



PARKS AND RECREATION COMMISSION MEETING MINUTES

February 12, 2015, 6:00 p.m.

Kennewick Senior Center – Conference Room

I. CALL TO ORDER

- a. The meeting was called to order by Ben Rutledge, Chairman, at 6:00 p.m.
- b. Recorder Sara Allington called the roll and found the following:
 - i. Present: Chairman Ben Rutledge, Vice Chairman Mark Reed, Commissioners Michael Paoli, Ty Fischer, Jack Anderson, Dean Aeling
 - ii. City Council Liaison: Councilman Bob Parks (6:13pm)
 - iii. Excused:
 - iv. Unexcused: Commissioner Kurt Beckley,
 - v. Staff: Terry Walsh, Corp. & Community Services Executive Director, Maxine Whattam, Parks & Recreation Director; Greg Duffy, Facilities & Grounds Supervisor; Karen Coulson, Parks & Recreation Supervisor, Sara Allington, Recorder

II. APPROVAL OF AGENDA

- a. Commissioner Fischer moved to approve the agenda. Commissioner Aeling seconded the motion. The motion carried unanimously.

III. APPROVAL OF MINUTES

- a. Commissioner Paoli moved to approve the minutes dated January 15, 2015. Commissioner Fischer seconded the motion. The motion carried unanimously.

IV. VISITORS

- a. J&S Express Train Report, John Lawson and Dick Nordness – May-Sept, Sat & Sun, 1-6pm. Running 5/8/15 for special needs kids during fishing kid's event. Charges are .50¢ per kid, \$1 per adult. Operating 4th of July & water follies. 2015 is Kiwanis 100th birthday. There were 14,565 riders in 2015 (adults & children) not including Water Follies.
 - i. Chairman Rutledge - How many volunteers?
 - 1. 50
 - ii. Commissioner Paoli - Who does background check?
 - 1. State Patrol

- iii. Chairman Rutledge – Is storage still sufficient?
 - 1. Always wishful thinking, maneuvering is a challenge.
- b. WSU Master Gardener Project, The Water Fall Classroom at the Highlands Grange Demonstration Garden. Arlan Gadeken & Pam Doctor

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- a. WSU Master Gardener Project, The Water Fall Classroom at the Highlands Grange Demonstration Garden. Arlan Gadeken & Pam Doctor – visual model provided and explanation of amenities.
 - i. Chairman Rutledge - Skateboarder concerns?
 - 1. Always do, but 2' wall around serenity garden, not too concerned. Have had past issues with fireworks.
 - ii. Commissioner Aeling – Blocks are only finished on one side. What is going to be done with that?
 - 1. Double sided fence on the back an option. People in the serenity gardens aren't typically looking at walls, they're looking at the flowers.
 - iii. Commissioner Ailing – Are you using a pattern for making this angle?
 - 1. Yes. 35 degrees, two separate walls, bricks cut and rebarred together.
 - iv. Commissioner Paoli – What is the surface?
 - 1. PolyPave, a polymer coating. Recommended by the landscape architect. Supposed to last a long time in dry climates.
 - v. Commissioner Anderson - Can this be used for small concerts?
 - 1. Yes. Outlets in various places. 60-80 seats in landscape seating.
 - vi. Commissioner Paoli - What is it called?
 - 1. Waterfall Classroom(WFC)
 - vii. Chairman Rutledge to Maxine Whattam - Any requirements?
 - 1. Approval through building department acquired, meets ADA requirements, commission approval needed to proceed. Library has been notified.
 - viii. Commissioner Paoli - What's your sense of volunteer challenge?
 - 1. Goal was to get it done before July. Can possible break it out into pieces to eagle scouts, LDS, etc.
 - ix. Chairman Rutledge - website for WSU class info?
 - 1. Ext100.wsu.edu/henton-franklin/gardening/mastergardeners/

