



## Spokane Park Board Agenda

3:30 p.m. Thursday, February 09, 2023  
In-person in City Hall Council Chambers and  
WebEx virtual meeting  
Call in: 408-418-9388  
Access code: 2491 311 1692

### Park Board members

Jennifer Ogden – President  
Bob Anderson – Vice president  
Garrett Jones – Secretary  
Nick Sumner  
Greta Gilman  
Sally Lodato  
Gerry Sperling  
Barb Richey  
Hannah Kitz  
Kevin Brownlee  
Christina VerHeul  
Jonathan Bingle – City Council liaison

## Agenda

1. **Roll call:** Jennifer Ogden
2. **Additions or deletions to the agenda:**
3. **Public comment:**
4. **Consent agenda:**
  - A. Administrative/committee-level items
    - 1) [January 12, 2023, regular Park Board meeting minutes](#)
    - 2) [Claims – January 2023](#)
    - 3) [2023 Golf/Parks chemical/fertilizer value blanket](#) – Mark Poirier
    - 4) [Expo+50 Partnership Resolution](#) – Garrett Jones
    - 5) [Authorize a 1-year agreement for golf payment merchant services with Shift4](#) – Jason Conley
5. **Special guests**
  - A. None
6. **Special discussion/action items**
  - A. Nominating Committee Report and Slate – Jennifer Ogden
  - B. Proposed 2023 Park Board Committee Assignments – Bob Anderson
  - C. 2022 Marketing & Communication Report – Fianna Dickson
8. **Committee reports – action items:**

**Urban Forestry Tree Committee:** January 31, 2023 - Kevin Brownlee

A. Action items: None

**Golf Committee:** February 7, 2023 – Gerry Sperling

A. [Spirit Pruners LLC. Change order #1 / Downriver Golf Course Forest Health Management \(\\$88,650.00+tax\)](#) – Nick Hamad

**Land Committee:** February 1, 2023 – Greta Gilman

A. [Spokane County interlocal agreement / Make Beacon Hill Public Phase 2 Project \(\\$300,000 revenue\)](#) – Nick Hamad

**Recreation Committee:** The February 1, 2023, meeting was canceled – Sally Lodato

A. Action items: None

**Riverfront Park Committee:** February 6, 2023 – Nick Sumner

A. [King Cole Ad-Hoc Committee site selection and update](#) – Jennifer Ogden and Jonathan Moog

**Finance Committee:** February 7, 2023 – Bob Anderson

A. Action items were presented on the consent agenda.

**Development & Volunteer Committee:** January 18, 2023 – Bob Anderson

A. [Adopt a Park and Park Friends Group Policy & Procedure](#) – Fianna Dickson

9. **Reports**

A. President: Jennifer Ogden

B. Liaisons:

1. Conservation Futures – Nick Sumner
2. Parks Foundation – Barb Richey
3. City Council – Jonathan Bingle

C. Director: Garrett Jones

10. **Executive session**

A. None

11. **Correspondence**

A. Letters/emails: None

12. **Adjournment**

13. **Meeting dates:**

A. Committee meetings:

Urban Forestry Tree Committee: 4:15 p.m. February 28, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx

Land Committee: 3:30 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx

Recreation Committee: 5:15 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx

Riverfront Park Committee: 4:00 p.m. March 6, 2023, Pavilion conference room, Riverfront Park, and virtually via WebEx

Golf Committee: 8:00 a.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx

Finance Committee: 3:00 p.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx

Development & Volunteer Committee: 3:00 p.m. February 15, 2023, Lilac conference room, first floor lobby of City Hall, and virtually via WebEx

B. Park Board: 3:30 p.m. March 9, 2023, Council Chambers, lower-level City Hall, and virtually via WebEx

C. Park Board Study Session: No session scheduled at this time.

Agenda is subject to change

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6367, 808 W. Spokane Falls Blvd., Spokane, Washington, 99201; or [erahrclerks@spokanecity.org](mailto:erahrclerks@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



## Spokane Park Board

3:30 p.m. Thursday, January 12, 2023  
In-person in Council Chambers, City Hall, and  
WebEx virtual meeting

### Park Board Members

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- X Nick Sumner
- X Greta Gilman
- Sally Lodato (*absent/excused*)
- X Gerry Sperling
- X Barb Richey
- Hannah Kitz (*absent*)
- X Kevin Brownlee
- X Christina VerHeul (*arrived @ 3:32*)
- Jonathan Bingle – City Council liaison  
(*absent*)

### Parks Staff

- Mark Buening
- Berry Ellison
- Nick Hamad
- Al Vorderbrueggen
- Katie Kosanke
- Fianna Dickson
- Jason Conley
- Jennifer Papich
- Jonathan Moog
- Amy Lindsey
- Sarah Deatrich
- Kris Behr

### Guests

- Kelly Brown
- Chris Wright
- Jamie SiJohn
- Linda Lauch
- Stephanie SiJohn
- Karen Stratton

## MINUTES

(Click [HERE](#) to view a video recording of the meeting.)

1. **Roll Call:** Jennifer Ogden  
The meeting was called to order at 3:30 p.m. See above for attendance.
2. **Additions or deletions to the agenda:**  
A. None
3. **Public comment:**  
A. None
4. **Consent agenda**
  - A. Administrative and committee-level items
    - 1) December 8, 2022, regular Park Board meeting minutes
    - 2) January 4, 2023, special Park Board meeting minutes
    - 3) Claims – December 2022
    - 4) Arboricultural Specifications and Standards Update/Consolidation of Information – Katie Kosanke
    - 5) Garco Construction, Inc., change order #4/Don Kardong Bridge Rehabilitation Project (\$11,294.00 tax inclusive) – Berry Ellison
    - 6) Big Belly Solar, LLC. waste receptacles non-renewal notification – Jonathan Moog



**Motion No. 1:** Jennifer Ogden moved to approve consent agenda items #1 - #6, as presented.

Barb Richey seconded.

Motion passed with unanimous consent (8-0 vote)

**5. Special guests**

A. None

- 6. Financial report and budget update** – Mark Buening presented the December financial report and budget update. The December operating expenditures for the Park Fund are almost \$5.1 million more than the historic budget average, which includes \$1.25 million transferred to fund Parks capital repair, replacement & capital projects. Year-to-date revenues are almost \$3.3 million above the budget average. Revenues are exceeding expenditures almost \$308,000. The December operating expenditures for the Golf Fund are about \$777,000 more than the budget average. Year-to-date revenues are exceeding the budget average about \$203,000. Revenues are exceeding expenditures about \$949,000 year-to-date. There will be no financial presentation in February. March financial report will include financials through year end 2022, and through February 2023.

**7. Special discussion/action items:**

A. Expo+50 Infrastructure Projects – Garrett Jones

- 1) Garret shared key strategic projects which are slated for completion in 2023 and will have an everlasting impact on downtown Spokane and the community. Working in collaboration with City of Spokane Public works division, the Expo 50<sup>th</sup> anniversary initiative, and City Council, the initial projects will focus on infrastructure & amenities; connectivity, mobility, & walkability of downtown Spokane and the community; and goals & objectives within the Master Plan. These projects include the Riverfront Park South Suspension Bridge, the South Gorge Trail, and the Riverfront Park Post St. parking lot and trailhead.
  - a. The South Suspension Bridge project includes a new bridge deck, rails, and lighting. Design is complete and ready for bid with a projected seven-to-nine-month construction duration. Funding is secured through a 50% funding match from a Recreation and Conservation Office state grant, with the remaining 50% of funds potentially from REET, subject to City Council approval. Total cost of the project is \$2.8 million.
  - b. The South Gorge Trail project includes extending the trail under Monroe St. bridge to Main Ave. and will separate the trail from the congested Monroe St. intersection. Design is 60% complete and will be ready to bid in spring 2023, with a projected four-to-six-month construction duration. Funding comes from a strategic investment fund which was set aside by our previous administration, and REET. Total project cost is \$2.1 million.
  - c. The Post St parking lot & Trailhead project includes replacing the parking lot to include increased ADA parking, and a new Centennial Trail bicycle and walkway connection to Post Street. Completion of this project will finish the west end of Riverfront Park. Design is 60% complete and will be ready to bid in 6 months. There is a projected three-month construction duration (after the bridge construction is complete). \$550,000 funding from the Riverfront Park Bond is subject to Park Board approval. The total project cost \$550,000.

B. 2022 Programming, Marketing, and Sponsorship Annual Review – Amy Lindsey

- 1) Amy's report highlighted the efforts of the programming in Riverfront Park in 2022. In

comparison to 2019, there has been an overall increase in event attendance, particularly in party rentals and corporate/private events. There was a slight increase in community engagement attendance as we focus on quality, consistently well-attended events over quantity.

C. **Nominating Committee Appointments – Jennifer Ogden**

- 1) Section 12 of the Park Board bylaws tasks the sitting Park Board president with establishing a four-person committee to recommend nominees for the offices of Park Board President, Vice President, and Secretary. Four Park Board members volunteered to serve: Bob Anderson, Barb Richey, Kevin Brownlee, and Christina VerHeul. The committee will poll the remaining Park Board members to inquire who they would like to see in these positions and ask the questions of what can be done to improve our process and what suggestions they may have.
- 2) Park Board members are urged to consider their standing committee assignments and think about any changes they would like to make.

8. **Committee reports:**

**Urban Forestry Tree Committee:** January 3, 2023 – Kevin Brownlee

A. Action items: The action item was presented on the consent agenda.

B. Two additional items were discussed:

- 1) Pine Beetle infestation at Downriver Golf Course. A contract for removal of the infested trees was approved at the special Park Board meeting on January 4.
- 2) There are four vacancies on the Urban Forestry Citizen Advisory Committee: A member-at-large, a downtown representative, a historic preservation representative, and a utilities representative. Interested parties should contact Katie Kosanke at 509-363-5496.

C. The next regularly scheduled meeting is 4:15 p.m. January 31, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

**Golf Committee:** The January 10, 2023 meeting was canceled. – Gerry Sperling

A. Action items: None

B. The committee discussed the Pine Beetle infestation at Downriver Golf Course. In the summer and fall months of 2022, staff observed numerous stressed trees. Golf worked in conjunction with Katie Kosanke from Urban Forestry, an entomologist, and forestry expert Nick Jeffries from SFD. Aggressive action is being taken to remove all infected pine trees from the golf course.

C. The next scheduled meeting is 8:00 a.m. February 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

**Land Committee:** January 4, 2023 – Greta Gilman

A. One of three action items were presented on the consent agenda.

B. Park Board Supporting Resolution for a Proposed American Indian Community Center on Park Land – Garrett Jones

- 1) Garrett presented an overview of a proposed permanent location for the American Indian Community Center (AICC) and the potential partnership this would provide. He referred to the Master Plan which outlines the approach and policy development used to determine such partnerships. The January 12 Park Board vote is strictly to support a resolution to explore the project, which would be advantageous to the AICC when seeking State funding.
- 2) The 200-acre High Bridge Park on the banks of the Spokane River and Latah Creek has a historical connection to the Spokane Tribe of Indians. Approximately 30% of the park

is developed, including a disc golf course, dog park, picnic shelter and restroom; however, a safe, attractive anchor is needed to better stimulate the park and increase positive activity.

