



City of Lacey, Washington Parks, Culture, and Recreation Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, January 3, 2024

5:30 PM

Council Chambers and Online

Roll Call

Call to Order

1. Land Acknowledgement:

The Parks, Culture and Recreation Board meets on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the [Medicine Creek Treaty of 1854](#).

2. Approval of Agenda and Minutes:

- A. Approval of Agenda *
- B. Approval of December 6, 2023 Minutes *

3. Announcements

4. Public Comment:

Please refer to the bottom of the agenda for instructions on how to provide public comment.

5. Business Items:

- A. **Wonderwood Park Little Library Update**
Girl Scout Troop 45298
- B. **New Staff Introduction: Byron Schorzman**
Sean Finney, Parks, Culture and Recreation Recreation Supervisor

- C. **Volunteer Program Handbook**
Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner
- D. **Woodland Creek Park Disc Golf Agreement ***
Justin Beard, Parks, Culture and Recreation Recreation Supervisor
- E. **City Email Addresses and Advisory Board Stipend Program**
Kelly Adams, Special Project Administrator, Elissa Fontaine, City Clerk, and Shannon Kelley-Fong, Assistant City Manager
- F. **Upcoming Joint Work Session Preparation**
Jen Burbidge, Parks, Culture and Recreation Director

* Vote Requested

6. Reports:

- A. Commissioners
- B. Chair
- C. Recreation Manager
- D. Parks Maintenance Supervisor
- E. Senior Parks Planner
- F. Director

7. Adjourn

Next Meeting:

January 23, 2024, 6:00 p.m., Joint Parks Board and City Council Work Session, Council Chambers or Online

Upcoming Events:

History Talks - Inside the Lacey City Council of the 1970s, January 10, 2024, 6:30 p.m., Council Chambers or Online

Lacey Loves To Read 2024 Author: Donna Barba Higuera, February 15, 2024, 6:00 p.m., James Koval Center for the Performing Arts

History Talks - Find Your Family History in the Washington State Archives, February 15, 2024, 6:30 p.m., Council Chambers or Online

Lacey Cultural Celebration, March 9, 2024, 10:00 a.m., Saint Martin's University

Attend Remotely or In Person

There are several ways to attend the Parks, Culture, and Recreation Board meeting:

- In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: <https://us02web.zoom.us/j/82262869275>



Website: <https://cityoflacey.org/government/public-meetings/>
YouTube: <https://www.youtube.com/watch?v=dz6cvVJ1Hy4>
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 822 6286 9275)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

In Person: Use the sign-up sheet in Council Chambers
Zoom: <https://us02web.zoom.us/j/82262869275>

During the public comment portion of the meeting, use the Raise Hand function to be given the opportunity to speak. Public comments are limited to three minutes.

Written Public Comment

Please submit written public comment at <https://laceyparks.org/about/board> by noon the day of the meeting. Written public comments received by the deadline will be sent to Commissioners prior to the meeting, but will not be read at the meeting. Emailed correspondence that is received throughout the month will be summarized in the next available Parks, Culture, and Recreation Board packet under Public Comment.





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.



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
12/7/2023	Name not given	Phone call from a McAllister Park user concerned about the quantity of off-leash dogs. Would like, at the very least, signs posted in the parking area.	Explained we are in the early phase of updating the rules signs in parks and plan to highlight the rule of keeping dog on leash.
12/14/2023	Jeff Prevost (Thurston County Pickleball Association)	Is there a timeline for the potential resurfacing the tennis courts at Rainier Vista Park? Each winter, the cracks in the surface get longer and deeper, and at some point they will need to be resurfaced. Our Club would likely be willing to contribute some funding towards that project, since the tennis courts are an important component of our larger tournaments. If this is something you would be willing to discuss further, maybe we could setup a time to discuss it?	Director Burbidge Reply: We agree at some point they will need to be resurfaced. We don't currently have a set date for the resurfacing, but as we update the Parks Capital Improvement Program and prepare our budget requests for the next few years we'll determine where it falls in priority as compared to other facilities that are in need. If the Club would like to contribute funding, a good start would be to submit an Enhancement request. The Parks Board approved a new Enhancement Policy and Program last year, and I'm connecting you with Jenny Wilson who can send you the application and answer any questions you might have about the process. Thanks again, we appreciate you!



