

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 1**

CONVENE: 7:01 p.m.

PRESENT: Chair Erin Carrier and Commissioners Terry Bullock, Bill Kallappa II, Kelly Stowe, Charlie Schneider, and Amy Hargrove.

Absent: Commissioner Mike Culley.

Staff: Parks and Recreation Director Chuck Denney, Golf Operations Manager Dave Nickerson, Parks and Facilities Manager Stan Osborn, Recreation Manager Todd Anderson, Recreation Supervisor Charlie Groth, Recreation Coordinator Chad Harvell, and Recording Secretary Valerie Gow.

CHANGES TO AGENDA: Introduction of staff was added to the agenda.

APPROVAL OF MINUTES – SEPTEMBER 19, 2018:

MOTION: **Commissioner Kallappa moved, seconded by Commissioner Bullock, to approve the minutes of September 19, 2018 as published. Motion carried unanimously.**

NEXT MEETING DATE – APRIL 17, 2019: The next meeting is on April 17, 2019.

ELECTION OF 2019 CHAIR & VICE CHAIR: Chair Carrier invited nominations for Chair and Vice Chair.

Commissioner Bullock nominated Commissioner Carrier for the Chair position and Commissioner Schneider for the Vice Chair position. Commissioner Kallappa seconded the nomination.

No other nominations were offered.

ELECTION: **By unanimous affirmation, Commissioner Carrier was elected as Chair and Commissioner Schneider was elected as Vice Chair.**

PUBLIC COMMENT: **James Reddick, PARC Foundation,** reported on Earth Day activities planned on April 20, 2019 at five local parks in the region. A segment of the Chehalis Western Trail near the City of Yelm near the Burlington Northern Santa Fe rail line is nearing

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 2**

completion to enable the continuous connection of the trail to the City of Yelm. The railroad is building a tunnel under the railroad track. The PARC Foundation has awarded \$32,300 in funds this year. The PARC Foundation is acting as fiscal agent for the City of Lacey's 4th of July fireworks this year.

**INTRODUCTION OF
STAFF:**

Supervisor Groth introduced Recreation Coordinator Chad Harvell. Coordinator Harvell was hired in July 2018 prior to the City's 4th of July festivities. Coordinator Harvell previously worked for Pierce County Parks and Recreation for seven years.

Coordinator Harvell said he was born in Grays Harbor County and is appreciative of the opportunity to work closer to his family.

**ITEMS FOR
CONSIDERATION:**

**2019 FUNDING
CONSIDERATIONS:**

Director Denney advised that the Commission's budget for 2019 is \$40,000 to allocate to projects. Staff members will present some funding requests for the golf course, recreation, and parks. The Commission has several options of either funding all the projects, some of the projects, or requesting additional information prior to rendering a funding decision. The Commission also has the option of deferring any funding decision until later in the year. The Commission's budget has increased from \$20,000 in prior years to \$40,000 this year.

During the last biennium, the Commission expended over \$58,000 on the following items:

- Child safety fencing at Historical Park
- \$38,000 for Historical Park paver replacement project under the rental shelter and on several pathways
- \$4,820 for Tumwater Hill Park signage
- Sports equipment for youth sports
- Promotional items for recreational programs
- Furniture for Old Town Center
- Camera and Go Pro for youth programs and special events
- Volunteer tent
- Several sets of cornholes used at special events and Tumwater Youth Program
- \$5,000 for expanding the teaching area at Tumwater Golf Course (for Special Olympics and First Tee Program)

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 3

- New radio sets for communications and safety at the golf course

The Commission will receive another \$40,000 to allocate to projects or items in 2020, the second year of the current biennium.

Commissioner Bullock commented that should the Commission agree to fund all the requests, the amount would exceed the \$40,000 budget by approximately \$8,000.

Director Denney invited staff to present their respective funding requests.