- 3) The American Indian Community Center, which serves as an essential multi-service agency for all people, was founded in the 1960's and has been operating without a permanent home. Its offerings include offerings include housing assistance, transportation, addiction counseling, and food bank. The proposal includes a long-term lease for approximately two acres of underutilized land in High Bridge Park along the Spokane River for the construction of a new 20,000 square foot AICC at an estimated cost of \$10-12 million, funded by public and private sources. Several steps must be taken prior to project approval.

**Motion No. 2:** Greta Gilman moved to approve the Park Board Supporting Resolution for a Proposed American Indian Community Center on Park Land.

Barb Richey seconded.

Motion passed with unanimous consent. (8-0 vote)

- A. Northwest Playground Equipment, Inc. Contract for Play Equipment & Installation/Liberty Park Playground Project (\$235,652.92, tax inclusive) – Berry Ellison
  - 1) Berry gave a presentation regarding the purchase and installation of play equipment at Liberty Park. The playground area will occupy approximately 4,000 square feet of the park (about .1 acres) and will be purchased through a public state contract for play equipment and play surfacing in which prices were previously negotiated.
  - 2) Children attended interactive open houses where they provided input for the future playground which will incorporate a whimsical theme and include slides, swings, and a zipline. The ground surface will be comprised of a colorful, resilient, rubberized material which wears well and can be easily replaced. Parents would like to see renovated restrooms.

**Motion No. 3:** Greta Gilmore moved to approve the Northwest Playground Equipment, Inc. Contract for Play Equipment & Installation/Liberty Park Playground Project (\$235,652.92, tax inclusive)

Nick Sumner seconded.

Motion passed with unanimous consent. (8-0 vote)

- B. The next scheduled meeting is 3:30 p.m. February 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

**Recreation Committee:** January 4, 2023 – Sally Lodato

- A. Action items: None
- B. In Sally's absence, Jennifer Papich informed the Board of discussions surrounding the Riverfront Park Podium and that more discussions are to follow.
- C. The next scheduled meeting is 5:15 p.m. February 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

**Riverfront Park Committee:** January 9, 2023 – Nick Sumner

- A. Action items: The action item was presented on the consent agenda.
- B. Berry Ellison gave a regarding repairs to the Riverfront Park Theme Stream which is

cracked and leaking. Repairs are set to begin in the Spring.

- C. Amy Lindsey gave the marketing report which was presented in this meeting.
- D. Riverfront Park zipline proposals will be released sometime in February.
- E. The next scheduled meeting is 4:00 p.m. February 9, 2023, Pavilion conference room, Riverfront Park, and virtually via WebEx.

**Finance Committee:** January 10, 2023 – Bob Anderson

- A. Action items: None
- B. Mark Buening presented December 2022 financials. We continue to see expenses increasing at a higher rate than revenue. 2022 will end with Parks in a position of positive revenue unless unforeseen year-end adjustments occur. Garrett Jones and the Finance group will closely monitor program and service additions unless additional funding is developed for 2023.
- C. The next regularly scheduled meeting is 3:00 p.m. February 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

**Development & Volunteer Committee:** December 21, 2022 – Bob Anderson

- A. Action items: None
- B. Fianna Dickson presented an update of the draft policy & procedure for Adopt-a-Park and Park Friends. She informed the committee that we are working with our legal department to finalize the policy, aiming to present it to the committee for approval at the January 18 DVC meeting.
- C. Garrett Jones presented an Expo+50 update. Hiring of the Program Manager is anticipated for January 2023 and is essential for activating the planned Expo+50 events.
- D. DVCAC chair, Kelly Brown, provided a recap of year-end activity and gave insight to 2023 activities. 2022 ended positively after some growing pains of being a first-time committee. The committee includes members of several Friends of Parks groups, some of whom have presented proposals for projects they hope to work on. The DVCAC has been a landing place for the progress of the Friends toolkit which guides one through successfully starting a Parks Friends group or Adopt-a-Park group in support of their neighborhood parks.
- E. The next regularly scheduled meeting is 3:00 p.m. January 18, 2023, Lilac conference room, first floor lobby of City Hall, and virtually via WebEx.

9. **Reports**

A. President: Jennifer Ogden

- 1) For Jennifer's final President's report, she commented that her time as President has been fun and interesting. She stated that the job is always a learning experience and gives insight into how the City works. Jennifer thanked the Board and staff for their support.

B. Liaisons

- 1) Conservation Futures – No update given.
- 2) Parks Foundation – No update given.
- 3) City Council – No update given

C. Director: Garrett Jones

1) Garrett thanked:

- Jennifer Ogden for her commitment and effort during her years as Board President.
- The staff, volunteers, sponsors, and partners involved in various 2022 events.
- Nick Hamad and Berry Ellison for their work with Garco Construction on the Don

Kardong Bridge, and various organizations for providing funds and support. Garrett informed the Board that additional elements and improvements on the bridge are coming this Spring.

- 2) All the infested trees in Downriver Golf course are down. While contractors are still onsite, staff will do a site walk with partners to ensure no additional trees are affected.
- 3) Therapeutic Recreation Powderhounds at Mount Spokane saw a 25% increase in ages 8 to 16.
- 4) All youth winter camps and Corbin Art Center camps were filled to capacity. Winter volleyball league was also near capacity.
- 5) The Riverfront Park Stepwell art piece is nearly complete. Crews will return in March for final work, and it will be ready for ribbon cutting in Spring.

10. **Executive session**

A. None

11. **Correspondence:**

A. Letters/email: None

12. **Adjournment:** The meeting was adjourned at 4:59 p.m.

13. **Meeting dates**

A. Committee meeting dates

Urban Forestry Tree Committee: 4:15 p.m. January 31, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Land Committee: 3:30 p.m. February 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Recreation Committee: 5:15 p.m. February 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Riverfront Park Committee: 4:00 p.m. February 6, 2023, Pavilion conference room, Riverfront Park, and virtually via WebEx.

Golf Committee: 8:00 a.m. February 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Finance Committee: 3:00 p.m. February 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Development & Volunteer Committee: 3:00 p.m. January 18, 2023, Lilac conference room, first floor lobby of City Hall, and virtually via WebEx.

B. Park Board: 3:30 p.m. February 9, 2023, Council Chambers, lower-level City Hall, and virtually via WebEx.

C. Park Board Study Session: No session scheduled at this time.

Minutes approved by: *Garrett Jones*  
Garrett Jones, Director of Parks and Recreation

**CITY OF SPOKANE PARK AND RECREATION DIVISION  
JANUARY 2023 EXPENDITURE CLAIMS  
FOR PARK BOARD APPROVAL - FEBRUARY 9, 2023**

**PARKS & RECREATION:**

SALARIES & WAGES	\$	659,451.15
MAINTENANCE & OPERATIONS	\$	144,340.26
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS		
PARK CUMULATIVE RESERVE FUND	\$	7,701.59

**RFP BOND 2015 IMPROVEMENTS:**

CAPITAL OUTLAY		
----------------	--	--

**GOLF:**

SALARIES & WAGES	\$	74,251.03
MAINTENANCE & OPERATIONS	\$	12,589.47
CAPITAL OUTLAY	\$	130,000.00
DEBT SERVICE PAYMENTS	\$	-
<b>TOTAL EXPENDITURES:</b>	<b>\$</b>	<b>1,028,333.50</b>





			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
			2103 185th Street	4004 E Francis Ave	6422 E 2nd Ave	4802 N Florida st	12001 E EMPIRE AVE	11600 NE Marx St	3718 E Decatur Ave
			Fairfield, IA 52556	Spokane WA 99217	Spokane WA 99212	Spokane, WA 99217	Spokane Valley, WA 99206	Portland OR 97220	Spokane, WA 99217
			VB#	VB#	VB#	VB#	VB#	VB#	VB#
			xavier@soiltechcorp.com	<a href="mailto:nick.newman@horizononline.com">nick.newman@horizononline.com</a>	<a href="mailto:jordan@planeturfusa.com">jordan@planeturfusa.com</a>	<a href="mailto:conciennec@helenaaagri.com">conciennec@helenaaagri.com</a>	<a href="mailto:bradford@wilburellis.com">bradford@wilburellis.com</a>	<a href="mailto:jacob.close@simplot.com">jacob.close@simplot.com</a>	<a href="mailto:Mromanelli@siteone.com">Mromanelli@siteone.com</a>
Reference Number	Description	UOM	(641) 472-6189	(208)929-2522	(816) 217-7363	(509)795-9175	(509) 994-4735	(425) 293-9773	(509) 379-4316
Fertilizers									
1	0-0-50 Sop mini	50 lb bag		\$49.25			\$37.97		\$41.52
2	11-11-11 Pro Peat	50 lb bag			\$35.00				
3	16-16-16 Standard Grade	50 lb bag		\$32.25	\$32.00	\$25.00	\$36.38	\$45.59	\$29.33
4	Earthworks Replenish 5-4-5 greens grade	50 lb bag					\$35.00		
5	Earthworks Replenish 10-2-5 greens grade	50 lb bag					\$41.00		
6	Earthworks Myco-Replenish 3-3-3 greens grade	50 lb bag					\$38.00		
7	Earthworks Replenish 16-0-5 standard grade	50 lb bag					\$60.00		
8	Earthworks Replenish 8-2-2 standard grade	50 lb bag					\$25.00		
9	Helena Pro Mate 23.9-11.7-3.8 standard grade	50 lb bag				\$42.36			
10	Best 28-3-6 80%MU 1.25% mini	50 lb bag						\$52.89	
11	Nucleus 0-0-21	5 gal				\$75.00			
12	Hydra-Hume 0-0-1	5 gal				\$75.00			
13	Super Trace 2-0-4 6%FE	2.5 gal					\$59.37		
14	28-0-0 liquid w/MU	2.5 gal			\$30.00	\$35.63			
15	43-0-0 Gal-Xe Standard Grade	50 lb bag					\$46.00	\$69.85	
16	25-0-10 w/slow release	50 lb bag		\$30.75		\$26.00	\$30.59		\$19.95

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
17	46-0-0 Umaxx Mini	50 lb bag					\$52.73	\$59.65	
18	46-0-0 Urea Solution Grade	50 lb bag		\$35.75	\$35.00	\$26.00	\$24.70	\$35.87	\$33.32
19	Ammonium Sulfate 21-0-0 Solution Grade	50 lb bag		\$22.50	\$30.00	\$23.47	\$24.59	\$29.85	
20	<b>ASN 26-0-0 Best FusN</b>	50 lb bag						\$38.87	
21	Liquid K, no Cl	2.5 gal			\$50.00		\$37.62	\$94.00	
22	25-3-15 Mini Eagle Wilgro plus Infiltrate	50 lb bag					\$45.69		
23	25-3-15 Mini Eagle Wilgro	50 lb bag					\$46.69		
24	<b>Micro Sea</b>	2.5 gal			\$88.00				
25	<b>Andersons 18-0-4 w/Dimension</b>	50 lb bag					\$40.29		
26	Humic Acid 60%+	50 lb bag			\$31.50	\$60.00			
27	12-8-16 pro-prills Best Mini Sgn	50 lb bag					\$42.29	\$29.89	
28	Fulvic Acid liquid	2.5 gal			\$19.00	\$375.00	\$80.75		\$149.00
29	<b>Microgreens 10-4-16 Best greens grade</b>	50 lb bag					\$49.43	\$49.42	
30	<b>ORO-RZ</b>	2.5 gal			\$187.50				
31	<b>Perfect Blend Organics 4-4-4 sgn 150</b>	50 lb bag			\$34.00	\$29.70	\$29.00		\$24.41
32	21-3-5 w/Surge	50 lb bag				\$42.00		\$52.35	
33	Andersons 16-0-9 w/Surge Mini	40 lb bag					\$33.94		
34	<b>Wil-Gro Long Distance 25-4-12</b>	50 lb bag					\$42.00		
35	<b>Perfect Blend Organics 4-4-2 sgn 100</b>	50 lb bag			\$34.48	\$28.91	\$28.47		
36	<b>Andersons DG 12-3-12 greens grade</b>	40 lb bag					\$68.73		
37	<b>Andersons DG 14-7-14 greens grade</b>	40 lb bag					\$75.78		
38	Turface MVP Infield Conditioner	50 lb bag		\$16.61		\$13.70	\$17.65	\$18.95	\$35.00