LACEY PARKS

VOLUNTEERS

Volunteer Handbook



Welcome

Dear Volunteer:

Welcome to the Lacey Parks, Culture & Recreation Department Volunteer Program. Lacey Parks, Culture & Recreation Department provides a wide variety of volunteer opportunities that benefit the community. The City of Lacey is fortunate to have many dedicated volunteers who enhance the quality of programs, facilities, and parks.

Lacey parks, programs, and facilities benefit the community in many ways – by improving physical and mental well-being, social connections, environmental sustainability, economic enhancement and more! With help from your dedication as a volunteer, we truly do improve the quality of life in Lacey. Staff are eager to begin working with you and help you have an enjoyable experience. I would like to sincerely thank you for the generous donation of your time and skills. By reading this manual, you will become more knowledgeable about the department and hopefully it will answer any questions you may have, but staff members are always available if you need more information.

Again, I would like to thank you for volunteering your valuable time and experience to enhance our rich and diverse community.

Sincerely,
Jen Burbidge
Director

About Us

City of Lacey Mission

Our mission is to enrich the quality of life in Lacey for all our citizens ... to build an attractive, inviting, and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment.

Parks, Culture & Recreation Department Vision

The City of Lacey is a community that provides its residents and visitors with convenient access to a wide range of public leisure services and facilities at a reasonable cost. Those services include cultural arts, individual and team sports, aquatics, educational and fitness programs, and special events. The community's well-maintained facilities include neighborhood parks within walking distance of all persons, community parks distributed across the service area, open spaces that support wildlife habitat, and indoor facilities to support recreational programs and provide public meeting space. These facilities are linked by linear pathways for walking and bicycling. Our community protects and enhances our many historic, cultural, and environmental resources.

Lacey Museum & Cultural Center Mission

The Museum enriches our community and engages visitors by sharing vibrant stories of the past through the preservation and celebration of Lacey and the South Sound region's cultural heritage.

Parks, Culture & Recreation Department At-A-Glance

Lacey Parks, Culture & Recreation provides health, inspiration, education, and recreation opportunities through quality programming, facilities, and community events. The department also furthers the preservation and enhancement of the environment through planned parks, open spaces, natural habitat areas, and a historic registry.

With 1,200 acres of parkland and open space, a premier regional athletic complex, a history museum, and several community buildings, Lacey's residents and visitors enjoy one of the finest municipal park networks in the state. An array of recreation programs and special events are also offered, including cultural, sports, aquatics, fitness, outdoor, youth, and teen programs.

Volunteer Vision

The City of Lacey, dedicated to parks and recreation activities since its incorporation in 1966, has outstanding recreation programs and a park system that is heavily used, well maintained, and highly valued by the community. Volunteers actively caring for parks, facilities, and assisting in programs and events will, in turn, increase the level of physical activity, enjoyment and stewardship occurring in our community. Since volunteers often live in the neighborhoods surrounding the park or program where they volunteer, they have a greater understanding of the community needs in relation to the park and its amenities. In addition to the personal satisfaction of sharing your time and talent with others, additional benefits of volunteering may include:

- Preparation for future employment
- Personal references
- Meeting required volunteer hours
- Training and recognition
- Making a difference in your community
- Making new friends
- Learning new skills
- Experiencing personal growth

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How to Volunteer with the Parks Department and the City of Lacey

Volunteer Opportunities and Information

The Parks, Culture & Recreation Department offers a variety of volunteer opportunities. You can choose from a one-time volunteer opportunity such as a special event, an on-going program like the Adopt-A-Trail Program, or a longer term commitment with the Lacey Museum. Below are the selection of volunteer opportunities available with our department:

Volunteer Title	Description	Contact Person
Youth Sports		
Youth Sports Coach	Volunteer coaches are needed to run the youth basketball (winter) and t-ball (spring) leagues. Volunteer coaching is a great opportunity to give back to the children in our community and help them grow, learn, and most importantly have fun. No experience is necessary, coaches need to be able provide a positive learning environment for children, communicate with families, and run an organized practice. We will provide tools to help with practices.	Byron Schorzman 360-491-0857 bschorzm@ci.lacey.wa.us
Museum		
Museum Cataloguer	Museum cataloguers are trained to enter photographs or other museum items into the museum's database.	Felisha Rova-Chamroeun frova@ci.lacey.wa.us 360-491-0857
Museum Gallery Host	Gallery hosts are trained to facilitate formal and impromptu tours of the Lacey Museum and its exhibits. They are among the first contact visitors have with the Museum and the history of Lacey.	Felisha Rova-Chamroeun frova@ci.lacey.wa.us 360-491-0857
Special Event		
Special Events Volunteer	Volunteers provide support in a variety of ways including; assisting with set up and tear down, greeting or providing information to event participants, and supervising event activities.	Jeannette Sieler events@ci.lacey.wa.us 360-491-0857
Park Stewardship		
Adopt-A-Trail /	Help keep the trails and parks	Jenny Wilson

