

BOARD OF PARK COMMISSIONERS AGENDA

Wednesday, March 2, 2022 5:30pm

Zoom

The Park Board meeting will be conducted remotely, not in-person. However, you may view the meeting by visiting a link, or call in and listen via telephone:

The public may view the meeting by using the following link:

<https://us02web.zoom.us/j/86322354024>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 - when prompted enter Webinar ID

press # (*participant ID not required*) 863 2235 4024

Public comments may be submitted by email to ssmith@ci.lacey.wa.us. Emailed comments will be included in the next available Park Board packet, but will not be addressed during the meeting. Public comments may also be made at the Zoom meeting via audio.

1. Call meeting to order
2. Addition or deletions to the agenda **(Action)**
3. Announcements & Introductions
4. Approval/correction of January meeting minutes **(Action)**
5. Correspondence
 - a) RAC Scheduling Priorities
6. Citizen/Public Comment
7. Old Business
 - a) Greg Cuoio Park & Greenways Master Plan
 - b) 2022 Work Plan updates **(Action)**
 - c) COVID-19 Update
 - d) Long Lake Park Adjacent Property Update
 - e) 2022 Park Board Commissioner Directory
8. New Business
 - a) Park Board Bylaws **(Action)**
 - b) Parks, Culture & Recreation 2023 Comprehensive Plan Update
 - c) Annual Report Park Board Message **(Action)**
9. Director's Report
 - a) Staff Presentation – Desiree Atkin
 - b) Sports Commission
 - c) Programs & Special Events – Sue Falash
 - d) Construction Project Updates
 - e) Planning
 - f) Grants & Budget
 - g) Volunteers
 - h) Miscellaneous
10. Commissioner's Report

11. Chair's Report
12. Committee Reports
 - a) PARC Foundation
13. Adjourn

BOARD OF PARK COMMISSIONERS MINUTES

Wednesday, January 5, 2022 5:30pm, via Zoom

Present:

Sarah Daniels, Kamber Good, Wendy Goodwin, Declan Line, Aram Wheeler

Excused: Gary Larson, Troy Kirby

Staff: Jen Burbidge, Sue Falash, Roger Johnson, Jamie Oakland, Ashley Smith, and Sarah Smith

Public: Juliet Vong

The meeting was called to order at 5:29 pm, by Chair, Aram Wheeler.

Additions or deletions to the Agenda

Chair Wheeler made a motion to move item 9a before item 7 and Commissioner Daniels seconded. Motion carried.

Announcements & Introductions

Ms. Burbidge reported Commissioner Vidallon moved out of the City and UGA boundary and is ineligible to continue on the board. She also reported that Commissioner Daniels has agreed to serve another term on the board.

Minutes

Commissioner Daniels made a motion to approve the December 1, 2021 minutes, and Commissioner Goodwin seconded. Motion carried.

Calendar

Correspondence

Two emails were received and made part of the packet.

Citizen/Public Comments on Items not on the Agenda

None

Director's Report

- a) Staff Presentation – Mr. Roger Johnson introduced himself and presented details of his role and responsibilities.

Old Business

- a) Greg Cuoio Park & Greenways Master Plan – Ms. Juliet Vong presented changes made to the master plan and answered commissioner questions for clarification on these changes. Small changes will continue to be made, but no more substantial changes will be made.

Commissioner Daniels made a motion to recommend the DRAFT Greg Cuoio Park & Greenways Master Plan to City Council. Chair Wheeler seconded. Motion carried.

- b) COVID-19 Update “Healthy Washington – Roadmap to Recovery – Ms. Burbidge announced transitioning to hybrid meetings is suspended due to the Omicron variant surge. Awaiting more information.

- c) Lacey Cares Outreach Project – Ms. Burbidge noted the final report was received. She reviewed highlights of the survey and advised Parks, Culture & Recreation plans to address these highlights.

New Business

- a) Beverage Contract – Ms. Sue Falash reviewed the new beverage contract and the change from PepsiCo to Coca Cola.

Chair Wheeler made a motion to approve the beverage contract. Commissioner Goodwin seconded. Motion carried.