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
39	SuperCal SO4 standard sgn plus Infiltrate	50 lb bag					\$17.00		
40	SuperCal SO4 standard sgn	50 lb bag					\$16.00		
41	Tru Gyp prilled standard sgn 210	50 lb bag						\$14.75	
42	Amend Simplot	260 gal							
43	Amend Simplot	2.5 gal							
Grass Seed									
1	Alpha Bentgrass non coated	25 lb bag				\$275.00	\$269.25		\$235.05
2	Pure Distinction Bentgrass non coated	25 lb bag			\$467.00	\$418.75	\$500.00	\$475.00	\$526.82
3	L-93 XD Bentgrass non coated	25 lb bag				\$325.00	\$322.75	\$350.00	\$290.75
4	Turf-Type Tall Fescue	50 lb bag		\$113.00	\$80.00	\$97.00	\$102.94	\$154.12	
5	TTTF(85-95%)/KBG(5-15%) mix	50 lb bag		\$125.00		\$105.00	\$113.38		
6	(70/80%) KBG (30/20%) PRG	50 lb bag		\$150.00		\$175.00	\$139.82		
7	Regenerating Perennial Ryegrass Certified non coated	50 lb bag			\$125.00	\$138.00	\$122.79	\$165.25	
8	Regenerating Perennial Ryegrass Certified	50 lb bag				\$156.25			
Fungicides									
1	Headway G	30 lb bag				\$59.76	\$68.70	\$79.80	\$65.12
2	Turfcide 10G	50 lb bag				\$134.50	\$141.00	\$135.44	\$134.50
3	Affirm	2.4 lb bag				\$265.92	\$664.80	\$267.78	\$265.92
4	Chipco 26019	2.5 gal				\$158.70	\$191.00	\$207.25	\$173.65
5	Dorado	2 gal				\$163.52	\$157.64	\$204.50	
6	Fame + C (AGENCY)	2.5 gal				\$512.50	\$692.95	\$564.00	\$512.50
7	Insignia Sc Intrinsic (AGENCY)	30.5 oz				\$542.29	\$516.37	\$461.93	\$516.37
8	Prevail	2.5 gal				\$110.00	\$85.29	\$125.85	

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
	Instrata (Volume Order >25 gals) (AGENCY)	2.5 gal				\$382.66	\$382.70	\$382.66	\$382.70
9									
10	Turfside 400 PCNB	2.5 gal			\$171.50	\$171.75	\$180.37	\$172.95	\$171.75
11	Velista (AGENCY)	22 oz				\$265.85	\$265.98	\$265.85	\$265.98
12	Premion	2.5 gal				\$218.40	\$218.40	\$219.93	
13	Signature XTRA STRESSGUARD (AGENCY)	5.5 lb				\$207.41	\$191.56	\$191.58	\$191.58
14	Maxtima (AGENCY)	26 oz				\$226.98	\$214.76	\$214.76	\$214.76
15	Tekken	2.5 gal				\$412.50	\$412.50	\$412.50	\$412.50
16	Navicon (AGENCY)	37 oz				\$543.16	\$517.26	\$517.26	\$517.26
17	Secure Action (AGENCY)	0.5 gal				\$413.37	\$413.38	\$413.37	\$413.38
18	Segway SC	39.2 oz				\$436.10	\$436.10	\$436.10	\$436.10
19	Union SC	2.5 gal				\$700.75	\$700.75	\$700.75	\$700.75
20	Appear II (AGENCY)	2 gal				\$362.52	\$362.52	\$362.52	\$362.52
21	Pedigree SC	2.5 gal				\$851.63	\$851.62	\$851.63	\$851.63
22	Densicor (AGENCY)	51 oz				\$730.08	\$677.91	\$730.08	\$677.91
23	Subdue Maxx (AGENCY)	1 gal				\$586.07	\$586.08	\$586.07	\$586.08
24	Posterity XT (AGENCY)	2.5 gal				\$614.27	\$614.30	\$614.27	\$614.30
25	Serata (AGENCY)	35 oz				\$440.00	\$478.33	\$475.00	\$440.00
26	Ascernity (AGENCY)	1 gal				\$476.31	\$476.32	\$476.31	\$476.32
Generic Fungicides (any brand)									
1	Chlorothalonil	2.5 gal		\$100.00	\$82.00	\$85.00	\$87.00	\$129.95	\$78.38
2	Propiconazole 14.3%	2.5 gal		\$280.00		\$175.00			\$158.99
3	Iprodione	2.5 gal		\$270.00	\$200.00	\$158.70			\$155.74
4	Fluazinam	1 gal		\$424.00	\$246.00				
5	Tebuconazole	1 gal		\$103.00	\$56.25	\$65.00		\$120.25	\$65.55
6	Thiophanate-Methyl	2.5 gal		\$173.00	\$140.00	\$102.50		\$198.85	\$111.54
7	Prohexadione calcium 27.5%	1 lb			\$65.00	\$68.00			
8	Trinexapac ethyl 11.3%	1 gal		\$145.00	\$120.00	\$105.00		\$204.18	\$102.79
9	Ethephon 21.7%	2.5 gal		\$90.00	\$83.00	\$89.20			\$76.58
10	Azoxystrobin 50 WDG	1 lb		\$125.00		\$117.00			\$350.00
Wetting Agents									
1	Aristocracy	2.5 gal				\$175.00			
2	Duplex	20 gal			\$829.00		\$829.60		
3	Rely III	2.5 gal						\$220.00	
4	Rely III	30 gal						\$1,915.00	
5	Rely 2 (no longer available)	30 gal							
6	Dispatch Injectable	30 gal		\$1,180.00			\$1,237.50		\$1,237.50
7	Soaker +	2.5 gal				\$120.00			
8	Soaker +	30 gal				\$1,440.00			

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
9	Revolution	2.5 gal		\$288.00			\$313.50		\$313.50
10	Vivax	20 gal			\$1,504.60		\$1,504.60		
Herbicides									
1	Desperado	2.5 gal					\$196.77		
2	Battleship III	2.5 gal				\$187.50			
3	Defendor	32 oz			\$191.36	\$199.03	\$199.03	\$205.59	\$199.03
4	Specticle Total	144 oz				\$103.00	\$96.65		
5	Dithiopyr 20-25%	2.5 gal				\$577.88	\$554.35		\$577.88
6	GameOn	2.5 gal				\$146.63	\$146.62		\$146.63
7	On Deck	2.5 gal				\$150.00			
8	Sublime	2.5 gal			\$345.00	\$345.00			\$345.00
9	Glyphosate 41%	2.5 gal			\$110.00	\$82.50	\$50.45	\$108.99	\$102.81
10	Drive XLR8	.5 gal				\$62.00	\$53.30	\$61.55	\$53.97
11	Crew	50 lb bag				\$110.00	\$110.00	\$117.25	
12	Surge	2.5 gal		\$157.00		\$197.00	\$203.00	\$209.00	
13	Speedzone EW	2.5 gal		\$200.00		\$253.00	\$253.00	\$287.15	\$253.00
Other									
1	Podium	1 gal				\$152.00	\$157.64	\$194.34	\$171.69
2	In-Place	2.5 gal					\$148.95		
3	Castaway	50 lb			\$65.00		\$76.60		
4	Peaco peat moss hypnum peat	2.0 cbft					\$12.50		
5	Premier Pro Mix HP w/Mycorrhizae	3.8 cbft					\$43.81		
6	Premier Pro Mix HP	3.8 cbft					\$42.00		
7	Bac-Pack, Soil Tech Corp	2.5 gal	\$640.61						\$432.88
8	Anuew	1.5 lb				\$118.20	\$118.20	\$124.75	\$118.20
9	Quanta	2.5 gal				\$156.25			
10	New Balance	1 gal							
11	DuraPhite 12	2.5 gal						\$146.75	
12	Oskie	2.5 gal				\$159.20			
13	Transition HC pigment	1 gal				\$165.00	\$123.50		

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Finance		
<b>Committee meeting date</b>	February 7, 2023		
<b>Requester</b>	Garrett Jones		<b>Phone number:</b> 6200
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	- EXPO+50 Partnership Resolution - Garrett Jones		
<b>Begin/end dates</b>	Begins:	Ends:	<input type="checkbox"/> Open ended
<b>Background/history:</b> These two resolutions work hand-in-hand to formulate the groundwork for how the partners of the Expo+50 collaboration will function.  - The Partnership resolution solidifies the founding partners will coordinate events, activities, and ideas towards the stated goals; it also outlines their financial contribution, as well as their commitment to seek additional community funds and provide a representative to serve on the partnership team. - The additional resolution signifies the Park Board designates the Director of Parks & Recreation as our representative to serve on the partnership team and will serve as the co-chair of that team; it also designates the Director has authorization to serve as the initial liaison and can sign the fund agreement with Innovia.			
<b>Motion wording:</b> Move to approve both the Partnership Resolution and the additional Resolution for the Commemoration of the 50th Anniversary of Expo '74.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: All Expo+50 partners listed in the Partnership Agreement Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Garrett Jones Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			



Resolution # \_\_\_\_\_

CITY OF SPOKANE PARK BOARD

RESOLUTION

A RESOLUTION regarding the Partnership Resolution for Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74.

WHEREAS, the Park Board has approved a Partnership Resolution for Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74 (the "Partnership Resolution");

NOW, THEREFORE, the City of Spokane Park Board hereby resolves:

1. The Director of Spokane Parks and Recreation (the "Director") is hereby designated as the Park Board's representative under the Partnership Resolution who shall serve as a member of the EXPO+50 Partnership Team as outlined in the Partnership Resolution and acknowledges that the Director will serve as a co-chair of said Partnership.
2. The Director is hereby authorized to serve as the initial fund liaison for the EXPO '74+ 50<sup>th</sup> Anniversary Partnership Fund with Innovia Foundation ("Fund Agreement") and further authorized to sign the Fund Agreement on behalf of the Park Board and City of Spokane Parks and Recreation.
3. Permanent amenities and activities added to enhance the river experience and urban core under the authority of the Park Board shall be consistent with the adopted Parks and Natural Lands Master Plan.

