

SPOKANE PARK BOARD

April 11, 2013 Regular Monthly Meeting
1:30 P.M., City Council Chambers

Minutes

1. **Roll Call:** *Jacki Faught*

Park Board Members present: Randy Cameroon, President, Leroy Eadie, Secretary, Jim Santorsola, Ross Kelley; Chris Wright, Susan Traver, Ken Van Voorhis, Andy Dunau, Sam Selinger, Mike Allen

Park Board Members absent excused: Jim Quigley, Vice President

Staff Present: Tony Madunich, Craig Butz, Debby Dodson, Jerry Unruh, Al Vorderbrueggen, Rebecca Madany, Angel Spell, Garrett Jones

2. **Motion No 1:** Ken Van Voorhis motioned to approve the March 14, 2013 Regular Park Board Meeting Minutes and March 14, 2013 Joint Park Board/City Council Study Session Notes. Andy Dunau seconded.
Motion carried

3. **Additions or Deletions to the Agenda:** None

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

- A. Urban Forestry and Park Operations are working with the Lands Council, Trout Unlimited, the Spokane Conservation District, and dozens of community volunteers to remove invasive and non-native vegetation along Garden Springs Creek, and to replant with various native species.
- B. Earth Day Spokane will be held Saturday, April 20, 9am-4pm on Main Ave. between Browne & Division.
- C. The Parks and Recreation Aquatics Program will be offering Aquatic Facility Operation Certification May 4th & 5th at Witter Aquatics Center.
- D. Summer Day Camps are being advertised in the *Youth Summer Day Camps in the Inland Northwest Kids Directory*.
- E. The Northeast Youth Center Summer Activity Guide is available online.
- F. Parks is offering brand new softball leagues this year. Free Agent tryouts are April 12-14 at Dwight Merkel Sports Complex.
- G. *Rocky Mountain Express* and *Air Racers* are playing at the Riverfront Park IMAX.
- H. Riverfront Park is offering a premium day pass this year that includes one of each IMAX, carousel ride, SkyRide and train ride.
- I. The Riverfront Park Citizen Advisory Committee for the Riverfront Park Master Plan will meet monthly beginning in April.

5. **Special Guests:**

- A. The Friends of Manito Update: *Dave Lennstrom, The Friends of Manito President*, gave an update on The Friends of Manito projects and activities. Projects last year sponsored by TFM include the Shoshone Gate, now completed; the south playground picnic shelter, now completed; the Shade Garden, sponsored jointly by TFM and the Hostas Society, work begun but is not yet completed; the Wetland Study for Mirror Pond, determined not to be a wetland enabling continuation on the Mirror Pond project; emergent plants in Mirror Pond to improve

water quality, now completed; and the engineering design study for phase one of the pump improvements to Mirror Pond. In 2013 TFM has allocated funding for rocks and planting along Tekoa; sponsored aesthetic improvements to a new sidewalk Parks is installing along 26th on the south end of the Park; an additional \$5,000 towards lighting improvements, changeover to LED lights; and purchased 30 new chairs for the Manito Park meeting room. They are continuing to raise funds for Phase I of the Mirror Pond Project with \$50,000 left to go. TFM has hired a consultant to teach them how to fundraise. A fundraising picnic is scheduled for July 14, 5-7pm, in the north picnic shelter near the pond. Upcoming events include Garden EXPO on May 11th, Spring Plant Sale on June 8th, and Fall Plant Sale on September 7th.

