

**TUMWATER METROPOLITAN PARK DISTRICT
MINUTES OF VIRTUAL MEETING
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CONVENE: 6:00 p.m.

PRESENT: President Joan Cathey and Boardmembers Michael Althausen, Leatta Dahlhoff, Angela Jefferson, Charlie Schneider, Debbie Sullivan, and Eileen Swarthout.

Staff: City Administrator John Doan, Acting City Attorney Jeff Myers, Parks and Recreation Director Chuck Denney, Assistant Finance Director Shelly Carter, and Communications Manager Ann Cook.

Others: Mayor Pete Kmet.

SELECTION OF OFFICERS OF THE BOARD: President Cathey welcomed everyone to the annual meeting of the Tumwater Metropolitan Park District (TMPD). President Cathey reviewed the meeting agenda.

For the benefit of new Boardmember Angela Jefferson, City Administrator Doan reviewed the establishment and status of the TMPD. The TMPD was formed in 2018 requiring a public vote in August 2018. Voters endorsed creating an increase in property tax to support City park projects and recreational programs. An advisory committee had formed to develop a list of recommendations serving as the projects and programs promised to the community if formation of the TMPD was approved by voters. Following voter approval, the TMPD was initiated with a property tax assessment of 46¢ per \$1,000 of property valuation increasing to 75¢ after five years with the additional 30¢ allocated to the construction of a new community center.

The adoption of the TMPD in August deferred receipt of tax revenue until 2019 with no revenue to the TMPD received by the City until May 2020. By May 2020, the nation was in the midst of the COVID-19 pandemic. With the Council's approval, some projects were deferred and some funds were tapped for funding parks maintenance and recreation employees during 2020. As conditions improved during the pandemic, those positions were released back to the Parks and Recreation Department.

The governance of the Tumwater Metropolitan Park District is comprised of members of the Council excluding the Mayor. Members elect a President and Vice President of the TMPD Board each year. The Vice Chair serves as the Clerk of the Board and the City's Finance Director serves as the Treasurer of the TMPD.

Boundaries of the TMPD are the same as the City limits; however, some other metropolitan park districts extend beyond city limits or include other cities.

City Administrator Doan reminded the Board that with the advent of Tom

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Oliva's resignation from the City Council, Vice President Cathey assumed duties as President of the Board. The Board has no prescribed process for selection of a President and Vice President other than a typical nomination process.

President Cathey called for nominations for President of the Board.

Boardmember Dahlhoff nominated Joan Cathey to serve as President. Boardmember Schneider seconded the nomination.

No other nominations were offered.

VOTE:

By unanimous affirmation, Joan Cathey was elected to serve as President.

President Cathey noted that the Board must conduct one meeting annually but is not limited to calling additional meetings as needed during the year.

President Cathey invited nominations for Vice President.

Boardmember Swarthout nominated Charlie Schneider to serve as Vice President. Boardmember Althaus seconded the nomination.

No other nominations were offered.

VOTE:

By unanimous affirmation, Charlie Schneider was elected to serve as Vice President.

**METROPOLITAN
PARK DISTRICT
PLAN UPDATE:**

Director Denney briefed the Board on the status of projects and the TMPD budget. He shared a copy of the TMPD Funding Plan comprised of projects and staffing positions promised to voters with implementation dates beginning in 2020 through 2027 based on TMPD revenue received each year.

Director Denney reviewed the projects:

- **Deschutes Valley Trail Funding of \$1,220,000 in 2027.** The project is a segment of the Deschutes Valley Trail potentially from the golf course to the Deschutes Valley Park or partial funding for a segment between Deschutes Valley Park and Pioneer Park. Staff is seeking other funding sources and anticipates potential receiving funds from the state to assist in completing the Deschutes Valley Trail. However, funding from the state would not be received for several more years.
- **Development of 4 Neighborhood Parks:**
 - ❖ SW Neighborhood (located off Littlerock Road near Tumwater Middle School). The park is scheduled for

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completion in 2025 on City-owned property.

- ❖ Trails End Park. The Park was originally scheduled in 2027; however, staff is attempting to move the date to coincide with the development of the new public works complex on the same property.
 - ❖ The Preserve Park. Work is currently underway on the development of the park. Total expenditure of the park is projected to be \$500,000 from TMPD funds. The park is scheduled for construction in 2023.
 - ❖ South Tumwater Park. The park would be located near Black Hills High School. Staff is working with developer Rob Rice to locate a park within a planned housing development near the high school. Timing for completion is in 2023.
- **Purchase Open Space/Neighborhood Park Land.** The budget includes \$270,000 as a placeholder for 2022 for purchase of land for a park. The allocation could occur anytime if property becomes available for a neighborhood park.
 - **Acquire Land for Community Center.** The budget is \$990,000 for the purchase of land for a community center. However, the use of the funds might change should the City continue to move forward with the Port of Olympia Development Agreement, which includes land for a community center.
 - **Construction of Community Center.** Approximately \$12,000,000 is allocated in 2025 for the construction of a community center. The City will engage in a community planning process for the community center.

President Cathey inquired about the possibility of producing a map of each project site. Director Denney said current maps available include maps of the four neighborhood parks and design drawings of the Deschutes Valley Trail. He offered to develop an online comprehensive TMPD map of projects.

- **Historic District Park Improvements.** The amount budgeted is \$200,000 in 2023 for a variety of improvements within the Historic District. The allocation would be spent when an opportunity becomes available or a new amenity has been identified.
- **Restrooms in Two Neighborhood Parks.** Work is in progress to install restrooms at Tumwater Hill Neighborhood Park near Tumwater Elementary School and Barclift Neighborhood Park located off Cleveland Avenue near OBee Credit Union. Both parks will have restrooms installed similar to the restroom installed at Deschutes Valley Park. The original amount budgeted

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for the restrooms was \$200,000 in 2018. However, prices have increased dramatically and the City purchased the two restrooms buildings for \$124,000 in 2021. Installation on the sites will total another \$346,000 or \$270,000 more than the amount budgeted in 2018 due increased costs for the restrooms, delivery, and installation because of site conditions at each park. As the TMPD has received more funds than initially forecasted, sufficient funds are available to absorb the extra costs.

- **Community Garden Program.** The program can be implemented at any time. The amount allocated is \$200,000 in 2023. The program is geared for staff to work with community groups rather than managing the program as a City program or a City park containing a community garden. The funds are to assist the community in developing a community garden with assistance by the City.

Councilmember Dahlhoff asked whether staff has discussed the program with representatives from GRUB. Director Denney advised that conversations with GRUB have not included the Community Garden Program; however, staff could explore options with the group. Councilmember Sullivan recommended considering a partnership arrangement between a community garden and the Food Bank and cited the arrangement of a garden supported by a food bank in Lacey as an example. The Lacey Pantry program is a different model than the Tumwater FRESH garden and GRUB program.

- **Public Art.** Next year, funding of \$46,000 is available to fund a public arts program and a .5 FTE to manage the program. The Capital Facilities Plan also includes an additional \$50,000 to supplement the \$46,000 allocated each year through 2027 in TMPD funds. Staff is drafting an arts program and developing a job description for the arts coordinator position. Implementation of the program is dependent upon the adoption of the arts program and hiring of the coordinator, as well as the potential establishment of an Arts Commission. Implementation of the Arts Program will drive the establishment of the Arts Commission.
- **Deferred Park Maintenance.** During the process of establishing the TMPD, community input emphasized the importance of maintaining existing parks and facilities before adding new facilities and amenities. Subsequently, the budget includes an allocation of funds over the next six years for maintenance expenses. Staff developed a list of projects. This year, the roof at the Pioneer Park restroom/maintenance facility was replaced with gutters to be added for protection from balls from the soccer field. Fencing is being replaced at Pioneer Park and Tumwater Hill

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Neighborhood Park. The outfield fencing at Pioneer Park for five fields is 8 feet in height. Consistent use of the fields during sports activities has resulted in balls hitting the fence causing the fence to bow over time and exposing spikes within the fence creating safety hazards. Other projects include electrical repairs at Historical Park. The shelter at the park was constructed when the park was opened in 1980. The shelter was constructed by the Rotary Club with an extension of one household circuit to the shelter. Over time, the City has repaired the circuit to improve electrical capability. The project will improve the electrical connection. Another project is an improvement in security at Historical Park. Existing historical light standards are located in Historical Park in the parking lot and near the restrooms providing low-light security lighting. The lights have been inoperable for many years and the project is geared to resolve the issues to ensure the lights are functioning this year. Future projects include irrigation system repairs, several storm drainage repairs at Pioneer Park and Historical Park, and addressing a storm drainage issue at Jim Brown Park impacting the play toy each winter.

Councilmember Schneider inquired about the funding for the community center. The forecast includes a tax increase beginning in year six through the tenth year, which is earmarked for the community center. He asked whether the funds from the sixth through tenth years are earmarked only to the community center and how the funds would be allocated after the tenth year when the community center has been fully funded. Director Denney said the \$12 million allocation in 2025 is through bonding with TMPD funds paying the bond payments. By 2027, all funds have been allocated and any future funds would support community center bond payments.

Councilmember Schneider asked whether any additional funding beyond the allocation of \$200,000 for the Community Garden Program would be available. Director Denney advised that the Board would need to reallocate funds from another project or allocate funding from the general fund.

Director Denney reviewed the budget allocations for staffing. He acknowledged that with the advent of the pandemic, some funds were allocated to maintain existing two parks maintenance positions. The budget had forecasted the addition of two parks maintenance positions, which did not occur last year. Hiring of the two positions was completed this year with one position focused on irrigation (repairing and maintenance of all irrigation systems) and employing wise water activities to conserve and maintain healthy landscaping. The second position is focused on landscaping maintenance throughout the City. Both

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maintenance positions work in conjunction with Parks staff to maintain all City facilities.

President Cathey asked whether landscaping maintenance includes landscaping in roundabouts. Director Denney advised that landscaping in roundabouts is a function of the Transportation and Engineering Department. Parks staff does not maintain landscaping in City right-of-ways. President Cathey said the purpose of her inquiry was to inform the Board as to the appropriate department to contact if they had questions or suggestions for different types of plants in medians or right-of-ways. Director Denney advised that he is frequently in contact with public works and would share the inquiry with staff.

Director Denney reported the third maintenance position is scheduled in 2027.

The budget included the addition of one recreation position in 2022, which was postponed because of the pandemic. The pandemic significantly impacted recreation programs offered by the Parks and Recreation Department. Hiring of the position is scheduled in early 2022. The second recreation position is scheduled in 2027.

The TMPD budget also includes a construction manager position. The City hired Don Carney, who is assigned to Transportation and Engineering. Manager Carney is assisting the Department with a number of projects, to include the restroom projects and the Preserve Park project, as well as the Deschutes Valley Trail. Some TMPD funds are partially funding his position.

The TMPD budget included the addition of one administrative position for the community center in 2026. Many of the Department's operations will shift to the community center after it opens, which will require an additional administrative position to support center operations.

The last budget item is City Administrative Overhead. The TMPD reimburses the general fund for services received from various City departments. The budgeted amount is a projection of \$138,232 each year. However, the actual amount will be less in the next several years. Reconciliation of the actual amount will provide a clear accounting of the amount. To date, the TMPD has generated nearly \$1 million and has expended \$5,000. After the end of 2021, the Finance Department will be able to document actual income and expenses for the TMPD.

City Administrator Doan added that similar to services afforded by the Transportation Benefit District and the public safety levy lid lift, more information plans to be published on projects accomplished through the TMPD to inform the community about progress and accomplishments.

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Councilmember Jefferson expressed interest in participating on any committee promoting the community garden project.

PUBLIC HEARING:

**RESOLUTION NO.
TMPD 2021-001, AD
VALOREM FOR
REGULAR
PROPERTY TAX
FOR FISCAL YEAR
2022:**

Assistant Director Carter reported each year, the Thurston County Assessor's Office provides the City with reassessed values on all existing properties and assessed value on new construction. The information requires a response by the City by November 30, 2021 with an approved resolution to certify and establish the TMPD's property tax levy and indirect property tax rate for fiscal year 2022. The proposed amount does not exceed the 45¢ per \$1,000 assessed value for the first five years. The City received and evaluated the information for the levy and estimated the values for the 2022 property tax levy. Property taxes are an important revenue source and support the TMPD's ongoing maintenance and operations costs and new programs/projects. The proposed resolution establishes the property tax levy for the TMPD reflecting an increase of 1% for fiscal year 2022.

With a 1% increase in the regular tax levy, the TMPD would receive an increase of \$17,667 in regular property tax revenue. New construction value totaled \$141,341,000, the highest amount of construction in the history of the City. New construction would provide the TMPD with an additional \$61,600 in additional property tax revenue from new construction.

When the total property tax levy including the 1% increase and additional taxes from new construction are compared to the assessed value, the TMPD indirect tax rate for 2022 is established at an estimated amount of 40¢ per \$1,000 of assessed valuation. The proposed resolution establishes and certifies Tumwater TMPD's request for the 2022 property tax levy and the indirect property tax rate as proposed. The statute requires a public hearing prior to acting on the resolution. Staff requests approval of the proposed resolution following completion of the public hearing.

Councilmember Althausen referred to the regular tax levy increasing only 1% despite the assessed value increasing by 13%. He asked whether the increase would be different if the state did not have a cap of 1% for an increase in property tax. Assistant Director Carter explained that the state statute speaks to the Implicit Price Deflator (IPD), which is the inflation rate or 1% (property tax cap), which is lower. Last year, the IPD dropped below 1% requiring a substantial need ordinance in addition to the regular property tax ordinance to levy 1%. Typically, the IPD is higher than 1% and the resolution is typically for the 1% increase as the City is restricted from exceeding a 1% increase without a substantial need ordinance.

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President Cathey opened and closed the public hearing at 6:55 p.m. There was no public testimony.

MOTION: Boardmember Althausser moved, seconded by Boardmember Dahlhoff, to approve Resolution No. TMPD 2021-001, Ad Valorem for Regular Property Taxes for Fiscal Year 2022. Motion carried unanimously.

ADJOURNMENT: With there being no further business, President Cathey adjourned the meeting at 6:57 p.m.

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net