ADOPTED BY THE PARK BOARD ON \_\_\_\_\_

Attest:

\_\_\_\_\_  
Park Board President  
Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

**Partnership Resolution**  
**For**  
**Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74**

WHEREAS, In 1974, Spokane, Washington became the smallest city in the world to host a World's Fair; and

WHEREAS, This World's Fair, known as EXPO '74, was a legacy partnership event for the Spokane community that revitalized Spokane's Urban Core, removed infrastructure and pollutants that were negatively impacting the Spokane River, and left the world-class Riverfront Park for the citizens and visitors of Spokane; and

WHEREAS, The Partners to this Resolution wish to commemorate the 50<sup>th</sup> Anniversary of EXPO '74 with a series of events and activities in the summer of 2024, to be referred to as EXPO+50; and

WHEREAS, The Partners to this Resolution wish to lead, sponsor, and solicit events, activities and ideas for EXPO+50 that will achieve the following goals:

1. Bring the community together to commemorate, celebrate and reflect on the accomplishments of EXPO '74 and the ensuing 50 years;
2. Add permanent amenities and activities, and one-time events, that will further activate the river experience and urban core by summer 2024;
3. Connect and brand our greatest community assets to enhance the experience of community members and visitors;
4. Provide an impetus for the community to adopt a unifying and positive focus and energy following two years of the pandemic;
5. Embrace EXPO+50 as an opportunity to adopt a comprehensive vision and community partnerships around the environmental, recreational and economic future of our river; and

WHEREAS, **City of Spokane Park Board**, established pursuant to Article V of the City of Spokane Charter, and City of Spokane Parks and Recreation Department, which are charged with the care, management, control, and improvement of all parks and grounds used for park purposes now or hereafter owned by the City of Spokane, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **The City of Spokane**, a Washington municipal corporation, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane County**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and



WHEREAS, The **Spokane Public Facilities District**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Innovia Foundation**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Visit Spokane Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Downtown Spokane Partnership Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Greater Spokane Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane Regional Sports Commission (DBA: Spokane Sports)**, a 501(c)(3) nonprofit corporation, registered in WA State, whose mission is economic and community development through sports activities, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **University District Development Authority**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals;

WHEREAS, **The Corporation of Gonzaga University**, a tax-exempt organization formed in 1887 for charitable and educational purposes and located on the banks of the Spokane River, desires to enter into this Partnership Resolution to further the above-stated goals in support of the community and the river; and

WHEREAS, **Avista Corporation**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

NOW THEREFORE BE IT RESOLVED that the undersigned EXPO+50 partners commit to:

1. Lead, sponsor and solicit events, activities and ideas for EXPO+50 that will achieve the above-stated goals; and
2. Contribute a minimum \$10,000 per EXPO+50 Partner, for the next two years, to be paid as per the attached Agreement with Innovia Incorporated. Funds will be paid by each partner entity by January 31, 2023, and January 31, 2024, to be used toward achieving the above-stated goals; and
3. Seek additional funding and sponsorships from private, public and non-profit sources to achieve the above-stated goals; and
4. Each EXPO+50 Partner entity will designate their representative, who will serve as a member of the EXPO+50 Partnership Team as per the attached Agreement with Innovia.

The EXPO+50 Partnership Team will be co-chaired by the Director of Spokane Parks (Garrett Jones), and by the President/CEO of Visit Spokane Incorporated, and will solicit approval from the Partnership Team members before any Partner funds are expended. Rick Romero will continue to donate his time as project lead for the EXPO+50 project.

THIS RESOLUTION is hereby signed and authorized, this \_\_\_\_\_ day of \_\_\_\_\_ by the EXPO+50 Partnership entities;

Signatures:

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Finance		
<b>Committee meeting date</b>	February 7, 2023		
<b>Requester</b>	Jason Conley	<b>Phone number:</b> 625-6211	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Authorize a 1 year agreement for golf payment merchant services with Shift4.		
<b>Begin/end dates</b>	Begins: 02/07/2023	Ends: 02/06/2024	<input type="checkbox"/> Open ended
<b>Background/history:</b> Shift4 end-to-end payment solution allows golf to unite merchant services, gateway, POS, point-to-point encrypted EMV devices, and more. By bundling all these pieces directly from Shift4, golf will save approximately \$25,000 per year in merchant fees, and receive free terminals for the life of the agreement. Golf's current credit card terminals have been determined to be end-of-life in April of 2023, and replacement devices are no longer available from our current vendor. Shift4 meets State Auditor requirements for golf and is Payment Card Industry (PCI) compliant. Golf has already been using Shift4--this new agreement expands their role in processing credit card transactions while reducing overall fees.			
<b>Motion wording:</b> Move to approve a 1-year agreement with Shift 4, with optional 1-year renewals, for golf payment merchant services.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Shift4 Name: Matias Lanza    Email address: matias.lanza@shift4.com    Phone: 8882762108/2268			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Jason Conley Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount:    Budget code: Estimated fees \$150,000/year based on volume    Golf fund			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	N/A		
<b>Committee meeting date</b>	February 7, 2023		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)	OPR 2023-0033		
<b>Item title:</b> (Use exact language noted on the agenda)	Spirit Pruners, LLC. Change Order # 1 / Downriver Golf Course Forest Health Management (\$88,650.00 plus tax)		
<b>Begin/end dates</b>	Begins: 02/09/2023         Ends: 06/01/2023 <input type="checkbox"/> Open ended		
<b>Background/history:</b> Downriver Golf Course Forest Health Management Change Order #1 adds additional items as required to successfully complete project work within the available time, including: <ol style="list-style-type: none"> <li>1. Add additional equipment (logging forwarders) &amp; site protection (plywood &amp; tires &amp; labor) to allow contractor to transport logs and equipment on-site during non-freezing /soft ground conditions.</li> <li>2. Add cutting, removal and disposal of (30) additional trees infected with pine beetles. These trees were discovered during a site walk conducted by Urban Forester, Superintendent, and Forester after all trees initially contracted for removal were felled. Additional trees require removal to limit beetle spread on course.</li> <li>3. Add cutting, removal and disposal of (4) additional trees planned for removal near clubhouse. Adding these trees to project scope reduces overall tree removal impact on golf course by completing all planned work at one time.</li> </ol>			
<b>Motion wording:</b> Move to approve Spirit Pruners, LLC. public works contract for the Downriver Golf Course Forest Health Management project in the amount of \$88,650.00 including tax.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: Kelly Chadwick    Email address: k@spiritpruners.com    Phone: 509.979.3496			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Nick Hamad Grant Management Department/Name: Mark Poirier			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$85,050.00 (plus tax) \$3,600.00 (plus tax) Budget code: 4600-55100-94000-56203 urban forestry budget code			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 604374569    Business license expiration date: 11/30/23 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT  
CHANGE ORDER NO. 1

NAME OF CONTRACTOR: SPIRIT PRUNERS, LLC.

PROJECT TITLE: DOWNRIVER GOLF COURSE FOREST HEALTH  
MANAGEMENT PROJECT

CITY CLERK CONTRACT NUMBER: OPR 2023-0033

=====

DESCRIPTION OF CHANGE:	AMOUNT:
Add logging forwarder & plywood for working in warm/soft ground conditions	\$38,000.00
Add (30) additional infected trees ID'd by owner after initial removals	\$51,750.00
Add (4) additional trees planned for removal adjacent clubhouse	\$ 3,600.00
Mobilization credit for removing additional infected trees during active work	(\$4,700.00)

=====

**TOTAL AMOUNT:**    \$88,650.00

<b>CONTRACT SUM (EXCLUDE SALES TAX)</b>	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$302,000.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 0,000.00
CURRENT CONTRACT AMOUNT	\$302,000.00
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 88,650.00
<b>REVISED CONTRACT SUM</b>	<b>\$390,650.00</b>

<b>CONTRACT COMPLETION DATE</b>	
ORIGINAL CONTRACT COMPLETION DATE	February 22, 2023
CURRENT COMPLETION DATE	February 22, 2023
<b>REVISED COMPLETION DATE</b>	<b>March 3, 2023</b>

Contractor's Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ City Clerk

Approved as to form: \_\_\_\_\_ Assistant City Attorney



**ADD LOGGING  
FORWARDER & SITE  
PROTECTION FOR  
WORKING IN WARM/  
SOFT GROUND  
CONDITIONS**

## ESTIMATE #1915

**SENT ON:**

01/09/2023

**RECIPIENT:**

**City of Spokane Parks & Rec**

City Spokane  
808 W Falls Blvd  
Spokane, WA 99201

**SENDER:**

**Spirit Pruners**

720 N Cochran St  
Spokane, WA 99201

Phone: 509-979-3496

Email: [admin@spiritpruners.com](mailto:admin@spiritpruners.com)

Website: [SpiritPruners.com](http://SpiritPruners.com)

**SERVICE ADDRESS:**

3225 North Columbia Circle  
Spokane, Washington 99205

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Equipment Rental	Equipment required for non ideal weather conditions. --8 wheeled forwarder for duration of job --Plywood to protect fairways -- if conditions are particularly poor, potential to use Three Chipper Trucks, if we can't get a tub grinder into the staging area due to mud, and use then at three locations, opposed to the forwarder going to one.	1	\$38,000.00	\$38,000.00

**Total**

**\$38,000.00**

[Policy Disclosure:] We love dogs! But it's tedious if we have to scoop poop to do our work, so if your yard is full of dog doo when we arrive, we charge an extra \$100. Thanks for understanding. :)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ADD (30) ADDITIONAL  
INFECTED TREES  
DISCOVERED BY  
OWNER DURING  
CONSTRUCTION**

## ESTIMATE #1914

**SENT ON:**

01/10/2023

**RECIPIENT:**

**City of Spokane Parks & Rec**

City Spokane  
808 W Falls Blvd  
Spokane, WA 99201

**SENDER:**

**Spirit Pruners**

720 N Cochran St  
Spokane, WA 99201

Phone: 509-979-3496

Email: admin@spiritpruners.com

Website: SpiritPruners.com

**SERVICE ADDRESS:**

3225 North Columbia Circle  
Spokane, Washington 99205

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 1 Tree 12-18" diameter, thin canopy	7	\$850.00	\$5,950.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 2 Tree 18-24" diameter, medium canopy	12	\$1,600.00	\$19,200.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 3 Tree 25-33" diameter, heavy canopy	6	\$2,100.00	\$12,600.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 4 Tree 33+ diameter, thick canopy	5	\$2,800.00	\$14,000.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris: 4 stem stand of pines adjacent to Pro Shop, remove for new path.	0	\$3,600.00	\$3,600.00

Optional

**ADD (4) ADDITIONAL  
TREES PLANNED FOR  
REMOVAL ADJACENT  
CLUBHOUSE**

[Policy Disclosure:] We love dogs! But it's tedious if we have to scoop poop to do our work, so if your yard is full of dog doo when we arrive, we charge an extra \$100. Thanks for understanding. :)

<b>Subtotal</b>	\$55,350.00
<b>Spokane City (9.0%)</b>	\$4,981.50
<b>Total</b>	<b>\$60,331.50</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Hamad, Nicholas

---

**From:** Nelson, Ben  
**Sent:** Wednesday, January 18, 2023 6:28 AM  
**To:** Hamad, Nicholas; Kosanke, Katie; Nittolo, Steve; Poirier, Mark  
**Subject:** Tree Walk  
**Attachments:** Added trees map.png; Added trees map 2.png

All,

Here is the maps of where we added trees to the removal for the tree health management project. It ended up 24 which no one wanted. It has there location and my wag on diameter. Thanks again for the walk through yesterday. Let me know if you need anything from me.

