

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF VIRTUAL MEETING
November 17, 2021 Page 1

CONVENE: 7:00 p.m.

PRESENT: Chair Erin Carrier and Commissioners Stacy Brown, Mike Culley, and Amy Hargrove.

Excused Absence: Commissioners Terry Bullock, Bill Kallappa II, and Kelly Von Holtz.

Staff: Parks and Recreation Director Chuck Denney, Recreation Manager Todd Anderson, and Parks and Facilities Manager Stan Osborn.

CHANGES TO AGENDA: There were no changes to the agenda.

APPROVAL OF MINUTES - JULY 21, 2021:

MOTION: Commissioner Brown moved, seconded by Commissioner Hargrove, to approve the minutes of July 21, 2021 as published. Motion carried unanimously.

PUBLIC COMMENT: There were no public comments.

RECREATION PROGRAMS AND SPECIAL EVENTS: Recreation Manager Anderson updated the Commission on the status of recreation programs and special events during the year. The last update was in July on summer events and programs during the COVID pandemic. Despite the pandemic, the department has adapted by offering activities the community can enjoy. Attendance at summer camps has been at its highest. As people begin resuming normal activities, he anticipates Parks and Recreation will be extremely busy.

Youth and teen programs during 2021 included:

- Tumtastic Days, a daycare program offered at Michael T. Simmons Elementary School from 1/4/21 – 4/30) with 189 participants generating \$16,014.50 through donations. Scholarships totaling \$4,415.66 were awarded to families.
- Spring Break Camp attracted 13 participants
- Summer Camps (8 weeks) attracted 399 participants and generated \$67,854 in donations and revenue
- Tumwater Youth Program (TYP) sponsored nine events attracting 369 participants. Events included archery tag at

TUMWATER PARKS AND RECREATION COMMISSION

MINUTES OF VIRTUAL MEETING

November 17, 2021 Page 2

the golf course and teen nights at the Old Town Center. Beginning in 2022, TYP events will be held in schools when access to schools will be possible.

- The Art Stars Program offers free art kits to the community at Peter G. Schmidt Elementary School through the day camp season. Over 900 youths participated.
- The department offered 255 recreation classes. Of those classes, 95 were in-person classes and 18 were virtual classes. The community has indicated some interest to return to in-person classes but also want the option of participating virtually.
- Sponsorships – The department received \$52,200 in donations and sponsorships with a large donation from Red Wind Casino of \$25,000 for the annual fireworks show. The casino has committed to a three-year donation for the fireworks show. All sponsors supporting events and programs in the past continued to do so during the pandemic.
- In-kind support was valued at \$17,852 (supplies, food, and prizes). The Toyota Dealership is providing a \$5,000 donation in 2022 for programs and events. Hanson Motors is also contributing \$6,000. Staff continues to meet with other sponsors for next year's opportunities. Staff is seeking a two-year commitment by each sponsor rather than an annual commitment.
- Sports programs include the Youth Basketball Program held in the fall. The program is the most popular basketball program in South Sound with a record-breaking 44 recreational teams and 29 competitive teams. Practices recently began earlier in the week.
- The spring youth baseball program hosted 12 teams totaling 124 players generating \$12,500 in revenue.
- Sports Camps during the summer were filled to capacity with 206 participants generating \$18,040 in revenue.
- TumWalk hosted 150 participants walking an accumulated 22.4 million steps over 8.3 miles.
- Field use continues to increase requiring staff to work with many user groups and staff to ensure fields are prepared and ready. Approximately 1,800 hours in field use by 15 user groups and will continue to increase during the summer as sports teams begin competing
- Special Events – This year, the department hosted two large special events. The Tumwater Artesian Brewfest attracted 2,800 participants. The City's 4th of July events featured a "Red, White, & Blue Drive-Thru" around the City Hall complex. Kits provided to participants included items from

TUMWATER PARKS AND RECREATION COMMISSION

MINUTES OF VIRTUAL MEETING

November 17, 2021 Page 3

Red Wind Casino. The fireworks show was held later in the evening at the golf course. Additionally, the City sponsored six other community events attracting approximately 5,000 participants. Each event included kits for participants as a way to engage the community in a safe environment during the pandemic. This year, the family pumpkin event featured both an in-person and home option at Peter G. Schmidt Elementary School with families either participating and painting pumpkins or picking up pumpkins for painting at home. It is anticipated many events will continue to be hybrid during the course of the pandemic.

- Historical Park Monthly Engagement Lunches served 558 seniors from January through September. The event featured lunch and an opportunity to check on seniors and provide them with any resources or assist them in signing up for the Meals on Wheels program. Approximately 55 seniors in Tumwater took advantage of the lunch program. The Old Town Center was reopened in September from Monday through Friday with meal service offered three times a week. Participants are required to submit proof of vaccination and wear masks. Approximately 15-20 seniors are taking advantage of the program. The plan is to offer lunch five days a week beginning in January 2022.
- Volunteer Tumwater – The department assumed responsibility for the Volunteer Tumwater Program approximately 18 months ago. Through the third quarter of 2021, volunteer hours totaled 4,948 hours with 385 volunteers providing service for 5 events and 11 projects. Many volunteers support the Brewfest and the Clean-up Drop-off event on the last Saturday in September offering shredding services and accepting donated items in a drive-thru format at City Hall. Other events included four matching grant projects with local neighborhoods. The program also supports the placement of mini-libraries throughout neighborhoods, tree plantings, and painting projects.

