

SPOKANE PARK BOARD

February 14, 2013 Regular Monthly Meeting and Annual Meeting
1:30 P.M., City Council Chambers

Minutes

1. Roll Call: *Jacki Faught*

Park Board Members Present: Randy Cameron, President; Leroy Eadie, Secretary; Jim Santorsola; Ross Kelley; Ken VanVoorhis; Chris Wright; Susan Traver; Andy Dunau; Sam Selinger

Park Board Members Absent Excused: Jim Quigley, Vice President; Martha Lou Wheatley-Billeter

Staff Present: Jerry Unruh, Sam Song, Angel Spell, Carl Strong, Nancy Goodspeed, Craig Butz, Tony Madunich, Rebecca Madany, Garrett Jones, Debby Dodson, Jacki Faught

2. **Motion No 1:** Susan Traver motioned to approve the minutes of the January 10, 2013 Regular Park Board Meeting and the notes of the January 10, 2013 Regular Study Session. Ross Kelley seconded.
Motion carried.

Motion No2: Susan Traver motioned to approve the minutes of the January 22, 2013 Special Park Board Meeting.
Ross Kelley seconded.
Motion carried.

3. Additions or deletions to the agenda: None

4. **Monthly Highlights:** *Randy Cameron, President*

- A. Heather Comer, Spokane Parks and Recreation TRS participant, won Gold in Super G, bronze in Giant Slalom, and 5th place Slalom at the Special Olympics World Winter Games held in South Korea.
- B. Corbin Art Center is offering President's Day Camps as well Spring Break Camps.
- C. Parks and Recreation is now offering an ASA adult softball program with divisions for all skill levels & abilities. Early Bird Discount saves \$50 when you register before February 28th.
- D. Golf Unlimited Play Passes, Golf Gift Cards, and Member Discount Cards are now available. You may now sign up for lessons, men's & women's clubs league play and tournaments.
- E. In February, Urban Forestry's arborists will be working at Riverfront Park, Audubon Park, and Glover Field. In March they will focus on Corbin Park and Finch Arboretum.
- F. The Annual Riverfront Park Job Fair was well attended with over 600 applicants coming in person.
- G. The Riverfront Rotary Facility building is on track to be complete and open for Bloomsday.
- H. Aquatics season passes and Riverfront Park season passes are still available at a great rate.
- I. Spring is at its peak in the Gaiser Conservatory in Manito Park. The conservatory is open seven days a week 8:00 am – 3:30 pm.

5. **VISITORS:**

A. SYSCA Update –

Bonnie McDade, Executive Southside Senior Activity Center, advised that Spokane will host the WASAC annual conference in May. 80 – 100 people are expected to attend the event. She highlighted programs offered and fundraising efforts at the different centers, noting that there are a lot of collaborative fundraising efforts. Bonnie welcomed and introduced the new Sinto Senior Center Director, Cal Coblentz.

Kim Ferraro, Executive Director, West Central Community Center, outlined “Playhouse Project Spokane”, a playhouse auction and raffle to benefit Spokane’s youth programs. It is a collaborative fundraising project between WCCC, Northeast Youth Center and Peaceful Valley Community Center, with the support of all the other members of SYSCA. The project includes a Dream Playhouse Artwork Contest for Kids, Kick-off Breakfast February 6 for Sponsors, Builders and other participants, a \$1.00 per ticket raffle of 1 custom playhouse, viewing of all 9 custom playhouses at Spokane Homebuilders Premier Show – April 12-14, and a live auction of 8 custom playhouses on April 16th. This project has received great support from numerous businesses within the community.