- b) Rainier Vista Lights - Ms. Burbidge presented her findings after meeting with Lacey Police Department and Park Maintenance on the possibility of installing lights at Rainier Vista Skate Park. Commissioner Daniels recommended Ms. Burbidge contact the interested members of the public to inform them of the details of her findings.
- c) Park Board/City Council Joint Worksession Agenda – Ms. Burbidge reminded the Board there is no regular February meeting and instead will be a joint worksession with City Council on February 10. She presented the draft agenda and explained the purpose of the joint worksession.
- d) Long Lake Park Adjacent Property – Ms. Burbidge reviewed the history of Long Lake Park and the current circumstance of a private property located adjacent to the park. Ms. Burbidge explained the City's right of first refusal should this property be sold. She stated we are currently waiting to be notified if the family will sell the property but wanted a recommendation from Park Board since the City would only have twenty days should the family decide to sell

Commissioner Daniels made a motion to recommend the purchase of the Long Lake Adjacent Property. Commissioner Goodwin seconded. Motion carried.

- e) Park Board Meeting Changes – Ms. Burbidge reviewed the City Council's plan to start hosting hybrid meetings released last week. Due to the surge in Omicron variant cases, this implementation has been postponed.

Chair Wheeler made a motion to mirror City Council standards. Commissioner Daniels seconded. Motion carried.

- g) 2022 Park Board Commissioner Directory – Ms. Burbidge reviewed the current directory and noted a few changes need to be made. Since the time the packet went out, Commissioner Vidallon sent his resignation letter. Another correction will indicate Commissioners Larson and Good reside in the Urban Growth Area of Lacey.

Director's Report

- a) Sports Commission update – Ms. Falash presented the economic impact figures from the 2021 softball and baseball tournaments at the Regional Athletic Complex.
- b) Programs & Special Events – Ms. Falash gave an update and also presented changes to programs and events due to COVID-19.
- c) Construction Updates – No updates.
- d) Planning – No updates.
- e) Grants & Budgets – No updates.
- g) Volunteers – No updates.
- h) Miscellaneous. – Ms. Burbidge reported Park Maintenance has been occupied with plowing as a result of the snow. Park gates have been closed several days in a row

due to inclement weather, but parks have been open during the entire snow event for walk in use.

Commissioner's Report

No Report

Chair's Report

No Report

Committee Reports

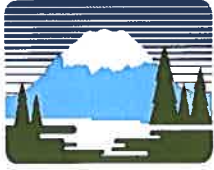
a) PARC Foundation. No report

Adjourn

Meeting adjourned at 7:14 pm.

Next meeting: Wednesday March 2, 2022 at 5:30pm via Zoom.

5a



Shaping
our community
together

CITY
OF **LACEY**

420 COLLEGE ST SE
LACEY, WA 98503

CITY COUNCIL
ANDY RYDER
Mayor
MALCOM MILLER
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
ROBIN VAZQUEZ

CITY MANAGER
SCOTT SPENCE

January 20, 2022

Jeremy Taylor-Sparks
7173 Radius Loop SE
Lacey WA 98513

Dear Jeremy:

Per your request, we are providing you a letter to confirm you have not been allocated tournament dates at the Regional Athletic Complex (RAC) for 2022.

On Tuesday, May 11, 2021 you cancelled your May 15-16, 2021 tournament at the RAC. The decision not to allocate for 2022 was based on this last minute tournament cancellation, and in addition small tournament numbers for your September 11-12, 2021 tournament. The RAC operating policies (attached) state "additional factors will be taken into consideration for final facility use such as past history of use (may be restricted, denied or cancelled based on organizations' excessive cancellations, damage, etc.)".

The City's practice is consistent with past decisions to not allocate use for other groups. As shared with you at our January 19, 2022 meeting, there were three other tournaments that did not get allocated for 2022 in addition to yours. As you know, field space for tournaments is in high demand and being able to book tournaments in the most effective way is vital to the long term success of the RAC. Given the limited number of fields, we hope you understand there has to be an allocation process and we do have limitations to what we can book.

As we discussed, you are welcome to apply for tournament use in 2023. Thank you for meeting and sharing your feedback regarding the City's allocation process as we are always trying to make our process improved and in line with other facilities of its type.

