

**Park Advisory Board
Meeting Minutes
August 10, 2023
Meeting called to order 5:31 PM**



1. ATTENDANCE:

A. Park Board Members Present: Board Member, Gregory Webb
Board Member, Don Mitchell
Board Member, Lori Wood

B. Board Members Absent: Board Member, Jacob Powers
Board Member, Michelle Musgrave

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

2. Agenda Approval: Mr. Kennedy suggested removing the Naming Discussion Item 7 on the agenda until the full board was present at a meeting. A Motion to approve the Agenda with amendment was made by Mrs. Woods. Second by Mr. Webb. Agenda Approved.

3. July 13, 2023 Minutes: Motion to approve the minutes was made by Mrs. Woods. Second by Mr. Webb. Minutes approved.

4. Department Update:

• **Weekly Report**

Mr. Kennedy provided a copy of the most recent weekly report. Highlighted status of the Picnic Shelters at Sunset Park and the Public Safety concern they present.

• **Revenue Report**

Mr. Kennedy provided a copy of the July Revenue Report highlighting:

AHRC Revenue Year to Date 2023	\$914,304.47
AHRC Expenditures Year to Date 2023	\$1,117,602.17
AHRC Subsidy Year to Date 2023	\$203,297.70
AHRC Cost Recovery % Year to Date 2023	81.8%

• **2024 Budget**

Mr. Kennedy handed out copies of the AHPR 2024 Budget Proposal. Highlighted challenges facing the department including the lack of staff support for parks maintenance and struggles with ROW maintenance. Mr. Kennedy restated that in 2008 when the department took over ROW maintenance responsibilities there was enough work to warrant an FTE when it was Public Works responsibility yet now 15 years later with even more responsibilities AHPR receives \$0 from the streets fund for these responsibilities.

- **Membership Rate Increase**

Mr. Kennedy shared an article he prepared for the next Activity Guide.

The Parks & Recreation Department presented the idea of increasing Membership Rates in alignment with the annual cost of living increase for the region to the Park Advisory Board at their July meeting, the board unanimously agreed.

Why is this necessary?

The Departments costs of doing business are going up, we established our membership rates commensurate with our position in the market charging less for all levels of memberships compared to the pricing structure established by the local YMCA's. The Parks & Recreation Department has not asked the City Council to consider a membership fee increase since we opened in 2019.

- ✓ The largest expense in the Recreation Center's budget is the cost of staffing.
- ✓ Staffing accounts for 81% of the annual budget for the facility.
- ✓ Since opening in 2019 part time staffing has experienced a 32.9% increase.
- ✓ The state minimum wage in 2019 when we opened was \$12.00 in 2023 the state minimum wage has increased to \$15.74.
- ✓ Full time employee wages have also seen annual cost of living increases.
- ✓ Our second largest budget line item is our utilities charges; Avista Utilities has increased rates 11% in the past two years.

In order to keep pace with the increased cost of running the facility the Department will be proposing that the City Council consider an increase to membership fees in alignment with the 2024 annual cost of living increase that will be applied to the state minimum wage. Since we opened this increase has seen a low of a 1.4% increase in 2021 and a high of 8.8% increase in 2023. The average over the past 5 years is a 6.6% increase. The State does not release the annual cost of living increase until later in the year so we will be monitoring it closely to let members know what to expect as soon as possible.

Project Updates: Mr. Kennedy reported that he has continued his efforts to find out what the status of the Park Impact Funds listed for projects approved by the City Council is. Funds had been transferred to current expense but where they are now remains unknown. For the past six weeks Mr. Kennedy has been asking about the status of funds approved yet not utilized and where those funds are.

Stanley,

It's been six weeks now and I still have the same questions. We have a Park Advisory Board meeting this evening and I would like to provide an update.

My Question: Not all of the funds that were approved were used as these projects are not completed due to issues with delays by COVID and delays with Public

Works getting the telemetry system removed from our old restroom building. Where are the funds highlighted below so these projects can be completed?_

The ending fund balance should have rolled over into the Capital Budget for the preceding year but did not. Where did the funds end up (\$162,155.34)?

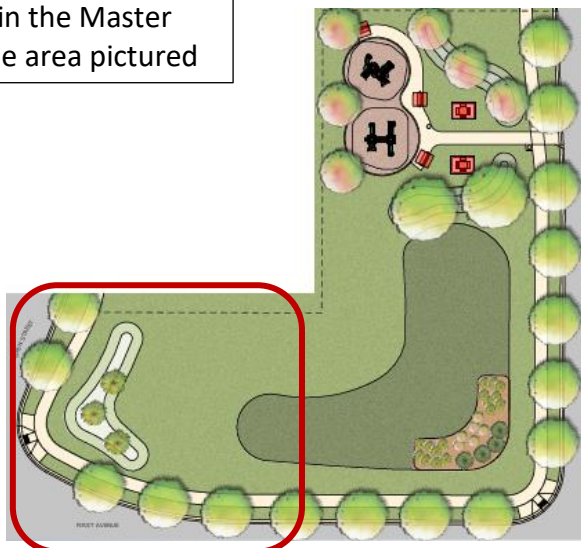
PARK IMPACT FEE TRACKING

Park Impact Fee Projects	Funding Approved by City Council	Funds Utilized	Funds Remaining
Landreth Park	\$200,000.00	\$187,751.86	\$12,248.14
Shorty Combs Park	\$200,000.00	\$107,292.80	\$92,707.20
Sunset Restroom Removal	\$50,000.00	\$0.00	\$50,000.00
AHRC Ballfield Fencing	\$10,000.00	\$1,800.00	\$7,200.00
		TOTAL	\$162,155.34

