

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, June 25, 2014 5:30pm, Lacey City Hall

Present:

Commission: Glen Crandal, Gary Hanson, Paul Royer, Shawn Smith & Robert Kowalski

Excused: Lu Carlson

Staff: Lori Flemm, Sue Falash, Liz Gotelli

City Council: Deputy Mayor Cynthia Pratt

Public: James Reddick

The meeting was called to order at 5:30pm by Chair Paul Royer.

Additions or deletions to the Agenda

Additions: 7e) LMC 2.42.020
7f) Park rule #12 consideration

Minutes

The May 28, 2014 minutes were unanimously approved as corrected and placed on record.

Calendar

Correspondence

No correspondence.

Old Business

a) RAC Financial Plan

Sue Falash is working with Finance staff to prepare 5 year financial plan, and investigating options to cut or redistribute monies. Reserve funds include a \$117,000 set aside for phase 3 and a minimum of \$78,000 for life cycle funds. More information will be shared at next meeting.

b) Remote aircraft site visit: Meridian Park

Comments and concerns: National Parks says 'no drones', most locales do not have policies on remote aircrafts. Meridian Park could be feasible as long as there are no sport fields/events, clearly signed "remote aircraft area" and only allow specific classifications of aircraft. The difference between aircraft with camera and a parent videotaping a game is a safety issue (crashing/falling into someone), not much a privacy issue.

New Business

a) Standards, Protocols, and Ground Rules Handbook (Deputy Mayor Cynthia Pratt)

Deputy Mayor Cynthia Pratt thanked the Commissioners for their time and dedication to the City of Lacey. Ms. Pratt shared the Lacey City Council Standards, Protocols and Ground Rules Handbook, and emphasized Boards & Commissions should abide by the same standards. Handbook is on the City website and available to the public. Human Resource Director Liz Gotelli asked Commissioners for comments/input on the handbook by summer's end, for edit and final approval by City Council.

b) Accommodations Policy (draft dated June 18)

LPRD has had a number of accommodation requests in the last few month, including a request for a sign language interpreter at swimming lessons (cost \$1200-\$1300). Paid \$340 for accommodation in basketball this past spring.

LPRD staff task force found NTPS employees with more affordable interpreter rates, so will check into advertising for 'on call' interpreters to accommodate these requests (\$17.50/hr vs. 2 hr minimum at \$80/hr). Part time staff, no benefits included.

We ask that accommodation request be made 10 days prior to start of program, but has only happened once. Most requests are made at registration, or on the day the program begins. In one case, we secured a sign language interpreter on short notice, and when the interpreter showed up for the program, the child needing the interpreter was not present. Lori would like to address this in the policy to avoid similar situations. Lori asked Park Commissioner opinion of the cost of the accommodation should be passed on to the customer? In the case of swim lessons, lessons are 30 minutes, but to secure an interpreter, we are required to pay a minimum of 2 hours so the cost for 1 session of lessons (regis fee \$49) is \$1200-\$1300. Commissioners strongly suggest that an ADA accommodation need question be added to registration process. Commissioner feedback: parents must take reasonable responsibility to make requests for their child's needs, and parents should assume some of the costs of accommodations. The ADA accommodation policy listed in our quarterly program brochure with registration information needs to be highlighted. An updated draft will be reviewed at the next meeting.

c) Trip and Tours Ticket Policy

Commissioners reviewed the draft Trip & Tour Policy. There has never been a Trips & Tours Policy, just standard operating procedure. LPRD offers a number of trips & tours which requires advance purchase of tickets (Mariner games, museum admission tickets, etc). If the trip does not sell out, resulting in 'extra' tickets, an email is sent citywide, offering the tickets for sale at face value. In a recent incident, the additional tickets were not sold and were given to a part time staff person, which is a gift of public funds and not in accordance with City policy. The staff person ultimately paid the cost of the tickets, once they realized the tickets could not be given away. A policy needs to be in place to outline proper procedure for situations with surplus tickets. Commissioners reviewed and commented on the draft policy.

d) Increase number of rental picnic shelters & extend season to April 1 to September 30

Lori distributed picnic shelter application and reviewed current rental procedures. Picnic shelter rentals have increased to a point where we have more requests than we have available shelters. Staff proposes all shelters at the RAC, Rainier Vista and Woodland Creek be reservable (currently just one at both Rainier Vista and Woodland Creek are reservable), and to extend the reservation period to April 1 to September 30. Commissioners suggested simple signage for people to 'share' in first come first served shelters.

