



## Special Spokane Park Board meeting

9:15 a.m. Nov. 23, 2021

WebEx virtual meeting

### Park Board members

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- Nick Sumner (Absent/excused)
- X Rick Chase (Arrived: 9:21 a.m.)
- X Greta Gilman
- X Sally Lodato (Arrived: 9:18 a.m.)
- X Gerry Sperling (Left: 9:30 a.m.)
- X Barb Richey
- Hannah Kitz (Absent)
- X Kevin Brownlee
- Michael Cathcart – City Council liaison (Absent)

### Parks staff

- Jason Conley
- Mark Buening
- Al Vorderbrueggen
- Jennifer Papich
- Mark Poirier
- Jonathan Moog
- Pamela Clarke

### Guests

- James Richman
- Mike Piccolo

## MINUTES

1. **Call to order:** The meeting was called to order at 9:17 a.m. by Park Board President Jennifer Ogden.
2. **Roll Call:** See above for attendance.
3. **Public comment**
  - A. None
4. **Special discussion/action items**
  - A. [Approval to submit a special budget ordinance to City Council for the Golf Fund \(\\$340,745\)](#) – Garrett Jones and Mark Buening provided an overview of the proposed SBO to be submitted to City Council requesting additional expenditure authority appropriated from the 2021 revenues in the amount of \$340,745. The city golf courses have experienced record attendance and number of rounds in the 2021 golf season. This resulted in higher than past-year average operating costs due to the need for additional temp seasonal staff, operating supplies and maintenance costs. In addition, the hotter-than-normal summer resulted in higher than normal water costs to maintain the condition of the courses. There was also some catch-up maintenance in 2021 that was delayed due to COVID in 2020. The aging roof and HVAC system at Indian Canyon clubhouse was replaced this year at a cost of \$340,745. Parks is requesting this amount in additional expenditure authority appropriated from the record revenues this year to pay for this project and have sufficient expenditure authority remaining to carry over the project's remaining encumbrance, if required. Any unspent budget or unencumbered budget authority will revert back to fund balance at the end of FY 2021.

**Motion #1** – Jennifer Ogden moved to approve to submit a special budget ordinance to City Council for the Golf Fund in the amount of \$340,745.

Bob Anderson seconded.

The motion passed with unanimous consent (7-0 vote).

B. Endorse the Library Board's art selection process for the Liberty and Shadle Park library branch locations – Jennifer Ogden presented background on the art projects and a proposal for the art selection process. The Library Board recently approved art installations at the newly renovated Shadle and Liberty Park library branches. Both libraries are located on property the library leases from parks. One art piece has been installed at Liberty and installation of the Shadle Park art is on hold until the Park Board and Library Board come to an understanding on the art approval process. The library board conducted a similar process to the process the Park Board conducts when approving art on park property. Parks process includes vetting and recommendations from the Joint Art Committee (JAC) and the appropriate Park Board advisory committee. While the library board's process was similar to the Park Board's process, it omitted approvals from the JAC and another Park Board advisory committee. In addition, the two art installations would be located on park property outside the boundaries specified in the lease agreements.

- a. Proposals for Land Committee consideration – In order to resolve the issues, park staff will present proposals to the Land Committee regarding the following: 1) lease terms with the library; 2) how existing park policy plays into the lease agreements; 3) mitigation options; 4) review boundary issues; and 5) secure an art selection process which offers citizens the opportunity for proper public input on proposed art installations.

*Rick Chase arrived at 9:21 a.m.*

- b. Recommendation of the Park Board to endorse the art process – If the library can show an equivalent committee and a public input process that replicates the current Park Board process, the Park Board will allow the library's art panel to act in the JAC capacity. The library would bring their art recommendation before the Land Committee for consideration and to the Park Board for final approval to install the art on park property.