B. Under the Freeway Skatepark User Group – *Colin Thompson*

Mr. Thompson, CFO, Power City Electric, member of Friends of Centennial Trail, and skater, gave an update on the progress of the UTF User Group. He understands the Board’s budgetary constraints in this recession and that others are asking to have the same pot of money that the user group is asking to have committed. Pictures of the crowd, parents, kids and Mayor Condon in attendance at the 2012 Tony Hawk event at the Hillyard Skate Park were shown. Mr. Thompson shared letters of support for UTF from various members of the community neighboring the skate park. In the summer many parents and adult users show up before the kids get there to clean the park and do their skating. In the last couple of months Witherspoon, Kelley, one of the oldest law firms in Spokane, donated about \$4000 of legal work to assist in getting their 501c3 established. The federal application is complete. They are waiting for the bylaws and state paperwork to get finalized. Donation money was raised for the filing fee. The DOT responded to their inquiry that the City has a lease that expires in 8 years and the DOT has an obligation to renew the lease at fair market value. It does appear that the door is open to a conversation with Park Board and City support. The 4 ½ page lease document uses the term “recreational use” 9 times. The user group met with the Parks Foundation and is excited about their willingness to support the UTF project. Mr. Thompson asked what hurdles the Board needs them to clear, or can help them clear, in relation to the DOT or the gateway project in order to move forward with funding of the UTF project.

The Board responded that their concerns include safety, financing and cost, how to maintain it, the business plan, the DOT’s plans, the master plan for that area, and parks priorities. Emphasis was given to safety plan for the area. Leroy stated the discussion needs to include Parks, the Police Chief, Mayor’s office with regards to the gateway project, and the user group. Leroy will help facilitate this through the Mayor’s office. He will gather information for the Board from Jan Quintrall and Julie Neff, the leads on the gateway project. Crime is a major concern however UTF is competing against other capital needs and deferred maintenance. Moving forward the UTF user group is invited as a guest to the next Recreation Committee, Leroy will ask Julie Neff or Jan Quintrall to do a presentation on the gateway project. Leroy will also ask either the Police Chief

or a representative from his department to speak to public safety efforts that are being wrapped into the gateway project. A brief discussion was had on the Department's, the Board's and the group's willingness to consider an alternate location or a better served area for a covered skate park.

6. **Motion No. 3:** Andy Dunau motioned to approve claims for the month of January 2013 in the amount of \$710,336.29.

Ross Kelley seconded.

Motion carried.

7. **SPECIAL DISCUSSION/ACTION ITEMS:**

- A. Agreement between City of Spokane Parks and Recreation Department and Bottling Group, LLC granting Exclusive Pouring Rights for Spokane Parks and Recreation Department Beverage Sales from February 1, 2013 through January 31, 2020.

A brief discussion was had noting that the payment referenced in §B.4.F Washington State Department of Services for the Blind on page 5 is required by WAC 67-25-160(DSB), the contract is tethered to a sponsorship, and the cost proposal in this contract is the best in Spokane and has the lowest increases among all the vendors.

Motion No. 4: Andy Dunau motioned to approve the Agreement between City of Spokane Parks and Recreation Department and Bottling Group, LLC granting Exclusive Pouring Rights for Spokane Parks and Recreation Department Beverage Sales from February 1, 2013 through January 31, 2020.

Ken Van Voorhis seconded.

Speaking to the motion:

Chris Wright expressed some concern about the 4% annual price increase cap and does not like the deletion of the department's right to approve price increases with no exit clause.

Ken Van Voorhis asked if we can renegotiate this clause.

Randy Cameron noted that the 10 year term, initial 7 year term with the potential of one 3 year extension is tethered to the sponsorship of the Rotary Facility in Riverfront Park.

Sam Song, speaking to Chris' concerns, advised that the cost proposal is the best in Spokane County. The 4% cap is the lowest proposed increase between Pepsi, Coca Cola and 7-Up. Staff is very comfortable with this base and would not jeopardize the City.

Susan Traver inquired if the prices were raised would the cost increase be passed on to the consumer.

Sam Song assured those costs would be passed on.

Andy Dunau confirmed with Sam that the cost increases happen in October, past our busy season and decisions on menu pricing for the year. Andy noted that Pepsi is aware that if their prices increase, our prices increase, and continually raising prices would eventually work against them. Pepsi knows the markets and has incentive not to monopolize the pricing.