Park	beautiful while participating in community service. Volunteers, families or organizations provide litter removal and light trail maintenance at select locations. All trails and parks are currently adopted but email to join the waiting list for the next available opening.	jwilson@ci.lacey.wa.us 360-491-0857
Invasive Plant Removal	Service clubs interested in projects can work Lake Lois Habitat Reserve to remove invasive plants (English ivy).	Jenny Wilson jwilson@ci.lacey.wa.us 360-491-0857
Teen and Youth Program		
Lacey Teen Leadership Committee	The Lacey Teen Leadership Committee (TLC) is an advisory group of teens 13-17 years old. The purpose of Lacey TLC is to be a voice for teens and promote a community where youth are valued and involved. Committee members will develop leadership skills, plan teen events, community service projects, and serve as an advisory group. The committee meets the 2 nd and 4 th Wednesday of each month at 5:30pm at Lacey City Hall. Contact Lauren Young for an application.	Lauren Young lyoung@ci.lacey.wa.us 360-491-0857
Teen Late Nights Volunteer	Teen Late Nights Events provides 6th, 7th, and 8th grade students in the North Thurston Public School district safe and fun activities one to two Friday evenings per month at local middle schools. Many adult volunteers are needed because there are about 600 students that attend each event. Activities include dancing, listening to music, 3-on-3 basketball, video games, karaoke, snacks, and inflatable interactive games.	Cody Lee clee@ci.lacey.wa.us 360-491-0857
Boards and Commissions		
Lacey Parks, Culture & Recreation Board	The Lacey Parks, Culture & Recreation Board plans for the acquisition and development of all parks and trail systems within the city. The board also offers	City Clerk's office cityclerk@ci.lacey.wa.us 360-486-8704 Or cityoflacey.org/boards

	recommendations to the City Council regarding planning, acquisition, construction, development, maintenance, and operation of Lacey's public recreation facilities and recreational programs. The 8-member board is comprised of seven general commissioners and one youth representative.	
Historical Commission	The Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. The 8-member commission is comprised of seven general commissioners and one youth representative.	City Clerk's office cityclerk@ci.lacey.wa.us 360-486-8704 Or cityoflacey.org/boards

Other Volunteer Programs

The City of Lacey has other volunteer programs that are not within the Parks, Culture & Recreation Department.

Organization/Volunteer Opportunity	How to Find More Information
Lacey Senior Center	https://southsoundseniors.org/volunteer/
Stream Team	https://streamteam.info/get-involved/
Adopt-A-Roadway	https://cityoflacey.org/volunteer/
Animal Services	https://jointanimalservices.org/volunteer/
Resource Officer (Police Department)	https://cityoflacey.org/volunteer-positions-2/
Lacey Veterans Services Hub	https://www.laceyveteranshub.org/volunteer2
WIN Program	This program is currently on hold, information will be updated as available.

Overview of the Volunteer Recruiting, Selection, Requirements

Volunteer Recruitment and Selection Process

1. **Volunteer Application:** Every volunteer must complete a volunteer application, which can be found in the forms section of this handbook. Applications may not be necessary for one-time special events or park maintenance projects.
2. **Interview:** Depending on the program, a volunteer interview may be conducted. The interview should ensure the volunteer meets the qualifications of the position, receives the appropriate information about the duties, and to ensure the position meets the needs of the volunteer.
3. **Background Check:** All volunteers must complete a background check. Background checks are not necessary for one-time special events or park maintenance projects. The program supervisor may request and check references.
4. **Offer of Volunteer Position:** The program supervisor will contact you to notify you if the background check has been approved and if there is a volunteer position available.
5. **Orientation:** Before beginning in program assignments, all new volunteers should receive from the program supervisors:
 - A general orientation on the nature and purpose of the department, department policies that apply to the position, and the nature and operation of the program or activity.
 - Practical training to provide the information and skills necessary to perform volunteer assignments.
 - Safety training related to the assignments.
 - A risk waiver that must be signed prior to volunteering.
6. **Volunteers should sign in daily at the program site or be provided instructions on how to report volunteer hours on a regular basis by the program supervisor.**

