

**PARKS, RECREATION & CULTURAL SERVICES
ADVISORY BOARD MEETING MINUTES**

March 08, 2023

Members present Charlene Rios, Chuck Perry, Troy White, Jamie Nixon-Garcia, and Allison Palumbo

Members absent

Staff present Doug Coutts, Dollie Boyd, Bill Aukett, Carrie Hoiness, and Stefanie Dunn

2023 MEETING ATTENDANCE RECORD

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Charlene Rios	C	X	X									
Chuck Perry	C	X	X									
Greg Nevarez	C	A	R									
Troy White	C	X	X									
Jamie Nixon-Garcia	C	X	X									
Allison Palumbo	C	X	X									

C = Meeting Cancelled X = Present A = Absent E = Excused R = Resigned

Call to Order

The regular meeting was called to order by Charlene Rios at 5:59 p.m.

Approval of Minutes

Ms. Nixon-Garcia moved to approve the minutes dated February 8, 2023. Motion seconded by Mr. Perry. Motion unanimously approved and passed.

Correspondence/Communication/Committee Reports

1. Creative District – Ms. Boyd shared the committee met on February 1, 2023. She shared the committee discussed the highway signage placement. Ms. Boyd advised the committee discussed upcoming events and that Arts WA awarded an additional \$3,000 to Creative District, which will be used to promote Summer Concert Series. She shared that the Creative District is convening end of June. Ms. Boyd also shared the committee discussed fee waiver decision chart and developed a fee structure to classify events within an outlined fee waiver matrix. Mr. Coutts and Ms. Boyd also advised that a motion to recommend implementation of Special Event Fee Waiver for Creative District Events is needed to move this forward for City Council review. Short Board discussion to clarify the matrix and ensure the recommendation is clear. There was board concern to place revision condition with recommendation, however, Mr. Coutts advised that the Creative District Committee can revise and bring revisions to the Board for approval at any time. Allison Palumbo moved to recommend implementation of the Special Event Fee Waiver as presented at the Board meeting. Motion seconded by Mr. Perry. Motion unanimously approved and passed. Ms. Nixon-Garcia moved to waive Special Event Fee in full for the Umani Festival and reduced fee for Sip and Stroll Event. Motion seconded by Mr. Perry. Motion unanimously approved and passed.
2. Arts Committee – Ms. Boyd shared this committee had its first meeting, where the budget was reviewed and approved. Ms. Boyd is working with Finance Department to understand the budget for this committee so that it can continue to move forward, and plans can be made for projects and events. Ms. Boyd shared Summer Concerts Series is moving forward with 3 total concerts scheduled. Ms. Boyd shared 2023 Summer Concert Series budget. She requested recommendation

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from Board to present to council. Allison Palumbo motioned to approve the budget and recommendation to present to City Council. Motion seconded by Mr. Perry. Motion unanimously approved and passed.

3. Tree Ordinance – Mr. Aukett shared that the ordinance remains postponed. He shared an update that he was in a recent meeting with Dept. of National Resources representative to gain some knowledge on how to change the landscaping in our area as the City continues to look at water conservation efforts. Mr. Aukett advised that there is a grant available to help with the inventory of trees in Moses Lake.

Museum Update

Ms. Boyd shared that preschool programs continue to be extremely popular. She also shared that field trips are coming back strong, and staff are working diligently to accommodate field trip requests. Ms. Boyd shared recent success with volunteer recruitment by museum staff. She also shared the new and improved Visitor Information Center (VIC) is underway. The goal will be to staff the VIC with volunteers during peak tourism season. Ms. Boyd shared that she is working through applications for their open position at the museum and will likely narrow down to 5 candidates to interview.

Ms. Boyd shared that visitor numbers for February was high compared to past seasons, with 1,500 total visitors. She went onto say that advertising dollars and staff creativity and willingness to put on new programs and experiences has likely helped the visitation increase. Ms. Boyd shared that Ann Schempp read an article about Larson Airforce Base photographs, which were donated to the Port. Ann Schempp called the Port and was able to secure transfer of these photos at the museum.

Mr. White asked about measures to increase the field trips to the museum. Ms. Boyd shared that newsletter is being distributed to local school districts and the museum is about at capacity for field trips planned due to staff limitations. While exciting, Ms. Boyd said that the museum is handling what it can with the staff they have presently. Ms. Rios shared that there may be value in assessing how many field trips the museum can accommodate in the future. Ms. Boyd agreed that capacity is certainly a factor when granting field trip requests, however, presently the museum is accommodating as best they can and communicating with requestors to schedule.