Recreation Manager Anderson reviewed the purpose and basis for the items proposed for funding for the Recreation Division during 2019 by priority order:

- Replace TYP trailer - \$5,000 (originally purchased by the Parks Board 20 years ago)
- Recreation Soccer goals and nets - \$2,500
- 100 outdoor folding chairs for special events - \$1,000
- Honeywell powerful portable color with fan (2) - \$800
- Cordless tri-pod site light & battery pack (2) - \$825
- New first aid kits for basketball league (40) - \$500

Golf Operations Manager Nickerson requested funding for the golf course for the following items:

- Replacement of 25-year old range ball machine at the golf course. The Commission approved a funding request for the same item several years ago; however, the timing was problematic because staff was upgrading the point-of-sales system and there was some uncertainty about linkage between the two systems. Subsequently, the funds were not expended and returned to the Commission for reallocation to other projects. Technology improvements now make it possible to accept dollars and credit cards or issuing pin numbers versus using a coin. The total cost is \$9987.10. Not included in the cost is the bill acceptor, which would be an additional \$1,000. The feature could be added to the machine in the future. Manager Nickerson said his concern with including the feature is vandalism as the machine is located outside the Pro Shop under cover but accessible to the public.

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 4

Director Denney described how a range ball machine operates. Range balls are cleaned through a ball washer and then placed into the range ball machine to dispense to golfers. Golfers pay for the balls at the Pro Shop and receive a token for the machine to dispense a bucket of balls. The machine has exceeded its useful life. Technology has also changed significantly with new machines much more user-friendly. Manager Nickerson added that the new machine has a membership card feature enabling preloading of a specific quantity of balls for members. Today, the machine jams on a daily basis creating issues for staff from the Pro Shop who need to resolve the problem, which has created some customer service issues at the counter.

Parks and Facilities Manager Stan Osborn presented funding requests for the Parks Maintenance Division. Manager Osborn said his primary goal is to ensure safety and completing the rental site at Historical Park. The prioritized funding request includes:

- Removing two flag poles behind the rental shelter and replacing the poles with one new flag pole in front of the shelter that is lighted and can be operated without the necessity of driving a truck on the grass. The cost of a new flag pole is \$6,000. The flag pole would be a 30' high anodized aluminum pole for one flag located in the front near the entrance to the rental shelter. Director Denney added that the number of times the President or the Governor has declared flags to be flown at half-mast has increased tremendously and taxed resources often requiring half a day of staff resources lowering all flags in the City.

Manager Osborn reported that issues with homelessness and trespassing after hours continue to increase at the restrooms at Historical Park.

He reviewed other funding requests:

- Purchase and install magnetic auto-locks on the restroom doors to prevent unauthorized access. The cost is \$4,500.
- Purchase and install four single-pedestal picnic tables mounted on a slab to enable ease of mowing and to eliminate the unauthorized relocation of picnic tables. The

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 5**

cost is \$7,400 for four tables to include the cost of the slab and labor.

- Purchase materials to build one dugout roof to match Field #1 at Pioneer Park at a cost of \$3,500.
- Replace failing fence to the overflow parking area along the west side of Historical Park with extruded cement curbing with drainage scuppers at a cost of \$6,000.

Commissioners discussed and recommended their first funding priority:

- TYP Trailer
- Golf Course Range Ball Machine @ \$10,000
- Historical Park Restroom Auto-locks
- 4 Picnic Tables at Historical Park
- Portable Cooler fans (2)
- Tripod Lights (2)

MOTION:

Commissioner Kallappa moved, seconded by Commissioner Stowe to approve funding for the six items designated by the Commission. Motion carried unanimously.

Commissioners discussed and recommended their second funding priority:

- Folding Chairs (100)
- Flag Pole at Historical Park
- Soccer Goals (pair)
- First Aid Kits (40)
- Lantern Lights (2)
- Fence Removal at Historical Park

MOTION:

Commissioner Bullock moved, seconded by Commissioner Kallappa, to approve the second list of funding recommendations but deleting the fencing project at Historical Park to retain a budget balance of \$625. Motion carried unanimously.

**2019 DEPARTMENT
WORK PLAN:**

Director Denney shared information on additional activities the Parks and Recreation Department is supporting this year:

- Metropolitan Park District Formation Planning – process to undertake for financial reporting and paperwork required to form the district. Next year, funds will be received

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 6

beginning in May.

