

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, November 7, 2018 5:30pm, Lacey City Hall

Present:

Commission: Ken Balsley, Sarah Daniels and Troy Kirby

Excused: Carianna Plascencia, Erwin Vidallon and Aram Wheeler

Staff: Jen Burbidge, Justin Beard and Sue Falash

Public: Drew Johnson, Moira Davin, Bob Droll and Shauna Stewart

Chair Ken Balsley called the meeting to order at 5:30 p.m.

Additions or deletions to the Agenda

Announcements & introductions

Minutes

The October 3, 2018 minutes were approved and placed on record.

Correspondence

Old Business

- a) Sponsorship Insight Recommendation Plan. Presentation by Caravel Marketing
- b) Indoor Sports Feasibility Study. Met October 26 over the phone with the consultant. The consultant has more work to complete; it may be ready for December meeting.
- c) Community Gardens/Sustainable South Sound. Jen is working on a draft resolution.

New Business

- a) Fields & Facility Fee increases. Justin Beard, Lacey Parks & Recreation Supervisor, is proposing a 5% rate increase for facility rental rates. Historically, every two years a cost comparison is conducted with facilities comparable to Lacey Community Center and the Jacob Smith House. Sue Falash, Facilities Manager, shared a cost comparison for surrounding school district facilities. NTSD had a 10% rate increase in the fall. We will increase rates 10% in January 2019.
- b) Indoor Sports Facility Fees.
- c) Nominations of officers. (Hold for December meeting)

Director's Report

- a) Programs & Special Events
 - 1. Lacey Life
 - 2. Parade of Lights & Tree lighting, December 3
 - 3. Breakfast with Santa, December 15
 - 4. Cookies with Mrs. Claus, December 10
 - 5. Signing Santa, December 7
- b) Construction Project Updates
 - 1. Long Lake Park RFQ. Five applicants, reviewing and hoping to make a decision tomorrow.
- c) Planning

1. Joint City Council worksession. Jen is still working on scheduling in either January or February.

d) 2019 Work Plan Draft. Reviewed 2019 Work Plan Draft.

Motion approved to adopt 2019 work plan with changes.

e) MPD update. Did not pass, 46% voted yes. We learned there is strong base support for Parks and Recreation, and that we need to have an ongoing means of communication with the community.

f) 2019 Grants & Budget

1. Reviewed the list of items submitted. Jen reported many items were funded. Homann Field sign was not submitted due to volunteer efforts solicited for this project so it can be removed from the list.

f) Volunteers. No update

g) Miscellaneous

1. Recreation Software RFP. Narrowed from six companies to four. On December 10 & 11 the four companies will demo their software for staff.

Commissioner's Report

No Report

Chair's Report

No report.

Citizen/Public Comments on Items not on the Agenda

Committee Reports

a) PARC Foundation. No Report

Adjourn

Meeting adjourned at 7:10 p.m.

Next meeting: Wednesday, December 5, 2018 at 5:30pm at Lacey City Hall.