Criminal Background Investigation Information

With the exception of volunteers used for one day or a short-term event (e.g. special events, Adopt-A-Trail, park planting events or light maintenance events), all volunteers must successfully complete an applicable background check(s). Background checks are valid for two (2) years from the time of completion during the application process. Volunteers are required to resubmit a new background check every two (2) years.

COVID-19 or Other Health Directives

Specific safety requirements may be shared at the time of onboarding will be the most up to date guidance.

Age Requirements

People of all ages are welcome to volunteer with Lacey Parks. Youth ages 10-17 may volunteer in some programs such as the Adopt-A-Trail program and one-time events or park maintenance clean-up events with adult supervision. Unless otherwise noted, all other volunteers must be at least 18 years old.

Reference Checks

Volunteer applicants working with children and/or seniors must submit three non-family member references as noted on the volunteer application. We may check references before allowing volunteers to begin work.

Selection/Dismissal

- Close relatives of staff will not be allowed to perform on-going volunteer work with the City of Lacey, unless given an exception by the Human Resources Manager.
- A volunteer may be not selected or terminated for a volunteer position or assignment as necessary, with or without cause.

Volunteer Conduct and Guidelines

Your Volunteer Assignment and Duties

As a volunteer with Lacey Parks, you should be provided with a written position description for each position or assignment. The position description outlines the duties and requirements for the position, qualifications, time commitment and required training. To ensure you are successful, please do not begin any volunteer assignment until you have received this information.

Attendance

If you are scheduled to participate as a volunteer, it is critical for program or event success that you arrive on time as scheduled. In the event of sickness or a schedule change that prohibits your attendance at a scheduled assignment, please contact the program supervisor and give as much notice as possible.

Tracking Volunteer Hours

Volunteers must report their hours to the program supervisor on a regular basis. For some programs hours are reported monthly and for other programs volunteers may sign in and out daily. Please check with your volunteer program supervisor to determine how to track your volunteer hours.

Conduct

Volunteers are expected to conduct themselves in a manner that does not reflect negatively on themselves or the City. Volunteers are expected to abide by the Policies and Procedures of the City of Lacey and other rules and regulations that guide the behavior of those associated with the City.

Expectations for courtesy and positively representing the Parks, Culture & Recreation Department:

- Use positive words, actions and behaviors as a volunteer representing the department.
- Volunteer assignments may occur in settings from the office to the field; be sure you're your attire and actions should be appropriate for the assignment.
- When dealing with community members and program participants, you must be unfailingly polite. It is not your role or responsibility to handle unhappy participants.

Should you find yourself in a situation where courtesy is becoming difficult or someone is unhappy, please refer the matter to the nearest employee.

- Smoking, vaping or use of tobacco products is prohibited in all City of Lacey parks by volunteers, employees and park users.
- The Parks, Culture & Recreation Department complies with all laws regarding race, creed and religion. In your interactions with others, treat them as you would want to be treated.

Dress Code

As a representative of the Lacey Parks, Culture & Recreation Department volunteers, like staff, are responsible for presenting a positive image to the community. Volunteers should dress appropriately for the conditions and performance of their duties. Volunteers are not to wear short shorts, short skirts, suggestive clothing that contains inappropriate words or language that could be considered offensive. Depending on your volunteer position, additional clothing and/or equipment requirements may exist and will be communicated to you by your supervisor.

If issued, volunteers should wear and be identified through:

1. Nametag identifying you as a volunteer.
2. Wearing department issued shirt, vest or other clothing.
 - Apparel with the City, Lacey Parks department, or museum logo is to be worn only during the volunteer shift and/or when traveling to and from the volunteer site.
 - It is acceptable for volunteers to wear a City or department logo while stopping to run quick errands, going to appointments, attending short social events, or similar activities when combined with going to and from a volunteer shift. Volunteers should conduct themselves in a manner that will not bring public embarrassment or discredit to the City; or create the appearance of a conflict of interest between their volunteer work with the City and their personal business.