*Gerry Sperling left the meeting at 9:30 a.m. Prior to her departure, she submitted a text message noting her affirmative vote on the recommendation as presented in the briefing paper.*

- c. Discussion – Jennifer explained this request is for a one-time allowance and all future art installations on park property will be required to follow the Park Board art approval process which includes JAC approval. In addition to addressing the art approval process, there are some boundary issues regarding the two art installations. Since both art sitings fall outside the boundaries identified in the lease agreements, staff has crafted a proposal to increase remediation \$35,000 to compensate for the additional property used for the art installations. This proposal will be reviewed by the Land Committee Dec. 1. Greta Gilman explained she would like to have assurances that this won't occur again and that property boundaries are adhered to in all park property agreements. Kevin Brownlee said he looks forward to measures which ensure this doesn't happen again, but would like to move forward by accepting the Library Board's art selection process.

**Motion #2** – Jennifer Ogden moved the Park Board endorse the Library Board's art selection process for the Liberty and Shadle Park library branch locations.

Kevin Brownlee seconded.

The motion passed (6-1 vote).

5. **Adjournment:** The meeting was adjourned at 9:49 a.m.

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

# Spokane Park Board

## Briefing Paper



<b>Park Board meeting</b>	Special Park Board meeting		
<b>Meeting date</b>	Nov. 23, 2021		
<b>Requester</b>	Mark Buening	<b>Phone number:</b> 509-625-6544	
<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/extension <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)	Approval to submit SBO for the Golf Fund in the amount of \$340,745		
<b>Begin/end dates</b>	Begins: 11/23/2021	Ends: 12/31/2021	<input type="checkbox"/> Open ended
<b>Background/history:</b> The City golf courses have experienced record attendance and number of rounds in the 2021 golf season. This resulted in higher than past-year average operating costs due to the need for additional temp seasonal staff, operating supplies and maintenance costs. In addition, the hotter-than-normal summer resulted in higher than normal water costs to maintain the condition of the courses. There was also some catch-up maintenance in 2021 that was delayed due to COVID in 2020. The aging roof and HVAC system at Indian Canyon clubhouse needed to be replaced at a cost of \$340,745. This project is completed. We are requesting this amount in additional expenditure authority appropriated from the record revenues this year to pay for this project and have sufficient expenditure authority remaining to carry over the project's remaining encumbrance, if required. Any unspent budget or unencumbered budget authority will revert back to fund balance at the end of FY 2021.			
<b>Motion wording:</b> Approve the submittal of an SBO to the City Council for an additional \$340,745 in expenditure authority for the Golf Fund.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Mayor's Office and City Council Name: Paul Ingiosi    Email address: pingiosi@spokanecity.com    Phone: 509-625-6061			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Mark Buening Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$340,745    Budget code: 4600-55100-94000-56301			
<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>			

# Spokane Park Board

## Briefing Paper



<b>Park Board meeting</b>	Special Park Board meeting		
<b>Meeting date</b>	Nov. 23, 2021		
<b>Requester</b>	<b>Phone number:</b> 625-6241		
<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/extension	<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)	Endorse the Library Board's art selection process for the Liberty and Shadle Park locations		
<b>Begin/end dates</b>	Begins: 11/23/2021	Ends:	<input type="checkbox"/> Open ended
<b>Background/history:</b> The Library Board recently approved art installations at the newly renovated Shadle and Liberty Park library branches. Both libraries are located on property the library leases from Parks. One art piece has been installed at Liberty and installation of the Shadle Park art is on hold until the Park Board and Library Board are able to come to an understanding on the art approval process. The library board conducted a similar process to one the Park Board conducts when approving art on park property. Parks process includes vetting and recommendations from the Joint Art Committee (JAC) and the appropriate Park Board advisory committee. While the library board's process was similar to the Park Board's process, it omitted approvals from the JAC and another Park Board advisory committee. In order to resolve the issue, park staff will brief and present proposals to the Land Committee on issues relating to: 1) lease terms with the library; 2) how existing park policy plays into the lease agreements; 3) mitigation options; 4) review boundary issues; and 5) secure an art selection process which offers citizens the opportunity for proper public input on proposed art installations. If the library can show an equivalent committee and a public input process that replicates the current Park Board process, then the Park Board will allow the library's art panel to act in the JAC capacity. The library would bring their art recommendation before Land for consideration and to the Park Board for final approval to install the art on park property.			
<b>Motion wording:</b> Endorse the Library Board's art selection process for the Liberty and Shadle Park locations			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name:			
achanse@spokanelibrary.org			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: Budget neutral			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input 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 type="checkbox"/> UBI: Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			