

SPOKANE PARK BOARD

November 14, 2013 Regular Monthly Meeting

1:30 P.M., City Council Chambers

Minutes

1. **Roll Call:** *Rachel Brown*

Park Board Members Present: Randy Cameron, President; Sam Selinger, Vice President; Leroy Eadie; Jim Santorsola; Ross Kelley; Chris Wright; Susan Traver; Andy Dunau; Preston Potratz; Kristine Meyer; Councilman Mike Allen

Park Board Members Absent Excused: Ken Van Voorhis

Staff Present: Angel Spell, Nancy Goodspeed, Jerry Unruh, Rebecca Madany, Carl Strong, Garrett Jones, Tony Madunich, Sam Song, Debby Dodson, Juliet Sinisterra

2. **Motion No. 1:** Susan Traver motioned to approve the October 10, 2013 Regular Park Board Meeting Minutes and Study Session.

Preston Potratz seconded.

Motion carried.

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

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

A. The Fall Leaf Festival at the Finch Arboretum went well and the weather cooperated.

B. The first snow made leaf clean up difficult as crews switched to snow removal and back to leaf clean up.

C. Corbin Art Center continues to hold "No School Days" camps and Pre-School Workshops.

D. The Ice Palace is now open with public skating Tuesday through Sunday and lessons are available.

E. The Holiday Lights display at Manito Park will run December 13th to the 22nd.

F. The Friends of Manito are selling their annual calendars.

G. Golf 4-Play passes will be available in Riverpark Square from December 9th to the 24th.

H. Our holiday marketing campaign will include specials offered from Black Friday through Cyber Monday on our website and on Facebook.

5. **Special Guests:** None.

6. **Motion No. 2:** Andy Dunau motioned to approve claims for the month of October 2013 in the amount of \$1,296,813.97.

Ross Kelley seconded.

Motion carried.

7. **Financial Report & Budget Update:** Rebecca Madany presented the October Financials. The Park Fund Revenue to date is at 97%; the Park Fund Expenditures to date is at 95%. The Golf Fund revenue to date is 100%; the Golf Fund Expenditures to date is at 99%. October was a good revenue month and we are in a good position moving into the last two months of the year.

8. **Riverfront Park Master Plan Update:** Juliet Sinisterra shared findings thus far from the Advisory Committee. Recommendations include a Howard Street Promenade, recovering the Pavilion, turning the Pavilion into an outdoor amphitheater, adding a Central Plaza, North Entry gateway, Fieldhouse to include class/activity space for Parks, Destination Ride, Rooftop Restaurant, improved event/shelter space and a Destination Playground. The Committee recommended against continuing the IMAX as a theater but may find a different use for the building. The Committee recommends the function of the Ice Palace be a more intimate recreational rink, location yet to be determined. Public meetings have begun and feedback is coming in from the website.
9. **Foundation Report:** Heather Beebe-Stevens reported that a grantee workshop took place to walk people through the online process. The Foundation successfully moved offices. The Foundation Board is reviewing their strategic plan and their 2014 budget and is beginning a rebranding process. The date has been set for the Expo '74 Forty Year Celebration. It will be held May 3, 2014, possibly at the INB Performing Arts Center.

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

- A. Tony Madunich provided an overview of the Property Acquisition Questionnaire which is intended to be used as a tool when properties come up with the Land Committee. Tony advised that this item is presented as a Special Discussion/Action Item as it was intended to be a discussion item at committee. Randy Cameron advised that the questionnaire provides consistency for evaluation and allows the public to know what will be looked at in advance. An amendment was suggested and discussion followed regarding point systems and multipliers.

Motion No. 3: Dr. Sam Sellinger moved that the Park Board approve the Property Acquisition Questionnaire as amended to include Expected Annual M&O in parentheses to question #4, to be used on any properties brought forward for consideration.

Preston Potratz seconded the motion.

Motion carried.

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

Golf Committee: October 16, 2013, *Ross Kelley*

- A. There was discussion on the Course Closure Plan.
- B. There was a Revenue Enhancement/Advertising Update. Ross Kelley advised that internal costs have increased for 2014 and that revenue enhancements, estimated at \$226,000, are necessary to remain in budget and to make capital improvements. Leroy Eadie provided an overview of the proposed 2014 Golf Fees. Discussion followed.

Motion No. 4: Ross Kelley moved to approve the 2014 Green Fees.

Dr. Sam Sellinger seconded the motion.

Motion carried.

- C. There was an update on the Point Of Sale Software.
- D. There was discussion on the Qualchan Mortgage Note Burning Celebration.
- E. There was a Financial Update.
- F. The discussion on the Golf Research Project was deferred.
- G. There was an update on the course conditions.

Land Committee: November 6, 2013 – *Ross Kelley*

- A. Ken Geibel from David Evans and Associates provided an overview of the Centennial Trail Mission Crossing project and requested Park Board support on the feasibility study. Discussion of the presented project followed.

