

# SPOKANE PARK BOARD

Regular Monthly Meeting - 1:30 P.M. – February 9, 2012 – City Council Chambers

## Minutes

1. Roll Call: *Jacki Faught*

Members Present: Ross Kelley, President; Jim Santorsola, Randy Cameron, Chris Wright, Susan Traver, Ken Van Voorhis, Andy Dunau, Sam Selinger

Absent Excused: Martha Lou Wheatley-Billeter, Vice President; Jim Quigley; Mike Allen

Staff Present: Leroy Eadie; Mike Aho; Carl Strong; Angel Spell; Taylor Bressler; Garrett Jones; Rebecca Madany; Tony Madunich; Debby Dodson; Jack Busch; Jacki Faught

2. **Motion No. 1:** Ken VanVoorhis motioned to approve the minutes of the January 12, 2012 Regular Park Board Meeting, notes of the January 12, 2012 Regular Study Session, and minutes of the January 24, 2012 Special Park Board Meeting.  
Randy Cameron seconded.  
Motion carried.

3. Additions or deletions to the agenda: None

4. **Monthly Highlights** – *Ross Kelley, President*

- A. The Riverfront Park Job Fair is February 12<sup>th</sup>.
- B. Season Pass discounts run through April 8<sup>th</sup>.
- C. The Recreation Guide is available online.
- D. The 2011 Annual Report is now available.

5. **VISITORS:**

- A. Curt Connolly, Spokane Youth and Senior Centers Association President, thanked Park Board members for their efforts to come visit the centers. He noted that 29% of the current population of Spokane is 55 or older, this is a 43% from 2000-2010. This trend is expected to continue as more of the Baby Boomers retire. He noted that the benefit of volunteer hours alone to the Southside Senior Activity Center in 2011 ranges between \$251K to \$556K depending on if the time is valued at pay rate value assigned by the center, \$10 per hour, or the pay rate value assigned by AARP for senior volunteers in Washington State of \$20.62 per hour.

6. **Motion No. 2:** Randy Cameron motioned to approve claims for the month of January 2012 in the amount of \$879,968.07.  
Jim Santorsola seconded.  
Motion carried.

7. **SPECIAL DISCUSSION/ACTION ITEMS** – None

8. **FOUNDATION REPORT** – None

9. **COMMITTEE REPORTS** – Park Board Action Items

**FINANCE COMMITTEE** – February 7, 2012, *Randy Cameron*

- A. **Motion No. 3:** Randy Cameron motioned to approve authorization for the Parks and Recreation Department Director to Accept the Bid for Park Uniforms and award the contract to the low qualified bidder with the Bid Opening scheduled for February 13, 2012.  
Jim Santorsola seconded.  
It was noted that the bids should be \$50K – \$100K and that timing is an issue. If the item is postponed until March then the uniforms would not be received in time.  
Motion carried.
- B. The Washington State Assistant Audit Manager reviewed the results of the 2010 Accountability Audit. Staff is working to correct items identified in this audit.
- C. The process used during 2011 to develop the 2012 budget was reviewed so improvements may be utilized in development of the 2013 budget.
- D. An update was given regarding the new HRMS System.
- E. Graph reports of the Annual Financial Report and Five Year Trends were provided and reviewed.
- F. The Former YMCA written financial report was provided and reviewed.

**GOLF COMMITTEE** – Did not meet.

**LAND COMMITTEE** – February 1, 2012 – *Jim Santorsola*

- A. **Motion No. 4:** Ken VanVoorhis motioned to approve the Value Blanket Order with Western Equipment for the purchase of Toro park and golf course equipment, repair and replacement parts.  
Susan Traver seconded.  
It was confirmed that the VBO is for Park Ops and Golf. Park Ops' and Golf's respective purchases will be made out of their own budgets.  
Motion carried.
- B. **Motion No. 5:** Jim Santorsola motioned to approve the contract with Bacon Concrete, Inc. to construct and repair a stairway and paths in Cliff Park.  
Ken VanVoorhis seconded.  
Staff confirmed that this was a part of the 2011 Capital Plan.  
Motion carried.
- C. **Motion No. 6:** Jim Santorsola motioned to approve as noted items ten and eleven in the park rules (SMC 10.10.040), ten being new language and eleven being previous language in the code, regarding the revision of Park Overnight Camping Policies.  
Sam Selinger seconded.  
Staff outlined and clarified the changes with the Board. Item ten states no person may leave personal items or property in any public park after park closure hours. Any items left will be disposed of by Parks and Recreation Staff. Item 11, formerly item D, regarding possession or consumption of liquor in parks has been relocated to a place in the rules that makes more sense.  
Motion carried.
- D. An update on the Storm Water retention Agreement was given noting that an understanding with Wastewater has been reached acknowledging that facility footprints include not only the tanks, but also the access areas around them, and service roads.
- E. An update on the Thornton Murphy west boundary issue was given. The value of the property is being determined, and Legal staff recommends utilization of an easement agreement.

