

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, December 4, 2019 5:30pm, Lacey City Hall

Present:

Commission: Ken Balsley, Sarah Daniels, Troy Kirby, Erwin Vidallon, and Aram Wheeler

Excused:

Staff: Justin Beard, Jen Burbidge, Sue Falash and Jason Simmonds

Public: Jeff Prevost and Rick Kelling

The meeting was called to order at 5:31pm, by Chair Erwin Vidallon

Additions or deletions to the Agenda

Commissioner Balsley made a motion to move New Business before Old Business, and Commissioner Kirby seconded. Motion carried.

Announcements & Introductions

Jen made the announcement that Youth Commissioner Jason Griffith has resigned due to a busy schedule.

Minutes

Jen made the requested changes to the October minutes.

Commissioner Daniels made a motion to approve the October 2 minutes, and Commissioner Balsley seconded. Motion carried.

Commissioner Balsley made a motion to approve the November 6 minutes, and Commissioner Kirby seconded. Motion carried.

Calendar

Correspondence

Citizen/Public Comments on Items not on the Agenda

Two members of the public introduced themselves. Jeff Prevost is with the local pickleball group, and Rick Kelling is with the McAllister HOA.

Old Business

- a) Sponsorship Policy. Jen checked with legal regarding the board's question whether to leave "the following classes of advertising through sponsorship are not authorized online or on City property" section in the policy. Legal recommends leaving the section in. Jen also pointed out that she added a sentence under the Policy Statement section regarding some sponsors being able to provide information directly to City staff.
Commissioner Daniels made a motion to approve the Corporate Sponsorship and Naming Rights Policy, and Commissioner Vidallon seconded. Motion carried.

- b) Scholarship Policy. Jen brought copies of the policy with some clarifications and grammatical changes that were provided by Sarah after the Park Board packets had gone out. The updated copy is saved to the Park Board packet digital file for future reference. There was also a typo in the second to the last bullet point of the Scholarship Program Guidelines and Information.
Commissioner Balsley made a motion to approve the Scholarship Policy as amended and Commissioner Wheeler seconded. Motion carried.

- c) 2020 Work Plan. Jen had made changes last month per the board's request and had emailed it out to allow commissioners more time to review it. Jen would like to make

some additional changes; separating out Park Board Work Plan and Department Work Plan. She will bring the update to the February meeting.

New Business

- a) Park Board minutes discussion. The board had requested to discuss how minutes are recorded moving forward for their meetings. Jen brought a sample from a Lacey City Council meeting for the board's reference.

The board gave staff direction to follow the City Council format, stating the facts only regarding the topic being voted on. Staff should record which commissioner made the motion, and which commissioner seconded. Staff should identify how commissioners voted if there is a split vote.

- b) Joint Park Board/City Council Worksession Prep & Presentation. Jen reminded commissioners the worksession will be February 20, 2020 at 7:00 p.m. and that all commissioners should attend.
- c) 2019 Accomplishments. Jen reported she highlighted items from the 2019 Work Plan that were completed to show 2019 Accomplishments. She also added a section called "Other Noteworthy Achievements"

Director's Report

- a) Staff Presentation –Justin Beard, Recreation Supervisor. Justin gave a presentation regarding his role for the department.
- b) Sports Commission. No update.
- c) Programs & Special Events. Sue Falash reported:
The 24th Annual Lacey Christmas Tree Lighting Ceremony was held Monday, Dec. 2 and had around 5,000 people show up for this tradition of lighting up Huntamer Park! Deputy Mayor Cynthia Pratt flipped the candy cane switch to turn on the lights. There are currently over 50,000 lights in the park display and we are hoping to add more next year! We also had live reindeer at the park for people to visit with and added 3 food vendors at the event along with giving away free hot cocoa. Sunbreak Baptist Church and City Life Church provided the cocoa free of charge. Four years ago we added a lighted vehicle parade to this event and had 35 entries this year with 40 vehicles, and people lighted the streets along the route of Sleater Kinney with HUGE crowds along 7th Ave past Huntamer Park, in some places 10 people deep! 2020 will be the 5th parade and our 25th Tree Lighting Ceremony, we are hoping to do something very memorable for this milestone.
Leavenworth Trip heading out this weekend.
A.C.T. Night at Nisqually last Friday.
Swim Lessons new session starts Monday, two new staff were hired
Youth Basketball is underway
Adult Softball League wrapping up at the RAC
- d) Construction Updates
 1. Depot Trail Amenity. Jen reported work is underway and on time.
 2. RAC infields 3 & 4 replacement. Sue reported work is done.
 3. RAC playground netting repair. Sue reported work will be underway very soon.
 4. Civic Plaza project. Jen reported there will be some upcoming changes at Civic Plaza, and she wants to keep Park Board informed since it's a project at a park site but the project is going through City Council's Community Relations Committee. The Olympia Friendly Flower Garden Club would like to fund and install a Blue Star Memorial

By-Way Marker at Civic Plaza. In addition, the Committee is looking into installation of a Gold Star Families Memorial Monument. Jen will continue to keep the board informed of progress.

e) Planning

1. Greg Cuoio Park Master Plan. Jen reported she and the project manager met with Bruce Dees & SCJ Alliance to go over scope, timeline and deliverables. The consultant is updating the copy and sending us a quote so the project can get underway.

f) Grants & Budgets. Jen reported that City Council's final budget approval is tomorrow night, December 5.

g) Volunteers – no update

h) Miscellaneous. Jen asked Jason if he had anything to add from maintenance.

Jason wanted to make sure the board knows about the mural going up at Huntamer Park for the Compassionate Community project.

Jen gave her presentation for the upcoming joint worksession to see if the board had suggestions/changes. The board recommended she add more information and pictures regarding recreation programs, and add the word "sustainable" before the word "funding". Jen will make these changes prior to the worksession.

Commissioner's Report

Sarah reported she went to her first event at the Lacey Community Center as a patron, attending with the Washington Courts Administrative Office, and had a wonderful experience. She reported that the State of Washington has the first Native American Supreme Court Judge.

Chair's Report

Erwin thanked the commission for a great year, and said it was his privilege to be their chair in 2019.

Committee Reports

a) PARC Foundation – no report.

Adjourn

Meeting adjourned at 7:04 p.m.

Next meeting: Wednesday, February 5, 2020 at 5:30pm at Lacey City Hall.