Upcoming programs and events include the annual Christmas Tree Lighting Event on Saturday, December 11, 2021 from 1 p.m. to 5:30 p.m. The program features school performances each hour with Santa attending from 2 p.m. to 5 p.m. to offer family pictures. Olympia Federal Savings is the major event sponsor donating \$2,500 in addition to Hanson Motors providing \$1,500 and the Tumwater Downtown Association providing \$1,500 in-kind donations.

For all events, staff works closely with the Health Department. The Health Department reviews all event plans and maps and offers

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF VIRTUAL MEETING
November 17, 2021 Page 4

recommendations for any changes.

Tumwater Youth Basketball is offered through the winter with the program just recently beginning with practices and games scheduled to begin on December 5, 2021 with most games on Saturdays at local school gyms.

The Commission's earlier donation was used to purchase a volunteer trailer to support the Volunteer Tumwater program. The trailer is equipped with tools, wheelbarrows, electric tools, and other items necessary to host a volunteer project. Manager Anderson thanked the Commission for supporting the program as the trailer has increased efficiencies.

Additionally, staff recently created stewardship kits and conducted new volunteer orientation for all volunteers. Volunteers received the kit containing tools, supplies, and a flag when working near streets.

Manager Anderson shared information on recent professional accomplishments by staff:

- Chad Harvell, Recreation Coordinator, received the Mickey Corso Professional Leadership Grant in 2020 enabling him to participate in the National Recreation and Park Association (NRPA) Leadership Program and receive the NRPA Leadership Certificate.
- Charlie Groth, Recreation Supervisor, received certification as a Youth Sports Coordinator (CYSA) enabling him to lead sports events. The program entailed two years of training and an exam.
- Todd Anderson, Recreation Manager, received renewal of a two-year CPRP (Certified Parks and Recreation Professional) certificate.
- Chuck Denney, Parks and Recreation Director, received a Certified Live Event Planner (CLEP) designation.

Manager Anderson noted that the department plans to hire a half-time arts coordinator in 2022 to coordinate arts and events in 2022, as well as a full-time recreation coordinator position supporting Tumwater Metropolitan Park District activities.

Commissioners congratulated Manager Anderson on the number of department accomplishments over the last year.

PARKS PROJECTS: Director Denney briefed the Commission on the status of department and Tumwater Metropolitan Park District (TMPD) projects.

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF VIRTUAL MEETING
November 17, 2021 Page 5

Manager Osborn's time is dedicated equally between parks projects and City facility projects.

Recent activities include developing a job description for the arts coordinator position. The position is funded through the TMPD with funding from the City's Capital Facilities Plan. The intent is to complete the arts plan and appoint an arts commission with the goal of expanding arts in the City through numerous venues ranging from visual art, performing arts, sculptures, and other forms of art.

The Community Center is scheduled for construction in 2025. Many efforts are required prior to construction to include community meetings to identify elements of a community center and the location. The City is currently discussing a location with the Port of Olympia. The City plans to complete a Request for Qualifications for firms experienced in designing community centers.

Current park projects include:

- **Preserve Neighborhood Park** is located south of the airport in the new Preserve subdivision. Staff continues working on the project with Manager Osborn scheduled to meet with the City's engineer and an equipment vendor to discuss finalization of plans. The park is scheduled for construction in spring 2022.
- **Restrooms – Barclift and Tumwater Hill Neighborhood Parks.** Both restrooms were ordered and are scheduled for delivery by spring 2022. The buildings are precast concrete and include all utility systems. The City extends utilities to the sites that have been prepped and prepared with a concrete pad. The restroom is placed by a crane on the pad and connected to City utilities. Because the Tumwater Hill Neighborhood Park restroom is located on bedrock, the City will need to trench through bedrock to extend utilities to the restroom. Conditions at the Barclift Park site will require staff to install a pump because of the location of the lines preventing a gravity feed from the restroom to the sewer line. The issues have increased costs and required a change in restroom design at both parks.
- **Tumwater Hill - Crosby Boulevard Trail Connector.** Five existing trailheads connect to the trail system on Tumwater Hill. The sixth trail connection trailhead on Crosby Boulevard is designed with several switchback turns because of the steep hill. That segment will connect to the existing trail system serving residents on Tumwater Hill for access to the trail, park, ball field, and school from the west side of Tumwater Hill.