- F. The grant was denied on the Cannon Hill Park Pond project, but other possible grant opportunities are being researched.

**RECREATION COMMITTEE** – February 2, 2012 – *Chris Wright*

- A. **Motion No. 7:** Chris Wright motioned to approve a one year contract renewal with Griffin Publishing for printing of 4 Recreation Activity Guides in the amount of \$55,000 plus Washington State Sales Tax.  
Randy Cameron seconded.  
Staff noted that 58% of registrations are now being done online. The amount of the contract is the same as last year although we will be doing 4 guides instead of 3 guides. This was accomplished by reducing the number of guides being mailed. More and more people are utilizing the online opportunity as opposed to the physical guides. Some discussion was had regarding the utilization and success of our social media advertizing. Recreation is working to assist Golf with their social media.  
Motion carried.
- B. An introduction on the history of East Central Community Center was provided by Kathy Armstrong.
- C. An update was given on the Athletic Field Use Contracts at committee. Current information is that 274 contracts were sent out. 213 of those contracts have been returned. The dollar value on the 274 contract is approximately \$234K. The value of the contracts currently returned is approximately \$128K. This is not completely unusual at this time of year. The deadline for return has come and gone. The high dollar values of the contracts still out are attributable to SYSA and SASA. We have heard that SASA is going to return contracts on tournaments. We have not yet heard from SYSA. Discussion was had on the benefits of the tournaments vs regular play and the reasons tournaments are special. Staff is working with the groups to try to get the contracts back in. Inevitably if the contracts don't come in then the fields will be released to other users. The first approach would be to let the other user groups know the fields are available. We would look towards user groups we don't usually work with maybe some groups outside the area. Park Board adopted rates for 2012 last fall. Staff was requested by the Board to take a look at those fees. Staff brought back a reduced fee schedule that the Board then adopted.
- D. The Recreation Financials through December 2011 were reviewed.
- E. There was a brief discussion on Promotional Ideas.

**RIVERFRONT PARK COMMITTEE** – January 30, 2012, *Susan Traver*

- A. The Hoopfest 25 Year Committee is planning to commemorate Hoopfest's 25<sup>th</sup> Anniversary in 2014, with a gift to the City and Community. They look forwards to working with City Staff to attain their goal.
- B. A revised pro Forma and business plan for the East Pavilion Recreation Center are expected to be ready for distribution to Park Board members within the next two weeks.
- C. The next committee meeting will include a presentation by Public Facilities District staff of their Master Plan, and preliminary designs for the Rotary Fountain restroom building.
- D. Preliminary plans have been made regarding research for demolition of the Parks portion of the Broadview Dairy Building.
- E. Demolishing the Bosch lot garage, as well as increasing parking capacity there and in Lot 5 are being explored.
- F. The Financial report was distributed and discussed.
- G. Staff reported that the Tribe is not interested in a Letter of Intent regarding the Cultural

Centers, but it prefers to continue working on the Ground Lease; and letters have been submitted requesting permission to change the land use.

**URBAN FORESTRY TREE COMMITTEE** – January 31, 2012, *Ken Van Voorhis*

- A. The Committee discussed the Street Tree List.
- B. Urban Forestry Monthly Financial Report was reviewed.
- C. A written Urban Forestry Staff Report was reviewed.
- D. Agenda items expected at the next Committee meeting include consideration of several Heritage Tree Nominations, revisions to the Street Tree List, and Stewardship Goals for Park Conservation Lands.