Thanks

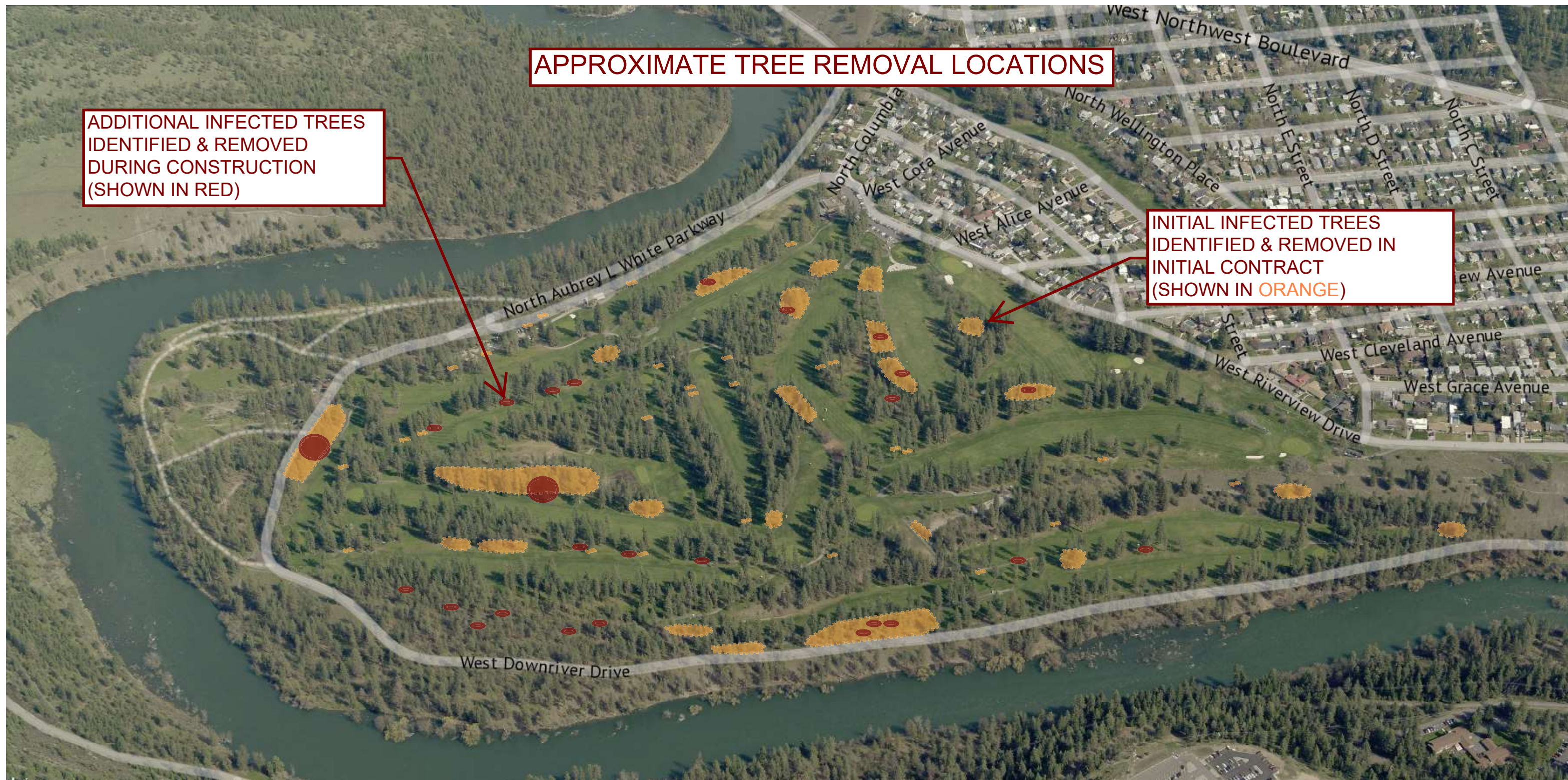
Ben Nelson  
GCSAA Class A Superintendent  
Downriver Golf Course  
3225 N. Columbia Circle  
Spokane, WA 99205  
Office 509-328-0919  
Cell 509-818-7979  
dbnelson@spokanecity.org



## APPROXIMATE TREE REMOVAL LOCATIONS

ADDITIONAL INFECTED TREES  
IDENTIFIED & REMOVED  
DURING CONSTRUCTION  
(SHOWN IN RED)

INITIAL INFECTED TREES  
IDENTIFIED & REMOVED IN  
INITIAL CONTRACT  
(SHOWN IN ORANGE)





## Hamad, Nicholas

---

**From:** Kelly Chadwick <k@spiritpruners.com>  
**Sent:** Wednesday, February 1, 2023 7:31 AM  
**To:** Hamad, Nicholas  
**Subject:** budget

**MOBILIZATION CREDIT FOR  
REMOVING ADDITIONAL  
INFECTED TREES DURING  
ACTIVE WORK**

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Good morning Nick-

In regards to the 2nd phase of trees and a reduction of price based on volume, I would be comfortable taking \$4700 off the estimate at this point. I won't see the invoice for the loggers till next week and don't know the cost on the tub grinder yet, which depends on the days it takes them to complete. Those two items have a vast potential cost variation.

How does that feel to you?

Best,

Kelly



Kelly Chadwick | [509.979.3496](tel:509.979.3496) | [k@spiritpruners.com](mailto:k@spiritpruners.com) | [spiritpruners.com](http://spiritpruners.com)

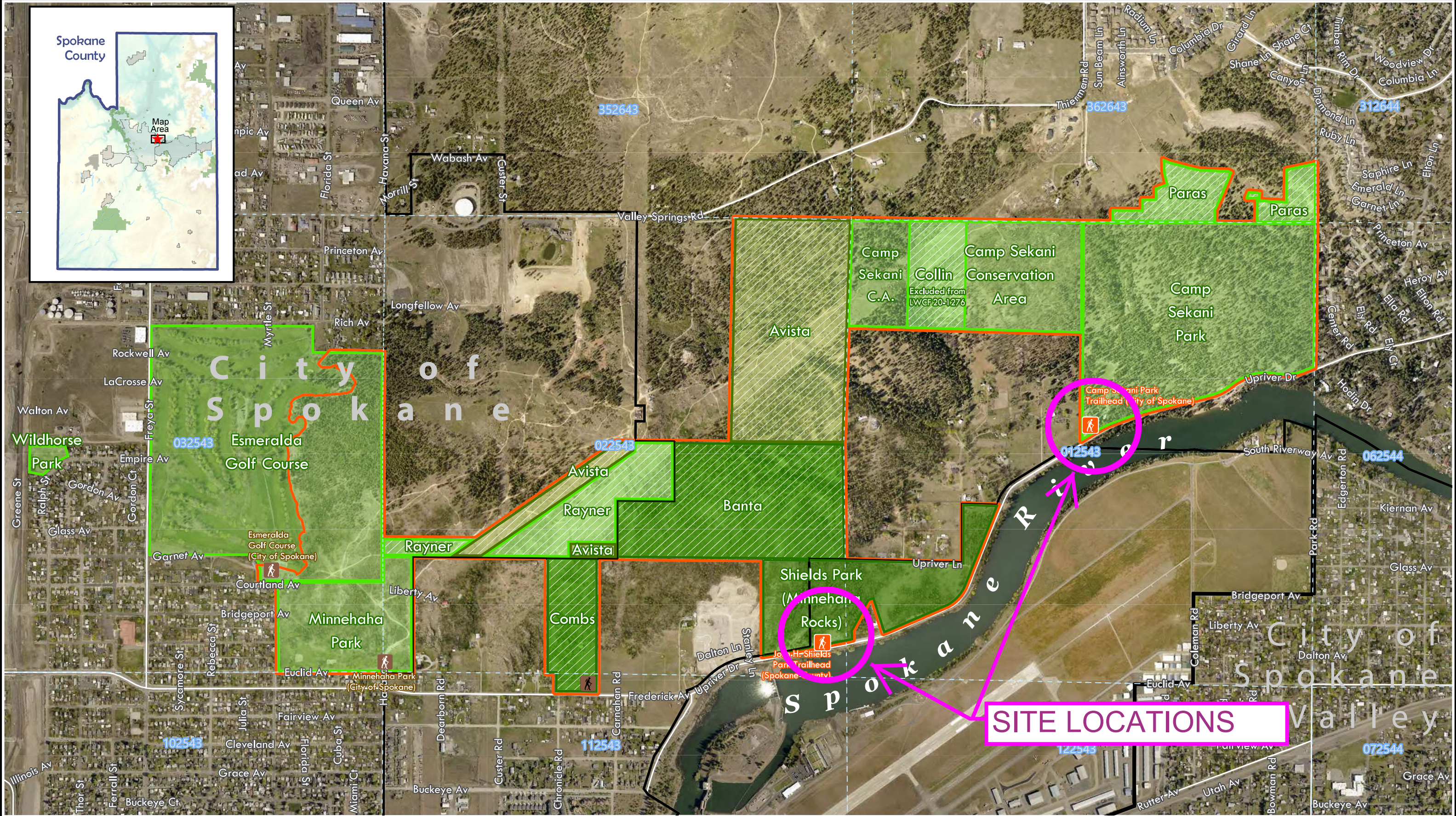
# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land		
<b>Committee meeting date</b>	February 1, 2023		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Spokane County Interlocal Agreement / Make Beacon Hill Public Phase 2 Project (\$300,000 revenue)		
<b>Begin/end dates</b>	Begins: 02/09/2023	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> In 2022, Spokane County & Spokane City jointly applied for grant funding to implement the 'Make Beacon Hill Public Phase 2 project'. The City has received a preliminary notice from WA State that the requested project funding will be granted.  City Parks shall serve as the lead agency in implementing all aspects of the project, including grant administration, community outreach, design, cultural resources, permitting, purchasing construction management, and communication.  In preparing to implement this project, this interlocal agreement is for the purpose of facilitating the transfer of Spokane County's matching project funds from Spokane County to City Parks. The agreement also outlines project roles & responsibilities and future ownership of proposed project improvements.			
<b>Motion wording:</b> Motion to approve the interlocal agreement with Spokane County regarding the Make Beacon Hill Public Phase 2 project (\$300,000 revenue)			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Mary L. Kuney    Email address: pknowles@spokanecounty.org    Phone: (509) 477-2188			
<b>Distribution:</b> Parks – Accounting    Paul Knowles (pknowles@spokanecounty.org) Parks – Sarah Deatrich    Al Vorderbrueggen Requester: Nick Hamad Grant Management Department/Name:			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: \$300,000.00    Budget code: 1950-54920-99999-29170-48082			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

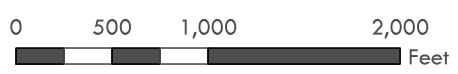




- |                          |   |                             |
|--------------------------|---|-----------------------------|
| Pre-Phase 1 County Parks | Phase 1 Property Acquired by County Parks | Phase 2 Project Sites       |
| Pre-Phase 1 City Parks   | Phase 1 Property Acquired by City Parks   | Existing Trailheads         |
| LWCF Boundary            | Phase 1 Conservation Easement             | Future Trailhead            |
| Municipal Boundaries     |   | USGS Section Township Range |