Ross Kelley noted that the contract states "The Company will only take the necessary increase to maintain the cost of doing business."

Motion carried.

B. **Annual Meeting Business:**

1. Nomination and Election of Officers – *Andy Dunau*

Motion No. 5: Andy Dunau motioned to approve Randy Cameron as President and Jim Quigley as Vice President.
Susan Traver seconded.
Motion carried.

2. Committee Chair Assignments – *Randy Cameron*

2013 Committee Chairs:

Recreation – Susan Traver

Riverfront Park – Chris Wright

Urban Forestry – Ken Van Voorhis

Finance – Andy Dunau

Golf – Ross Kelley

Land – Ken Van Voorhis

By-Laws – Ross Kelley

3. Annual Report – *Leroy Eadie*

Leroy Eadie presented a summary of the 2012 Annual Report noting changes to the format from last year and briefly highlighting the individual sections. Copies of the report were provided to Board members.

4. Annual Financial Report – *Rebecca Madany*

Rebecca Madany reviewed the 2012 Annual Financial Report that was provided to the Board. Park Revenue ended 5% under budget. As of January 30th expenditures had a positive variance of about \$150,000. The trend in Revenue is that we are receiving a larger percentage from the General Fund rather than the Park Fund. The main source of our funding is the General Fund.

8. **FOUNDATION REPORT** – *Heather Beebe-Stevens, Executive Director*

Heather Beebe-Stevens noted that the Foundation Board did some visionary and strategic planning and decided they want to do what they have been, just more and better. The Grant Committee will be reviewing grant applications in March and hope to notify recipients in early April. Make A Splash is now a part of the Foundation. Heather met with both the Sister Cities and the UTF Skate Park User Group and will work with both. Heather would like to invite the Park Board to a joint meeting with the Foundation Board at the Foundation.

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

FINANCE COMMITTEE – February 12, 2013, *Andy Dunau*

A. **Motion No. 6:** Andy Dunau motioned to approve the Revocable License and Permit Agreement with the Public Facilities District (PFD) with the change from Finance Committee to include the art walk language.

Susan Traver seconded.

Ken Van Voorhis recused himself from the vote citing that he has a vested interest in the PFD.

Speaking to the motion:

Andy Dunau gave a brief summary of the proposed changes regarding access to the Centennial Trail and Sculpture Walk.

Randy Cameron commented that the access will be on Parks property and the final design will be approved by the Park Board.

Motion carried.

- B. The Committee received copies of the fourth quarter budget transfers and reports with revision details and summary information on the 2013 budget revisions.
- C. The Ad Hoc Committee for Improved Financial Reporting advised that reporting will be consistent throughout the committees and will include monthly budget tracking.
- D. It was reported that no management letter comments or audit findings have been received for parks for the 2011 audit.

GOLF COMMITTEE – January 16, 2013, *Ross Kelley*

- A. The City of Spokane Golf will be an exhibitor at the Golf Show February 16-17. Spokane Golf will be promoting the 4 Play Pass, 18 holes at each of the four City courses for \$89.
- B. Our Point of Sale System, Club Profit, was recently updated at all four courses and City Hall's, My Spokane Service Center.
- C. The Adult and Junior Golf Lessons for spring are now available for registration either through the Spokanegolf.org website, by calling Parks and Recreation phone line at 625-6200, or in person at City Hall's MySpokane Service Center on the first floor.
- D. The Committee received an update on the bid process for golf software, a Financial update, and an update on revenue enhancement and advertising.
- E. Discussion was had on the 2013 Golf budget revision.
- F. It was noted that the holiday gift sales in Riverpark Square and the courses were very successful.

