

**PARKS AND RECREATION COMMISSION MINUTES**

**APRIL 13, 2016**

Members present: Larry Dennis, Bette Lang, Charles Maynard, Tiffany Quilter, Charlene Rios, Connor Lange and David Estudillo  
 Members absent: None  
 Staff present: Spencer Grigg, Lori Moholt-Phillips and Gilbert Alvarado  
 Guests present: None

2016 MEETING ATTENDANCE RECORD

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Dennis, Larry	C	X	C	X								
Quilter, Tiffany	C	X	C	X								
Lang, Bette	C	X	C	X								
Maynard, E. Charles	C	X	C	X								
Rios, Charlene	C	X	C	X								
Lange, Connor	C	X	C	X								
Estudillo, David	C	E	C	R								

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

Call Meeting to Order

The regular meeting was called to order by Chair Larry Dennis at 7:04 p.m.

Introduction of Guests/Visitors

None.

Approval of Minutes of Prior Meeting

Mr. Maynard moved the draft minutes of February 10, 2016, be approved as submitted; seconded by Ms. Lang. Unanimously approved and passed.

Communication/Correspondence

Mr. Estudillo reported that the Judicial College informed him that the Code of Ethics prohibits him from being a member of any city body or governance board, including advisory commissions, due to the appearance of impropriety in the event a city matter comes before him. He already had to withdraw himself from hearing the recent Winco appeal. He tendered his resignation and Commissioners thanked him for his service.

Plat Reviews/Dedication, or Fee in Lieu of Land - Monthly Update

*Cascade Park – Preliminary Major Plat –*

Due to the arson fire in the day use restroom at Cascade Park, the restroom is being replaced with a pre-fab concrete one like we have in other locations. The restrooms are on a septic system, which is not desirable close to the lake. The city will extend sewer service from Airway Drive to Cascade Park. The new restroom will cost \$135,000 and the sewer system \$300,000 - \$400,000. The system will be capable of servicing Cascade Valley as it is annexed into the city in the future. Mr. Maynard asked various questions which Mr. Alvarado answered.

Governance Manual Update by Gilbert Alvarado, Community Development Director

Mr. Alvarado shared some of his background with Commissioners. He explained that the 2014 insurance audit found that the city was lacking in how it governed its City Council and its Planning Commission because those two entities have authority to make decisions that involve risk management issues. He explained the intent of the Governance Manual, read portions from it, and explained that the Parks and Recreation Commission will also be included in the manual. Significant discussion held. Commissioners will be provided with a digital version of the manual once it is ready. Mr. Alvarado asked that they read it and provide comments. Ms. Quilter asked if there will be any sort of training on the new requirements. Mr. Alvarado suggested everyone attend a Planning Commission meeting and he can go through the articles that are relevant to each Commission. Commissioners will be advised of the Planning Commission meeting date.

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### Director's Report

#### *Free Concert by U.S. Air Force – Travis Brass*

The U.S. Air Force will present a free concert by their band, Travis Brass, on April 23<sup>rd</sup> at 2:00 p.m. in the Civic Center Auditorium. There is no cost to the city.

#### *Parks and Recreation Comprehensive Plan – Accepted by RCO*

We made the March 1, 2016, deadline for submittal of the 2016 Comprehensive Plan to the Washington State Recreation and Conservation Office (RCO). RCO has accepted and approved the plan. Now we are eligible to apply for grants that require that we have a current comprehensive plan. The most recent project we were able to complete with the help of grant funds was the Joseph K. Gavinski trail.

#### *Surf 'n Slide Season Pass Discount Deadline*

We are fast approaching the April 15<sup>th</sup> deadline for discounted prices on Surf 'n Slide season passes. Our office has been extremely busy. Next week is our busiest week of the year because so many people wait until the last week to purchase their passes. Prices are the same as last year.

#### *Pending Grant Applications – Update*

Mr. Grigg is working on applying for a grant that would fund 50% of the cost to replace and fix the lighting at the Larson ball fields. Currently, three of the five fields have failed lighting. He explained more about the grant and application process. The grant application is due to RCO by May 2<sup>nd</sup>. Lori and the Trails Planning Team have also been looking at the possibility of applying for a grant through the WWRP fund that will assist in the development of a trail by the Japanese Gardens and Pioneer Meadows. Discussion held.

#### *Personnel Changes in Maintenance Division – Update*

Our Parks Foreman moved into a lateral position in the Public Works Department. We interviewed three existing maintenance employees who applied for his position internally. We hope to have a new foreman soon. In addition, one of our existing maintenance employees also moved into a lateral position with another department, which means we will have two maintenance technician positions open: the position he left and also the position left open when someone is promoted into the foreman position.