Motion: Increase the number of reservable picnic shelters and extend the shelter reservation period to April 1-September 30.

The motion was seconded and unanimously passed.

e) LMC 2.42.020

We have not received any applications for the Youth Park Board Commissioner. Current Youth Commissioner Robert Kowalski would like to serve another term,

meets the eligibility requirements and Mayor will recommend approval of his reappointment to City Council. However LMC 2.42.020, states a one year term limit for Youth Commissioner. Language proposed: "incumbent Youth Commissioner may be appointed to one additional one year term".

Motion: To adopt the revision to LMC 2.42.020.

The motion was seconded and unanimously passed.

f) Park Rule #12 consideration (it is rule #14 on the website)

Current rule:

A person who commits any of the following acts within a park, parkway, trail or other recreational facility owned, operated or used for recreational purposes by the City of Lacey shall, pursuant to Section 2.44.060 and 2.44.070 of the Lacey Municipal Code be subject to a civil fine of up to \$100.00 and/or shall be subject to trespass from the City owned, or jointly owned, park, parkway, trail, or other recreational facility for a period of one year from the date of the violation:

14. *Erects, maintains, or occupies any temporary or inflatable structure, tent or shelter, without prior approval.*

Situation: A woman brought a sun shelter to Long Lake Park and was told by lifeguards, that the shelter was not allowed. Staked canopy/shades are not permitted, and an unsecured shade is likely to blow away and injure someone. Golf umbrella secured to baby stroller is permitted. Pop up shades are used regularly at the RAC and Rainier Vista for shade/rain cover during athletic games. Space at the beach is limited and sun shelter blocks the view of lake/swimmers. Designated area for shelters/shades (top of hill) might be an option. "Prior approval" may be granted by lifeguards.

Director's Report

- a) Programs & Special Events (June)
 - 1) Historic Neighborhood Walk: 58 people attended
 - 2) National Trails Day: 138 volunteers
 - 3) Lacey in Tune started
 - 4) Summer Lunch Program started
 - 5) Day Camp & Teen Camp are full with waiting lists
- b) Construction Project Updates
 - 1) Lacey Community Center Roof: Construction started June 16, completed in 3 days.
- c) Planning
 - 1) Security cameras in parks: no update
- d) Grants & Budget
 - 1) Hold the Line budget
 - 2) 2015 requests for Programs & Improvements
 - 3) Pool agreement increase by \$1,000/yr
- e) Miscellaneous
 - 1) Open Public Meetings Act training
 - 2) Youth Commissioner recruitment: Robert Kowalski will be re-appointed to a second term. In the future, may prefer students entering their junior year.

Commissioner's Report

No reports.

Chair's Report

No report.

Citizen Comments

No citizens present.

Committee Reports

a) **PARC Foundation, James Reddick:**

James Reddick said PARC Foundation Raffle ticket sales were lower this year (771 tickets). Centro transition and County changes may have contributed to decline in sales. LPRD Recreation Coordinator Cody Lee drew the raffle tickets. Glen suggested a larger box or 'bingo scrambler' for the tickets next year. Working with PARC Foundation of Vancouver, for ideas & successful business partnership practices. Possible Regional Park Board picnic later this summer (TBA). PARC Foundation gave \$9,000 to Tenino for new pool.

Adjourn

Meeting adjourned at 7:37pm.

Next meeting: Wednesday, August 27, 2014 at 5:30pm at the Lacey City Hall.