- **Shorty Combs Park**
Still waiting on the replacement for the damaged table top.
- **Landreth Park**
Still waiting on the replacement for the missing top piece on one of the covered benches.
- **Highland Village**
Mr. Kennedy informed the board that he reached out to Community Frameworks on the status of finishing the area that they were waiting for sidewalks to go in.



Area identified in the Master Plan below is the area pictured



- **Sunset Park Pathways & Restroom**

Mr. Kennedy informed the board that the City Council authorized the addition of the electrical stations for the project at their August 7, 2023 meeting. Mr. Kennedy signed the paperwork and sent it to SPVV on Tuesday morning.

5. Park Rules Update: Mr. Kennedy presented information on the update to the Park Rules that he is bringing forward for City Council consideration.

The Parks & Recreation Department has been having difficulty with user groups that utilize Sunset Park using amplifiers against the policies outlined in our Rental Agreement. We are requesting amending AHMC 12.04 to align with the guidelines outlined in our Rental Agreement.

Rental Agreement Language: No amplified sound is permitted on park properties without the approval of the Parks & Recreation Department. When planning your event, consider the impact that noise generated may have on nearby residents. Site location and the type and position of potential noise sources should be considered. Organizers should consider all potential noise sources, including music, speakers, generators, public address systems, etc. Organizers must take steps to reduce the impact of noise on residences adjacent to the Park, for example speakers should be facing away from residences. Park maintenance staff may monitor the event to ensure there are no unreasonable disturbances, and compliance with noise management is being maintained. The event organizer shall have full control over the sound amplification equipment. It is imperative that all involved with the sound system are informed of the sound level requirements and comply with requests from parks maintenance staff to reduce the impacts on surrounding residences.

Addition to AHMC 12.04 Park Rules:

- A. No amplified sound is permitted on park properties without the approval of the Parks & Recreation Department.

Other requested changes, items H & I were combined we are separating them for clarity purposes:

- H. No person shall erect or maintain any tent or other temporary shelter without approval from the Parks & Recreation Department.
- I. No person shall park any trailer, motor home or automobile between the hours of 10:00 p.m. to sunrise for the purpose of camping or staying overnight in a public park within the City.
- M. No person shall use a bounce house or other form of inflatable in a public park without completing a special event permit, approval of the Parks & Recreation Department and securing an insurance policy naming the City of Airway Heights as an also insured.

6. Recreation Conservation Office (RCO) Local Parks Maintenance Grant (LPM)

Opportunity: Mr. Kennedy presented information about this grant opportunity. Staff is requesting City Council approval of SPVV proposal for Grant Assistance with the Local Parks Maintenance (LPM) grant proposal to address deferred maintenance issues with the Picnic Shelters at Sunset Park. SPVV Contract cost is \$3,500 to be paid from the Park Reserve Fund.

The Park & Recreation Master Plan identifies a need to replace the Picnic Shelters at Sunset Park. This project is listed in the Capital Facilities of the Parks & Recreation Master Plan. SPVV will assist with preparation of information for grant applications including evaluation of existing conditions, proposed repair/replacement, costing, input of the above information into the required RCO electronic submittal grant portal.

A preliminary overview provided by SPVV identified the following issues with our existing Shelters at Sunset Park:

Shelter 1 is basically a write off; the deterioration in the three shelters is so significant that I don't see any way to salvage them at a cost that makes any sort of sense. The posts appear to be direct bury and are rotting; the roof structure is failing, and the OSB ceilings are also coming apart, as the material wasn't rated for outdoor exposure over long periods of time.

(From the Master Plan)

Picnic Shelter #1: Located adjacent to the Park Maintenance Building this shelter has three structures with a barbecue pit in the center. The posts of the roof structures are showing severe signs of rot. The roof structure is missing singles in several areas.

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Shelters 2-3 were not well built in the first place; the welds holding up the beams that are then cross bolted are quite poor quality; structurally the roof isn't even close to meeting code with regards to the support beams; there's no cross bracing for seismic or ties for wind uplift; I suspect there's not much in the way of footings other than a post-hole filled with concrete at each post. I'm rather surprised they've held up as well as they have, given their condition.

Picnic Shelter #2: Located off of 8th Avenue next to the basketball court. This shelter's roof system is showing signs of severe weathering with support beams showing signs of rotting and it is starting to buckle in places.



Picnic Shelter #3: Located in the northwest corner of the park at King and 6th Avenue this shelter is showing signs of severe wear similar to Shelter #2 with the roof supports showing signs of buckling and rotting.



7. **Naming Discussion:** TABLED
8. **Adjourn:** A motion to adjourn the meeting was made by Mr. Mitchell. Second by Mrs. Woods. **Meeting adjourned at 6:20 pm.**