Drugs and Alcohol

The City is committed to maintaining an environment free of substance abuse. Volunteers may not report to their work site while under the influence of drugs or alcohol. Volunteers may not purchase or consume alcohol or marijuana while on duty or in any attire which displays an insignia of the City.

All employees and volunteers are strictly prohibited from using, being under the influence of, possessing, concealing, manufacturing, transporting, selling, buying, or soliciting for the sale of any drug or alcohol while they are performing duties and responsibilities within the scope of their employment or volunteer duties with the City, or any time they are on City premises or handling City property. This includes:

- 1) Drinking intoxicating liquor while on duty or intoxication on duty, or being on duty with alcohol on their breath;
- 2) The use of marijuana or being on duty with the odor of marijuana on their person;
- 3) The use of illegal drugs or being under the influence of illegal drugs on duty;
- 4) The use of non-prescribed controlled substances or being under the influence of non-prescribed controlled substances while on duty.

5) The misuse of prescription drugs or over-the-counter drugs while on duty.

Weapons Prohibition

Volunteers are prohibited from wearing, transporting, storing, or possessing of the following:

- A firearm or any device from which a projectile may be fired by an explosive
- Any club, metal knuckles, throwing stars, “nun-chu-ka- sticks”
- A bb gun or other firearm operated by compressed air
- Any spring blade knife (note: utility knives, e.g. jackknives or Leatherman tools are not considered a dangerous weapon unless brandished or carried in such a way as to cause alarm or safety concerns)
- Any instrument that is intended to pose a reasonable risk of injury
- Exceptions include volunteers legally in possession of a firearm or legal weapon for which the volunteer holds a valid permit where required, and that it is secured within a personal vehicle and concealed from view.

Vehicles

In general, volunteers should not drive city vehicles or use their person vehicle for Parks, Culture and Recreation Department business. If an exceptions exists, the program supervisor will provide the full policy.

Safety Information

General Safety Guidelines

Working conditions are the same for volunteers as for staff. Our department will provide safe conditions and safety directions necessary to complete your assignment. In your position description, you will be informed of any attire and equipment required for your assignment. Always be aware of your surroundings for your personal safety and those around you. Please let your supervisor know of any safety concerns you may have. The following guidelines are not all-inclusive; you must constantly work at insuring the safety of all volunteers, participants, and employees. If you ever feel threatened or unsafe, call 911 immediately.

Program Safety

Making recreation facilities and programs as safe as possible is a primary responsibility of the Program Supervisor and volunteers. Enforcement of rules and safety regulations at the beginning of a program is essential to prevent accidents from occurring. Program Supervisors and Volunteers should:

- Organize and lead activities which suit the ability of the participants, as well as the facility.
- Provide adequate supervision for all activities at all times.
- Use only facilities and equipment that has been previously checked and cleared of hazards.
- Know the proper use of all equipment.
- Try to anticipate and avoid any dangerous situations.

Child Abuse

The protection and safety of children served by Lacey Parks is of utmost importance. The crimes of child sexual and physical abuse are issues of great importance to the Parks, Culture

& Recreation Department, and as such:

- Volunteers are prohibited from taking participants on an overnight trip.
- Volunteers should take seriously children who complain about another person “bothering them” or touching them. Determine the nature of this contact and report suspicious or irregular behavior to the program supervisor.
- If you feel a child has been a victim of sexual or physical abuse at the site or elsewhere, including their home, it is recommended that you first contact your program supervisor. However, any suspicions of child abuse may be reported directly by staff or volunteers to Child Protective Services on 1-866-764-2233.
- Further guidelines for volunteers as it relates to child abuse, sexual abuse, physical abuse and neglect:
 - o Children are not permitted to sit in any leader’s or volunteer’s lap.
 - o Carrying a child is not permitted, except in an emergency.
 - o Inappropriate displays of affection are not allowed.
 - o Touching of personal/private areas is not allowed.
 - o Inappropriate verbal comments and/or teasing is prohibited.
 - o Abusive or cruel language is prohibited.
 - o Forcing children into seats, shaking, grabbing and /or corporal punishment is prohibited.
 - o When assisting children to the bathroom, the volunteer must stay just outside of the bathroom and wait for the children to be finished.
 - o On field trips, a volunteer of the same gender may assist the children to the bathroom and stand inside of the bathroom to ensure the children are behaving appropriately; however, the volunteer must not enter the stall with the child.
 - o Any “one-on-one” activity between volunteers and children should be in a highly visible location with other adults nearby.
 - o Volunteers are prohibited from transporting children in their personal vehicles or traveling alone with children.
 - o Never put yourself into a situation where your behavior could be questioned.