Sincerely,

Jen Burbidge
Director



LACEY PARKS
CULTURE & RECREATION
PUT US ON YOUR PLAYLIST!

From: coachjts@yahoo.com <coachjts@yahoo.com>

Sent: Wednesday, February 2, 2022 2:25 PM

To: Jennifer Burbidge <jburbidge@ci.lacey.wa.us>

Subject: Follow Up To Our Meeting

External Email Warning! Use caution before clicking links or opening attachments.

Good Afternoon Jennifer

So after taking the time to process our meetings, the questions you asked and the honesty and truth that I gave you, and the response you have given me, along with the conversations with community members, mentors, and other user groups who go through or have gone through the City of Lacey Parks and Recreation for any allocations I have been encouraged and decided I will be elevating this grievance. I have a meeting with a city council representative who wants to hear from myself and other minority business owners who have worked hard to build this community through youth sports, whether it be football, basketball, baseball, fastpitch, or even 7v7.

This last year alone, the City of Lacey Parks and Recreation management has chosen to target and retaliate against minority business owners. One example would be what Sean was allowed to do to Shaun Ridley and Next Level Academy, and then there is the retaliation that has been allowed towards me for speaking the truth and stating those facts. All the proof was laid out in front of you, and like with Mr. Ridley, you chose to side with Sean Finney and Sue Falash, who have been very dishonest and vindictive. I thought that you would be fair and equitable with the information brought to you, and I tried to handle this at the lowest level, and it fell on deaf ears. With what's been brought to me by others in our community taxpayers, systemic racism appears to live in the City Of Lacey Parks and Rec Department as well. If you disagree, please let me know the number of local, tax-paying, minority business owners who have allocated your facilities?

As employees of the City Of Lacey, my daughter and I were terminated via text message from Sean Finney. How professional is that? My daughter was guaranteed a job because she had bailed Sue out when Sue allocated for USA Softball 12U State. There was a gate fee taken that weekend that my organization PNW Force ran for Sue per her request, and she would pay the organization to do so. We never saw that!

But yet, we are screwed out of allocations for 2022 due to one tournament being canceled (due to covid related issues) and not enough numbers in the other one (20 teams). No mention of the two that I canceled in March due to following your covid rules of NO outside Thurston County teams allowed. Sean threatens my current and future allocations if I break these rules. I don't break the rules, cancel the tournaments he gives to other user groups who do break the rules and allow outside of Thurston County teams to not only lie about what County they are from but play in the event, and they kept their allocations and were given more this year. Not to mention Sean asked for the proof, and it was given to him, and then he says, "I don't know what you want me to do with this, Jeremy." My answer to him was to follow through with the same threat you threatened me with and take away and not allow future allocations. That never happened, but I lost mine for 2022?

You should be supporting your local minority business owners, local business owners, local taxpayers, and proud members of this community who give back to the community every day and those that take care of our city and its facilities! But that's not the focus of the City Of Lacey Parks and Recreation Department. Actions of your department show you have no problem taking from us.

You asked me when that vote to get more money from taxpayers to improve recreational facilities in the City Of Lacey didn't pass what my thoughts were when you came out to do the grand reopening on the new turf fields. I answered you with several issues and concerns. The biggest reason again is the lack of leadership, respect, honesty, and trust in your department. This may affect me, blackball me from any future allocations or use of Lacey Parks and Recreation facilities. However, it is worth it as I will not sit by and allow discrimination and retaliation to continue. Support your community and those that give back to it!

Regards

From: Jennifer Burbidge
Sent: Friday, February 4, 2022 5:11 PM
To: coachjts@yahoo.com
Subject: RAC follow up

Hi Jeremy,

Thank you for sending your comments and questions. We take what you're saying very seriously, and we would like to set up a focus group to learn more about perspectives and particularly from minority groups. As an organization, the City of Lacey is dedicated to identifying and addressing any inequity issues that might exist. The Lacey City Council established the Commission on Equity last year, and this advisory body was set up in particular to help with conversations around race and equity. A focus group can help look comprehensively at existing policy and practice and bring recommendations before the Commission on Equity for their feedback.

We wanted to provide some clarification on a few items you mentioned in your email.