## Make Beacon Hill Public

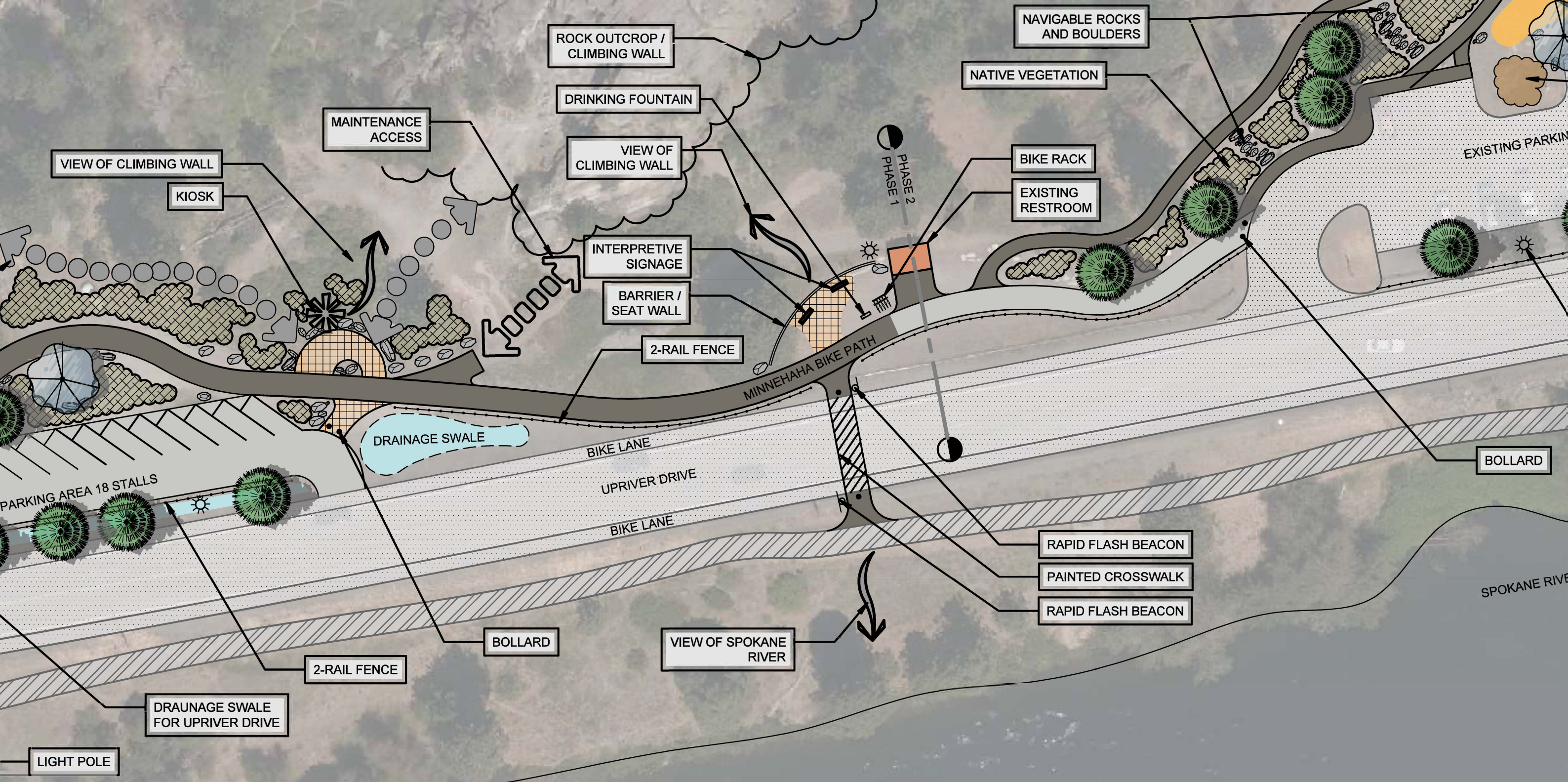
LWCF | 22-1473 D  
Draft Boundary Map



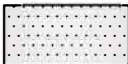


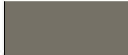

Spokane County  
Geographic Information Systems  
Map Produced: April 2022







## REFERENCE NOTES SCHEDULE

<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>DETAIL</u>
	EXISTING VEHICULAR ASPHALT	
	EXISTING ASPHALT TRAIL	
	EXISTING RESTROOM BUILDING	
	NEW PEDESTRIAN ASPHALT	
	NEW VEHICULAR ASPHALT	

## CONCEPT GRAPHICS SCHEDULE

The diagram shows a vertical arrangement of components. At the top, there are four gray circles stacked vertically, labeled "ACCESS POINT". Below these circles, there is a gap, followed by five white rectangles with black outlines stacked vertically, labeled "MAINTENANCE ACCESS".





41 SPACES

44 SPACES

SWALE

SWALE

SWALE

E UPRIVER DRIVE

SEASONAL STREAM  
PROTECT & PROVIDE

APPROXIMATE EDGE OF  
SPOKANE RIVER

NEW DRAINAGE SWALES &  
NATIVE LANDSCAPING



INTERLOCAL AGREEMENT BETWEEN SPOKANE COUNTY  
AND THE CITY OF SPOKANE PARKS & RECREATION DIVISION REGARDING MAKE  
BEACON HILL PUBLIC PHASE 2 PROJECT

**THIS INTERLOCAL AGREEMENT** (the “Agreement”), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between SPOKANE COUNTY, a political subdivision of the State of Washington, through its Parks, Recreation & Golf Department, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as "County", and CITY OF SPOKANE through its PARKS AND RECREATION DIVISION, having offices for the transaction of business at 808 West Spokane Falls Boulevard, Floor 5, Spokane, WA, 99201, hereinafter referred to as the "City Parks", jointly hereinafter referred to individually as a “Party” or collectively as the "Parties".

**WITNESSETH**

**WHEREAS**, pursuant to the Revised Code of Washington (“RCW”) Chapter 39.34 (Interlocal Cooperation Act) the Parties may contract with each other to perform certain functions which each may legally perform; and

**WHEREAS**, the Board of County Commissioners, pursuant to the provisions of RCW 36.32.120(6), has the care of Spokane County property and the management of Spokane County funds and business; and

**WHEREAS**, the County owns 13.47 acres, Assessor’s Tax Parcel No. 35024.9036, and by Board Resolution No. 2022-0415, executed an Interlocal Agreement with City Parks over the care and operations of 16.48 acres of adjacent City Parks ownership (Tax Parcel No. 35024.0001 and the westernmost 5 acres of tax parcel no. 35013.0201), collectively managed by the County and hereinafter referred to as “John H. Shields Park”, and located at 5625 E. Upriver Drive, Spokane, Washington; and

**WHEREAS**, the City of Spokane Park Board, pursuant to the provisions of City of Spokane Charter Article V, has the exclusive jurisdiction and control over City owned park lands and facilities located within and outside the City of Spokane; and

**WHEREAS**, the City owns and manages Camp Sekani Park, consisting of 240.75 acres, including Assessor’s Tax Parcel Nos. 35011.9001, 35011.9002, 35012.9029, 35012.9022, 35012.9023, 36364.9129, and 36364.9133, located at 6707 E. Upriver Drive, Spokane, Washington; and

**WHEREAS**, the Parties have jointly adopted the 2016 Beacon Hill Trail System Preservation Plan (“Beacon Hill Plan”), prepared by Evergreen East Mountain Bike Alliance, as an advisory guide towards the future preservation, maintenance, acquisitions, and expansion of park facilities in the Beacon Hill area, including John H. Shields and Camp Sekani parks; and

**WHEREAS**, pursuant to the Beacon Hill Plan, County and City Parks partnered and jointly successfully applied for two Washington State Recreation & Conservation Office (“RCO”) grants totaling \$1.5 million in 2020 utilizing Spokane County’s Conservation Futures Funding as matching funds to acquire and preserve 250 acres of privately owned land within Beacon Hill as “Make Beacon Hill Public”; and

**WHEREAS**, after successful completion of the Make Beacon Hill Public project, the Board of County Commissioners & City of Spokane Park Board jointly authorized, by County Res. No. 2022-0506 and City resolution OPR 2022-0309, a County-City Parks joint grant application for an RCO-administered Land and Water Conservation Fund grant, RCO grant number 22-1473D, totaling \$1,060,000 to design, permit, construct, enhance, and expand trailhead parking facilities & associated appurtenances at John H. Shields and Camp Sekani parks, hereinafter referred to as “Make Beacon Hill Public Phase 2”, to enhance and expand access to the Beacon Hill Trail System; and

**WHEREAS**, as a component of said grant application, the County pledged to provide \$300,000 in matching funds (“County’s Match”) towards Make Beacon Hill Public Phase 2, which is identified in 2023 in the six-year Parks Capital Improvement Plan (“CIP”) and was approved in the 2023 Spokane County Capital Budget; and

**WHEREAS**, City Parks pledged \$589,000 in matching funds (“City’s Match”) and as the designated “primary” and “fiscal” sponsor for the Make Beacon Hill Public Phase 2 grant, is desirous of managing and administering the full project budget of \$2,134,000 should said grant application be awarded and funded, and therefore, the County’s Match will be transferred to City Parks to facilitate implementation of the project; and

**WHEREAS**, the Parties are desirous of formally establishing the partnership to pursue and complete Make Beacon Hill Public Phase 2 to enhance and expand trailhead parking facilities and associated appurtenances at John H. Shields and Camp Sekani parks.

**NOW, THEREFORE**, for and in consideration of the mutual promises set forth hereinafter, the Parties hereto do agree as follows:

## **SECTION 1: PURPOSE**

This Agreement is entered into between the Parties for the purpose of facilitating the transfer and expenditure of the County’s Match to City Parks to design, permit, construct, enhance, and expand trailhead parking facilities envisioned in the Make Beacon Hill Public Phase 2 grant application submitted to the Washington State Recreation & Conservation Office in 2022.

## **SECTION 2: TERM**

This Agreement shall terminate on December 31<sup>st</sup>, 2026, unless terminated earlier as provided for herein. The Parties may extend this Agreement as needed to complete Make Beacon Hill Public Phase 2 through mutual execution of a written amendment thereof.



### **SECTION 3: COUNTY’S MATCH**

The County shall transfer to City Parks the County’s Match of \$300,000.00 by no later than March 3<sup>rd</sup>, 2023, to be deposited by City Parks in a budget line created and reserved specifically for the Make Beacon Hill Public Phase 2 project and the improvements identified and described in RCO grant number 22-1473D. Should grant funding not be awarded, City Parks shall refund the County’s Match less it’s share of expenses defined at “Pre-Agreement Eligible Expenses” by RCO. For the purposes of this Agreement, “share” is defined as the County’s Match in proportion to the combined total match (\$889,000) being provided by the County and City Parks. The County may request at any time during this Agreement a budget expense report for the project budget.

### **SECTION 4: ROLES AND RESPONSIBILITIES**

For the purposes of creating an efficient, streamlined project implementation, City Parks shall be the lead agency in implementing and completing all aspects of the Make Beacon Hill Public Phase 2 project, including grant administration and closeout, community outreach and engagement, A/E, permitting, cultural resources, purchasing, construction management, and communication. City Parks shall coordinate with the County on all aspects of project implementation as it pertains to John H. Shields Park. Said coordination shall include, but is not limited to planning, design, permitting, budgeting, scheduling, purchasing, coordination with project partners, and project closeout. The County shall not unreasonably deny approvals where required and / or desired.