Safety Information for Working Outdoors

Your safety is our primary concern, please follow these safety guidelines below:

Equipment Check List – Make sure someone in the group has these items:

- First-Aid Kit (and First-Aid Certification)
- Cell Phone
- Emergency contact information for the volunteer group.
- Grabbers for picking up litter
- Work gloves
- Water
- Sunscreen
- Appropriate clothing

General Safety Guidelines

- Ensure volunteers work in pairs (minimum) for safety.
- Park in designated parking lots only.

- Don't use earphones which interfere with hearing and warnings.
- Don't engage in horseplay or pranks which could endanger safety.
- Follow park and trail rules.
- Don't pick up litter in the roadway.
- Don't compact trash bags—injuries from sharp or broken objects may result, or the bag may burst.
- Don't carry knives, machetes, axes, etc.
- Never pick up extremely heavy or unyielding objects, dead animals, or suspected toxic or hazardous materials, (such as syringes or hypodermic needles) or objects you can't clearly identify. Mark the location of these items and notify the City for pickup. Volunteer safety is our top priority so if you are unsure, leave it and notify staff.
- For your protection, work only daylight hours. Some programs may require evening volunteer work.
- If working near a roadway, face oncoming traffic when possible.
- Watch your step, the terrain can be uneven or slippery
- Avoid poison ivy, poison oak, blackberries, and other thorny plants.
- If you find tents or shelter-type structures, do not approach them. Exit the area and notify staff.
- You can bring your own hand tools (ex: clippers, shovels) however no power tools are allowed.
- When pulling weeds, look before you reach to make sure there is nothing under the plant that could cause injury.

Adult Supervision

- Children should always be closely supervised with the following criteria:
 - o One adult for every 4 youth age 10-13.
 - o One adult for every 8 youth age 14 - 15.
 - o One adult for every 10 youth age 16-17.
 - o Children under age 10 are not eligible to volunteer.
 - o Children under 18 are eligible to volunteer at select events only. Check with program supervisor.

Weather Conditions

- Wear work gloves, long pants, a long-sleeved shirt, and thick-soled boots or shoes, as appropriate for weather and assigned work.
- Avoid overexertion, and rest when necessary.
- Drink plenty of water and use sunscreen.
- If weather conditions are poor reschedule your activity when possible.
- Tree branches can become dislodged and cause injury during wind. If wind is forecasted to be 20 mph or more the program will be cancelled. The group leader should monitor the forecast and communicate cancellations with volunteers. If unexpected winds arise during the program, everyone should immediately exit wooded areas and check-out with the designated group leader. (A 20 mph wind is a moderate breeze that causes small trees to sway and loose paper to blow away.)
- If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately. Allow 30 minutes to pass after the last sound of thunder and/or

lightning strike prior to resuming activities.

Be Prepared

- Anyone with a bee allergy is required to have their prescribed medication (ex: Epi-pen) with them and notify the group leader of the allergy. Anyone who has a life-endangering allergy and does not have medication onsite is prohibited from volunteering.
- Know where the nearest medical facility is located.

Emergency Policies and Numbers

1. In an emergency: Dial 911
2. Contact your immediate supervisor.

Accidents and Medical Emergencies

- Assess the safety of the surrounding before approaching the scene of an accident or injury.
- If you are in doubt as to the seriousness of an injury, do not move the injured person unless necessary to provide care. Call 911 for immediately for help.
- For minor accidents or injuries, administer the necessary first aid (within your certification or training) and notify the program supervisor within 24 hours.
- For serious accidents:
 1. Send a responsible person to call 911 to provide proper information (name, location, access entrance, and type of injury).
 2. Check for and care for conditions related to pulse/breathing.
 3. Check for and care for serious bleeding or other serious illness.
- For serious accidents or injuries, after calling 911, contact the program supervisor immediately. The supervisor will have you complete an accident/injury report (see forms section). Please submit it as soon as possible.