- In the circumstance where City fields are utilized and a user group charges for their use without having booked the fields, City staff contacts that user group and works with them to get the fields properly booked. An invoice is then issued by the City, and the user group would pay the invoice for use of the fields.
- Local, tax-paying, minority business owners aren't currently criteria for renting City facilities. We're not aware of other agencies who require this information upon booking, but would be interested to learn more about this if you have contact information you can share. We do know that the RAC hosts a diversity of participants year round.
- Regarding your employment with the City of Lacey, when COVID-19 started, we sent an all department part time staff letter (attached). If you did not receive it, we would be happy to check the email address it was sent to. After that point, and as we strategized on how best to re-open, we restructured the RAC part time positions for better efficiency (being able to utilize staff for both recreation and maintenance purposes) and required you apply for the new position under Public Works rather than Parks. Sean tried multiple times to get a hold of you to give you the update, but was unable to contact you so he sent the information in a text, highly encouraging you to apply for the position.
- Regarding the gate fee, we do appreciate if PNW Force ran the gate for one of our tournaments. Can you please tell us what date/year this tournament was? We'll gladly confirm the information, and pay upon invoice.
- Regarding the last minute May 15-16, 2021 tournament cancellation, we did not know the reason for the cancellation. We received a text four days prior to your tournament that you were cancelling. The other tournament referenced in my first letter regarding low numbers is the Sept 10-11, 2021 tournament which had 6 teams. During the RAC's busy tournament season, 6 teams is considered a small tournament, and past allocation practice has shown 6 team tournaments have not been allocated. Your reference to following the COVID rules of no teams outside Thurston County are regarding the 2020 season, not 2021. During 2020, RAC staff did their best to ensure all players were from Thurston County per the ever changing guidelines during that time. The City required tournament directors to enforce the safety procedures per the current guidance public health directed. We believe the tournament directors did their due diligence to follow whatever guidelines were in place at that time. 2020 was an extenuating circumstance due to the pandemic, but by March of 2021 the RAC was back to a full tournament schedule.

- As we had previously discussed, you are welcome to apply for tournament use in 2023.

Again, we are interested in your perspective and that of others you mentioned as well. We would value the opportunity to review policy with you moving forward. Please let me know if you are interested and I'll get a meeting set up as soon as possible.

Thanks, Jen

April 2, 2020

Dear Lacey Parks and Recreation Part Time Staff,

Due to the COVID-19 emergency, the City had to cancel programs and events starting in mid-March and now through May 3.

The City had been hopeful that by now plans would be underway for restarting programs and opening of facilities. However, the impact of the virus is unfortunately becoming more extensive and the City is currently unclear how long the cancellations will be.

As a result, the following actions will be necessary:

- A reduction in budget spending.
- Focusing on essential functions that are consistent with the City's Continuity of Operations Plan.
- Furloughs, which would put all part time staff in a no hours/stand-by status.

Federal and state governments have taken action to expand unemployment eligibility in response to the pandemic; however, individual eligibility is determined by the Washington State Employment Security Department. For more information on your eligibility and to apply, please see the following link: <https://esd.wa.gov/unemployment>. It provides step by step information regarding the process.

Once the situation improves, the City is hopeful there will be a quick start up of programs and facilities. By having part time staff in the stand-by status, the transition will be more seamless.

We appreciate your service and look forward to returning operations to normal and working with you again soon. If status or dates change, we will reach out again.

Stay safe,

Jen Burbidge

Parks & Recreation Director
City of Lacey

Mayor Ryder and City Council,

I wanted to provide you with an update regarding Jeremy Taylor-Sparks.

The mission of the Regional Athletic Complex (RAC) is to provide residents and visitors with convenient access to a wide range of recreation and sports activities in a sustainable way. One way the City endeavors to accomplish this mission is by using fees to access the RAC's well-maintained, and in-demand, sports fields for tournament play. With synthetic turf and lights, the RAC can accommodate up to 52 baseball/softball weekend tournaments per year (with peak busy season from mid-March through end of September). Consistently, every year the City receives at least twice as many requests for weekend use than there are slots available. This unfortunately means the City cannot accommodate all RAC weekend applicants.