#### *Surf 'n Slide Seasonal Preparation – Update*

Our maintenance staff has been hard at work getting Surf 'n Slide ready to open. Mr. Grigg is very happy to report that the paint from last year held like it was supposed to. We have had some issues in past years with the ceramic tiles on the edges of certain sections of the pool. We are trying a new product this year that will hopefully work better. There is the possibility that the flow rider pumps may have to be repaired or rebuilt, but we won't know until they are inspected this year. When they are rebuilt they go under warranty, but the warranty only covers half of the \$20,000 it costs for the rebuild. We are hoping that both pumps pass inspection this year.

#### *Ice Rink/Hockey Tournaments – Update*

The Ice Rink had a successful year. We won't know final numbers until the city's financial reports are updated, but it appears we have around \$20,000 profit for the year. We had one adult and one youth hockey tournament. The number of patrons did not seem significantly different from any other year. Brief discussion held.

#### *Commission Member Term Expirations*

The terms for Mr. Dennis, Ms. Quilter and Ms. Rios expire at the end of May. Mr. Grigg encouraged them to get their letters in stating if they are requesting reappointment or resigning their positions.

### Ms. Moholt-Phillips' Report

#### *Statistics on Season Pass Sales and Surf 'n Slide Water Park*

So far 353 people have purchased season passes. Last year the total sold was 880, which shows how many people wait until the last week to buy their pass. The pool will open on Friday, May 27<sup>th</sup>, for a pool party for season pass holders. It opens to the public the next day. Hours will be varied until school gets out on June 14<sup>th</sup>. Hours are posted in our brochure.

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### *New Registration Software*

We have obtained approval to move forward with the purchase of new registration software which will allow our customers to do many things online in the near future.

### *T-Ball Registration Deadline*

Today was the registration deadline for our T-Ball program. 146 kids were registered, which is good. The Moses Lake Youth Baseball Association also had a good increase in the number of baseball and girls softball teams.

### *Upcoming Events and Important Dates*

- ~ The Moses Lake Dog Park ribbon cutting ceremony will be held May 14<sup>th</sup> from 1-3 p.m. at the Dog Park.
- ~ The Crossroads Park ribbon cutting ceremony will be May 21<sup>st</sup> from 11 a.m. – 2 p.m. at Crossroads Park.
- ~ The Youth Day Parade is Saturday, April 23<sup>rd</sup>. The parade starts at 10 a.m. and opening ceremonies are at 11 a.m. at Larson Playfield. Ms. Quilter and Councilwoman Liebrecht will MC the event. J.R. Schneider was nominated by Moses Lake Youth Baseball to be honored at the event.
- ~ The first softball tournament (of 13 scheduled for the season) was held this past weekend.
- ~ Last night the City Council approved the road re-configuration on Division Street. It will have one driving lane in each direction, a center turn lane, bike lanes, on-street parking, and sidewalks.
- ~ We are still working on the Pioneer Meadows Trail. Ms. Moholt-Phillips and Ms. Henning from Community Development will be traveling to Lacey next week to meet with a bank oversight committee regarding the property.
- ~ The Museum and Art Center will be putting their collection online. It is not up yet on the city's website, but the address will be [moseslakemuseum.pastperfectonline.com](http://moseslakemuseum.pastperfectonline.com).
- ~ Ms. Moholt-Phillips thanked Ann Schempp and the other museum staff who stepped up to help work in the parks office because of a shortage of staff due to illness. She also thanked the maintenance staff, who have been really busy and working hard.

### Commission Questions/Comments

Mr. Maynard asked about an iFiber article that said the proposed condo on Marina Drive had been rejected by the city. Mr. Alvarado explained that there was a requirement that the project be completed within three years, and that was even extended by a year, but the project was never started due to financial reasons. The city's own statute required that the city then repeal the ordinance to the project because the project never happened.

Mr. Dennis asked if Commissioners can be given a list of all of the upcoming event dates. Ms. Moholt-Phillips confirmed that she can email the dates to everyone.

Ms. Rios asked when the docks will be in. Mr. Grigg and Ms. Moholt-Phillips explained that they should be in this weekend because the water level of the lake is now high enough.

Commissioners asked about the Winco appeal. Mr. Alvarado confirmed the appeal was dismissed and Winco is still coming to town.

Ms. Quilter reported about the John Wayne Trail Committee meeting she attended.

### Adjournment

Ms. Rios moved to adjourn; seconded by Ms. Quilter. Meeting adjourned at 8:05 p.m.