Motion No. 5: Ross Kelley moved that the Park Board support the preferred alternative of the Centennial Trail at Mission Crossing as presented today with additional parking as a stipulation.

Susan Traver seconded.

Motion carried.

- B. The motion to recommend approval renewal of the lease with SpokAnimal for High Bridge Dog Park failed.
- C. The Committee deferred recommending support for Conservation Futures Land Acquisitions at Beacon Hill, Camp Sekani, and Lower High Drive off Highway 195 until the Land Acquisition Criteria is in place to be applied.
- D. Ben Burr Trail – Engineering Services Staff reviewed information presented at a recent public meeting regarding improvements, Centennial Trail connection, and nature trail versus regional trail status. Final decisions are expected after additional public meetings are held and comments received.
- E. Land Acquisition Criteria – The fourth draft was provided, and Staff reviewed the changes. A 'questions only' version of the document will be added for action to the November Board meeting agenda. Document changes were clarified. Committee Members were directed to apply the questions to the current proposed acquisitions, so they may be considered at the December Committee meeting.
- F. Kendall Yards/Centennial Trail/Veterans Court – The Centennial Trail through Kendall Yards is not complete. It has not yet been turned over to, or accepted by, Parks. Per Committee consensus Staff will create a list of requirements to be completed before the funds release, provide it to Board Members before the November Board meeting, and report back at the December Committee meeting.
- G. Glover Field CSO Tank – There was nothing new to report.
- H. Capital Projects – Highlights of project updates included: Kehoe restroom location meetings continue; work regarding the Trail through Veterans Court is nearing completion; the Corbin Art Center boiler replacement project is moving forward; and Camp Sekani restroom enclosure plans remain with the County for final review.
- I. Operations Division Financial Report – Written report was provided. Per Staff we are tracking as expected.

12. **Recreation Committee:** November 7, 2013 – *Susan Traver*

Motion No. 6: Susan Traver moved to approve the 2014 Center Contracts.

Kristine Meyer seconded.

Motion carried.

- A. There was a Holiday Campaign and Preliminary 2014 Marketing Update.
- B. There was discussion on the Merkel Parking Fees.
- C. A 2014 Aquatic Strategic Plan was distributed and discussed.
- D. The Recreation Financial Report was distributed and discussed.
- E. There was update on the Under the Freeway Skate Park.

- F. There was an update on the Athletic Facility Allocations.
- G. There was a report on the Recreation Program Status.

13. **Riverfront Park Committee:** November 11, 2013 – *Chris Wright*

- A. Board and Staff connection - Staff Member, Dale Larsen, was introduced. He reviewed his duties, background, and answered questions.
- B. October, 2013, Riverfront Park Operations – Staff gave a PowerPoint presentation. A printed outline version was also provided.

Motion No. 7: Chris Wright moved to approve the 2014 Summer Season pricing.
Mike Allen seconded.
Motion carried.

- C. Field House – Following a lengthy discussion, no motion was made. The topic will be included at the November Study Session.

Motion No. 8: Chris Wright moved to provide the Advisory Committee direction that they include in their deliberations of the Master Plan a Skate Park/Wheels Park facility that may be indoor, outdoor, or a combination.
Susan Traver seconded.
Motion carried.

- D. Riverfront Park Major Events P&L Report – A written report was provided, but not reviewed.
- E. The Riverfront Park Master Plan Advisory Committee update will be provided at the November Study Session.
- F. Financial Reports - Written reports were provided and reviewed by Staff.

14. **Finance Committee:** November 12, 2013, *Andy Dunau*

Motion No. 9: Andy Dunau moved to approve the Park Fund Stabilization Policy, as amended.
Jim Santorsola seconded.
Motion carried.

Motion No. 10: Andy Dunau moved to approve an Emergency Budget Ordinance transferring \$300,000 of fund balance from the Park Fund to the Park Cumulative Reserve Fund.
Ross Kelley seconded.

Speaking to the motion:

Jim Santorsola inquired whether that amount was based on 2014 projections and what happens if we don't meet our projections as wiggle room is needed.

Andy Dunau still anticipates a 7% reserve on top of the \$300,000 stabilization fund from the approved 2014 budget.

Jim Santorsola is highly in favor of reserves but wants to ensure there is room in case things don't go as planned.

Andy Dunau stated that the 7% reserve in addition to the \$300,000 stabilization fund provides adequate wiggle room.

Motion carried.

- A. Financial Reports - Written reports were provided and reviewed by Staff.