- x. Commissioner Fischer - Who do kids call to volunteer?
 - 1. Call Arlan (509) 735-3551. Volunteering starts at 9am. Kickoff ceremony on 2/20, time TBD.
- xi. Commissioner Paoli moved to approve the project. Commissioner Fischer seconded the motion. The motion carried unanimously.
- b. Tournaments and Special Events Report , Karen Coulson, Maxine Whattam & Greg Duffy & Terry Walsh – 2014 summary -133 events (150,000 attendees), 13 tournaments (573 teams). 2015 summary as of today - 84 events (estimated 164,000 in attendance, increase due to Water Follies anniversary and Gold Cup), 23 tournaments (1,163 teams). Summary of event details presented.
 - i. Commissioner Paoli – It’s not an overstatement to say it has exceeded expectations?
 - 1. (Maxine) Yes, it has surpassed. Where we are now, we expected to be in a couple of years.
 - ii. Commissioner Paoili - Are we being too conservative on not increasing staff?
 - 1. (Maxine) We would love to. Monitoring staffing and projections. First summer with the carousel. Working with Terry on staffing in next biennium budget.
 - iii. Commissioner Paoli - What are the trends with increasing staff?
 - 1. (Terry) Budgetary challenges. In the same situation with everyone else. Had to replace 350 computers within the city, new servers, etc. Efficiencies w/in the staff, make recommendations to council.
 - 2. (Maxine) Revenue is up but part time staff expenditures were over budget.
 - 3. (Greg) Regular work week days were negotiated in the last contract so managing areas have been easier. Managing inadequacies with part time employees.
 - iv. Chairman Rutledge - Are we tracking things that are letting go so we can build a case for the public such as needing a MPD? (Suggested doing less with more, but track what we’re going w/o.)
 - 1. (Greg) We did not use entire part time parks budget because affordable health care act came in mid 2014. We were cautious because no one knew the rules at first. One goal of 2015 is to start level of service audits for parks and amenities.
 - v. Vice Chairman Reed and Commissioner Parks– Are we turning away tournaments because of the availability of weekends or staffing? Is the threshold of tournaments met because of booking or not enough people?

1. (Karen) we are now at that point.
2. (Maxine) Depends on the scope.
- vi. Commissioner Parks - What happens if they go over their hours?
 - a. (Terry) If they go over this year we pay for next entire year of insurance.
- vii. Commissioner Paoli – What’s going on with McCurley in Columbia Park?
 1. (Terry) working with Corps for a conveyance to the City. Colonels have authorized continued use as long as we continue to work toward conveyance.
- c. Selection of Concessionaires, Columbia Park Vendor Spaces, Maxine Whattam & Karen Coulson –The process has changed slightly: RFP put out by purchasing, staff reviews submissions, presentment to P&R commission for review: Lucky Ice Cream, Smoovies (2 spaces) & Tropical Sno. A new vendor pad has been put in at Highland Grange Park. RFPs for that will be going out within the next few weeks. Working on a beverage agreement for pouring rights at City venues.
 - i. Commissioner Reed – Is it typical that not all of the spaces are filled?
 1. (Maxine) Yes. What isn’t filled can be supplemented or reverted to Vendor’s Market.
 - ii. Commissioner Reed - How successful have we been in the past to fill it?
 1. (Karen) Depends on the year.
 - iii. Commissioner Aeling - What is the fee?
 1. (Karen) For tournament vendors, \$100/weekend with electricity
 2. (Maxine) \$411/month in Columbia Park
 - iv. Commissioner Aeling - Lucky ice cream is not affiliated with the previous ice cream truck?
 1. (Maxine) No
 - v. Commissioner Aeling moved to approve moving forward. Commissioner Paoli seconded the motion. The motion carried unanimously.

VII. **POLL OF COMMISSION MEMBERS AND STAFF**

- a. Commissioner Jack Anderson: Neat that we will have a new outdoor venue
- b. Commissioner Ty Fischer: Thank for work everyone has done, amazing. Looking forward to seeing how things develop.
- c. Commissioner Mike Paoli: Impressed with staffing, hopeful it is known to city council
- d. Vice Chairman Mark Reed: Everything comes with a cost. Everyone needs to know what is involved with moving forward with wants.

- e. Chairman Ben Rutledge: Good job on ice rink. Looks nice at night. Carousel volunteers do a very good job.
- f. Sara Allington: Annual Valentine Bingo event today at KSC. Sold out event, approx. 200 people including pre-registered, walk-ins, and volunteers. \$500 in gift cards, all pies & cheesecakes donated.
- g. Karen Coulson: Accomplishments for 2014 booklet handed out to everyone
- h. Commissioner Dean Aeling: If we expand we should consider expanding staff. If we're content with what we have then maybe we shouldn't be too excited about moving forward.
- i. Terry will be coordinating Arts Commission & P&R Commission meeting in the future
- j. Councilman Parks : Running with school bonds is smart

VIII. ADJOURNMENT

- a. The meeting was adjourned by Ben Rutledge, Chairman, at 7:40p.m.

UPCOMING EVENTS

- Ice Rink at Southridge each weekend from January 10 to February 28, 2015