

City of Hermiston
Parks and Recreation Department
Regular Meeting

May 19, 2016

5:30pm

Attendance:

- ✓ Briana Cortaberria
- ✓ Jean Stahlberg
- ✓ Carlisle Harrison
- Steve Williams
- ✓ Lisa Garcia
- Mike Kay
- ✓ Ryan Severs
- ✓ Jackie Myers, Council Liaison
- ✓ Doug Primmer, Council Liaison

Staff:

- ✓ Larry Fetter, Director
- ✓ Dan Earp, Recreation Supervisor
- ✓ Gina Wicks, Department Assistant

Chairperson Cortaberria called the regular meeting to order at 5:30pm. Present were board members J. Stahlberg, C. Harrison, R. Severs, Councilors Myers and D. Primmer. Both board member Mike Kay and Steve Williams were excused.

April 2016 Minutes

Board members C. Harrison moved and J. Stahlberg seconded that minutes of the regular scheduled meeting of April 2016 be approved. Motion carried unanimously.

Public Attendance

Barry Trapp
Roy Barron

REPORTS

A) Aquatic Center Repair

Director Fetter gave a financial/facility power point presentation to give a better perspective on how the pool facility operates, the subsidy required to operate during a season, along with new ideas to improve the cost recovery from the previous year.

During 2015 the HFAC revenues were \$272,965 with expenses of \$367,108. During 2015 the aquatic center had a major leak that caused leakage of heated chlorinated water throughout the summer but it has been repaired. During 2015 revenues did not include concessions since the HFAC partnered with HHS Band Department. Cost recovery last was at 74% which Mr. Fetter stated was typical. Varying degrees of recovery cost depending on variables of weather related summers or unexpected expenses during the operational season.

Cost Breakdown;

- ✓ 41% Operational Cost/Personnel (around 50 summer part-time positions)
- ✓ 25% Supplies (purchases for resale, expenses for operation)
- ✓ 13% Services (contractual expense)
- ✓ 6% Chemicals
- ✓ 11% Utilities

Uncontrolled circumstance can increase the HFAC costs of operating the pool such as stormy and inclement weather relates to less customers, more than usual hot days was not able to send staff home to decrease labor expense. This year Oregon State Pers Retirement percentage will be increasing along with minimum wage, and sick leave will be allowed for seasonal workers which will affect the operating costs during 2016.

Currently, a circulator solar system heating has been approved by Council heating the pool instead of showers which will allow a higher cost saving. This system but will not be installed until fall since it cannot be put in while pool is in use. A heat pump hot water heater will be used for water showers and will be up and running for the 2016 season. A Control system/sensor in the showers is being explored because routinely water is left on during public swim hours and lifeguards are going in every 15 minutes to turn off water left on.

Mr. Fetter stated that Knerr Construction was awarded for repairs needed at HFAC. The repairs being made will control water use and decrease expenses. Mr. Fetter stated everyone one of the cutters required the same treatment because they were failing. Styrofoam was used as a backing with installation of stainless steel rebar filling in the void with cement grout. The seams will be sealed using caulking for pools and will smooth out the surface. The last process before filling will be to paint so it all looks the same. Cost of the project totaled around \$25,000 or less. Mr. Fetter stated this should never have to be address again, only just regular maintenance of the surface.

B) Hermiston Family Aquatic Center Program 2016

Mr. Earp, Recreation Supervisor, stated to board members future projects that will need to be addressed. He expressed the need to replace computer in HFAC office that is 13 years old. This computer uses the program that runs all the pumps, heats the water, and if this computer was to go out it would be very problematic. The program installed on the main computer that runs the pool pumps is an outdated version and is no longer available so it should be replaced as well. After doing some research Mr. Earp told board members new computer and software would be around \$7,500. He advised the update should be done as soon as possible. He stated the pool was being filled today, May 19th.

Director Fetter said discussions and action has been taken to redirect funds out of the Transient Room Tax into a Capital Reserve Fund Account for HFAC and will be used for unforeseen issues and repairs.

Council J. Meyers recommend it would be in best interest to change out computer and software program before the opening of the pool. Director Fetter agreed and stated he hopes to replace the equipment once the project repairs by Kneer Construction is completed.

Mr. Earp shared he with the committee he is excited for this year since he has many returning lifeguards and front desk staff which makes it less difficult. Concessions will again be operated by the Hermiston High School Band and Choir Departments.