6. **Motion No. 2:** Andy Dunau motioned to approve claims for the month of March 2013 in the amount of \$950,648.40.
Susan seconded.
Motion carried.
7. **Financial Report & Budget Update:** *Rebecca Madany*
 - A. An overview of the Final 2012 Financial Report was reviewed.
 - B. Park Fund revenue was at 87% of budget. Expenditures were at 96% of budget. We anticipated to take \$600K from fund balance, actual was \$700K. The ending budget overage was \$130,500, with Park Fund coming within .05% of our net budget. This has been our third highest year in capital outlay, \$1M, due in part to The Friends of Manito projects. In addition approximately \$150K in Community Development funds were completed, \$250K was spent from Parks Cumulative Reserve Fund, and with \$150K in bond funds. We still have a long way to go to meet our objectives in Roadmap to the Future in taking care of what we have. We dipped into Park Fund Balance. Park Board requires that Fund Balance never go below 3% of our operating budget, the current board is leaning towards a more prudent approach of 7%, and we have been able to keep it above that percentage and use it for large projects.
 - C. Golf revenues were down in 2012 causing us to fall short. Those losses were offset by the use of designated capital and fleet replacement funds. Golf scaled back in capital outlay in 2012, approximately \$30K was spent. With the payoff of the Qualchan debt service we look towards using some of that funding to serve Golf's immediate budget needs.
 - D. First quarter financials for Park Fund show revenues at 100% of year to date budget and expenditures at 78%.
 - E. First quarter financials for Golf fund show revenues at 100% of year to date budget and expenditures at 52%.
8. **Foundation Report:** – Heather Beebe-Stevens, Executive Director, reported that the Foundation has been very busy with their appeal and sending out thank you letters. The total awarded for 2013 grants was \$33,575. Grants included \$4,000 to NEYC Summer Camps; \$2,000 to Browne's Addition Summer Concert Series; \$2,500 to Coeur d'Alene Park Gazebo Restoration, in addition a donor has been donating specifically for work in Coeur d'Alene Park; \$2,000 to Peaceful Valley Community Center Youth Program; \$1,000 to Valley Fest; \$5,000 for Spokane County Swimming Lessons; \$1,000 to the City's Therapeutic Recreation Services for Adaptive Ski Equipment; \$3,000 to Finch Arboretum; \$1,000 to the City's Therapeutic Recreation Services Programs; \$4,800 to City of Spokane Swimming Lessons; and \$7,275 to Comstock Park Entrance Enhancements. There were several grant applications received that they did like but were not able to fund this year. The Foundation will be having a grantee seminar in the fall to answer questions on how the grant application works. The Foundation will be working on revamping the grant application throughout the summer. The new application will be able to be submitted online. A newsletter will be going

out soon along with a brand new brochure. A June date is being looked at for a Joint Foundation Board and Park Board meeting.

9. **Adjournment to Executive Session on Land Acquisition:** 1:54 p.m., reconvened 2:52 p.m.

10. **Special Discussion/Action Items:**

A. Leroy Eadie gave a summary of the sequence of events leading up to the proposed purchase and sales agreements and a summary of the proposed Parks and Recreation land purchase. Leroy proposes that the Parks and Recreation Department and the Park Board purchase 3.58 acres of located south of the proposed Centennial Trail through the Kendall Yards development area. Although the purchase includes the land the Centennial Trail is to be located on, approximately .85 acres, that portion of the land is being donated by the developer. Parks would be purchasing 2.73 acres of open space. The total land purchase is covered under two separate purchase and sale agreements. The City of Spokane hired Collier International to complete the fair market appraisal and the developer hired Sherwood Appraisal to complete their fair market appraisal. The fair market appraisal is spelled out in the grant agreement from the State of Washington. The Collier appraisal is about \$3.1M, and the Sherwood appraisal is about \$4.7M. The purchase and sale agreement states that the purchase price will be equal to the average value of the two appraisals which comes to \$4.9M. Parks and Recreation has secured a Washington State Public Works Board Grant in the amount of \$1,970,000 which was approved by the Park Board in February and signed by the department of Commerce. The details of the purchase is contained in two different purchase and sales agreements, one with the commercial component and one with the residential component. The Public Works Board Grant allows for the purchase of the property under the scope of work.

Motion No. 3: Chris Wright motioned to approve the two Purchase and Sales Agreements with North Gorge Commercial Partners and Residential Partners for the purchase of the land along the summit property and have those agreements be in the form as reviewed by the Land Committee and the Park Board today subject to the following changes requested by the Park Board and their acceptance by the sellers. The first item would be that the agreements reflect that \$500,000 of the purchase price will be withheld and kept within the Park Fund or a Park related fund pending completion of the Centennial Trail portion which would be completed by August 1, 2014 and, if the trail is completed before then, then the money would be released before then. If the trail is not completed before August 1, 2014 the \$500,000 would be forfeited to the City. The second item the Park Board asks for would be that there is written acknowledgement of the receipt of the Purchase and Sale Agreements from the Department of Commerce, which is a granting agency. The third item would be to finalize and have ready at closing a maintenance agreement for the Centennial Trail to be signed by the sellers and the City and then that there be other non substantive technical changes to be made to these agreements to make the agreements in the proper form. That really is that we have two agreements, two sellers, and that they mesh.

Ken Van Voorhis seconded.

Speaking to the motion:

Jim Frank with Greenstone advised that the changes outlined by Mr. Wright are acceptable. He inquired if the redlined version he received included the changes.

Chris Wright stated that the redlined version was not quite complete and was a rush job to try to have something in front of the Board today.

Leroy Eadie advised that it is the version that the Board is working from for this motion.

Jim Frank asked if the change to 6.4 regarding indemnification was being made.

Chris Wright stated that the document shows Jim Frank's changes as well as Chris' and makes it a little hard to follow what he might have changed or what Jim might have changed.

