

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

**April 12, 2023**

Members present Troy White, Jamie Nixon-Garcia, Chuck Perry, Greg Nevarez, Allison Palumbo, Isaac Valdez, and, Rebecca Johnson  
 Members absent Charlene Rios  
 Staff present Doug Coutts, Dollie Boyd, Bill Aukett, Carrie Hoiness, Amanda Couden, 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	A								
Chuck Perry	C	X	X	X								
Isaac Valdez				X								
Rebecca Johnson				X								
Troy White	C	X	X	X								
Jamie Nixon-Garcia	C	X	X	X								
Allison Palumbo	C	X	X	X								

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

Call to Order

The regular meeting was called to order by Ms. Nixon-Garcia at 6:00 pm.

Approval of Minutes

Mr. White moved to approve the minutes dated March 8, 2023. Motion seconded by Allison Palumbo. Motion unanimously approved and passed.

Correspondence/Communication/Committee Reports

1. Creative District – Ms. Boyd states three summer concerts will be held this summer at McCosh park. Using a budget that was approved by the City Council. Jenni Shelton attended the Washington State Events & Festival Association Spring Conference in Cle Elum, which outlined the benefits of putting on a wide range of events, all while making meaningful connections with various people. A local artist was hired to make an illustrated map for advertisement and tourist purposes. Ms. Boyd went on to say she signed the contract for the extra \$3,000 for start-up money, increasing the total to \$10,000.
2. Arts Committee – Ms. Boyd says that the last 1% for the Arts Committee meeting did not have a quorum and has been rescheduled for April 24, 2023, with topics to discuss ranging from how money is spent to priorities for projects. She is working with finance to discuss the logistics of the money brought in. Mr. Perry asked about projects that were suggested to the committee. Ms. Boyd advised the summer concerts, first and foremost, and the cleaning/moving of the local art around the city. This will freshen up the art that already exists, while also making space for new art to be added. Mr. Valdez asked about the cost of this suggestion. Ms. Boyd and Mr. Aukett are currently in discussion about the materials needed, along with potential estimated costs, all of which are still being identified. Mr. Coutts explained the 1% for the Arts Fund to the Board and how the money is obtained; any new capital project with a set amount of money, will bring in 1% of that amount to be set aside for art. He further clarified the only funds that are included are the construction costs.

3. Tree Ordinance – Mr. Aukett explained the ordinance, background of City of Moses Lake joining the tree committee, and the new plan to become the example of changing this to follow developing water conservation for our city. He further went onto explain that our future design ideas often do not include trees.

#### Plat Reviews/Dedication, or Fee in Lieu of Land

Mr. Aukett is reviewing a park design called Maple Landing that runs close to Grape Drive and Maple Street. This park is planned for the area against the slope, near the new apartments that will be built.

#### Museum Update

Ms. Boyd shared that the opening of the main gallery show, Washington Remembers World War II, that was held on Friday, March 31, 2023, with 50 attendees. Spring break had a good turnout for the museum with teen classes, 2 field trips and 2 outreach programs including the Boys and Girls Club. Also, Free Family Saturday on April 1, 2023, brought in 125 people. They extended an offer to a candidate for the Open Gallery Coordinator position. In addition, the museum will also start accepting various items for their Rusty Mammoth Fundraiser Sale, that will take place on May 13, 2023, at 9 a.m. They are accepting art, jewelry, home décor, textiles, etc. from the community. Money raised from this fundraiser will go to family education programs and the exhibit fund. Ms. Boyd compared numbers for the museum from March of 2022, where they had 822 people and in March of 2023, they counted 1,521 people.

#### Recreation Update

Ms. Hoiness started off with the Spring Break camps that were offered, including the BMX camp which brought in 36 riders and the tennis camp that had 8 participants. Currently awaiting the pool season to begin and the first lifeguarding class was completed, with 26 lifeguards certified. With the additions, there should be between 120 – 125 lifeguards for the season. Swimming lessons are open for enrollment, with the first pre-school aquatics class being offered this year. The annual flashlight egg hunt brought about 200 attendees, with 11 different businesses donating various prizes such as gift cards, basketballs, blue tooth speakers, and more. The Roller Rink will be open from May 19 – August 27, 2023. Ballfields are busy with youth soccer wrapping up and youth baseball and softball leagues starting. Also, Ms. Hoiness is working on a bike rack design contest for the Larson Recreation Center (LRC), to put out to the public. There are a few events coming up in April, including boat races at Cascade Park, and a bass tournament at Montlake Park, the annual Youth Day Parade, and World Childrens Day event at Sinkiuse Square, and the Farmers Market starts on May 6, 2023.