LAND COMMITTEE – February 6, 2013 – *Jim Santorsola*

- A. **Motion No. 7:** Susan Traver motioned to approve the Resolution supporting WaterSMART grant application for Cannon Hill Pond and Mirror Pond.
Ken Van Voorhis seconded.
Motion carried.
- B. **Motion No. 8:** Ken Van Voorhis motioned to rescind Park Board policy "Filming, Still and Hobby Photography for Commercial Purposes in Parks and Recreation Areas or Facilities".
Sam Selinger seconded.
Motion carried.
- C. **Motion No. 9:** Ken Van Voorhis motioned to approve to accept the Washington State Public Works Board Grant in the amount of \$1,970,000.
Susan Traver seconded.
Speaking to the motion:
Chris Wright reminded the Board this is the first step in a two step process. We want to make sure that the money is available and that the Board weighed in and approved the grant. There is still a purchase and sale agreement to completed and executed along with an appraisal and some very important details that a lot of important people in City Hall have been working on to make sure that a terrific project is all properly vetted. He appreciates Leroy Eadie and James Richman in Legal going through the contract. Chris endorses the Board's approval of the grant and is looking forward to an agreement about how the final purchase and sale agreement looks.
Leroy Eadie stated that the first step in the process is to get the grant approved by April.
Andy Dunau confirmed that this grant has things you are allowed to do and not allowed

to do with the money. Part of the vetting process is making sure that whatever the funds are spent on are things that the grant finds allowable and that will work well with the State and others. We don't want to find ourselves in the position of using it for things, getting audited and figuring out who is responsible for it at that time. He expressed appreciation for the work on this.

Chris Wright advised that the purpose of the money is to be used for land acquisition. The Public Works Board understands that, but there is a possibility that we would go a different route and rather than using all of it for acquisition but using some for actually building part of the trail. There are a couple different paths we could take depending on how the purchase and sale agreement shakes out.

Leroy Eadie stated that the way the scope of work is written initially is that we are going to contemplate acquisition. The work on the third appraisal, led up by the Planning Director, is being done this week. He hopes to bring the purchase and sale agreement and the appraisal to the Board next month. We need to close on the property or finish public infrastructure improvement, construction of the Centennial Trail on the Kendall Yards property, by the contract end date of June 12, 2014. The focus is to complete the Centennial Trail work through Kendall Yards property predominately this summer season.

Motion carried.

- D. The Committee reviewed and discussed needed repairs and possible solutions, costs and funding, project timeline, and use of a base bid with a series of alternate possibilities for the Coeur d'Alene Park Gazebo.
- E. The Committee received an update from the Friends of the Centennial Trail Executive Director, Loreen McFaul.
- F. The Committee discussed the Mission Park Centennial Trail Crossing.
- G. The Committee received an update on the Whitewater Park.

RECREATION COMMITTEE – February 7, 2013 – *Chris Wright*

- A. **Motion No. 10:** Chris Wright motioned to approve a one year contract renewal with Griffin Publishing for printing of 4 Recreation Activity Guides in the amount not to exceed \$43,920.
Susan Traver seconded.
Motion carried.
- B. Jerry Unruh, recently promoted to Recreation Supervisor II, was introduced to the Committee.
- C. The committee received updates on the City Softball League, the Peaceful Valley Community Center's plans for Browne's Addition and youth programs, and the Athletic Facility Allocations. It was noted that Randy Nelson will be taking over maintenance of the Dwight Merkel Complex.
- D. The Committee received updates on the City Softball league, the Peaceful Valley community Center's plans for Browne's Addition and youth programs, and the Athletic Field Allocations. It was noted that Randy Nelson will be taking over maintenance at Merkel.

RIVERFRONT PARK COMMITTEE – February 4, 2013, *Susan Traver*

- A. Juliet Sinisterra, the new Riverfront Park Master Plan Project Manager, was introduced at Committee.
- B. The Committee received and reviewed a Riverfront Park 2012 Security report and the RFP Finance Report.

- C. The Committee received updates on the IMAX, the Dairy demolition and the fountain building project.