Jim Frank inquired about the small number 3 at the bottom of page 7 regarding hazardous waste and if that was changed.

Chris Wright responded that there was no intent to change from the last version.

Chris assured the date was changed.

Randy Cameron reiterated that the \$250,000 was changed to \$500,000.

Jim Frank stated that as a matter of clarification those are fine.

Randy Cameron offered the opportunity for more discussion.

Ross Kelley stated he is anxious to see this part of the Centennial Trail completed.

Motion carried.

11. **Committee Reports – Action Items:**

Golf Committee: March 20, 2013, *Ross Kelley*

- A. In support of Breast Cancer Awareness, Downriver has changed the red flags to point flags. The flags are now positioned as pink, white and blue.
- B. Esmeralda had a great opening month for March, more than doubling the rounds from last March.
- C. Indian Canyon is trying a new aerification technique. The staff is using a new machine, planet air, that blows air into the greens.
- D. Qualchan just announced that they are hosting the Drive Chip and Putt Championship qualifier for girls and boys ages 7-15 on July 7. The event will be free of charge and you can register your kids at Masters.org. This free nationwide competition gives juniors of all skill levels an opportunity to hit that single shot they'll remember forever, whether it be a local qualifier or the ultimate finale at the Augusta National golf Club, home of the Masters Tournament in 2014.
- E. The committee discussed a proposed green fee discount for active military personnel.
- F. The committee received updates on the Financials, Revenue Enhancement/Advertising, and the course conditions.

Land Committee: April 3, 2013 – *Ken Van Voorhis*

- A. **Motion No. 4:** Ken Van Voorhis motioned to approve the Value Blanket Order with Western Equipment Distributors, Inc. for up to \$65,000.
Susan Traver seconded.
Motion carried.
- B. **Motion No. 5:** Ken Van Voorhis motioned to enter into contract with low bidder for Coeur d'Alene Pavilion renovation with the low bid of \$177,724.50.
Ross Kelley seconded.
Motion carried.
- C. The committee tabled the item regarding a new Manito Rose Garden gazebo until the May meeting when it will be presented with an MOU.
- D. The committee received updates and discussed the Thornton Murphy Park/Stanek's property issue; the appraisal, and Purchase and Sales agreements for the Kendall Yards Centennial Trail and Adjacent Property; and Veterans Court.
- E. The committee received and reviewed a list of 2013 special projects.

Recreation Committee: April 4, 2013 – *Susan Traver*

- A. **Motion No. 6:** Susan Traver motioned to approve the Sinto & Hillyard Surplus Van Resolution. Sam Selinger seconded.
Speaking to the motion:
Ross Kelley inquired if we will now be completely out of the van business.
Jerry Unruh advised that there are three remaining vans the Southside Senior Activity Center has a 2006 van, the Peaceful Valley Community Center has a 1991 van, and the oldest van at Corbin Senior Center. Staff is working with each center individually to try to get the vans turned over to the centers at little or no cost to them.
Motion carried.
- B. The committee received updates on the 2013 General Recreation Program; the ECCO Transition; the Health and Obesity Initiatives; the Athletic Facility Allocations; and the City Softball League.
- C. The committee discussed the UTF Skatepark; the Corbin Art Center programs; and a recreational matrix and performance measures.

Riverfront Park Committee: April 8, 2013 – *Chris Wright*

- A. **Motion No. 7:** Chris Wright motioned to approve the 2013 Concession Supply Contract for RFP/Merkel/Pools in the amount of \$48,000.
Ross Kelley seconded.
Speaking to the motion:
Craig Butz explained that based on recent bills and increased concession sales it is anticipated that they will need more than the requested \$40,000 that was brought to committee.
Motion carried.
- B. The committee received an overview of the new Riverfront Park Master Plan Advisory Committee, discussed the committee's budget, and the role of the advisory committee.
- C. The committee received updates on the Fountain Facility, the Dairy Demolition, the Avista Theme Stream, and Marketing.
- D. The committee received a financial update.

Finance Committee: April 9, 2013 – *Andy Dunau*

- A. **Motion No. 8:** Andy Dunau motioned to approve the Purchase Order totaling \$61,471.35, including sales tax, to Western Equipment Distributors, Inc. for a Toro 4500 Groundsmaster Mower as quoted for Downriver Golf Course.
Ross Kelley seconded.
Speaking to the motion:
Ross Kelley advised that this purchase had been postponed from 2012 when Golf backed off nearly all their capital expenditures in 2012. Finances are improving in Golf.
Motion carried.
- B. The committee tabled the approval of a Resolution to make Park's Division Manager classifications exempt non-Civil Service positions until next month. Park Board had a brief discussion on the proposed resolution, its potential effects on staff, and noted that approval of such a resolution would represent only the Board's opinion to City Council for their consideration of a resolution and not give the Board any power over those employees affected.
- C. The committee reviewed the 2012 Year End Financial reports, the Parks Cumulative Reserve Fund Report, and a report on the 2013 Capital Plan.