Given the limited space, the City has used the Scheduling Priorities in the RAC Policy Manual, see attached, for over a decade to prioritize facility use. To date, the City has not had any issues with this process. As outlined in the attachment, selection is determined by several criteria, such as event size, past history, dates, to name a few. Jeremy Taylor-Sparks was not allocated tournament space for 2022 due to cancelling a tournament in 2021 during peak season with insufficient notice (four days' notice). This short notice caused City staff to scramble to find last minute uses for the facility resulting in missed opportunities for the greater community's benefit during the peak season. At the time of the cancellation, which occurred over text, Mr. Taylor-Sparks did not provide a reason for the cancellation. The City did not receive any other communication regarding the cancellation prior to this. It was not communicated to the City that the tournament was cancelled due to COVID related issues until last month.

Mr. Taylor-Sparks also mentioned issues that took place in 2020 when the RAC had to close to user groups due to COVID-19 and health department guidelines were updated frequently. This was a difficult, extenuating circumstance in which City staff and tournament directors did their best to run the most tournaments in a safe manner during rapidly changing safety procedures.

To maximize community benefit and meet the mission of the RAC, the City needs a consistent process to ensure the facility is used to the fullest extent possible. To date, I have met with Mr. Taylor-Sparks twice in effort to resolve this issue. Lacey Parks is interested in continual improvement and for that reason we are in the process of reviewing the RAC Policy Manual to ensure the City's practices are consistent with best practices. As communicated to Mr. Taylor-Sparks, we value the opportunity to hear from community members and will be reviewing the RAC Policy Manual with the Commission on Equity as part of the update process.

We are trying to serve our community in the best possible way. If you have specific questions about this situation, please let me know. Thank you,

Jen Burbidge
Director



RAC Scheduling Priorities

The administrative body or designee for LPCR shall allocate facilities according to the following priorities:

1. LPCR sponsored/co-sponsored programs and related commercial events.
2. Commercial Events/Activities/Tournaments
3. Non-profit organizations sponsoring programs/events/leagues that directly benefit the community.
4. Private groups and private non-profit organizations sponsoring programs/events.

Additional factors will be taken into consideration for final facility use such as:

1. Past history of use (may be restricted, denied or cancelled based on organizations' cancellations, damage, etc.).
2. Dates and required lead time for events
3. National, regional, or state events
4. Scheduled games versus practices
5. Seasonal activities versus non-seasonal activities
6. Impact of use on surrounding neighborhood
7. Community benefit
8. Once scheduled, a higher priority will not automatically bump out the lower priority. Staff will work with tournament organizers to come up with a good solution.

