

**Park Board Meeting**  
**March 10, 2022**  
**Meeting called to order 5:30 PM**



**I. ATTENDANCE:**

A. Park Board Members Present:

Board Member, Don Mitchell  
Board Member, Lori Wood

B. Park Board Members Absent:

Board Member, Michelle Musgrave  
Board Member, Jacob Powers  
Board Member, Gregory Webb  
Board Member, Michelle Musgrave

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

**II. Agenda Approval:** Motion to approve the Agenda was made by Mrs. Wood.  
Second by Mr. Mitchell. Agenda Approved.

**III. February 10, 2022 Minutes:** Motion to approve the minutes was made by Mrs. Wood. No Second as Mr. Mitchell was absent. Minutes tentatively approved.

**Highland Village Park Update:** Mr. Kennedy provided an overview of correspondence regarding the project status since the last Park Advisory Board meeting:

Email Correspondence, Wednesday 3/2/2022 9:53AM

(From Mrs. Trautman)

**From:** Heather Trautman

**Sent:** Wednesday, March 02, 2022 9:30 AM

**To:** Stanley M. Schwartz - Witherspoon Kelley ([SMS@witherspoonkelley.com](mailto:SMS@witherspoonkelley.com))

<[SMS@witherspoonkelley.com](mailto:SMS@witherspoonkelley.com)>; J.C. Kennedy <[jkennedy@cawh.org](mailto:jkennedy@cawh.org)>; Albert Tripp <[atripp@cawh.org](mailto:atripp@cawh.org)>; Cindy Reddekopp <[Creddekopp@cawh.org](mailto:Creddekopp@cawh.org)>

**Subject:** FW: Highland Village Phase 1 - Community Frameworks - Habitat for Humanity Park Impact Fees

Good Afternoon,

The following emails were forwarded to me regarding the park dedication for Highland Village. I will be responding to the questions of the origin of the public park and process to vacate the park.

I processed the Highland Village 1<sup>st</sup> Addition Final plat in 2019-2020, completing the review started by SCJ Alliance. The dedication of the park was completed as part of the final plat, including the signing of the plat by Community Frameworks as property

owners. Please see attached 17233\_FP-Preliminary\_(2019—08-09)(1), the initial final plat application by Community Frameworks which contained the proposed park area as Tract F. Please see attached recorded final plat showing the dedication of Tract F as a City Park. With the dedication of the park as part of the final plat, there is not an additional 'quit claim deed' paperwork as suggested below by John Chatburn. The dedication was not a clerical error, as noted here and provided in the application for final plat and dedicated final plat drawings. For reference I have also included the Signed City Council Resolution 2019-006 for the Highland Village Preliminary Plat, please note condition #5 in which parks and open space are required to adhere to AHMC 16.09. The Highland Village preliminary plat proposed a park, and under the AHMC 17.17.230 PUD Required Open Space, the PUD was required to provide for a minimum of 10% of the project for open space.

With regards to the suggestion that the dedicated City Park be transferred back to Community Frameworks through a quit claim deed, this process would likely require a hearing before City Council for the vacation of the park first. If the vacation of the dedication of the park is intended to avoid either a lowest bidding process or prevailing wage requirements, I will defer a response on that matter to Stanley.

Please let me know if you have any questions.

(Additions from Mr. Kennedy)

Thank You Heather

Stanley

Because the property in question is now city property a concern has arisen regarding entering into an agreement for the mitigation of park impact fees owed on the project.

When a developer undertakes improvements on city property does it trigger the necessity to follow all state bidding laws?

When we did this with Viking for the Traditions Park Development the Park was not dedicated to the City until after all of the improvements were completed by Viking.

My understanding is that they have been having Park Impact Fees to obtain CO's with the intention of refunding them when the agreement is finalized. I also had a question about whether or not this meant that city funds were also now included in the project which would also trigger the necessity to follow all state bidding laws.

Community Frameworks was hoping to get credit for the land and credit for the cost of the site development. It may be cleaner now to shift to giving them credit for the land that has already been transferred and limit the agreement to this, modify the amount they would owe and develop the park as a city project. Unless your assessment has another option that won't trigger them having to follow bidding requirements.

To date staff has not received a response from legal.

**IV. Department Update:** Mr. Kennedy provided an update to a few of the items regarding the department.

**Funding Approval**

Mr. Kennedy prepared a package outlining the budget impacts the department faced in 2022 (a portion of that analysis is included below). After consideration the City Council approved providing \$334,782.00 in funding from the APRA funds to fill the gap in staffing to allow the department to expand operations and services.

**Parks & Recreation 2022 Budget Overview**

**EXPENDITURES REQUESTED**

**Recreation 032**

**Full Time Staffing Requested: \$575,907.00**

- 2022 Amount Budgeted – \$553,675.87 (-\$22,231.13).

