

**Park Advisory Board  
Meeting Minutes  
April 6, 2023  
Meeting called to order 5:30 PM**



**1. ATTENDANCE:**

A. Park Board Members Present:

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

B. Staff Present:

J.C. Kennedy, Parks & Recreation Director

**2. Agenda Approval:** A Motion to approve the Agenda was made by Mr. Powers. Second by Mrs. Woods. Agenda Approved.

**3. March 9, 2023 Minutes:** Motion to approve the minutes was made by Mrs. Musgrave. Second by Mrs. Woods. Minutes approved.

**4. Park Reserve Fund Sekani Park Purchase Funds:** Mr. Kennedy informed the board that the City Manager has instructed the Clerk Treasurer to include the return of funds used to purchase the property to the Park Reserve Fund as a part of the next budget amendment for 2023. This action keeps the City in compliance with State Statutes regarding the allowable uses of Park Impact Fees.

Mr. Kennedy informed the board that he initiated a follow up regarding the status of the property and funds utilized for the initial purchase.

History

The Sekani Property was initially identified as a future park site that would serve the adjacent neighborhoods. The City purchased the property from Mr.

Vandervert – Granite Investments, LLC.

The property was determined to not be the most suitable site for a future park and was placed for sale following a recommendation by the Park Advisory Board.

On March 15, 2022 the City rescinded the property purchase offer from Mr. Joe Gamon who wanted to purchase the property for \$250,000 that was being brokered by our realtor Mark Lucas.

The City identified that this property was needed for the future site of a Fire Department.

State Statutes regarding the allowable uses of Park Impact Fees state that Park Impact Fees must be used for “publicly owned parks, open space, and recreation facilities” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the Growth Management Act. (See Revised Code of Washington RCW 82.02.050(2) and RCW 82.02.090(7).

On March 18, 2015 a interfund transfer from fund 104 was made in the amount of \$101,901.29 to execute the purchase. Detail Below:

**2015 BIAS ACCOUNT DETAIL**

Time: 10:03:51 Date: 04/03/2023  
01/01/2015 To: 12/31/2015

104 Park Reserve Fund

Expenditures

Transaction#	Type	Claimant	Remark	Amount
1965	Interfund Transfer	From Park Reserve	IF Transfer from Park Reserve Fund (104) to Current Expense Fund (001) for Payment to Witherspoon Kelly Trust Account for Purchase of Property from Granite Investments, LLC for Purchase of Property for Park	\$101,901.29

State Statutes regarding the allowable uses of Park Impact Fees state that Park

- 5. **ARPA Equipment Purchase Funds:** Mr. Kennedy informed the board that he reached out to the Clerk Treasurer regarding the APAP funding that was authorized by the City Council for the department to purchase some much needed equipment in 2022.

History

Stanley,

All of the funds were placed in the Parks Budget 076, the spreadsheet that I maintain for tracking purposes is attached with an overview below. If you have any question please don't hesitate to contact me. I was curious what happened to the funds and if they would still be available for equipment purchases this season?

**2022 ARPA Capital Purchase Funding Report**

In March as a part of the ARPA funding allocations the City Council authorized \$83,007 for the purchase of capital equipment for the department for the following equipment purchase.

- Parks Vehicle \$25,000
- Rec Vehicle \$25,000
- John Deere Gator \$33,007

The Council authorized the department to shift from the purchase of the Park Vehicle and purchase a leaf vacuum attachment.

We executed the purchase of the Gator which has been a huge help for snow removal at the Rec Center this winter.

To date the department has utilized \$34,645.53 of the funding authorized by the City Council.

There is \$48,361.47 of the ARPA funding that the City Council authorized that has not been utilized. This funding has not been placed in the 2023 Parks budget.

The Clerk Treasurer's response was:

“Thank you for the information. We will continue the conversation regarding the remaining ARPA funds and business needs at the department level”.

Mr. Kennedy’s response was:

Not sure what this means “continuing the conversation at the department level”? I thought I was the department level?

When City Council authorizes funding for a specific use I didn’t realize the Clerk Treasurer could over-ride their decision.

Mr. Kennedy is hopeful that the funds will be available as the needs identified that the funds were authorized for have not diminished and the remaining \$48,361.47 would allow the department to continue looking for a reliable vehicle for the Parks Maintenance. Mr. Kennedy will continue to provide updates accordingly.

### **2022 APRP Staffing Funds**

Our 2022 original Part Time Staffing budget 575 50 10 03 Rec Facilities-Wages Part Time Employees was \$270,000.00. Council Authorized additional ARPA Funding totaling \$334,782.00. Total Part Time Staffing budget authorized by Council when you include the ARPA funds was \$604,782.00 (ARPA funds were never transferred into our actual 2022 budget). With the difficulty filling positions and staff call outs we ran under staffed throughout the year. Actual funding spent for Part Time Staff in 2022 ended up being \$496,964.38.

ARPA funds that were approved by Council for Part Time Staff that were not utilized in 2022 was \$107,817.62

### **Parks & Recreation Department ARPA Funds that were approved that were not used:**

Equipment Funds = \$48,361.47

Staffing Funds = \$107,817.62

**Total = \$156,179.24**

## **6. Department Update:**

### **• Weekly Report**

Mr. Kennedy provided a copy of the most recent weekly report highlighting the Fitness report from Mr. Nichols:

**Equipment/Lift Fitness:** Our 3 Year Parts and Labor Warranty for cardio equipment (after an 11 month Covid extension) is coming to an end. We are currently exploring options regarding what type of a paid Service Agreement with Life Fitness may be necessary.

If we choose to not be covered under any kind of preventative maintenance or parts and labor service agreement, the costs for maintaining the fitness floor equipment could see significant increases due to increased costs for individual service calls, and increase the amount of downtime we have for equipment that could have a negative impact on membership satisfaction and member retention.

With other facility priorities and current staffing levels, it would be a challenge to perform preventative maintenance, or fix “major” equipment issues ourselves,

consistently. Mr. Pike and myself are evaluating options and I will report back our recommendation on moving forward in this area.

- **Revenue Report**

Mr. Kennedy provided a copy of the March Revenue Report highlighting that membership revenues were at \$315,953.62. This is \$60,953.62 above projected revenues at this point in the year. Mr. Kennedy also highlighted that the Part Time Staffing that were not fully funded at the level requested are currently at \$158,249.12 which represents 29.5% of the funding in the budget.

**7. Project Update:**

- **Shorty Combs Park & Landreth Park**

The remaining pieces needed to complete the install at Landreth have been delivered. The installer reports that he hopes to have the installation completed by April 14<sup>th</sup>

- **Shorty Combs**

We are still waiting for the delivery of one of the table tops to be able to complete the installation

- **Highland Village**

The tables ordered are expected to ship on May 12<sup>th</sup>

- **Sunset Park Pathways & Restroom**

Public Works reports that everything on their end is done. Now it is just Power City, Inland power and Woodhawk getting the power moved over and SCADA connected to it.

Once that is done which should be done soon, we will run it for a month to work out any bugs and then everything should be good to go.

Mr. Bro will begin the process of what is necessary to remove the building in preparation for the green light from Public Works.

For the Pathway Project SPVV Landscape Architects reports that they were able to complete the drone flight of the pathways on Wednesday 4/5/23 so the scanning is done. They are working on the processing of the flight this afternoon and tomorrow and then they can begin the surface overlay mapping.

**8. Adjourn:** A motion to adjourn the meeting was made by Mr. Powers. Second by Mrs. Musgrave. **Meeting adjourned at 5:55 pm.**