LACEY PARKS AND RECREATION

2022 REGIONAL ATHLETIC COMPLEX TOURNAMENTS

BASEBALL/SOFTBALL

| MONTH | 2022 | TOURNAMENT NAME | TOURNAMENT DIRECTOR | DIRECTORS CONTACT INFO |
|-------------|--------|---------------------------------------|---------------------|---|
| January | 1/2. | Challenge Cup Showcase | Strojan Kennison | 206-930-9989 www.usssawa.com |
| | 8/9. | Icebreaker - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 15/16. | WSL Rookie Umpire - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 22/23. | Brave Gator II | Strojan Kennison | 206-930-9989 www.usssawa.com |
| MLK | 29/30. | WSL Turf War - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 5/6. | Early Do-over - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 12/13. | Super Bowl Challenge - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 19/20. | Rain City Classic - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| February | 26/27. | USSSA NW Superdraft | Strojan Kennison | 206-930-9989 www.usssawa.com |
| | 5/6. | GSL March Madness | Arlo Evasick | gsltournaments.com |
| | 12/13. | March Madness - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 19/20. | Kings of the NW | Strojan Kennison | 206-930-9989 www.usssawa.com |
| March | 26 | BHYB Cal Ripken Opening Day | Jimmy Williams | www.bhyb.org |
| | 27 | Sunday Madness - Mens | Tom Israelson | israelsonjtj@comcast.net |
| | 2/3. | Senior Softball - April Opener | Butch Jones | www.seniorsoftball.com |
| | 9/10. | PNW Super Regional NIT | Lee Larsen | www.washingtonbaseballtournaments.com |
| April | 16 | TCYF Opening Day | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| | 17 | Co-ed Classic | Tom Israelson | israelsonjtj@comcast.net |
| | 23/24. | Season Opener | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| | 30/1. | May Celebration | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| April/May | 7/8. | GSL Mother's Day One Day | Arlo Evasick | gsltournaments.com |
| | 14/15. | BHYB Cal Ripken End of Season Tourney | Jimmy Williams | www.bhyb.org |
| | 19/21. | West Central District 3 Softball | Bob Werner | wernerr@psd401.net |
| | 21/22 | GSL Summer Classic | Arlo Evasick | gsltournaments.com |
| Mother Day | 27/28 | WIAA | | |
| | 28/29 | Players Memorial | Butch Jones | www.seniorsoftball.com |
| | 4/5. | Cal Ripken Invitational | Jimmy Williams | www.bhyb.org |
| | 11/12. | Northwest Cup for Seniors | Butch Jones | www.seniorsoftball.com |
| June | 18/19. | USSSA State | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| | 25/26. | The Beatdown - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 2/3. | 4th of July Blast Off | Lee Larsen | www.washingtonbaseballtournaments.com |
| | 6/9. | Cal Ripken State | Jimmy Williams | www.bhyb.org |
| Father Day | 9/10. | July Celebration | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| | 16/17. | Skull and Bones - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |
| | 23/24. | GSL Summer Slam | Arlo Evasick | gsltournaments.com |
| | 30/31. | State Agency End of Season Tourney | Deb Reichelderfer | sasl.leaguerepublic.com |
| JULY | 6/7. | Senior USA - 40's Softball | Tom Israelson | israelsonjtj@comcast.net |
| | 13/14. | Senior Softball - Classic Rock at RAC | Butch Jones | www.seniorsoftball.com |
| | 20/21 | Seniors USA - 40's/50's/55 | Tom Israelson | israelsonjtj@comcast.net |
| | 27/28. | USSSA State | Strojan Kennison | 206-930-9989 www.usssawa.com |
| AUGUST | 3/4. | Senior Softball - Road to Vegas | Butch Jones | www.seniorsoftball.com |
| | 10/11. | GSL Fall Kick Off | Arlo Evasick | gsltournaments.com |
| | 17/18. | WSL Best of Rec | Chase Dutcher | bjchitt@hotmail.com |
| | 24/25. | USSSA Mixed State | Dave Davies | washingtonusssa.com |
| SEPT. Labor | 1/2. | October Fest | Janet Crader | celebrationtournaments@yahoo.com 360-556-0567 |
| | 8/9. | Co-ed Do-Over | Tom Israelson | israelsonjtj@comcast.net |
| | 15/16. | Co-ed Do-Over | Tom Israelson | israelsonjtj@comcast.net |
| | 22/23. | Fright Fest | Dave Davies | washingtonusssa.com |
| OCTOBER | 29/30 | Western Warmup - Men's | Tom Israelson | israelsonjtj@comcast.net |
| | 5/6. | All Wet Weekend - Mens/Coed | Tom Israelson | israelsonjtj@comcast.net |

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| | 12/13. | Big Bird | Dave Davies | washingtonusssa.com |
| | 19/20. | 1 Pitch - Mens/Coed | Tom Israelson | israelson@comcast.net |
| | 26/27 | WSL Winter Championships | Chase Dutcher | bjchitt@hotmail.com |
| DECEMBER | 3/4. | Unlimited Home Runs - Mens/Coed | Tom Isrealson | israelson@comcast.net |
| | 10/11. | Kayla Loomis | Dave Davies | washingtonusssa.com |
| | 17/18 | WSL Holiday Drive | Chase Dutcher | bjchitt@hotmail.com |
| | 24/25 | Open Dates | | |
| | 31/1 | Toys for Tots Event | Strojan Kennison | 206-930-9989 www.usssawa.com |

