

# DRAFT

## Parks Advisory Board Meeting Minutes

November 26, 2012

Attendance: Norma Hernandez, JP Moss, Brad Johnson, Tammy Loughran, Howard Rub and Arline LaMear

Staff: Phil Elkins and Terra Patterson

Guest: Rae Goforth

Absent: Ron Williams, Karen Mellin and Grace Laman,

1. The Parks Advisory Board met at the Astoria Recreation Center.
2. At 6:50 am Chair Norma Hernandez called the meeting to order.
3. At 6:51 am Chair Norma Hernandez asked that the board approve the minutes. Tammy Loughran motioned that the minutes be approved and Howard Rub seconded the motion, all were in favor.
4. Vice Chair Section
  - a. Norma Hernandez discussed board involvement with the department and being informed on what the department is doing. Tammy will now be the liaison from the Parks Board with the Parks foundation. Councilor LaMear discussed the idea of each board member overseeing a park within the department as a community liaison. Norma suggested that at the January meeting, each board member will choose a park to be involved with. JP and Phil both discussed the more publicly seen and higher used parks.
  - b. Councilor LaMear stated she is interested in seeing a dog park in Astoria.
  - c. Norma stated she would like to see the board more involved with the Column.
5. Parks Board information

Terra handed out new Parks Board member information packets to the committee
6. Parks Maintenance Update
  - a. Phil Elkins reviewed the new grounds coordinator position has been filled by Vern Hall who has been rehired.
  - b. Phil Elkins updated the board on current maintenance projects to winterize parks sites. All gutters have been inspected and cleaned out where necessary, all of the furnaces have been inspected and should be ready for higher usage, and lighting improvements have been made in several parks. The sign at Smith Point has been rebuilt.
  - c. Phil discussed the damage done by the recent storm. The park faring the worst was Pioneer Cemetery. The maintenance department has repaired some fencing and taken care of downed tree limbs.
  - d. Phil discussed recent work with local arborist Luke Coleman. They have already removed several trees that are either dead, diseased or dying. Some of these trees being taken down will be replanted.
7. JP discussed the strategy for dealing with storm damage which he and the city manager have created. The maintenance department will deal with storm clean up as quickly as possible with the limited staff that are available. Any issues that create a safety hazard will be dealt with immediately and all other damage caused by storms will be dealt with as quickly as possible.
8. JP discussed the trails project. The group intends to present to council in January for their review.
9. The group discussed a meeting date for Parks Board in December and agreed not to meet in December. The next meeting will be January 28<sup>th</sup> at 6:45am at the Astoria Recreation Center.
10. JP Moss gave a brief update on recreation and reviewed activities held on Thanksgiving. Terra reported that the Thanksgiving Fun Run was a success and approximately 50 people attended.
11. Rae Goforth was in attendance at the meeting to discuss Maritime Memorial Park issues. She passed out new brochures for the park and discussed the possibility of putting a new gazebo on the property adjacent to the park. Ms. Goforth talked about the need for a sign at the memorial. She then reviewed

the work the Maritime Memorial Committee has done in planning to put a new sign in at the park and shared the verbiage the group has agreed on. JP Moss has been in contact with Community Development regarding the sign and told Rae that Brett Estes would like to follow up with her on sign placement before the sign is approved.

Matters Initiated by board:

- a. Tammy Loughran asked about the search for a new Parks Director. JP informed the board that the city is currently advertising and taking applications. The position will close on December 7 for applications.
- b. The new sports complex field was briefly discussed by the board. Progress on the project and public input was reviewed.

The meeting was adjourned at 7:40