Mr. Earp stated the pool would open for Pre-Season on Saturday, June 4th, close on Monday the 6th for Hermiston public schools, and then remain open all summer with Regular Season starting June 13th. Mr. Earp announced some of the new pool programs that will be offered during the summer such a Swim Pass Night for membership holders and adding volleyball/water polo to private parties. Staff challenges will be offered throughout summer with staff being divided into teams. Mr. Earp stated the challenges help build camaraderie among the staff and keeps the group motivated.

Mr. Earp stated that an I Phone/I Pad App is currently being created that will be provided easy access for registrations, park rentals, map facility, pool page and will be effective for advertising and announcements. Development will take approximately 35 weeks so it could be available before summer end.

Sincere there has been no major changes in pool pricing Director Fetter stated during upcoming winter months he will have parks committee review pool price structure, do area comparisons, and make adjustments if needed.

Guest Roy Barron asked if the Parks and Recreation Department had their own logo.

Director Fetter stated that a city-wide logo is being developed and it will be the one used by the department however it is not uncommon for city Parks & Rec. Departments to have their own.

C) Annual Park Tour

The annual park tour on Thursday, June 9th will include Steelhead Park. Mr. Fetter stated he recently meet with staff from ODFW and he felt there seemed to be more willingness to transfer the property. He hopes by visiting and seeing the park area the committee can offer ideas on how to develop the park to connect to existing trail at Riverfront Park. Park Tour in June will meet at city hall with transportation provided.

Chairlady Cortaberria asked for an update of Greenwood Park and Newport Park. Mr. Fetter stated that while park features are still being gathered and money allocations located he is holding off ordering signage while the city logo is still being finalized.

An update of Newport Park's retention basin that was installed to help with water control during high periods of rain fall was put to the test in May. The director asked board members if they were able to see the collected rain during the storm. He stated the berm did what it was intended to do, collect and store excess water from neighborhood to control flooding in area houses. Once the basin has dried out it will be hydro-seeded to finish the project. The irrigation at Newport has been completed.

Mr. Fetter offered updates on other projects;

- Hopes to hire a designer over the summer for Skate Park
- Landscaping for both Sunset and Belt Parks will be started

Barry Trapp asked how often Chip surface checked which Mr. Fetter stated once a year. Mr. Trapp said fill material is exceptionally low around the play equipment especially at Riverfront Park.

Activity update was given by D. Earp with camps, swim lessons, kayaking, rafting trip, tennis camp, and movie lineup. Fever Football Clinic and Game was a new event offered and department was able to sell the minimum number of tickets to offer the clinic.

Meeting adjourned at 6:11PM

City of Hermiston
Parks and Recreation Department
Regular Meeting

July 14, 2016

5:30pm

Attendance:

- ✓ Briana Cortaberria
- ✓ Jean Stahlberg
Carlisle Harrison
- ✓ Steve Williams
- ✓ Lisa Garcia
Mike Kay
- ✓ Ryan Severs
- ✓ Jackie Myers, Council Liaison
- ✓ Doug Primmer, Council Liaison

Staff:

- ✓ Larry Fetter, Director
- ✓ Dan Earp, Recreation Supervisor
- ✓ Gina Wicks, Department Assistant

Chairperson Cortaberria called the regular meeting to order at 5:30pm. Present were Board Members J. Stahlberg, R. Severs, L. Garcia, S. Williams, Councilors Myers and D. Primmer. Both board members Mike Kay and Carlisle Harrison were excused.

May 2016 Minutes

Board members J. Stahlberg moved and R. Severs seconded that minutes of the regular scheduled meeting of May 2016 be approved. Motion carried unanimously.

Public Attendance

Barry Trapp – No public comment

REPORTS

A) Agenda change;

Cell Phone APP for City Parks & Recreation

Director Fetter asked for permission to change order of the agenda so that he and Activity Supervisor Dan Earp be allowed to show board members the new Park and Recreation App created for the department. Mr. Earp stated the application is fully launched and can be downloaded to all Apple Smart Phones and Androids. The App Icon is of the new city logo. From the screen of an I-pad, Mr. Earp gave a glimpse of the home page with links of a city photo gallery, on-line registrations, HFAC, park maps with amenities, park rentals, and calendar of events with the ability to add more links. Mr. Earp stated the App will allow customers to receive notifications if an event or program is canceled, changed, or added. Mr. Fetter stated he would like to add a tab to show the P & Recreation Board members so they can be recognized within the community. The director concluded by saying he would like to implement the QR codes for an easy access link and possibly other departments would want to have their own link.