Lacey Park Board
2022 WORK PLAN
Adopted 12/1/21, Updated XX

| Task | Responsible Commissioner | Status | Target Completion date |
|---|--------------------------|-----------------------------|------------------------|
| ONGOING | | | |
| 1. Parks, Culture & Recreation Staff Updates | | | |
| 2. Parks, Culture & Recreation, Community Buildings, and RAC Annual Department Budget | | | |
| 3. Annual Capital Facilities Plan Update | | | |
| 4. Grant Opportunities | | | |
| 5. July is Parks & Recreation Month | | | |
| CONSTRUCTION PROJECTS | | | |
| 6. RAC Parking Lot Video Cameras | All | In progress | February 2022 |
| 7. RAC Gravel Parking Lot Construction | All | Upcoming agenda | December 2022 |
| 8. Outdoor Ping Pong tables | All | Upcoming agenda | December 2022 |
| 9. Wonderwood Park Trail & Court Upgrades (Sunset) | All | Upcoming agenda | December 2022 |
| SPECIAL PROJECTS | | | |
| 10. Community Outreach Project (next stage) | All | Upcoming agenda | December 2022 |
| 11. Parks, Culture & Recreation Comprehensive Plan Update | All | Upcoming agenda | August 2023 |
| 12. Park Facilities Security Camera Expansions | All | Upcoming agenda | December 2022 |
| 13. Parks Volunteer Program | All | In progress | December 2022 |
| 14. Memorial or Honorarium Bench Program | All | In progress | June 2022 |
| 15. Wildlife Information | Aram Wheeler | Upcoming agenda | December 2022 |
| 16. New Scholarship Policy Review | All | In progress | December 2022 |
| 17. Community Garden Pilot Project / WCFF | All | Upcoming agenda | December 2022 |
| 18. Greg Cuoio Park Phase 1A Construction | All | Upcoming agenda | December 2023 |
| PARK RULES | | | |
| 18-19. Metal Detecting | All | Upcoming agenda | June 2022 |
| 19-20. Ebikes & Scooters | All | Upcoming agenda | June 2022 |
| 20-21. Affixing Signs Update | All | Upcoming agenda | June 2022 |
| 21-22. Park Signage Update | All | In progress | June 2022 |
| PLANNING | | | |
| 22-23. RAC Phase 3 Preliminary Design | All | Upcoming agenda | December 2022 |
| 23-24. NTPS Young Child & Family Center feasibility | All | Upcoming agenda | December 2022 |
| 24-25. Greg Cuoio Park & Greenways Master Plan 100% completion | All | In progress Done | February 2022 |
| 26. Greg Cuoio Park Phase 1A Design & Financial Plan | All | Upcoming agenda | December 2022 |

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| Task | Responsible Commissioner | Status | Target Completion date |
|--|--------------------------|---|------------------------|
| FUTURE | | | |
| 25-27. Long Lake Park beach area & dock | | Dock/swim area completed Beach concept in progress | |
| 26-28. RAC outfield fencing completion | | | |
| 27-29. RAC increased WiFi connection | | Sue working with IS | |
| 28-30. Bush Park Playground Equipment Replacement | | | |
| 29-31. Meridian Campus North Neighborhood Park Master Plan | | | |
| 30-32. Lake Lois Habitat Reserve – update interpretive signage & brochure | | | |
| 31-33. Pickleball Long Term Requests | | | |
| 32-34. Senior Center parking expansion | | | |
| 33-35. Longs Pond Fishing Dock Replacement | | | |

