

**Park Advisory Board  
Meeting Minutes  
August 4, 2022  
Meeting called to order 5:30 PM**



**I. ATTENDANCE:**

A. Park Board Members Present:

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

B. Staff Present:

J.C. Kennedy, Parks & Recreation Director

C. Guests:

Alison Johnson, Airway Heights Librarian  
Cindy Albright, SCLD

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

**III. June 9, 2022 Minutes:** Motion to approve the minutes was made by Mr. Mitchell. Second by Mr. Webb. Minutes approved.

**IV. Spokane County Library District Community Conversation:** Librarian Alison Johnson held a structured group conversation that is one of several Alison is hoping to have across the community. This conversation was not specifically about the library but about the Airway Heights community. The library is hoping to better understand people's aspiration for their community, the concerns they have and what they believe might make a difference in strengthening the community. The library hopes to take what they learn from these conversations and use it to help make the library's work in the community more effective.

**V. Department Update:** Mr. Kennedy provided an update on various issues and projects the department is working on.

• **RFP Ballfield Fencing AHRC**

On July 25, 2022 the Parks & Recreation Department had the third rendition of bid openings for the Recreation Complex Ball-Field Fencing and Dugout Project.

- **1<sup>st</sup> Bid:** Utilized the MRSC Small Works Roster. Issued RFP sent to all contractors on the roster in the Spokane Region. Bid opening was June 30<sup>th</sup>. No responsive bids were received.
- **2<sup>nd</sup> Bid:** Reissued RFP to all contractors in the Spokane Region on the MRSC Small Works Roster again. Received 2 responsive bids. Northwest Fence Company \$183,277.09. Transblue Spokane \$368,711.06. Bids were rejected.

- **3<sup>rd</sup> Bid:** Issued RFP on website and sent add to Spokesman Review open to all interested contractors. No responsive bids were received. We anticipated bids for this project to come in at around \$40-\$45k based on a quote we received in 2021.

Mr. Kennedy reported last month in the revenue report that a portion of the funding for this project came from a Grant from the Spokane Parks Foundation in the amount of \$10,000. Those funds were deposited into a Revenue Line item in the 032 budget listed as Recreation Donations 367 90 00 00. The City Council also authorized \$10,000 as a match for this project from the Park Reserve Fund that was deposited in the 076 Parks Budget Line Item 594 76 63 01 Capital Expenditure-Improvements.

Due to the current bidding climate in the Spokane Region the Parks & Recreation Department will not be able to carry out this project at current funding levels. Per the Cities agreement with the Spokane Parks Foundation if the City is not able to execute this project we are required to return the awarded funds.

Mr. Kennedy requesting that the Clerk Treasurer return the \$10,000 that was deposited in the 032 budget Recreation Donations 367 90 00 00 to the Spokane Parks Foundation.

In preparing the RFP for this project the department had expenses from our Landscape Architect to produce the schematic drawing for the bid packet. SPVV Landscape Architects submitted two invoices for a total of \$1,800. Mr. Kennedy requested that the Clerk Treasurer return the remaining \$8,200 of the \$10,000 that City Council authorized as a match from the Park Reserve Fund back to the Park Reserve fund from Capital Expenditure-Improvements 594 76 63 01.

- **RFP Re-issued Grounds Maintenance**

- First round of bids ended with one responsive bidder. Subsequently the bid was rejected due to being over budget. The bid package requested bids for four specific divisions of work as follows:

- Division 1 Park Properties, bid received \$308,962.47

- Division 2 Right of Ways/Pathways/Medians/Sidewalks/Utility Easements, bid received \$87,001.80

- Division 3 Public Buildings, bid received \$31,548.45

- Division 4 Public Works Water Facilities, bid received \$116,936.65

Total bid was \$544,449.37

- Second round of bids the scope of work was reduced eliminating Division 4 entirely and made the bid specific for a 5 month annual cycle. Advertisements ran in the Spokesman Review Legal Section for 3 weeks again. Bid opening will was Friday June 24, 2022. Senske was the only responsive bidder.

- Division 1 Park Properties, bid received \$280,339.28

- Division 2 Right of Ways/Pathways/Medians/Sidewalks/Utility Easements, bid received \$74,932.05

- Division 3 Public Buildings, bid received \$25,138.67

Division 4 Public Works Water Facilities, bid received REMOVED from RFP.

Total bid was \$380,410.00

This reduced scope RFP was based on providing seasonal mowing and trimming services and did not include any:

- ✓ Irrigation Maintenance
- ✓ Daily garbage, or daily restroom maintenance
- ✓ Tree maintenance
- ✓ Splash Pad Maintenance
- ✓ Playground Safety Maintenance
- ✓ Fertilization, herbicide or pesticide applications
- ✓ Ballfield preparation, or picnic shelter preparations for rental

This quote would have supplemented our existing staffing allocation and provides a real indication of how understaffed the Parks Division is with a current seasonal part time budget that is \$23,400.

Staff is struggling to make it through another growing season. The impacts of being understaffed are evident with the current state of how public spaces in the community are being maintained. When asked what the takeaway was by the City Manager Mr. Kennedy stated that considering how underfunded the Parks Division is it is a huge testament to what the Parks Maintenance Coordinator Mr. Bro is able to accomplish.

The intent of issuing the RFP was to try to garner some support for the Parks Division after the elimination of the FTE during Covid. So far there have been no conversations about a path forward to provide that relief.

- **Site Furnishings Shorty Combs & Landreth Park Improvements Projects**

Wabash updated us that the scheduled ship date for both orders was September 1<sup>st</sup> before, but they were able to reschedule to ship a little earlier.

- They are planning to ship our first order, the remaining items for Landreth Park on August 10th
- The second shipment, items for Shorty Combs Park are scheduled to ship on August 19<sup>th</sup>

- **Sunset Park Old Restrooms Removal**

- Mr. Dougherty at Public Works has completed the paperwork with Inland Power and Power City Electric and is awaiting a response for relocating the telemetry system for the water tower

- **Aquatics Supervisor**

Mrs. Amick tenured her resignation last month due to a family relocation to Florida. Mr. Howland was appointed as the interim Supervisor and after applications were reviewed offered the position permanently. We are now working to backfill the Aquatics Coordinator position that he vacated.

- **July Revenue Report**

**VI. Adjourn:** A motion to adjourn the meeting was made by Mr. Mitchell. Second by Mrs. Wood. **Meeting adjourned at 6:30 pm.**