The department is planning a public launch date of around the upcoming publication of the 2016 Fall Activity Guide.

B) STEELHEAD PARK

Mr. Fetter stated he was happy so many was able to attend the June field trip to Steelhead Park.

Since then the director stated he has started a dialog with land owners Glen Chowning and Hermiston Christian School (Rod Harden) regarding the new trail that will be developed along West Highland. Both Chowning and Harden properties will border Highland Extension Loop Trail when built (the Chowning property is a partnership with others). Currently, the trail is restricted to the street right away and it will be very close to the flow of traffic.

The director expressed both parties are willing to offer a trail easement on their properties which would provide an additional 15 feet of space to safely separate the trail away from moving traffic. Mr. Fetter stated Mr. Chowning would be willing to allow trail access down to Steelhead Park through his property. As Mr. Chowning and his partners' looks to develop this piece of property in the future, Mr. Chowning expressed he would want to limit the access from Highland to only one combined crossing by using an existing inland outlet into the property and channeling future traffic onto an internal road system. The director expressed Chowning seemed very enthusiastic about the idea if a controlled system can be figured out to close access to the park by vehicle traffic at a certain time in the evening. The Director stated it would be a huge benefit to have a residential area close to the park. Mr. Chowning will be taking the ideas back to his partners and will be in contact with the Director.

Mr. Fetter stated we are on a path to own or control Steelhead Park by this fall.

Council Myers asked if there a degree of liability involved with a remote walking trail?

Mr. Fetter stated yes, there will always be a degree of responsibility. The city has a duty to keep a trail as safe as possible which could amount to cutting brush back from the trails, keeping it clean and maintained but he reminded members there is also some benefits for seclusion too.

S. Williams asked if surveillance cameras would be an option.

The Director said yes and informed members there has been some experimenting with videos done at Funland Park but technology has improved over the years and maybe it is an investment the city will need to make.

Chair Cortaberria asked should the trail end up on private property does that affect the ability to look for grant money.

The Director stated the easement is on property the city would control so any improvements would belong to the city. The city already has funding for the trail up to Steelhead and connecting to Riverfront Park Trail System from under the bridge. Mr. Fetter invited the committee to continue thinking about the Steelhead property and said he will be asking for ideas and suggestions once it belongs to the city.

C) Skateboard Park

Giving an update Mr. Fetter stated he is beginning the RFQ (request for quotes) process to recruit a design/build team for the project. Reviewing the triangular piece of city property off First Street, Mr. Fetter is deciding what portion of the site will be used for the skate pad which will include street and smooth transition elements and a covered area.

The Director said a conversation has been established with the school district regarding a possible option to re-claim an existing building at the fairgrounds. Showing a photo of the RDO structure, he indicated from underneath the infrastructure looks to be in good shape and stated the roof and support system could be utilized as the cover for the future skate park.

R. Sever asked if it would cost effective to remove and re-locate the building.

Mr. Fetter stated it would be a huge expense to design and install this large of a shelter so it would make sense to reprocess, relocate and re-roof a structure that is free.

Councilor Primmer added by reclaiming and recycling the existing steel siding off the building it could bring in a good chunk of change toward the project.

Mr. Fetter stated that if the group decided to move forward to obtain the structure the school district would take it off their demolition contract but it would need to be removed off its current location before earthwork started next year.

D) Greenwood Park

A design was shown of a table/seating area using a Merry Go Round set into ground level framework with a soft rubberized material surrounding it. Mr. Fetter explained he is working with fabricators to see how best to incorporated the vintage Merry-Go-Round in the space to keep users safe.

E) Harkenrider Center

An update was given by Director Fetter on the planning and design of the Harkenrider Center. He indicated the planning group is getting closer to a completed floor plan that will work towards the needs of the senior group. The Director explained that building the structure will be Phase 1 while the enhancement of the parking lot and landscaping will be part of Phase 2. While it was originally being considered to park the Senior Bus on an on-site location at the Harkenrider Center, Director Fetter indicated it now has been determined parking the bus at Public Works would be a more secure site.

Meeting adjourned at 6:10pm