TUMWATER PARKS AND RECREATION COMMISSION

MINUTES OF VIRTUAL MEETING

November 17, 2021 Page 6

- **Deferred Maintenance funded by the TMPD.** The funding of \$148,000 annually for the next five years addresses deferred park maintenance. New electrical service was installed at the Historical Park shelter. Lights at the shelter and the parking lot were repaired. The roof on the restroom at Pioneer Park has been completed. Staff replaced fencing at Pioneer Park and at Tumwater Hill Neighborhood Park along the softball and baseball fields.
- **Isabella Bush Park.** A master plan for the park was completed several years ago. The park houses the Tumwater FRESH Farm and a popular walking trail. Staff and many volunteers have completed work on the park with several Councilmembers supporting those efforts. Park impact fees will be used to develop the front area of the park serving as the formal entry with irrigation, turf, and a parking lot.
- **Tumwater Deschutes Valley Trail Segment.** The trail segment will be located along the eastside of Tumwater Valley Drive. Construction on the trail is scheduled in spring and summer 2022. The trail segment begins at E Street extending two-thirds of the length of Tumwater Valley Drive. Part of the Development Agreement with the Craft District includes the construction of that segment of the trail for the City by the developer. Following completion of the trail segment, the City will extend the segment to M Street eventually ending at Deschutes Valley Park.
- **Community Gardens.** Staff is meeting with a community group and several Councilmembers to discuss a potential community garden. The TMPD budget includes a one-time \$200,000 allocation to support the development of a community garden. However, staff would not build or operate a community garden. The funds will be used to assist in the potential acquisition of land or assist in purchasing equipment for a community group.
- **Staff – 2 Park Maintenance Employees.** This year, two individuals were hired to focus on City irrigation and landscaping. The irrigation employee will maintain irrigation systems throughout the City with a goal to reduce water usage and establish a standard as an example to the community. The second position will focus on landscaping to maintain flowerbeds, landscape areas, entryways, shrubs, flowers, and trees.

Director Denney noted that recent work by facilities staff was the removal of the concrete walking area in front of City Hall and an abutting grassy area fronting City Hall. Concrete in a new configuration was replaced in the area of the entryway to City Hall.

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF VIRTUAL MEETING
November 17, 2021 Page 7

The old concrete was failing and sinking in places creating trip hazards. Manager Osborn created the new design and is working with the landscape employee to install front entry landscaping.

Manager Osborn added that staff is also installing cameras at Historical Park and repairing parking lot lights. Power to the shelter was connected to a timer and a breaker located in the maintenance building enabling the control of power to the shelter to discourage overnight camping by individuals using City power. Staff continues efforts to install a fence surrounding the Pioneer Park restroom. Because of the location of the restroom to the soccer field, soccer balls often hit and destroying the building's gutters. The gutters have been removed and are scheduled to be replaced.

Manager Osborn shared information on initiating a new project management process to improve staff efficiencies. Because of the increased popularity of park usage because of the pandemic, staff is spending a substantial amount of time maintaining playgrounds and other equipment as wear and tear has increased.

Director Denney reported on the completion of the first initial phase of a joint project with the City of Olympia to complete a feasibility study for an aquatics complex. The project was scheduled as a yearlong project but was extended to two years because of the pandemic. The City of Olympia invested \$100,000 in the project with Tumwater participating in the process but not contributing funds. The process included a community group representing mostly Olympia but several members from Tumwater from school districts, colleges, YMCA, and local swimming clubs, were included to help guide the study process. The City of Olympia hired Barker Rinker Seacat Architecture from Denver to complete the analysis. The project included a review of community needs and release of two countywide surveys seeking input on an aquatic facility. The budget for an aquatic facility ranges from \$35 million to \$45 million. The process identified a facility at a cost of \$38 million with projected operational costs of \$2.3 million annually with revenue projected of \$1.2 million. Director Denney described proposed features and amenities included in the facility. He narrated a video by the consultant of a facility design based on feedback from the community.

Next steps of the process include the Olympia City Council and Tumwater City Council reviewing the feasibility study to determine next steps. Any future decisions are dependent upon the availability of funding. Grant sources for aquatics are very limited.

TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF VIRTUAL MEETING
November 17, 2021 Page 8

Chair Carrier inquired about the status of the project manager position included in the TMPD plan. Director Denney advised that the position was filled by Don Carney, who is assigned to the Transportation and Engineering Department. He splits his time between Transportation and Engineering and the Parks and Recreation Department and is currently working with Manager Osborn on the Preserve Park, the restroom project at both parks, as well as a cemetery project funded by a grant to improve the historic cemetery off Littlerock Road.

Commissioner Culley asked whether public access to the historic cemetery is possible. Director Denney replied that the cemetery is open to the public. He recommended visiting the cemetery as the information contained on the headstones is very informative. The master plan for the cemetery was completed in 1996 and because of the lack of funding, projects have not been completed. Some funds were allocated in the current budget to support some projects with grant funds the City received.

**NEXT MEETING
DATE:**

The next meeting is on December 15, 2021. Chair Carrier noted the next meeting conflicts with Mayor Kmet's retirement celebration. Members supported canceling the meeting in lieu of the Mayor's event.

Commissioner Culley described the outcome of a recent Tumwater Youth Program event at the driving range for elementary school students. Participation was substantial by both students and parents. Parents offered great feedback on the event.

ADJOURNMENT:

With there being no further business, Chair Carrier adjourned the meeting at 8:05 p.m.