URBAN FORESTRY TREE COMMITTEE – February 5, 2013, *Ken Van Voorhis*

- A. The Committee voted to move the Hamblen Park Stewardship Plan to the March Land Committee meeting.
- B. The Committee received and discussed the 2012 Year-End Financials, the 2013 Annual Work Plan, and the Urban Forestry staff report.
- C. The Committee received an update on the Street Tree Inventory and the Citizen Advisory Committee.

BY-LAWS COMMITTEE – Did not meet.

10. **REPORTS**

- A. Park Board President –
 - 1. Additional tasks coming up for Leroy and staff are the next phase of the Riverfront Park Master Plan, creation of the advisory board and work towards the November 2014 bond.
 - 2. Randy and Leroy are continuing conversations with the Mayor regarding Parks plans.
 - 3. Planning is beginning on the 2013 Park Board Retreat that will hopefully occur in April, Randy will communicate with Board members and settle on a date.
 - 4. A comprehensive plan with regards to storm water is being developed. Parks is continuing conversations on how they can help.
 - 5. Randy, Leroy, Susan and Chris are continuing conversations with the Sports Commission regarding their proposal for a field house on the north bank as a part of the Riverfront Park Master Plan. We anticipate a formal presentation to be forthcoming.
- B. Park Board Members –
 - 1. Conservation Futures Liaison – Ken VanVoorhis, No report.
 - 2. Parks Foundation Liaison – Susan Traver, No report.
 - 3. Council Liaison – Councilman Mike Allen, No report.
 - 4. Parks Department Revenue & Sponsorship Subcommittee – Councilman Mike Allen, No report.
 - 5. Ad Hoc Committee for Improved Financial Reporting – Randy Cameron reported that the committee goal is to get our finances at a sustainable level and they are working towards better, more detailed and accurate reports that will be consistent across all the committees.
 - 6. Ad Hoc Committee for RFP Facility Naming/Sponsorship – Susan Traver reported the committee did not meet and Chris Wright, as new RFP Committee chairperson, will determine the future of this committee.
- C. Director's Report -
 - 1. The March Study Session will be a joint meeting with City Council, 3:30pm, in the City Council Briefing Center.
 - 2. Larry H. Miller has agreed to sponsor the 4th of July Fireworks in Riverfront Park this year. Thank you was given to Jan Quintrall for her help in securing this

sponsorship for our department.

3. The Ad Hoc Committee for Improved Financial Reporting meets next Tuesday, 4:00pm – 5:00 pm.
4. The Water Fire video of the art installation in Providence was shown a couple of weeks ago. The conversation is ongoing. We are working on better understanding the safety impacts.
5. We are working with Kendall Yards in getting the Centennial Trail underneath the Monroe Street Bridge and through Veteran's Park. Funding will come from West Quadrant TIF funds and Utilities with a funding commitment from Rick Romero. The trail will go through Kendall Yards, properly through Veteran's Park meeting ADA standards, up to Bridge street and, with potential improvements to the Post Street Bridge, bring the trail all the way to the west end of Riverfront Park.
6. Leroy challenged board members to match his contribution of \$20 towards the Playhouse Project raffle and to donate the tickets back to the youth centers to bring those centers in the to receive one of the Playhouses.

11. **Correspondence:**

- A. Letters Received –
February 8, 2013 letter from Corbin Senior Activity Center, distributed via email

12. **Public Comments:**

Don Allen, Friends of Riverfront Park, expressed concerns that in the January RFP Committee meeting there was a motion approved to bring forward the MOU with the Friends of Riverfront Park to the Board for approval in January. Mr. Allen then received a message before the January full board meeting saying it would be put off until February and the item was not on today's agenda. Mr. Allen also noted that instead of the planned January 30, 2012 meeting with Leroy and Craig Butz to discuss what the group had been working on and some of the donors he was told by Leroy that his group must cease and desist and that they are no longer allowed to represent RFP. He asked when that decision was made. Mr. Allen stated his group had initially been given the policy regarding naming rights and sponsorship. He feels they stayed within the areas that they were given. He advised they were not given any other guidelines and were excited to help the park. They recognized Parks has a revenue problem and are out there trying to get donors and to help out. The group went to potential donors asking what kind of projects they were interested in. All documents used by the group and their website state any project "requires Park Board approval". They have applied for and received their federal 501c3. Mr. Allen believes that they never had clear guidance stating on what the proper way is however would proceed in whatever direction the Board wants them to go.