Blood Borne Pathogens

When cleaning up blood or other body fluids after an accident, specific care and procedures must be followed for your protection.

A hazardous condition still exists until the following has been done:

- Blood or other body fluids must be removed from the area. The area can be sanitized with a mixture of bleach and water. Use one part bleach to ten parts water. The use of germicidal cleaner with a deodorizer is an alternative method of cleaning up the area.
- Equipment surfaces (counter tops, desks, etc.) or other cleanable non- porous materials that have been contaminated also require cleaning and disinfecting. Follow the sanitizing procedure described above.
- Contaminated clothing must be removed, placed in a “biohazard bag” and washed separately with laundry soap and a disinfectant cleaner. Any blood or other body fluids must be thoroughly washed off skin surfaces.
- Mops, buckets or other cleaning utensils must be thoroughly cleaned and disinfected after being used to clean up blood or other body fluids.

Accident/Injury Communication Information

If an accident occurs which results in injury or property damage to either an employee, volunteer, community member or program participant, follow emergency procedures outlined above. Only necessary information should be given out during an emergency. Do not advise anyone that the City of Lacey or Parks, Culture & Recreation Department will pay medical bills. In case of minors (under 18), notify the child's parents or other emergency contact listed on registration list. If the injured minor is taken to a hospital by ambulance, ask the paramedics where they are going; and communicate this information to the parent or guardian as soon as possible.

Harassment, Sexual Harassment, Discrimination

It is the policy of the City of Lacey to foster and maintain a positive, respectful and productive work environment, where all employees and volunteers can perform duties free from any form of unlawful harassment. The City will not tolerate behavior, comments, or slurs of a discriminatory, demeaning and/or harassing nature by any employee or volunteer to or about any employee, volunteer, applicant, or the public. It is a violation of City policy to harass or discriminate against a fellow employee, volunteer and/or member of the public. Examples of prohibited behaviors may include:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Unwanted sexual comments, suggestions, jokes, derogatory references to sexual orientation, physical behaviors such as pats and squeezes, repeatedly brushing against someone's body, or circulation or display of written or graphic material of a sexual nature.
- The City of Lacey prohibits supervisors from dating or having an intimate or sexual relationship with any subordinate or volunteer they supervise.
- The City maintains a working environment free from all forms of unlawful harassment. This includes behavior, or actions (including personnel actions) taken because of an employee's or volunteers age, color, creed, disability, disabled veteran status, gender, marital status, national origin, race, religion, sexual orientation or veteran status.
- Also prohibited are offensive or derogatory comments and/or use of "slang" terms, circulation or display of graphic or written materials, that are derogatory to or stereotypical of a person because of their protected status (as listed above) if the actions have the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
- If you feel that you have been harassed, or if you witness or suspect any violation of this policy, you should report the incident to your supervisor, the Department Director, or Human Resources Director and request assistance in dealing with the matter. Or, you may address the matter yourself in cases representing minor policy violations, such as an inappropriate remark, if you are comfortable doing so. If you elect to address the situation yourself, you should be specific and respectfully request the behavior or action to stop. If it does not stop, you should immediately report the matter to your supervisor, Department Director, or the Human Resources Director.
- This is a summary of the City of Lacey's Harassment, Sexual Harassment, and Discrimination Policy.

Guidelines for Political Activity

No City volunteer, while on duty during an assigned volunteer shift, shall:

1. Request or solicit contributions or anything of value for any political candidate, cause, or ballot issue.
2. Participate in any political campaign by:
 - Speaking in favor/disfavor of any candidate or cause.
 - Distributing literature.
 - Picketing or demonstrating on behalf of or in opposition to any political candidate or cause.
 - Organizing, planning, or in any other way participating in the administration of any political campaign.