#### Parks Update

Mr. Aukett reports they have been busy at the pool and have large teams working to prepare for holiday weekends coming up, Memorial Day and the 4th of July. Starting last year, vandalism increased and to offset some of that this year the restrooms will be open when events are planned at parks and locked following the event end time. When we get to summer, Mr. Aukett explained they should have a full staff, so the plan will be to open the restrooms in the mornings and lock them at sunset. Mr. Coutts said that the City Council has agreed to hire a security company to go around and lock up city facilities and our park restrooms, which should help alleviate these issues. Mr. Aukett discussed the preparation of

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Japanese Gardens, which includes the fix of a slow leak in the pond and the replacement of the Koi fish. The redesign of the landscape at the civic center is also something that is in the works. Presentations have been given by the landscaping team and were given a design keeping water conserving in mind. He advised that Carl T. Ahlers Park will be getting concrete games installed including cornhole, a chess table, and ping pong table.

Director's Report

1. Concessionaire Agreement – Mr. Coutts discusses a request from board member Mr. White to revise our concessionaire rates, which currently are set at 15% of growth sale for profit entities, non-profit it is 10%. Mr. White is asking for a rate of 5% for profit entities that do not use utilities. Of the concessionaires that do use utilities, a 12.4% lease hold tax is added on top of their 15% rate. Looking at the spreadsheet provided at the meeting, Mr. Coutts discussed 2022, keeping in mind still working out of COVID, our total revenue for concessionaire usage without utilities was \$4,288.98. If that percentage had been 5%, the city would have lost \$428.90. Providing numbers from a more “normal” standpoint pre-COVID, 2019 brought in \$7,226 in total revenue, with a rate of 5% the city would have lost \$704.85. Going on to discuss the change in the number of rates we have now, being 2, we would have to not only change the rate for profit but non-profit as well. Mr. Coutts recommended, from a staff standpoint, keeping the use of only 2 rates. Reminding the board members that they are a recommendation board, meaning they can give their own ideas as well. A motion was indicated by Mx. Nixon-Garcia and seconded by Mr. Perry. The motion passed unanimously by all board members for no change in the concessionaire agreement.
2. Parks Master Plan: Longview & Sun Terrace – There is a \$40,000 budget this year allocated for master planning at Longview Park. Mr. Coutts was approached by a council member and a Mae Valley resident about Sun Terrace Park. This park was planned for last year but due to budget, it was cut out. There is an option to make a budget amendment to add Sun Terrace Park that would go to City Council and through the finance committee, to ask for that \$52,000 in addition. He goes on to explain that doing this would be good economy of scale and prepping the masterplan to set up for accepting grants in 2024. Formulating a plan of design for both parks and the idea of applying for grants next year would allow for a set plan for what needs to be done and a price range for getting it done. Ms. Nixon-Garcia motioned to approved and this was seconded by Ms. Johnson. The motion was passed unanimously by all board members.
3. Other Items – Mr. Coutts has received signed agreements for the firework show and is now working with property owners to complete their agreements. Mr. Coutts talks about Memorial weekend and the preparation behind that. That weekend is packed in several ways. First, there is SpringFest, which opens Thursday and runs through Sunday. Mr. Coutts mentioned there are a few other things going on; the Farmer's Market; the museum, the LRC, and roller rink will be open; softball games are scheduled at Larson and Lauzier complexes; BMX track will have a large event, estimated to bring in 1,400 people over the weekend; and the Surf 'n Slide Water Park has its soft opening that weekend.

Commission Questions/Comments

Mr. Perry asked about the Mobile Rec Program running this year. Ms. Hoiness advised it will be back this summer and the parks it will frequent are Carpenter, Peninsula, Longview, and Knolls Vista.

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Adjournment

Ms. Nixon-Garcia moved to adjourn, seconded by Allison Palumbo. The meeting adjourned at 7:21 p.m.

Minutes approved by Parks, Recreation & Cultural Services Advisory Board on 10th of May 2023.

By: *Amanda Couden*

Amanda Couden Customer Service Technician  
Moses Lake Parks, Recreation & Cultural Services