- B. 1st, 2nd, and 3rd Quarter Budget Transfers – Copies were provided, but not reviewed.
- C. 2014 Capital Plan – Written report was provided and reviewed by Staff. Committee consensus was Recreation Committee should be briefed regarding the Mission tennis court and Franklin Complex improvement projects, and explore any potential revenue opportunities.
- D. Information Technology Expectations – A target list was provided. The Committee Chairperson explained: why upgrades are needed; cost and revenue dimensions; maximizing net income in the future; major challenges to upgrading and options to overcome them; and complexity of the issues. Committee consensus was to support moving forward now with research, but maintaining flexibility regarding when results will be available.
- E. Riverfront Park Master Planning Budget - Clarification regarding expectations for use, and related recommendations to the Board was requested. The Finance Committee Chairperson summary of the lengthy discussion was the Parks Director will provide general line items, and retain the necessary flexibility to keep the process moving within them, monthly reporting will be made through Riverfront Park Committee, and increased funding requests will be made through Finance Committee.

15. **Urban Forestry Tree Committee:** November 5, 2013 –*Kristine Meyer*

Motion No. 11: Kristine Meyer moved to approve the Garden Springs Creek Restoration, Grant Agreement Number G1400346

Andy Dunau seconded.

Speaking to the motion:

Kristine Meyer stated that the project involves 25% matching from the City and the balance comes from the Department of Ecology. The project includes removal of fish barriers, stream regrading and planting of native vegetation. It will improve water quality in the Hangman/Latah watershed.

Susan Traver inquired if the 25% was an already budgeted item.

Kristine Meyer responded in the affirmative.

Leroy Eadie advised that this would go forward to City Council for approval and was done jointly with Parks and Capital Programs but is on Parks property.

Susan Traver inquired as to the dollar amount of the 25%.

Andy Dunau provided the amount as being \$51,448.

Angel Spell added that the amount will be covered by volunteer labor and in-kind donations.

Andy Dunau inquired if Trout Unlimited is one of the partners in the project.

Angel Spell responded that they are and other partners include Spokane Conservation District, the Lands Council and possibly Spokane Ponderosa and Finch Conservators.

Andy Dunau stated that he is familiar with a number of these partners. This is a feel good project that shows water restoration activities.

Motion carried.

- A. There was an update on the Finch LID project.
- B. There was an update by the Citizen Advisory Committee.
- C. The Urban Forestry Staff Report was reviewed.

16. **By-Laws Committee:** Did not meet.

17. **Reports:**

Park Board President: *Randy Cameron*

1. Randy advised of a meeting that took place with Kalispel Development Company

- regarding naming right opportunities for Indian Canyon Golf Course.
2. Randy complimented Finance and Recreation for their incoming expense report for Riverfront Park events as it provides precise information in a snapshot form.
 3. Congratulated Golf on their new software. Anticipates an indirect revenue increase.
 4. Predicts that the new Accounting software will be a game changer in regards to monitoring payroll.
 5. Randy complimented the implementation of the Acquisition Questionnaire to provide for more consistency as items move forward from Committee.
 6. Advised that his monthly meetings with the Mayor continue.
 7. Study session reminder.

Liaison Reports:

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*

Director's Report: *Leroy Eadie*

1. Leroy Eadie provided an update that the Centennial Trail in front of the Public Facilities District will reopen November 21.
2. The kayak put in/take out will require a full Shoreline Conditional Use permit that may take up to six months for approval. The permit will be submitted by year end to be ready for construction next summer. It has been recommended to use the same Shoreline Consultant as the PFD to be able to use some of the same work that has already been done. Staff is setting aside leftover materials from other projects for this use.
3. Leroy thanked President Randy Cameron and the Committee Chairs, Andy Dunau in particular, as well as the Management Team on the budget reset and in turn, a successful year.
4. Leroy advised that Jerry Unruh is retiring and moving on to Director of Hillyard Senior Center. He commended Jerry for taking on the recreation budget reset and monitoring his department closely.
5. Division performance measures and percentage goals were shared. Measures for Riverfront Park ticket revenue, Athletic Field revenue, Recreation Class numbers and Golf Tee Sheet numbers are showing improvement over last year.

18. **Correspondence:**

- A. Letters: All letters were distributed to the full Board via email prior to today's meeting.
 - Northwest Neighborhood Association
 - Kalispel Development Company
- B. Newsletters:
 - Southside Senior & Community Center
 - Corbin Senior Activity Center

19. **Public Comments:**

20. **Adjournment:** 3:29 p.m.

- A. Next Committee meeting dates:
 - Golf Committee: November 20, 2013, 7:00 a.m., Downriver Golf Course
 - Riverfront Park Committee: December 9, 2013, 8:05 a.m., 8:05 a.m., City Hall Tribal Conference Room 1
 - Land Committee: December 4, 3:00 p.m., City Hall Conference Room 5A
 - Recreation Committee: December 5, 2013, 3:30 p.m. City Hall Conference Room 2B
 - Finance Committee: December 10, 2013, 3:00 p.m., City Hall Conference Room 5A
 - Urban Forestry Committee: December 3, 2013, 4:15 p.m., Woodland Center
- B. Next Park Board meeting date: December 12, 2013, 1:30 p.m., City Council Chambers
- C. Next Park Board Study Session: December 12, 3:00 p.m., or as soon as possible thereafter, directly following Park Board meeting, City Hall Conference Room 5A