This request would add the Guest Services Coordinator Position back to the budget but does not add the Maintenance Coordinator Position that was also eliminated. As memberships at the Rec Center increase and revenues increase that position can be revisited.

- **Part Time Staffing Requested: \$620,130.48**

2022 Amount Budgeted - \$270,000 (-\$350,130.48 *Note: the AM/PM hours expansion referenced later in this document are already wrapped up in this amount*).

Increases hours of operation from 81 hours per week to 95 hours per week and also expands child watch schedule. These are the two most common comments we receive from members; when will you be open longer hours and when will child watch be open in the morning hours.

6:00am – 9:00pm Monday through Friday

9:00am – 7:00pm Saturday & Sunday

**Parks 076**

**Full Time Staffing Requested: \$180,159**

2022 Amount Budgeted - \$152,607.04 (-\$27,551.96).

This request would have restored staffing to pre-COVID level. Replacing the FTE eliminated for Parks Maintenance.

**Part Time Staffing Requested:** Right of Way Maintenance & Treatment Plant, Well Sites, and Easements. Requested the restoration of the funding that we were allocated from the following line items for these duties.

542 30 10 00 Salaries Wages Rodway \$12,690

535 80 10 05 Water Sewer Reclamation Plant Wages \$11,340

Pre-COVID with 0% increase in membership our revenue would have been

\$980,450 this amount represents our “RECOVERY” threshold and represents a \$284,300 increase over revenue projected for 2022.

### **Considerations:**

- How long will it take to reach our “RECOVERY” threshold from the impacts from Covid?
- What impact will the removal of mandates have on this recovery?
- How does/will increasing operating hours and program opportunities help our revenue recovery?
- Expanding hours is about more than just increasing memberships, retaining existing memberships is also a key point to consider. We have heard a consistent message from members about expanding hours. Will this help retain those that are already signed up?

### **Hours of Operation Comparisons**

Here are the current hours of operation for other facilities:

- YMCA: Mon - Friday: 5am-9pm, Sat: 7am-5pm, Sun: 10am-5pm
- MUV Fitness: Mon – Friday 5am – 8pm, Sat & Sun 8am – 5pm

Our original budget request was \$620,130.48 and was based on expanding hours, the approved budget was \$270,000 representing a \$350,130.48 reduction.

January - March hours were not expanded saving \$15,348.48.

Amount needed to expand hours and maintain current operations is now \$334,782.00.

### **Sekani Park Property**

Mr. Kennedy provided an update to the status of the sale of the property. The realtor handling the transaction reached out to staff last week indicating that the purchaser was asking for an extension on the original six month period to complete his due diligence on moving forward with his planned project.

In recent weeks with the City undertaking an assessment of future public safety needs the park site was identified as a potential site for a future Fire Department. Considering this development the City Manager declined the extension of time request from the seller. This means that the seller is in a position to close on the property by March 17, 2022 which is the end of the original six month period agreed to or the sale will fall through. Essentially this places the purchaser in a position of deciding to move forward or walk away from the property. Mr. Kennedy informed the Board that he will provide an update at the April meeting.

### **RFP For Maintenance of ROW, City Parks, Public Facilities/Properties**

Mr. Kennedy informed the Board that he has been tasked with developing an RFP for maintenance responsibilities. Mr. Kennedy informed the board that it will take some time to put the entire package together and he will provide appropriate updates on the progress of this.

### **INTRODUCTION**

The City of Airway Heights is soliciting proposals from qualified companies experienced in and able to perform Maintenance for Right of Way, Sidewalk, Trail, Pathway, Treatment Plant, Well Sites, Lift Stations and Park Maintenance Services

to include mowing, trimming, cleaning, trash / litter and debris removal, curb, gutter and weed control. Supplemental services include other services as specified for the City's right of way and traffic island maintenance as required.

This Request for Proposals is an invitation by the City of Airway Heights for companies to submit an offer, which shall be subject to evaluation and subsequent discussion(s). All prospective companies will be afforded full opportunity to submit responses to this Request for Proposals (RFP) by submitting in the form and manner as indicated in this RFP their interests, complete details on how they would provide the services, statements of experience and costs to provide the services, along with other requested information.

Submittal of a proposal does not create any right or expectation to a Contract with the City of Airway Heights. The City reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

#### **Landreth Park Site Furnishings**

Mrs. Wood's asked if any updates were available on the delivery of the site furnishings to complete the Landreth Park project started last year. Mr. Kennedy said he would reach out to the company and ask for an update, as of the sending of these minutes an update has not been provided by the company.

#### **Shorty Combs**

The installation of the new playground has started.



- V. Adjourn:** A motion to adjourn the meeting was made by Mrs. Woods. Second by Mr. Mitchell. **Meeting adjourned at 6:05 pm.**