10. **REPORTS**

- A. Park Board President –
  - 1. Congratulations were given to Ken VanVoorhis for his reappointment to the Board for his first full term which will expire in 2017.
- B. Park Board Members –
  - 1. North Bank Liaison – No report given.
  - 2. Downtown Transit Liaison – No report given.
  - 3. Conservation Futures Liaison – Ken VanVoorhis noted that the group is meeting again and he will have a report next month.
  - 4. Parks Foundation Liaison – No report given.
  - 5. Council Liaison – No report given.
- B. Director's Report -
  - 1. The Committee chairs were thanked for their excellent efforts this month to keep their meetings within their allotted time saving staff time.
  - 2. The Mayoral Inaugural address is scheduled for tomorrow at 8:00 a.m. Parks did two tours with Community Development and Mayor last week. Several centers, parks and bond issue projects were visited.
  - 3. Craig and Leroy will attend the Sister Cities Board meeting next week to see the preliminary designs for their work in Riverfront Park.
  - 4. The Joint Use Agreement with School District 81 is just about complete.
  - 5. The next joint Park Board/City Council Study session will be on April 12<sup>th</sup> at 3:30 p.m.
  - 6. Eric Sawyer with the Spokane Regional Sports Commission has created a study group called Project 2012 Vision Team. Leroy is sitting on that study group.
  - 7. Steve McNutt is under contract for the Rotary Facilities building design in Riverfront Park.
  - 8. Tony Madunich will be heading up the Parks and Recreation Capital Improvement Program and will sync it up with the City's Capital Improvement Program that they are currently working on.

11. **Correspondence** – None

12. **Public Comments** – None

13. Adjourn to Executive Session – None

14. **Adjournment** – 2:53 p.m.

A. Next Committee meeting dates:

Golf Committee: February 15, 2012, 7:00 a.m., Manito Park Meeting Room.

Riverfront Park Committee: February 27, 2012, 8:00 a.m., City Council Briefing Center

Land Committee: February 29, 2012, 3:30 p.m., City Hall Conference Room 5A

Recreation Committee: March 1, 2012, Corbin Senior Center

Finance Committee: March 6, 2012, 3:30 p.m., City Hall Conference Room 5A

Urban Forestry Committee: February 28, 2012, 4:15 p.m., Woodland Center

B. Next Park Board meeting date: March 8, 2012, 1:30 p.m., City Council Chambers

# SPOKANE PARK BOARD

## *Annual Meeting Minutes February 9, 2012, 2:54 p.m.*

### 1. Roll Call – *Jacki Faught*

Members Present: Ross Kelley, President; Jim Santorsola, Randy Cameron, Chris Wright, Susan Traver, Ken Van Voorhis, Andy Dunau, Sam Selinger

Absent Excused: Martha Lou Wheatley-Billeter, Vice President; Jim Quigley; Mike Allen

Staff Present: Leroy Eadie; Mike Aho; Carl Strong; Angel Spell; Taylor Bressler; Garrett Jones; Rebecca Madany; Tony Madunich; Debby Dodson; Jack Busch; Jacki Faught

### 2. Annual Financial Report – *Rebecca Madany*

#### A. Park Fund:

1. Revenue was budgeted at almost \$6M, actual was almost \$5M, a \$1M, or 17% negative variance. This is better than last year at 35%
2. \$12.2M was received from the General Fund for a total revenue of \$17.2M.
3. Expenditures were \$18.17M. This number includes year end encumbrances. Actual expenditures were \$1.3M under budget, a 7% positive variance. \$300K went back into fund balance.
4. Rebecca outlined how much of the budget revenue and expenditures go to each departmental area.
5. Discussion was had on a variety of the details of the budget.

### 3. Annual Report – *Leroy Eadie*

- A. The Park Board was presented with copies of the 2011 Parks and Recreation Annual report.
- B. Leroy thanked and complimented Jack Busch for stepping in with Nancy out of the office for an extended period and doing such a great job on this project.
- C. He highlighted the different items contained in the report.
- B. The report is available online and in the Parks and Recreation office.

### 4. Nominating Committee Report: *Susan Traver, Acting Chairperson*

- A. The Nominating Subcommittee was comprised of Jim Quigley, Chairperson; Jim Santorsola; Ken Van Voorhis; and Susan Traver.
- B. Nominations:  
President: Randy Cameron  
Vice President: Jim Quigley  
Secretary: Leroy Eadie

### 5. Election of Officers: *Ross Kelley*

**Motion No. 1:** Susan Traver motioned to accept the nominations as presented. Ken VanVoorhis seconded.  
Motion carried.

6. New Park Board President leads the remainder of the meeting:  
President Randy Cameron expressed his gratitude for being elected president. He thanked Ross Kelley for his two years of service as the Park Board President. Individual Park Board members and Leroy Eadie offered their appreciation to Ross for the immense amount of time and effort he put in during his tenure as president. Although not present, Martha Lou Wheatley-Billeter was recognized and appreciation was given for her two years of service as Vice President to the Board.
  
7. Adjournment of Park Board Annual Meeting: 3:26 p.m.