Extensive discussion was had regarding the Friends of Riverfront Park. Park Board President indicated that at this point there is no plan to bring an MOU forward to the full Board. The RFP Committee Chair indicated that this will be discussed at the RFP Committee meeting. Board members expressed that they felt the process had been fully explained to Mr. Allen at the Riverfront Park Committee meeting, again personally by the Park Board President, and that the group did not follow the established policies and procedures. Promoting the naming of a facility or building of a facility without an MOU, and launching it verbally or on the Friends of RFP's website goes against all of the Board's requirements. All projects, including the proposed aquarium and the proposed sports complex, should go through the Board and its committee

process before it ever goes out to public for conversation giving plenty of opportunity for the Board to discuss whether or not it is interested in that opportunity. The Board advised Mr. Allen their largest concern was that Mr. Allen had been approaching people and asking them what they want to see in the park. Riverfront Park is launching an extensive Phase II of the Master Plan in which Parks and Recreation staff and the Park Board will go out, get stakeholders, have a publicity campaign presenting the Board's vision from Phase I, requesting input from the citizens of Spokane about what they think about Phase I, what they want to have in the park, which features they feel need improvement, what they think we can change and do better, and what they want to embrace and finance. The Friends of RFP has been going out to the public and potential donors inquiring what they want to see in the park outside of Parks and Recreation's process. Parks and Recreation needs to do the vetting process in order to ensure we are being responsible to the citizens of Spokane. Friends of RFP's approach causes communication issues and confusion as Park Board and Parks staff are trying to launch our campaign for a finance package in 2014. Friends of Riverfront Park need to be a part of the stakeholder process. They have not been given authority either directly or indirectly represent or obligate Parks and Recreation or the Board. The Naming and Sponsorship Policy adopted by the Board was shared so that the Friends of RFP would understand where the Park Board was from a policy perspective. It in no way gives Mr. Allen or his group authorization to represent Parks and Recreation. The Board acknowledges that Parks has a revenue challenge and that there are many revenue and sponsorship opportunities however, as previously explained to Mr. Allen by Park Board President, we may need to take a step back on revenue opportunities as we find out what the community wants in Phase II of the Master Plan and it goes to the bond. If the group has a project in mind we need to establish cost, do our due diligence and then go out to find someone to sponsor. Chris Wright, Riverfront Park Committee Chair, advised Mr. Allen he would be more than happy to have him come to the Riverfront Park Committee meeting to discuss this further, providing he has assurance from Mr. Allen that they are willing to work within the process.

13. Adjourn to Executive Session – None

14. **Adjournment:** 4:20 p.m.

- A. Next Committee meeting dates:
 - Golf Committee: February 20, 2013, 8:00 a.m., City Hall Conference Room 5A
 - Riverfront Park Committee: March 4, 2013, 8:00 a.m., City Council Briefing Center
 - Land Committee: March 6, 2013, 3:30 p.m., City Hall Conference Room 5A
 - Recreation Committee: March 7, 2013, City Hall Conference Room 2B
 - Finance Committee: March 12, 2013, 3:30 p.m., City Hall Conference Room 5A
 - Urban Forestry Committee: March 5, 2013, 4:15 p.m., Woodland Center
- B. Next Park Board meeting date: March 14, 2013, 1:30 p.m., City Council Chambers
- C. Next Park Board Study Session/Joint with City Council: March 14, 2013, 3:30 p.m., City Council Briefing Center

Leroy Eadie, Park Board Secretary