- Securing Neighborhood Parks Sites. The City owns the Troser Lake park property and the Trails End property. The City is exploring options for property off 70th Avenue for a new neighborhood park located south of Littlerock Road. New residential development south of Littlerock Road has been constructed over the last five years. That area of the City needs a neighborhood park. Another park location is at the Preserve subdivision located off Old Highway 99. Staff met with the developer earlier in the day to discuss the park and the agreement between Century Development and the City of Tumwater. The process is nearing a point where outreach to the neighborhood will be scheduled to discuss the design of the neighborhood park.
- Construction of Deschutes Valley Trail through Tumwater Falls Park. The trail segment starts at the top of Historical Park and ends at Tumwater Falls Park. Part of the trail is along the historic railroad track from the top of the falls to the old brewery. The trail segment has been designed and permitted. Construction is scheduled in mid-summer 2019.
- Another trail segment of the Tumwater Valley Trail is along Tumwater Valley Drive at Tumwater Valley Drive at E Street to the golf course parking lot. The trail segment is part of a development agreement with the developer of the Craft Brewing and Distilling Center project off Capitol Boulevard. The developer agreed to construct that segment of the trail for the City. The segment will connect a missing link from the Tumwater Falls Park segment enabling the City to leverage the trail for more funding.
- Resurfacing Tennis Courts at Barclift Park and Jim Brown Park and resurfacing basketball courts at Palermo Park, 5th and Hayes Park, and the V Street Park. The play structure at V Street Park will be replaced this year, as well as renovating the irrigation system.
- Improvements to Pioneer Park include the maintenance facility and restroom facility (new roof and remodel of restrooms).
- Installation of a new storage shed at Pioneer Park.
- Improvements to the former fire station, now serving as the Parks building include replacement of rollup doors to reduce safety hazard.
- Installation of new fire monitoring systems and video security cameras at both historic homes (Crosby House and the Brewmaster's House). The location of both historic

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 7

homes attracts vandals because of easy access to the entrance of I-5 and U.S. 101. The houses will also have new security screen doors installed to protect the historic doors.

- Installation of drinking fountains at five parks.
- Redesigning and remodeling the interior of the golf maintenance facility. Currently, the building has no insulation and lighting is poor. The facility was constructed in 1960s. Other improvements include remodeling the office area, installing new doors, adding a new break room, remodeling the restrooms, and painting the exterior.
- Exterior renovations to the Golf Pro Shop. The building was built in the 1960s and will be renovated from an outdated stucco exterior to a northwest exterior.
- Completion of fencing and improvements at the rental site in Historical Park.
- Construction of a viewing platform at the north end of Historical Park.
- Improvements to the golf range hitting building. The building is old and too small for swinging golf clubs. The intent is to remove the building and replace with a new facility providing covered hitting areas and a covered teaching area on the range.
- Reconstruction of the golf course parking lot.

Director Denney invited feedback on updates for future meetings.

Chair Carrier requested an update on the Metropolitan Park District planning process. She asked about the possibility of planning for neighborhood parks prior to the receipt of funds from the Metropolitan Park District. Mayor Kmet has mentioned the possibility of some funds to add restrooms to parks sooner rather than later. Director Denney advised that the funds would be from park impact fees, which would reduce future funding for the Deschutes Valley Trail. Chair Carrier advised that her concern is ensuring the City is following through with the promises to the community.

Commissioners Kallappa and Hargrove supported an update on the Metropolitan Park District, as well as the trail projects.

Commissioner Bullock asked to receive an update on the golf course improvements.

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
March 20, 2019 Page 8**

Commissioner Schneider said he would like to be involved in the Metropolitan Park District process and would like to receive updated on neighborhood parks sites, and the construction of the Deschutes Valley Trail.

OTHER BUSINESS:

Director Denney shared a request from Thurston County for the Thurston County Conservation Futures Program, a land preservation program that protects, preserves, maintains, and improves, restores, and limits the future use of threatened areas of open space, timber lands, wetlands, habitat areas, culturally significant areas, and agricultural farmlands within Thurston County. The Conservation Futures Program was used to fund acquisition and development of the Chehalis Western Trail. A group of volunteers working with Thurston County staff review applications for conservation futures grants. The process entails a review of the applications, visits to the applicant sites, and meeting and discussing applicant rankings to determine the award of grants. The City of Tumwater has received some grants in the past for a trail easement in front of the historic brewhouse. Thurston County is seeking volunteers to serve as a member of the evaluation team. Volunteers should plan to commit up to 2.5 workdays (20 hours) during the workweek plus time to review the applications, and time to tour all applicant sites that could requires two business days. A two-three hour ranking meeting follows with a recommendation to the County Board of Commissioners. The deadline for establishment of the committee is March 29, 2019.

ADJOURNMENT:

Commissioner Kallappa moved, seconded by Commissioner Bullock, to adjourn the meeting at 8:08 p.m. Motion carried unanimously.