

**Park Advisory Board  
Meeting Minutes  
April 4, 2024  
Meeting called to order 5:28 PM**



**1. ATTENDANCE:**

- A. Park Board Members Present: Board Member, Gregory Webb  
Board Member, Michelle Musgrave  
Board Member, Lori Wood  
Board Member, Jacob Powers  
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. Musgrave. Agenda Approved.

**3. March 7, 2024 Minutes:** Motion to approve the minutes was made by Mr. Webb. Second by Mrs. Wood. Minutes approved.

**4. March 2024 Revenue Report:** Mr. Kennedy presented the February Revenue Report for the Recreation Center.  
General Fund Subsidy YTD in 2024 is \$95,607.05.

AHRC Revenue Year to Date 2024	\$468,692.32
AHRC Expenditures Year to Date 2024	\$567,812.20
AHRC Subsidy Year to Date 2024	\$95,607.05
<b>AHRC Cost Recovery % Year to Date 2024</b>	<b>82.54%</b>

**5. Park Projects Updates:** Mr. Kennedy provided updated on the Sunset Park RCO LPM Grant, the Highland Village Project and the Shorty Combs Park Project.

**Sunset Park RCO LPM Grant**

This Grant program provides grants to help communities in need address priority maintenance backlogs at local parks. Grant minimum request is \$35,000. Maximum request is \$100,000. No match is required. Applications open August 15, 2023, applications close September 18, 2023. Projects must be finished by June 30, 2025.

The Local Parks Maintenance (LPM) grant program was created in 2023 when the Washington State Legislature allocated funding in the operating budget to provide grants to local parks to support needed maintenance. LPM grants help local agencies provide safe and modern amenities that support meaningful outdoor experiences. This program focuses on helping communities in need address maintenance backlogs at local parks.

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.

**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.

**Project Description:**

The project will reconstruct the roof structures on two 24x28 shelters located in Sunset Park, and replace dilapidated siding on a storage building. The existing shelter roof structures are seriously compromised with structural defects, cracks and dry rot, impacting the structural support beams trusses and sheathing. The siding on the storage building is rotting with age and weather exposure. The shelter renovation will include removal of the existing sheet metal roof, trusses and support beams, and replace the beams and trusses with new structural components attached to existing support posts. The new roof structure will include metal roofing, roofing felt, roof sheathing over the trusses; the shelter will also fully enclose the trusses with a ceiling and soffits. The storage building renovation will include the removal and replacement of existing siding, installation of new trim and paint.

*(Note: Shelter #1 was not included in the project description in the application to RCO because it is beyond maintenance and needs a complete replacement, when the project was bid it was imperative to include it in the bid as an alternate due to public safety concerns.)*

**Milestones**

- Council Authorization to Apply: September 5, 2023
- Council Approved Application Resolution: RESOLUTION 2023-022 Approved August 21, 2023
- Council Authorization of SPVV Landscape Architects proposal to provide Grant Application Assistance with probable costs estimates and graphics for the project August 21, 2024
- Grant Application Submitted: September 19, 2023
- Grant Award Notification: November 1, 2023 AHPR received maximum available \$100,000
- Grant Agreements Executed: November 17, 2023

- Council authorization executing agreement with SPVV Landscape Architects for Grant Administration Assistance \$27,000 will take the project through final design, permit, bid, award and construction administration. Probable cost for the projects is anticipated to be approximately \$432,541.
- Advertisements for Bids: Spokesman Review: Sunday March 17, 2024 and again on Sunday March 24, 2024
- Permit Applications Submitted to AH Building Department: March 6, 2024
- Pre-Bid Conference: Sunset Park Shelter #2 Wednesday March 20, 2024 10:00AM
- RCO Project Status Report Completed February 29, 2024
- Bid Opening AHRC March 29, 2024 2:00PM
- City Council authorization to award bid to Bozco Construction LLC and authorization to execute Quote with Northwest Playground Equipment Inc. to purchase Shelter #1 replacement structure Monday April 1, 2024 \$309,643.51
- Northwest Playground Equipment Inc. Quote for Shelter #1 replacement signed and executed April 2, 2024
- AH Building Department Permit Invoices received, Permit Issuance Pending Payment April 4, 2024
- Notice to Proceed issued to Bozco Construction Inc. April 4, 2024

#### 2023 EXPENDITURES

##### SPVV RCO LPM Grant Assistance

**\$3,500.00**

**594 76 63 01 Capital Expenditure-Improvements** (Complete City Awarded \$100,000 Grant)

Supplier	Amount Spent	Date	Payment Type		Purpose of Expenditure
			Credit Card	Petty Cash	
SPVV	\$2,700.00	9/25/2023	Invoice #2361.01		RCO LPM Grant Assistance
SPVV	\$800.00	11/28/2023	Invoice #2361.02		RCO LPM Grant Assistance

#### 2024 EXPENDITURES

##### SPVV RCO LPM Grant Project Administration

**\$27,000.00**

SPVV	\$3,545.00	2/27/2024	Invoice 2361.03		RCO LPM Grant Administration
Spokesman Review	\$520.20	3/11/2024	MC# 3139		RCO LPM Grant Administration
SPVV	\$16,455.00	4/4/2024	Invoice 2361.04		RCO LPM Grant Administration
AH Building Dept.	\$1,396.81	4/4/2024	Invoice 04/04/2024 1		RCO LPM Permit Invoice
AH Building Dept.	\$1,396.81	4/4/2024	Invoice 04/04/2024 2		RCO LPM Permit Invoice
AH Building Dept.	\$237.53	4/4/2024	Invoice 04/04/2024 3		RCO LPM Permit Invoice
AH Building Dept.	\$235.00	4/4/2024	Invoice 04/04/2024 4		RCO LPM Permit Invoice

## HIGHLAND VILLAGE PARK UPDATE

### Highland Village Park Site Amenities

The City Council authorized \$20,299.40 for Highland Village site amenities in June of 2022. The Highland Village Park mitigation agreement that included the approval of the Master Plan for the Park as recommended by the Park Advisory Board included the purchase of site furnishings that the City would be responsible for. The installation charges are an additional \$4,500.00 for pouring pads and installing benches and garbage cans.