Board of Park Commissioners

3 Year Term – 2 Term Limit* (LMC 2.44)

1st Wednesday, 5:30-7:30 p.m., Lacey City Hall or other public building

| | | |
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| <p style="text-align: center;">08/01/2023 2nd Full Term <i>City (appointed 10.8.20)</i></p> | <p style="text-align: center;">Aram E Wheeler Chair 3006 Brentwood Dr. SE Lacey, WA 98503 aramwheeler@gmail.com</p> | <p style="text-align: center;">Wk: 360-570-9847 Hm: 360-791-9538</p> |
| <p style="text-align: center;">8/1/2024 1st Full Term UGA <i>(appointed 9/2/2021)</i></p> | <p style="text-align: center;">Gary Larson Vice-Chair 4118 Kyro Rd SE Olympia WA 98503 LarsonGary88@gmail.com</p> | <p style="text-align: center;">360-789-1865</p> |
| <p style="text-align: center;">3/22/2022 1st Full Term <i>City (appointed 3.14.19)</i></p> | <p style="text-align: center;">Sarah Daniels 9212 Periwinkle Lp. NE Lacey WA 98516 sdaniels2468@gmail.com</p> | <p style="text-align: center;">Cell: 510-386-9185 Hm: 360-890-4948</p> |
| <p style="text-align: center;">8/1/2025 Unexpired (8/1/22) And 1st Full Term <i>City (appointed 01.20.22)</i></p> | <p style="text-align: center;">Dave Weber 6204 Jamestown Ln SE #G207 Lacey, WA 98503 Dweber34@aol.com</p> | <p style="text-align: center;">360-261-5454</p> |
| <p style="text-align: center;">11/17/2023 2nd Full Term <i>City (appointed 11.5.20)</i></p> | <p style="text-align: center;">Troy Kirby 3503 College St. SE Lacey WA 98503 troy@sportstao.com</p> | <p style="text-align: center;">360-402-1484</p> |
| <p style="text-align: center;">11/17/2024 1st Full Term <i>City (appointed 10.07.21)</i></p> | <p style="text-align: center;">Wendy Goodwin 5422 32nd Ct SE Lacey, WA 98505 Wendyleagoodwin@gmail.com</p> | <p style="text-align: center;">360-790-2124</p> |

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|---|---|---------------------|
| <p>3/22/2024 1st Full Term UGA <i>(appointed 01/07/21)</i></p> | <p>Kamber Good 2124 Mayes Rd SE Lacey, WA 98503 kamber.good@gmail.com</p> | <p>931-220-3744</p> |
| <p>9/1/2022 One-year Term Youth Representative</p> | <p>Declan Line Declan3515@icloud.com</p> | <p>360-292-3639</p> |

**If there are no applicants for a vacant position one (1) month prior to the expiration of term, the incumbent may be re-appointed to an additional three (3) year term.*

02.08.22

PARK BOARD RULES OF PROCEDURE

Adopted [x.x.xxxx]

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. A Commission meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Commission in making their recommendation to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the FIRST WEDNESDAY of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. The Commission will set an annual meeting schedule prior to the start of the year.
- 1.2.3. In general, regular meetings will include the following elements:

- Call to Order
- Approval of agenda, previous meeting minutes, and consent items
- Public Comment
- Commission Business (includes, reports, presentations, etc.)
- Commissioner Reports
- Director's Report
- Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.

1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Worksessions or Special Meetings.

1.3.3. In general, Worksession and special meetings will include the following elements:

- Call to Order
- Commission Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Commissioners shall be for three years and terms shall be staggered.

3. Election of Officers

3.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year no later than the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Park Board.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.

4.2. The Chair shall have power to create temporary committees of one or more Commissioners.

4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action.

8.2. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue for that meeting. The Chair may invite members of the public to the following meeting for continued public comment as necessary.

9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Park Board on this day ___ of _____ 2022.

Aram Wheeler
Chair

Gary Larson
Vice-Chair

In addition to the accomplishments that have been highlighted in this annual report, we would like to note some of the other Park Board and Parks, Culture and Recreation happenings from 2021.

Board Got Bigger. Lacey City Council approved the Board of Park Commissioners to grow from five to seven members for increased community representation!

COVID-19 Adjustments. Once again the board held all meetings virtually due to the continuing public health crisis. In addition, they supported staff through opening back up to in person offerings again and the continuing challenges of ever-changing guidelines and safety requirements for programs, facilities and events.

Staff Updates. The Park Board has continued to appreciate the bi-monthly updates from Parks, Culture and Recreation staff and wishes to continue again for 2022. The board enjoys hearing from staff; ongoing

challenges and accomplishments and enjoys interacting and supporting them in this way.

Parks and Recreation Month. The Park Board celebrated the National Recreation and Park Association's July is Parks and Recreation month for the second time. The 2021 theme was Our Park and Recreation Story, and author Kwame Alexander wrote a poem based on combined input from all over the country.

Community Engagement. The Park Board worked with staff, consultant JRO + CO and a community Outreach Team in 2021 to learn what priorities the community has, and determine the best approach for engagement moving forward. The board will continue this work and prepare for the upcoming Parks, Culture & Recreation Comprehensive Plan update.