Urban Forestry Tree Committee: April 2, 2013 – *Ken Van Voorhis, Did not meet.*

- A. The committee received updates on the Street Tree Inventory and the Citizen Advisory

Committee.

- B. The committee discussed the Finch Arboretum & Garden Springs Creek – Current and Future Projects; the Tree Steward Field Guide; and the Ordinance No. C34961 relating to street development standards.
- C. The committee reviewed the Urban Forestry Staff Report.
- D. The April 2, 2013 Urban Forestry Committee meeting has been canceled.

By-Laws Committee: *Ross Kelley, Did not meet.*

12. **Reports:**

Park Board President: *Randy Cameron*

- A. The formation of the Riverfront Park Master Plan Advisory Committee with Ted McGregor as chair is really exciting for the Board and the community. Randy is also excited to have Leroy Eadie and Sam Selinger on the committee as well. Councilman Allen will be representing the City Council.
- B. Quinn Group is doing a great job and has made a positive difference in first quarter revenue this year for Golf, Riverfront Park, Recreation, Softball Leagues, Free Agents, etc. through expanding our advertising and strategic advertising.

Liaison Reports:

- 1. Conservation Futures Liaison – Ken VanVoorhis, No report
- 2. Parks Foundation Liaison – Susan Traver reminded Board members they have been invited by the Parks Foundation to attend an information event on April 17th where the Parks Foundation will be discussing what they are about and what they are hoping to accomplish. The Foundation is asking for RSVP's if Board Members are able to attend. Susan hopes to see many of her fellow members there.
- 3. Council Liaison – Councilman Mike Allen talked about Project Playhouse spearheaded by Kim Ferraro, Director, West Central Community Center, which will occur this weekend in conjunction with the Home Show at the Fairgrounds. He advised that local builders have built 10-12 different and very creative playhouses that will be auctioned on Saturday afternoon. Proceeds will go to support the youth programs that are operated out of the community centers.
- 4. Parks Department Revenue & Sponsorship Subcommittee – Councilman Mike Allen advised that the committee met for the first time this year. They think they have identified a project that they will be working on this year and will be bringing it to the Golf Committee.
- 5. Ad Hoc Committee for Improved Financial Reporting – Randy Cameron a draft will be presented in the May study session for Board comments with planned implementation in June.
- 6. Ad Hoc Committee for RFP Facility Naming/Sponsorship – Chris Wright, Did not meet this month.

Director's Report: *Leroy Eadie*

- A. Next Tuesday the Mayor will be shooting "Your City with Mayor David Condon" at the new Riverfront Park Fountain Café and restroom facility. The new menu and summer activities in the park will be highlighted.
- B. The Riverfront tours for the Riverfront Master Plan Advisory Committees continue with the next tour tomorrow at 1:00 p.m. Yesterdays rained out tour will be rescheduled to May 3rd.

- C. Leroy toured the Carnation shop building that was being considered as a possible location for an indoor skate park with Councilman Snyder and several others. The building is very interesting, it has two levels, it is in pretty rough shape, is in need of a new roof, however, it holds some potential and he would not recommend walking away from it even given the infrastructure issues. It is an asset we currently own. More will be shared with the Recreation Committee.
- D. The Mayor will join us at the Arbor Day Celebration on April 27th at Finch Arboretum and receive the Tree City USA Award. A Japanese Lilac tree will be planted.

13. **Correspondence:**

14. **Public Comments:**

15. **Adjournment:**

A. Next Committee meeting dates:

Golf Committee: April 17, 2013, 7:00 a.m., Indian Canyon Golf Course

Riverfront Park Committee: May 6, 2013, 8:05 a.m., City Hall Tribal Conference Room 1

Land Committee: May 1, 2013, 3:30 p.m., City Hall Conference Room 5A

Recreation Committee: May 2, 2013, 3:30 p.m. City Hall Conference Room 2B

Finance Committee: May 7, 2013, 3:00 p.m., City Hall Conference Room 5A

Urban Forestry Committee: April 30, 2013, 4:15 p.m., Woodland Center

B. Next Park Board meeting date: May 9, 2013, 1:30 p.m., City Council Chambers

C. Next Park Board Study Session: May 9, 2013, 3:00 p.m., or as soon as possible thereafter, directly following Park Board meeting, City Hall Conference Room 5A

Leroy Eadie, Park Board Secretary