Expenditures: \$24,799.41

Funds Remaining: \$0

Project Status: Our Portion is Complete – Funds spent in 2023 should have been transferred to the 2023 budget but were not.

This project has not been accepted due to the delays the developer faced in completing their portion of the project, we anticipate accepting this project and taking over maintenance responsibilities early spring.

The reason that we would not accept the project last year was our concern for the turf areas and plantings being adequately established. In accordance with: Development Agreement Section 3. Park System Mitigation. More specifically section 3.5 Maintenance Service. The developer shall furnish service and maintenance for (3) months after date of substantial completion **to assure that turf areas and plantings are adequately established.**

Pictures of the area that they neglected to finish last fall taken April 3, 2024. The areas of concern that were the basis of us not accepting the project last fall look worse now than they did then.

The picture below is taken curb side facing north capturing the last section that they completed in the fall.





Picture below is looking down at the parking swale between the sidewalk and roadside.



Picture below is the raised mound area.



## Shorty Combs Park

### FUNDING AUTHORIZATION & EXPENDITURE DETAILS

City Council authorized \$200,000 for this project in November of 2021

Expenditures: 2022 - \$107,292.80 2023 - \$7,357.21

Expenditure Details:

594 76 63 01 Capital Expenditure -Improvements					
Shorty Combs Park Improvements approved by City Council in November of 2021 Not to Exceed \$200,000.00					
On 12/13/2022 an Inter-Fund from Park Reserve Fund (Park Impact Fees) was made for \$260,000.00					
	Shorty Combs Fund	\$200,000.00		<b>Shorty Combs Funds Carried Over</b>	<b>\$92,707.20</b>
	Sunset Park Restroom Removal	\$50,000.00		<b>Shorty Combs Funds Remaining</b>	<b>\$85,349.99</b>
	AHRC Ballfield Fencing Project	\$10,000.00			
	Total	\$260,000.00			
2022 EXPENDITURES					
Buell Recreation	\$41,851.21	2/23/2022	Invoice #220019	Playground Replacement	Shorty Combs
Buell Recreation	\$35,294.94	5/4/2022	Invoice #220050	Fall Protective Materials	Shorty Combs
Northwest Playground Equipment Inc.	\$30,146.65	11/29/2022	Invoice #50615	Site Furnishings	Shorty Combs
	<b>Total</b>				
	<b>\$107,292.80</b>				
2023 EXPENDITURES					
Planet Turf	\$5,757.21	5/10/2023	Invoice 3003775	Grass seed	
Steves Install	\$1,600.00	11/30/2023	Invoice #473	Installation	

Funds Remaining: \$85,349.99

Funds Status: Unknown

Project Status: Still need to remove remaining dead trees from fence line which will also require irrigation repairs and install new trees. Funds spent in 2023 should have been transferred to the 076 budget but were not.

March 25, 2014 executed PO with A.M. Landshaper through our Public Works bid list to complete the removal of the remaining dead trees and stumps. Work on the rock border corners including moving one of the larger rocks to the south east corner placing it as a new sign for the park. Cost = \$57,936.06



Project Progress April 4, 2024 A.M. Landshaper Crew  
All Dead Trees Removed from site, area leveled, crew is placing sod.



AHPR staff will be removing the old ball field posts and leveling spots in that area. Staff will be leveling the sight of the old restrooms and also an area behind the shed and removing the debris pile in the middle of the park. Supplies needed are grass seed, top soil and possibly some irrigation work as there is some in the areas mentioned.

Staff Work Estimated Costs \$8,930.00:

Top soil: \$1,100.00

Grass seed: \$330.00

Misc. Irrigation Border material: \$1,500.00

Rock Engraving for new Park Monument Sign: \$4,000.00

Fence Privacy Slats for fence line where trees were removed: \$2,000.00

\$85,349.99

-\$57,936.06 A.M. Landshaper work

=\$27,413.93

-\$8,390.00 AHPR Staff work

=\$19,023.93

We anticipate wrapping up this project this spring, there has been a delay in the work that A.M. is completing due to delays in getting the reclaimed water back operational so the irrigation repairs that they are responsible for can be completed. Mr. Bro and his crew will complete the remaining elements they are responsible for time permitting.

If everything goes according to this plan the remaining \$19,023.93 from the initial transfer \$200,000.00 that was transferred in November of 2021 will need to be returned to the Park Reserve Fund.

The \$66,326.06 that includes the \$57,936.06 for work by A.M. Landshaper and the \$8,390.00 that includes the work that will be completed by staff needs to be transferred to the 2024 Parks Expenditure-Improvements 594 76 63 01 to cover expenditures in this year's budget.

6. **Adjourn:** A motion to adjourn the meeting was made by Mrs. Musgrave. Second by Mrs. Wood. **Meeting adjourned at 5:53 pm.**