Ownership of all improvements completed within Camp Sekani Park shall be City Parks Property. Ownership of all improvements completed within both the County owned and City Parks owned portions of John H. Shields Park shall be County Property at the time of installation and remain County property for the duration of the John H. Shields Park interlocal agreement as approved in City OPR 2022-0453 and Spokane County Resolution No. 2022-0415. Pursuant to the interlocal agreement, at the termination of said agreement, ownership of all improvements to the City Parks owned portion of Shields Park shall be transferred or deeded to City Parks

### **SECTION 5: TERMINATION**

City Parks may provide written notice to the County in the event of the County’s breach or failure to comply with any of the terms, conditions, or covenants of this Agreement. Unless otherwise mutually agreed to or extended in writing, County shall have sixty (60) days to cure the breach or non-compliance. If the County fails to cure the breach or non-compliance within such time (or as otherwise agreed to or extended), City Parks may terminate this Agreement.

County may provide written notice to City Parks in the event of City Parks’ breach or failure to comply with any of the terms, conditions, or covenants of this Agreement. Unless otherwise mutually agreed to or extended in writing, City Parks shall have sixty (60) days to cure the breach or non-compliance. If City Parks fails to cure the breach or non-compliance within such time (or as otherwise agreed to or extended), County may terminate this Agreement.

The Parties may mutually agree to terminate this Agreement upon completion of the Make Beacon Hill Public Phase 2 project.

## **SECTION 6: INDEMNIFICATION**

City Parks shall protect, defend, indemnify, and hold harmless the County, its officers, officials, employees, and agents while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property) arising from City Parks' use, occupancy, management, and maintenance of the City Parks Property or from any activity, work or thing done, permitted or suffered by City Parks in or about the City Parks Property. The City Parks will not be required to indemnify, defend, or save harmless the County if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the County, and its officers, officials, employees, and agents. Where such claims, suits, or actions result from the concurrent negligence of both Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence.

To the extent allowed by law, the County agrees to protect, defend, indemnify, and hold harmless City Parks, its officers, officials, employees, and agents while acting within the scope of their employment as such, from any and all costs, claims, judgments and/or awards of damages (both to persons and/or property) arising from the County's use, occupancy, management, and maintenance of the City Parks Property or from any activity, work or thing done, permitted or suffered by the County in or about the City Parks Property. The County will not be required to indemnify, defend, or save harmless City Parks if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of City Parks, and its officers, officials, employees, and agents. Where such claims, suits, or actions result from the concurrent negligence of both Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence.

The Parties agree that their respective obligations under this section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of the Parties' employees or agents while performing work authorized under this Agreement. For this purpose, the Parties, by mutual negotiation, hereby waive with respect to the Parties only, any immunity that would otherwise be available to the Parties against such claims under the Industrial Insurance provisions of Chapter 51.12 RCW.

These indemnifications and waiver shall survive the termination of this Agreement.

No officers, officials, employees, and agents of City Parks or the County shall be personally liable for any act, or failure to act, in connection with this Agreement, while acting within the scope of their authority.

## **SECTION 7: INSURANCE**

During the term of the Agreement, the CITY and COUNTY shall each maintain in effect, at its sole expense, each insurance coverage with minimum limit noted below:

- (1) Workers' Compensation Insurance in compliance with Title 51 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the statutory amount;

- (2) General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement;
- (3) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$5,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- (4) Professional Liability Insurance with a combined single limit of not less than \$5,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two years after the Agreement is completed.

Each policy shall be endorsed and the certificate shall reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the other entity shall be excess and not contributory insurance to that provided by the other entity

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from either entity or their insurer(s) to the other entity.

As evidence of the insurance coverage required by this Agreement, each entity shall furnish written evidence of acceptable insurance or Risk Pool liability coverage to the other entity within 30 days of the Agreement becoming effective. If requested, complete copies of commercial insurance policies or Risk Pool liability coverage documents shall be provided to either entity. The CITY and COUNTY shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. For purposes of foregoing requirements, the Parties acknowledge that the City of Spokane is self-insured with excess coverage for claims exceeding the City's self-insured retention.

## **SECTION 8: INDEPENDENT CONTRACTOR**

The Parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant, or otherwise of the County shall be or shall be deemed to be an employee, agent, servant, or otherwise of City Parks for any purpose, and the employees of the County are not entitled to any of the benefits that City Parks provides for its employees. The County will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this contract. In the performance of the services herein contemplated the County is an independent contractor with the authority to control and direct the performance and details of the work, City Parks being interested only in the results obtained; however, the work contemplated herein shall meet the approval of City Parks pursuant to the provisions of the Agreement.

No agent, employee, servant, or otherwise of City Parks shall be or shall be deemed to be an employee, agent, servant, or otherwise of the County for any purpose, and the employees of City

Parks are not entitled to any of the benefits that the County provides for its employees. The City Parks will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this contract.

## **SECTION 9: DISPUTE RESOLUTION PROCEDURE**

Any dispute or controversy arising out of or relating to this Agreement, or breach thereof, shall be settled by the following procedure:

- Level 1: Before entering into Level 2 or Level 3 of this Dispute Resolution Procedure (DRP), designated representatives of each party shall enter into a series of meetings for the purpose of resolving the dispute or controversy. The Level 1 period shall begin when one party gives notice to the other by certified mail. Such notice shall identify the dispute or controversy with particularity and state that the party is commencing this Level 1 procedure to resolve the dispute. Should the dispute not be resolved within thirty (30) calendar days of the commencement of the Level 1 period, the dispute shall be advanced to Level 2.
- Level 2: Only after the Parties have completed Level 1 of the DRP without resolving the dispute or controversy and before entering into Level 3 of the DRP, the Parties shall enter into a mediation process. Each party shall bear its own costs in preparing for and conducting mediation, except that the joint costs, if any, of the actual mediation proceeding shall be shared equally by the Parties. The Parties shall select a mutually agreeable mediator to aid the Parties in resolving the dispute or controversy. The mediator shall not be an employee or former employee of either Party. The mediation shall be held at a mutually agreeable date, time, and location.
- Level 3: Only after the completion of both Levels 1 and 2 above without a satisfactory resolution of the dispute or controversy, either party may bring suit in in the courts of competent jurisdiction within Spokane County, Washington. Each party shall bear its own attorneys' fees and costs of any such litigation.

## **SECTION 10: ASSIGNMENT**

This Agreement shall not be assigned, sublet, pledged, conveyed, sold, sublicensed, transferred, or otherwise disposed of for any reason whatsoever in whole or part.

## **SECTION 11: MODIFICATION**

No modification or amendment to this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement.

## **SECTION 12: VENUE STIPULATION**

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

## **SECTION 13: WAIVER**

No officer, employee, agent or otherwise of the County or City Parks has the power, right, or authority to waive any of the conditions or provisions to this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement or at law shall be taken and constructed as cumulative, that is, in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time full and complete performance by the other of any provision hereof, shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part hereof, or the right of either party to hereafter enforce each and every such provision.

## **SECTION 14: NOTICES**

All notices required or permitted under this Agreement shall be in writing and served upon the Parties in person, by certified U.S. mail (return receipt requested) directed to the mailing addresses set forth below or the mailing addresses designated by a party pursuant to written notice, or by electronic mail to the email address set forth below or the email address designated by a party pursuant to written notice. Any notice so mailed shall be effective three (3) days after mailing. Any notice in person or by electronic mail shall be effective immediately. All changes of address shall be effective upon written notice in the fashion provided by this section. The Parties hereby designate the following individuals to receive notice.

### **For the County:**

Spokane County Parks, Recreation & Golf Department  
C/O Director  
404 North Havana St.  
Spokane, WA 99202  
[dchase@spokanecounty.org](mailto:dchase@spokanecounty.org)

### **With Courtesy Copy**

Spokane County Prosecutor's Office  
ATTN: Civil Division  
1115 West Broadway Avenue  
Spokane, WA 99260

**For City Parks:**

Spokane Parks & Recreation Department  
C/O Director  
808 W. Spokane Falls Blvd., Floor 5  
Spokane, WA 99201  
[gjones@spokanecounty.org](mailto:gjones@spokanecounty.org)

**SECTION 15: ENTIRE AGREEMENT**

This Agreement, including the exhibits, contains all the promises, agreements, conditions, inducements and understandings between the parties relative to the City Parks Parcel; and there are no promises, agreements, conditions, inducements, understandings, warranties or representations, oral or written, expressed or implied, between them other than as set forth herein.

**SECTION 16: SEVERABILITY**

If any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

**SECTION 17: ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The County has read and understands this entire Agreement, and now states that no representation, promise, or agreement not expressed in this Agreement has been made to induce him to execute the same.

**SECTION 18: HEADINGS**

The article headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the sections to which they appertain.

**SECTION 19: COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

**SECTION 20: NON-DISCRIMINATION**

The Parties, their employees, and agents shall not discriminate against any person based on race; religion; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital

status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

#### **SECTION 21: FORCE MAJEURE**

Neither Party shall not be considered in breach or non-compliance by reason of any failure in performance if such failure arises out of causes reasonably beyond that Party's control and without its fault or negligence. Neither Party will be held responsible for delay of failure to perform herein when such delay or failure is due to fire, flood, riot, epidemic, pandemic, acts of God or the public enemy, acts of terrorism, acts of war, unusually severe weather, legal acts of public authorities, public carries, labor disputes, or other circumstances which cannot be forecast or provided against.

#### **SECTION 22: SPECIAL PROVISION**

A Party's failure to insist upon the strict performance of any provision of this Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

#### **SECTION 23: REMEDIES**

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any Party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

#### **SECTION 24: ANTI-KICKBACK**

No officer or employee of either Party, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in this Agreement, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this Agreement.

#### **SECTION 25: TIME IS OF THE ESSENCE**

Time is of the essence with respect to each and every provision of this Agreement and attached exhibits.

#### **SECTION 26: RECORDS**

All public records repaired, owned, used or retained by either Party in conjunction with meeting its responsibilities under this Agreement shall be made available to the other Party upon written request subject to the attorney-client and attorney work product privileges set forth in statute, court rule, or case law.

## **SECTION 27: NO THIRD-PARTY BENEFICIARIES**

Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly any benefit or right, greater than that enjoyed by the general public, to third persons.

## **SECTION 28: COMPLIANCE WITH LAWS**

The Parties shall observe all federal, state, and local laws, ordinances, and regulations, to the extent that they may be applicable to the terms of this Agreement.

## **SECTION 29: EXECUTION AND APPROVAL**

The Parties warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of the Party for purposes of confirming this Agreement.

## **SECTION 30: RCW 39.34 REQUIRED CLAUSES**

- A. **PURPOSE:** See Section No. 1 above.
- B. **DURATION:** See Section No. 2 above.
- C. **ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS:** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. **RESPONSIBILITIES OF THE PARTIES:** See provisions above.
- E. **AGREEMENT TO BE FILED:** City Parks shall file this Agreement with its City Clerk. The County shall file this Agreement with its County Auditor or place it on its web site or other electronically retrievable public source.
- F. **FINANCING:** Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- G. **TERMINATION:** See Section No. 5 above.
- H. **PROPERTY UPON TERMINATION:** Title to all property acquired by any party in the performance of this Agreement shall remain with the acquiring party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each party contributing to its acquisition.



