

**Park Advisory Board
Meeting Minutes
September 7, 2023
Meeting called to order 5:30 PM**



1. ATTENDANCE:

- A. Park Board Members Present: Board Member, Michelle Musgrave
Board Member, Don Mitchell
Board Member, Lori Wood
- B. Board Members Absent: Board Member, Jacob Powers
Board Member, Gregory Webb
- C. Staff Present: J.C. Kennedy, Parks & Recreation Director

2. Agenda Approval: A Motion to approve the Agenda was made by Mr. Mitchell. Second by Mrs. Musgrave. Agenda Approved.

3. August 10, 2023 Minutes: Motion to approve the minutes was made by Mr. Mitchell. Second by Mrs. Musgrave. Minutes approved.

4. Department Update:

• **Weekly Report**

Mr. Kennedy asked the board if they had any questions about the most recent weekly report, nothing was noted.

• **Revenue Report**

Mr. Kennedy highlighted current Revenue Status:

AHRC Revenue Year to Date	\$1,041,212.16
AHRC Expenditures Year to Date	\$1,268,432.74
AHRC Subsidy Year to Date	\$227,220.58
AHRC Cost Recovery % Year to Date	82.09%

Project Updates:

• **Sunset Park Restroom Removal**

Mr. Kennedy informed the board that the Mr. Bro has been working with Inland Power and Light to address disconnecting power to the old restroom. There was an issue with the old Spokane County Communications room that still had two active services. Mr. Bro has had the asbestos abatement completed, this was done on Wednesday. Mr. Bro is also working with the Building Department attempting to secure a permit for the demolition. Mr. Bro has had one bid done for the demolition of the building and is waiting for another. Mr. Bro also discovered a water service in the building that Public Works was not aware of. They don't know what it's for or where it is connected. He is working to get this removed so the demolition can proceed.

• **Highland Village**

Mr. Kennedy informed the board that staff met with the Landscape Contractor on Tuesday September 5th to discuss the substantial completion of the project

now that the section that was unfinished has been completed. Mr. Kennedy informed the board that he stressed the fact that since the 3-month maintenance period would be ending in the middle of winter that he would require that the contractor be responsible for the start up of the irrigation and that the turf areas would need to be well established and weed free before he accepts the project next spring.

5. **Park Rules Update:** Mr. Kennedy informed the board that the 2nd reading of the ordinance happened at the Council Meeting on September 5th and that the Park Rule Changes were approved unanimously.
6. **Recreation Conservation Office (RCO) Local Parks Maintenance Grant (LPM) Opportunity:** Mr. Kennedy informed the board that the Grant Application will be asking for the full \$100,000 maximum available for this project. The full project is estimated to cost \$256,000 and includes repairs to the roof structures of Picnic Shelters #2 & #3 as well as new siding on the storage shed behind home plate at Martella Field. The estimate was provided by SPVV Landscape Architects. The official Resolution authorizing the department to apply was approved by Council at the September 5th Council Meeting.
7. **Adjourn:** A motion to adjourn the meeting was made by Mrs. Musgrave. Second by Mrs. Woods. **Meeting adjourned at 6:12 pm.**