Recreation Update

Ms. Hoiness shared that the ice rink is closed for the season. She shared ice rink total gross income to-date is around \$88,0000 and visitors for the season was 7,556. She shared that the hockey association fees for use of the rink was about \$20,000 this season. Mr. Perry asked if the income the ice rink brought in this season helps maintain the rink itself. Mr. Aukett advised the City's financial software does not easily isolate the ice rink income from the general budget, but it is something he can look into, obtain details on, and bring to a future meeting.

Ms. Hoiness shared Larson Recreation Center (LRC) pass sales since building opening: we've sold 75 combined monthly, 6-month, and annual passes; 629 day passes, and 35 punch passes. She also shared that we've had 11 room rentals so far. Ms. Hoiness also shared that one of the main backboards shattered the weekend prior, which is under warranty and will be replaced soon.

Ms. Hoiness shared that recreation division is preparing for Spring programs and pool season. She went onto share that beginning soccer and recreation soccer programs have begun. Ms. Hoiness shared that we received \$1,000, which will go toward supplies for arts and crafts for summer day camp. She also shared that bid was put in for 16U USA Softball State Tournament, which was successful, and we will host that tournament in July 2024. Ms. Hoiness also shared there are some new programs coming. She also shared the Food Truck Court is moving forward, and we are hoping to open it in July 2023.

Mr. Perry asked how the sales at the recreation center are looking for operations of the facility. Ms. Hoiness shared the building is busy, however, there are busier times than others, primarily afternoons and evenings. Ms. Dunn mentioned that day pass users are younger demographics.

Parks Update

Mr. Aukett shared that maintenance crews are working on the Surf 'n Slide water park mechanical systems. He touched on a past request from Mr. White about cleaning up the Neppel Landing shoreline and advised that although crews do some clean-up of the shoreline, the City of Moses Lake does not lease or own the shoreline, which limits our ability to manage the vegetation on the shoreline. He did mention there will be some maintenance of the shelter at Neppel Landing. Mr. White asked about the Neppel Landing park and whether City of Moses Lake will be acquiring the land from the railroad. Mr. Coutts advised this is a target item for acquisition, which will help development of trails through the city. He went onto to advise there is no target date or plan as of yet.

Mr. Aukett advised that crews have also been working at Larson Playfield and Lauzier Athletic Complex recently, gearing up for Recreation Programs and spring baseball and softball season. He also mentioned some recent donations of memorial trees from the community, which will be planted in the near future. Mr. Aukett shared a few highlights about the water conservation project and how Parks Maintenance has been updating irrigation at parks to use lake water where possible. He also shared that a more formal presentation with information and visuals will be shared with the Board at the next meeting related to the water use in the City.

Director's Report

1. Concessionaire's Agreement – Mr. Coutts presented a request to reduce the current gross monthly revenue percentage fee as outlined in the Concessionaire's Agreement from 15% to 5%. He clarified this fee change would apply to businesses who do not use water or power at our parks/facilities and was initially requested by Mr. White who rents water recreation at Blue Heron Park. Mr. Coutts advised Mr. White has recused himself from voting on this as a Board member, and that if fee changes, it will apply to all similar type businesses moving forward, not just Mr. White. He added that 1) concessionaires that use water and power are subject to a 12% leasehold tax for the facility in addition to the 15%, and 2) Similar type non-profit organizations pay 10%, instead of for-profit businesses at 15%. Mr. Coutts advised the Board can decide in 3 ways: 1) not change the rate, 2) reduce the rate, or 3) change the rate. He recommended that if the Board chooses to reduce the rate, to not reduce it lower than the non-profit rate. There was Board discussion, and it was determined that more information is

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needed to make an informed decision. Department staff will be able to provide information on 2022 concessionaires and revisit this at the next Board meeting.

2. Fireworks – Mr. Coutts advised that the City of Moses Lake has taken back the fireworks for July 4th celebration.
3. Board Member Applications – Mr. Coutts shared there are 6 applicants for vacant positions and interviews are happening as early as next week. He advised we should have new Board members by April.
4. Director/Staff Introductions – Mr. Coutts has successfully met with direct reports, recreation, museum staff and all current Advisory Board members. He shared he will be meeting with all full-time maintenance staff, also.
5. Special Event Process – Mr. Coutts advised that the process and application have been revised and presented to all key departments. He went onto share more revisions that will likely come as we go thru this season with Special Events.
6. Special Olympics Cheer – Video was shared with the Board about the police sendoff and winning of the State Cheer Competition by the Moses Lake Scorpions Special Olympics Cheer team.

Adjournment

Mr. Perry moved to adjourn, seconded by Ms. Nixon-Garcia. The meeting adjourned at 7:20 p.m.

Minutes approved by Parks, Recreation & Cultural Services Advisory Board on 12th of April 2023.

By: Stefanie Dunn
Stefanie Dunn, Office Manager
Moses Lake Parks, Recreation & Cultural Services