

Park Board Meeting
January 6, 2022
Meeting called to order 5:38 PM



I. ATTENDANCE:

A. Park Board Members Present:

Board Member, Don Mitchell
Board Member, Lori Wood
Board Member, Michelle Musgrave
Board Member, Jacob Powers

B. Park Board Members Absent:

Board Member, Jacob Powers
Board Member, Gregory Webb

C. Staff Present: J.C. Kennedy, Parks & Recreation Director

II. Agenda Approval: Mr. Kennedy suggested the deletion of Item 4 from the Agenda, Introduction of Gregory Webb as Mr. Webb was not in attendance. Motion to approve the Agenda with change was made by Mrs. Wood. Second by Mrs. Musgrave. Agenda Approved.

III. December 9, 2021 Minutes: Motion to approve the minutes by Mrs. Wood. Second by Mrs. Musgrave. Minutes approved.

IV. Election of Officers 2022: A Motion to maintain the 2021 officer structure was made by Mr. Mitchell. Second by Mrs. Musgrave.

President: Mr. Jacob Powers

Secretary: Mrs. Lori Wood

V. Highland Village Park Update: Mr. Kennedy provided an overview of correspondence regarding the project status since the Park Advisory Board passed Resolution PB21-05 at the November Meeting.

From: J.C. Kennedy [<mailto:jkennedy@cawh.org>]

Sent: Wednesday, January 5, 2022 3:18 PM

To: John Chatburn <johnc@communityframeworks.org>

Cc: Albert Tripp <atripp@cawh.org>

Subject: RE: Park Impact Fee Agreement - Highland Village

John,

Can we move forward with the original plan that was approved by the Park Board and agree that the City will contribute a not to exceed dollar amount (+/- \$50k) to keep the plan as it was proposed and approved?

If the plan is to deviate from this plan we will need to bring another plan to the board for approval. Essentially starting over again.

We would ask that you provide receipts on actual expenses confirming the required contribution from the City.

(Mr. Chatburn responded, Mr. Kennedy's response is in red)

Hi J.C.,

This should be workable – I'll need to run it past our board. How about I run the high level plan past them to make sure there aren't any pitfalls that I'm missing? **Perfect** I can give you a thumbs up or down based on what I hear from them. They'll want to see a development agreement before they give the formal sign off. **Need to know the not to exceed contribution for the City before we can finalize the modifications to the draft agreement.**

We do request the flexibility to be able to utilize some alternates if we find an equal that is of a better value or if supply chain issues make a piece of equipment difficult (or impossible) to obtain. **As discussed with Michael Terrell Benches and tables and garbage cans selected are what the City has selected and installing in all upgrades to the parks system to provide uniformity across the system so we would want these to remain the same and yes they are taking a while to ship, we can be patient. Other comparable substitutions would be fine.** If you like, we can set up an approval process with you like a General Contractor would send submittals to an architect.

Our current plan is to have most of the expenses flow through a single contractor. If this is the case will you require invoices/receipts beyond those from the contractor? **No as long as you can show us something certifying that this is what you actually paid. Albert do you agree with this? (Mr. Tripp sent a separate message stating that he agreed)** Some of our state funders require invoices from the General as well as the sub invoices to make sure everything is above board.

We appreciate your flexibility on this and helping us work to a good solution.

John Chatburn

Community Frameworks | Real Estate Development Director

Mr. Kennedy stated that he will continue to provide updates on this project.

- VI. Department Update:** Mr. Kennedy provided copies of the new Activity Guide. Mr. Kennedy provided an overview of the Part Time Employee budget that was approved and informed the board that the department did not receive the full request and explained the impact this may have on operations and the ability to hit revenue projections at the Recreation Center. The allocated funds for staffing for 2022 will not sustain operations throughout the year without significant cuts to what we are currently offering. Mr. Kennedy stated that

additional money may be made available to provide some relief for staffing shortages but that is not certain.

Mr. Kennedy provided an update of the Tracking of Inter-fund Transfers discussed at the December 2021 meeting.

Fund 076 Parks

Landreth Park Improvements Project
Capital Expenditures Improvements 594 76 63 01
Amount Budgeted \$0.00
Expenditures to date \$160,638.39

We have completed most of the projects identified except for the installation of the Benches and Trash Receptacles that we anticipate will ship in mid- January. Mr. Kennedy identified the inter-fund transfer that is necessary to cover the expenditures for the 2021 calendar year and requested that amount be transferred.

Correspondence:

From: J.C. Kennedy

Sent: Monday, December 27, 2021 9:25 AM

To: Stanley Schubert <SSchubert@cawh.org>

Subject: Landreth Park Improvements Transfers for 2021 Expenditures

Importance: High

Stanley,

Hope you were able to enjoy a wonderful Christmas with your family.

I wanted to follow up again regarding these transfers. As I stated in a previous email on November 19, 2021 we have not spent the total \$200,000 that was approved for the Landreth Project.

We have only spent \$160,638.39 of the authorized \$200,000. If you transfer the total \$200,000 this year to the Current Expense line item in the 076 Parks Budget 594 76 63 01 Capital Expenditures Improvements it will have an excess of \$39,361.61.

We will need that money to pay for the remaining expenditures when the benches and trash receptacles are invoiced in mid -January 2022.

So the actual amount needed in the 2022 budget is the \$200,000 authorized for Shorty Combs Park Improvements plus this \$39,361.61 for a total of \$239,361.61.

If you transfer the entire \$200,000 now for Landreth how will we track the \$39,361.61 excess needed to pay for the remaining expenditures so that it is not absorbed into the Current Expense Starting Fund Balance?

On December 22, 2021 the full \$200,000 was transferred. Mr. Kennedy will track the \$39,361.61 as Park Reserve Funds have restrictions on their use and

can't be absorbed into the general fund for other purposes outside of what is authorized.

Mrs. Wood asked about the tracking for the LTAC Fund Transfer. Mr. Kennedy stated that he was able to verify that the transfers had been made.

On November 30, 2021 when Mr. Kennedy checked on the status of the transfers the ending Fund Balance for 2020 was listed in BIAS as \$584,513.82 the beginning Fund Balance for 2021 was listed at \$485,204.40.

On December 27, 2021 the ending Fund Balance for 2020 was listed at \$582,657.69. The Beginning Fund Balance for 2021 was also \$582,657.69. This indicates that the appropriate corrections had been made.

Mr. Kennedy informed the board that the Capital Budget for 2022 for Parks includes the funding request for Shorty Combs Park Improvements \$200,000, funding for the removal of the old restrooms at Sunset Park \$50,000, and funding to add fencing on the field at the Recreation Complex \$10,000. Mr. Kennedy will be bringing the restroom removal and fencing adds to council for authorization when appropriate. The fencing project funding is a match for a grant application the department will be submitting to the Spokane Parks Foundation to complete the project.

VII. Adjourn: A motion to adjourn the meeting was made by Mr. Mitchell. Second by Mrs. Woods. **Meeting adjourned at 6:19 pm.**