**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the day and year first set forth above.

**COUNTY:**

BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

\_\_\_\_\_  
MARY L. KUNEY, CHAIR

ATTEST:

\_\_\_\_\_  
Ginna Vasquez  
Clerk of the Board

**CITY PARKS:**

CITY OF SPOKANE PARKS & RECREATION

\_\_\_\_\_  
GARRETT JONES, DIRECTOR

\_\_\_\_\_  
PARK BOARD PRESIDENT

ATTEST:

Approved as to form:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Assistant City Attorney

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Riverfront Park Committee		
<b>Committee meeting date</b>	February 6, 2023		
<b>Requester</b>	Jonathan Moog	<b>Phone number:</b> (509)625-6243	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	King Cole Ad-Hoc Committee site selection and update – Jennifer Ogden & Jonathan Moog		
<b>Begin/end dates</b>	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> The King Cole Ad-hoc Committee was established by Park Board in March 2021 to recommend prominent recognition of King Cole for his leadership in implementing Expo '74. The Committee is comprised of citizens and Park Board members. In September 2021, the committee received approval to evaluate potential art projects and seek non-city funding opportunities for the project. In October 2022, The City led art procurement process ended due to additional cost associated with renovations of the King Cole Bridge. The King Cole Ad-hoc Committee with support of the Friends of Riverfront Park continued the project as a citizen led initiative and are ready to release a private Call for Artists. This action Item seeks approval of two potential art locations to be included in the call for artists. The selected artist would be provided the choice of either site when submitting their proposal. The Park Board will have final approval authority of the art piece and selected site at the conclusion of the process.			
<b>Motion wording:</b> Approve Central Plaza and North King Cole Bridge as potential art locations for the King Cole Commemoration Project.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Jonathan Moog Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	DVC		
<b>Committee meeting date</b>	January 18, 2023		
<b>Requester</b>	Fianna Dickson	<b>Phone number:</b> 6297	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Adopt a Park and Park Friends Group Policy & Procedure		
<b>Begin/end dates</b>	Begins: 01/11/2023	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> Park Friends groups and organized groups of volunteers are invaluable to our division, but we previously haven't had a policy and procedure that overviews the ways we work collaboratively. This document, with the guidance of legal, seeks to clarify the relationships and outline the principals that will guide our partnerships and the steps we take when working together.  Additionally, formal agreements will be in place with each Friends and Adopt a Park groups that align with this policy and procedure.  This policy was reviewed, edited, and approved through the Development and Volunteer Committee, with input from the Development and Volunteer Citizen Advisory Committee.			
<b>Motion wording:</b> Motion to approve the Adopt a Park and Park Friends Group Policy & Procedure.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Fianna Dickson Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

CITY OF SPOKANE PARKS AND RECREATION DIVISION DIVISION POLICY AND PROCEDURE	DEPT LGL
TITLE: <b>“ADOPT A PARK” AND “FRIENDS OF PARKS” PROGRAM POLICIES AND PROCEDURES</b> EFFECTIVE DATE: REVISION EFFECTIVE DATE:	

Appendix items are in progress.

## 1.0 GENERAL

### 1.1 PURPOSE

The Spokane Parks and Recreation Division “Adopt a Park” and “Friends of Parks” (the “Program”) is a public participation program of Spokane Parks and Recreation which encourages volunteer involvement and community service in support and enhancement of public parks under the control of Spokane Parks and Recreation. The purpose of this policy is to establish policies and procedures for participation in the Program.

### 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

## 3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

## 4.0 DEFINITIONS

- 4.1 “Adopt a Park” means a program where a group of volunteers commit to routine volunteer efforts to help care for a park; work could include routine clean-ups, tending to flowers/trees, trail maintenance, locking/unlocking facilities, or similar. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

- 4.2 “Director” means the Director of Parks and Recreation.
- 4.3 “Division” means the Spokane Parks and Recreation Department.
- 4.4 “Friends of group” or “Park Friends groups” means a program with all of the features of “Adopt a Park” plus additional responsibilities which may include fundraising, hosting events, joint vision-planning with the division, and/or similar approved activities. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).
- 4.5 “Program Agreement” means a contractual agreement (or Memorandum of Understanding/MOU) entered into and signed by a Division representative and the volunteer group’s representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.
- 4.6 “Program Coordinator” means a Division employee who manages the Program and provides liaison and support between the Division and the volunteer group’s leader and volunteers.
- 4.7 “Volunteer” means a registered, approved volunteer with Parks & Recreation acting on their own behalf and committed to completing approved tasks on a one-time or ongoing basis.

## 5.0 POLICY

### 5.1 Program Eligibility

- a) Volunteer organizations/groups are eligible to participate in the Program if the Division is satisfied that the group will fulfill its obligation under the Program in a safe and responsible manner and in harmony with the Division’s mission/vision and master plans and/or preferred plan for the park in question.
- b) Volunteer groups eligible to participate in the Program may be individuals, members or a sub-committee of neighborhood councils, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c) Adopt a Park and Park Friends groups naming will be mutually-agreed upon by the group and the division. A volunteer group is not eligible to participate in the Program if its name:
  - i. Endorses or opposes a particular candidate for public office;

- ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
  - iii. Includes a reference to a political party.
- d) Volunteer groups and/or individuals that have been denied participation in the Program due to a lack of compliance to a previous Program Agreement shall not be eligible to participate for a period of five years following the termination of the previous Program Agreement.
- e) Each volunteer group must have a designated representative/group leader who functions as the group's primary liaison with the Division. The group leader must be an adult (eighteen years of age or older).

## 5.2 Group Bylaws and Tax-Exempt Status for Park Friends groups.

- a) Only groups with organized structure via bylaws are eligible to participate in the Division's Park Friends groups. Adopt a Park groups are not required to have bylaws.
- b) Generally, the most successful Park Friends groups have a strong and broad charter from the start of their creation and have well drafted bylaws for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.
- c) Generally, bylaws include the group's name, their purpose, and membership criteria and define how the group aligns with the Division's mission and goals. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with the Division.
- d) The Parks divisions requires Park Friends groups to either obtain tax-exempt status, or utilize a non-profit fiscal sponsor to act as their agent and provide a written agreement with the fiscal sponsor as such. The division does not require Adopt a Park groups to obtain tax-exempt status, because they are not engaging in fundraising activities.
- e) The Appendix contains sample bylaws.

## 5.3 Program Agreement.

- a) In order to participate, eligible Adopt a Park and Park Friends groups must follow the Procedures in section 6.0. and be recognized through a Program Agreement.
- b) The Adopt a Park program requires a one-year commitment by groups, and Park Friends groups require a five-year commitment.

- c) Park Friends groups will maintain, at their own expense, general liability insurance on an occurrence basis, the specifics of which will be outlined in the Program Agreement. It shall provide that the City, its officers, and employees are additional insured but only with respect to Park Friends services to be provided under the Program Agreement. Park Friends groups may satisfy this requirement by providing a certificate naming the City as an additional insured under the Neighborhood Council's insurance policy with respect to matters covered in the Program Agreement if the Park Friends group acts as an official committee under the Neighborhood Council. Adopt a Park groups are not required to have general liability insurance.
- d) Volunteer groups and/or individuals may be denied participation in the program and/or have their agreement terminated due to a lack of compliance with policies, procedures, and/or the Program Agreement. The Program Agreement will outline termination clauses.
- d) Adopt a Park and Park Friends groups will follow all division and city policies, to include the sponsorship, naming, donation, and social media policies.

#### 5.4 Service Opportunities and Projects.

- a) Adopt a Park and Park Friends groups work in collaboration with the division to find compatible goals and partnership opportunities. The following considerations form the basis for determining which projects the Division partners on with Adopt a Park and Park Friends groups:
  - i. Mission: Does the project meet the missions/goals/objectives of Parks & Recreation?
  - ii. Needs and Level of Service: Is it aligned with community desires and physical need, as outlined in our Master Plan?
  - iii. Park Conditions and Ongoing Sustainability: Does it target facilities in poor condition or out of service? Is the project sustainable?
  - iv. Equity Investment Zones: Does the project address social/health vulnerabilities or economic disparities?
  - v. Opportunities: Is there an opportunity to leverage funds or resources (combination of Park funds and Park Friends fundraising efforts)?
  - vi. Community Benefit: Does this project benefit the greater community or neighborhood (as opposed to special interests of individuals or smaller groups)?

- b) Groups will not complete any fundraising or work project without prior written approval by their staff liaison or the director. Projects may require written plans to be submitted by the group and may require additional steps like a traffic control or safety plan. Fundraising or work projects are defined as any maintenance, programming, or capital improvement to a park.
- c) Adopt a Park and Friends of groups should host at least two times per calendar year an event/activity. Additional events/service opportunities/projects can be completed as needed to support the park.

#### 5.5 Group Leader.

- a) The Group Leader (as identified within the Friends group's bylaws or the Adopt a Park agreement) shall sign the Program Agreement and act as the group's primary liaison with the Division.
- b) The Group Leader is responsible for:
  - i) Serving as the communication point person with the Division's assigned staff liaison. Groups are required to keep open lines of communication. It is critical that groups and the division work, communicate, and collaborate as a team and operate with respect and professionalism;
  - ii) Ensuring that the group complies with the provisions of the Program Agreement;
  - iii) Ensuring that each volunteer receives the appropriate training;
  - iv) Submitting project request and records;
  - v) Ensuring that activities/events are conducted in a safe manner;
  - vi) Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
  - vii) Filing all required reports and forms with the staff liaison; and
  - viii) Reporting any injuries incurred by volunteers during activities/events to the staff liaison and communicating with the staff liaison as necessary to ensure smooth conduct of the program.



## 5.6 Program Support.

- a) Adopt a Park and Park Friends groups will be supported by their Program Coordinator (staff liaison) and other members of the division, which may include: coordination of shared resources; marketing support and event promotion (i.e. graphic design and press release assistance, social media sharing); opportunities to participate and present to the Development and Volunteer Committee Citizen Advisory Committee of the Park Board; priority access for venue reservations and review of venue rental costs; and recognition of contributions.

## 5.7 Record keeping.

- a. Adopt a Park and Park Friends groups will be required to maintain their own records to include email/mailling lists of their members, volunteer tracking, committee/board/meeting records and/or minutes, and any paperwork required by government agencies.
- b. They agree to make these records available to the division at any time upon request, within 30 days of request, and to report annually to their staff liaison in alignment with Procedures in section 6.0.

## 5.8 Hazardous materials.

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous.
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description to 911/crime check or their staff liaison as soon as possible.

# 6.0 PROCEDURE

## 6.1 Adopt a Park

6.1.1 Interested parties must first register and complete at least one volunteer session with the Division in an approved activity.

6.1.2 After volunteering at least once, a group of at least two volunteers may fill out an application to Adopt a Park. Adopted parks will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.1.3 Approved groups will be required to commit to one year of service, and sign the Division's Adopt a Park Program Agreement.

6.1.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of

the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

## 6.2 Park Friends

6.2.1 Interested groups must have completed at least one year of volunteer work under the Adopt a Park program.

6.2.2 Adopt a Park groups interested in expanding their scope of work in alignment with the Park Friends definition may fill out an application to form a Park Friends group. Park Friends groups will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.2.3 Approved groups will be required to commit to five years of service, and sign the Division's Park Friends group Program Agreement.

6.2.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

## 7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

## 8.0 APPENDICES

- Application to Adopt a Park
- Adopt a Park agreement template
- Application to form a Park Friends group
- Park Friends agreement template
- Matrix (volunteer, Adopt a Park, Park Friends)
- Toolkit for Adopting a Park & Forming/Growing a Park Friends group
- Sample Bylaws

APPROVED BY:

CITY OF SPOKANE PARKS AND RECREATION DIVISION

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Title

CITY OF SPOKANE PARKS BOARD

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney