



City of Lacey, Washington
Parks, Culture, and Recreation Board Meeting Minutes
Wednesday, December 6, 2023 - Council Chambers and Online

Call to Order

Chair Goodwin called the meeting to order at 5:30 p.m.

Roll Call

Commissioners Present: Nate Clay, Hilary Dykstra, Bill Fosbre, Wendy Goodwin, and Aram Wheeler.

Commissioners Excused: Kamber Good, and Gary Larson.

Staff Present: Jen Burbidge, Director; Sue Falash, Recreation Manager; Krzysztyanka Shaffer, Recreation Coordinator; Erin Quinn Valcho, Museum Curator; and Jenny Wilson, Senior Parks Planner.

Public Present: Antoinette Cirone Martin.

1. Land Acknowledgement:

Chair Goodwin read the land acknowledgement

2. Approval of Agenda and Minutes:

A. Approval of Amended Agenda*

Commissioner Fosbre made a motion to approve the agenda as amended. Commissioner Dykstra seconded. Motion carried.

B. Approval of November 1, 2023 Minutes *

Commissioner Fosbre made a motion to approve the November 1, 2023 minutes as written. Commissioner Dykstra seconded. Motion carried.

3. Announcements:

None.

4. Public Comment:

No verbal or written comments.

5. Business Items:

A. 2023 Summer Programming Data Report

Krzysztyanka Shaffer, Parks, Culture and Recreation Recreation Coordinator

Shaffer presented the Parks, Culture and Recreation Programs 2023 Summer Program Data.

Chair Goodwin asked if the surveys conducted would change the programs offered.

Commissioner Dykstra asked about the waitlists and if there was a way to determine the duplication of people on waitlists.

Commissioner Fosbre asked about the 2024 budget for Playground Pals given the high demand.

B. 2023 Accomplishments*

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge presented the 2023 Parks, Culture and Recreation Board accomplishments.

Chair Goodwin asked for a copy of the Volunteer Policy and Handbook.

Commissioner Dykstra asked for more information on the development plans of Quietmuth Village by the Nisqually Indian Tribe.

Commissioner Wheeler made a motion to approve the 2023 Accomplishments. Commissioner Dykstra seconded. Motion carried.

C. 2024 Work Plan*

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge shared the final draft of the 2024 Work Plan.

Commissioner Goodwin asked for clarification on the McKinney House project.



She also asked about the timeline of projects that are pending grant funding.

Commissioner Dykstra made a motion to approve the 2024 Work Plan. Commissioner Fosbre seconded. Motion carried.

D. 2024 Parks Board Proposed Meeting Calendar*

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Wilson shared the 2024 Parks Board proposed meeting calendar. The proposed calendar has no February, April, or July meetings. The September meeting will be a parks tour.

The Joint City Council and Parks, Culture and Recreation Board Worksession is January 23. There is a new format for the joint work session; all the advisory boards will be in attendance to provide a brief overview of accomplishments and their 2024 work plan.

Commissioner Fosbre made a motion to approve the 2024 Meeting Calendar. Youth Representative Clay seconded. Motion carried.

E. 2024 Budget Requests

Jen Burbidge, Parks, Culture and Recreation Director

Burbidge shared the approved budget requests for Parks, Culture and Recreation pending City Council approval. She explained these requests are part of the 2024 budget, but in addition to regular operation line items of the budget.

F. Off-Leash Dog Data Presentation

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Wilson presented data and near-term solutions for off-leash dogs in parks.

Commissioner Dykstra suggested adding information about cultural sensitivity to the communications plan. She also noted that with an increasing population and shrinking property lots, there are fewer opportunities for dogs at home, and future planning for dog parks is needed.

Commissioner Goodwin suggested having off-leash dog time periods at the parks.

Commissioner Fosbre thanked Wilson for her work on the project.

G. Concession and Beverage Agreements* (Added Agenda Item)

Sue Falash, Parks, Culture and Recreation Manager



Falash presented information on the concession and beverage agreements for the Regional Athletic Complex and Rainier Vista. Game Time Concessions and L&E Bottling are the chosen concessionaires. There were three submitted for concessions, and L&E Bottling was the only beverage provider to submit a proposal in the Request For Proposal (RFP) process.

Chair Goodwin asked when the price changes would occur. She also asked if vendors have to go through the sponsorship policy process.

Commissioner Fosbre asked for clarification on food trucks, kids' fundraising sales, and the exclusive contract with the concessionaire. Director Burbidge clarified reasons why sales of other food is not allowed on site.

Commission Dykstra made a motion to approve Game Time Concessions and L&E Bottling Concession Contracts for the RAC and Rainier Vista Park. Commissioner Wheeler seconded. Motion carried.

6. Reports:

A. Commissioners

None.

B. Chair

Chair Goodwin shared:

- She attended the Centering Immigrant Communities Community Forum on November 8, 2023 at the Lacey Timberland Library.
- She encouraged participation in the Lacey Timberland Library Talk Time: English Conversation Circles program held December 7, 2023 at 6:00 p.m.
- She volunteered to serve Thanksgiving meals at the Thurston County Lacey Food Bank on November 21, 2023.
- She was honored to be a judge at the Tree Lighting and Parade event. Thanks to Jeannette, Jordy, Sue, and Krzysztyanka for a wonderful event.

C. Recreation Manager

Falash shared:

- The second round of interviews was held for the Recreation Supervisor position and the new Recreation Coordinator for youth sports will start December 18, 2023.



- Working with previous and new concessionaires to ensure a smooth transition at the RAC and Rainier Vista Park.
- Working with Public Affairs on a communication plan for the RAC gravel parking lot construction project.
- Winter/Spring registration opened December 6, 2023 with \$41,000 in sales. Of the total sales, \$30,000 was in the first 30 minutes. Online registration is highly used with \$36,000 of the total sales through online registration.

D. Parks Maintenance Supervisor

Wilson shared:

- Parks Senior Maintenance Technician, Rick Hood, passed his Certified Playground Safety Inspector test, renewing his certification for 3 years.
- Re-sodded the areas in front of the soccer goals at the RAC.
- Eight hazardous trees were removed from Pleasant Glade and Wonderwood Parks. Tree tissue and soil samples were sent to Washington State University to identify the potential causes of mortality.
- Within the next month, 1,600 seedlings will need to be planted. Volunteers will be coordinated once a delivery date is confirmed.
- Six vehicles were decorated for the Lighted Parade.
- Installed lights at Huntamer Park for the Holiday Tree Lighting event.
- A vandal cut wires and caused damage to the light display at Huntamer Park after the Parade and Tree Lighting event. In addition, several concrete planter boxes and windows of nearby businesses were broken. A person was arrested after breaking into a nearby business.

E. Senior Parks Planner

Wilson shared:

- The RAC kiosk project with Thurston County Historic Commission is moving forward. The City of Lacey's building official approved the building plans and issued a building permit. Construction is planned for March and the commission is looking for some skilled volunteers to help build the kiosk.
- Met with the Community and Economic Development (CED) Department to discuss Huntamer Park, working on a 2025 budget request for the replacement of the climbing structure. CED may also have some funding to be used for Woodland District improvements and enhance the park.
- The Ken Balsley Memorial Bench will be installed soon at Civic Plaza and the dedication will be January 18, 2024, at 2:00 p.m. We encourage all Parks Board members to attend.
- The Regional Trails Plan was adopted by Thurston Regional Planning Council (TRPC). In 2024, TRPC will evaluate how to implement the work program. They also plan to convene a trails advisory group in 2025.



- There are two applicants for the Parks Board Commissioner vacancy. Interviews with the Mayor and Chair Goodwin are scheduled for December 20, 2023.
- A large duffle bag containing methamphetamines, heroine and fentanyl was found hidden in Wonderwood Park.
- Liz Spiller, our Department Assistant III, is leading our department's annual giving tree. North Thurston Public School's Family and Youth Resource Center partners with us to identify students who need some support and gifts. The Parks, Culture and Recreation department is providing gift to 27 students this year. The generosity of city employees is overwhelming with approximately \$4,000 in gifts and donations collected.

F. Director

Burbidge shared:

- The Washington Recreation and Conservation Office Local Parks Maintenance grant did not fund Wonderwood Park trail and basketball court replacement project. There was \$5M in funding available and \$16M was submitted.
- City Council meetings will change from Thursday to Tuesday nights pending the council's vote on December 7, 2023. Council committees may go away as well pending the council's vote on December 7, 2023.
- Final 2024 budget approval is scheduled for the Thursday, December 21, 2023 City Council meeting.
- There were over 60 applications for the Executive Assistant position. Interviews will be next week.
- Lacey Fire District 3 Santa Mobile will be stopping at the following parks at approximately 7:00 p.m. on the following dates: December, 8, 2023 at Meridian Park, December 11, 2023 at Rainier Vista Park, December 13, 2023 at Horizon Pointe Park.
- Appreciations to the commissioners and all the work they do throughout the year for our department and wished them happy holidays.

7. Adjourn

The Meeting adjourned at 7:23 p.m.

