fun, foam blocks for the kids. The new equipment seems to be a hit!

Port of Play attendance has been a bit hit and miss during the week, but Saturdays and Sundays have been really busy with birthdays booked almost every weekend.

Parents' Night Out continues to have heavy attendance, with an average of 15-20 kids each weekend. Attendance definitely fluctuates depending on what events are happening in town.

## **Upcoming Events**

- Parent's Night Out, Saturdays (1/20, 1/27, 2/3, 2/10, 2/17 and 2/24) 6pm-9:30pm
- \*No Parent's Night Out on holiday weekends

## **COMMUNICATIONS/MARKETING**

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It was a busy month for communications and marketing. We ran marketing campaigns to take advantage of those New Years Resolution makers who were looking to get fit and healthy in 2018. The Daily Astorian ran a small ad in the Coast Weekend alongside the Readers' Choice survey, we also had a two week ad with Ohana Media Group on Clammy and the Beach. While these ads ran we had a series of Facebook and Instagram ads as well. The Facebook ads were incredibly successful. Our ads geared solely to promoting fitness and our passes garnered over 11,000 impressions (the number of ads seen on the screen).

Our other Facebook ads include: New Year's Day Fun Run which had 20,825 impressions, Valentine's Day Ball which has received 3,190 impressions as of January 18th and our Swim Lessons ad which garnered 10,000 impressions and had close to 1,400 clicks. We also ran promotions for both Port of Play (7,865 impressions) and the Recreation Center (5,603 impressions). As some of Astoria's major tourist events come to town, such as Dark Arts, we will probably run similar ads promoting Parents' Night Out and the Aquatic Center.

We've seen a slight decline in the open rate for our Constant Contact Newsletters. This may be a result of the holidays, but I will be monitoring the open-rates for the next few weeks to see if this is a continuing trend. Our website received over 23,000 visitors since last month. The Aquatic Center, Events, and Park Board were our top hits. Our popular parks this month included: Oceanview Cemetery (770 visitors), Youngs River Falls (402 visitors), and Cathedral Tree Trail (397 visitors).

Next month, our focus will be to advertise Port of Play, Spring Break Registration, prepare a survey for our patrons on communications, and get started on our Summer/Fall Catalog.