Forms/Other Program Information

Application

Volunteer Agreement and Liability Waiver

Example of Volunteer Hours Report

Invasive plant removal volunteer guidelines

Accident Report

Incident Report (non-injury)

Volunteer Application



LACEY PARKS
CULTURE & RECREATION

Date of Application: ____ / ____ / ____

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Please tell us the program(s) you are interested in volunteering at:

☐ Youth Sports Programs

☐ Adopt-A-Trail / Adopt-A-Park

☐ Museum

☐ Invasive Plant Removal

☐ Special Events

☐ Park Maintenance Projects/Events

☐ Teen Programs

☐ Other _____

Tell Us About Yourself, Training and Qualifications:

1. Are you over 18 years of age? ____ (If no, see A and B)

a. If under 18, please tell us your age ____ (some volunteers positions have age restrictions and/or require a parent guardian onsite).

b. If under 18, a parent/guardian will need to sign this application

2. When are you available to volunteer? _____

3. Why are you interested in volunteering with the Parks, Culture and Recreation Department: _____

4. Do you have any special training or qualifications related to the volunteer position: _____

5. Are you pursuing mandated service hours for school or for the courts?

☐ YES ☐ NO If yes, what school or court assigned the hours? _____

How many hours? _____ When are the hours due? _____



LACEY PARKS | VOLUNTEERS

Continued on back

For Applicants ages 18 and Under:

Please provide parent/guardian contact information:

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Phone: _____(cell/hm./wk.)	Phone: _____(cell/hm./wk.)
Phone: _____(cell/hm./wk.)	Phone: _____(cell/hm./wk.)

I hereby certify that the facts set forth in this Volunteer Application are true and complete to the best of my knowledge. I understand that if I am accepted, falsified statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the City to conduct a thorough background investigation of my prior educational and work history, and to verify information contained in this application as it relates to the position for which I am being considered.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature for applicants under 18: _____



LACEY PARKS | VOLUNTEERS

Risk Waiver and Hold Harmless Agreement

As a volunteer for the City of Lacey I agree and acknowledge:

- Exercise proper care in performing activities.
- Follow the safety guidelines provided by the City of Lacey.
- Use all provided equipment appropriately and follow all safety practices.
- Follow all of the rules outlined in the program policy.
- City personnel will provide direction regarding my duties as a volunteer.
- City personnel may provide minimal or no supervision on site during volunteer events.
- Participants may be entitled to receive coverage for medical treatment required for injury incurred during participation as a volunteer under the medical aid provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time because of injury or illness, or for lasting disability or death.
- I am aware the work performed in the program involves certain risks of physical injury and death.
- I am fully informed of these risks and accept the risks to participate.
- I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in this program.
- I hold harmless the City of Lacey, its officials, employees, and agents for any injury or damages which may occur to me while I am participating in this program and I waive any right to bring claim or lawsuit against them for any such injury, damage, or death.
- I agree to hold harmless, defend, and indemnify the City of Lacey, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the program except for injuries or damages caused by the sole negligence of the City.
- I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature of Guardian

Printed Name

Date

I hereby consent to allow my picture or likeness to appear in any official document, website, sponsor advertisement and/or produced television coverage of Lacey Parks, Culture and Recreation sponsored recreational activity without compensation to me. YES ☐ NO ☐ (Initial) _____.

For persons under 18, please have your parent or legal guardian fill out the below:

I certify that I am the parent or legal guardian of the participant above named; that I have read and understood the above risk waiver and hold harmless agreement; and that I, in consideration of allowing the participant to participate in the City's volunteer program on behalf of myself and/or my minor child. I agree to release and waive without reservation any claim or legal cause of action I might have arising out of any personal injury, damage, or death against the City of Lacey, its officials, employees, and agents. I further grant my full consent and authorization for the above named participant to engage in the activities of the program. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while volunteering. The City of Lacey does not provide medical insurance coverage for volunteers ages 13 and under should they incur injury to themselves.

Signature of Guardian

Printed Name

Date

Address

City

Phone

I hereby consent to allow my child's picture or likeness to appear in any official document, website, sponsor advertisement and/or produced television coverage of Lacey Parks, Culture and Recreation sponsored recreational activity without compensation to me. YES ☐ NO ☐ (parent/legal guardian initials) _____.



Turn In Monthly To Program Supervisor

[illegible]

LACEY PARKS | VOLUNTEERS



LACEY PARKS
CULTURE & RECREATION

Volunteers In Parks Invasive Plant Removal Information



Why Are These Invasive Plants A Problem?

- They spread over the ground and crowd out native wildflowers, ferns and tree seedlings.
- When ivy grows up trees, the reduced access to light can cause disease and rot leading to overall decreased health of the trees.
- They are fast-growing and compete for water and nutrients needed for the native plants and trees.



Wonderwood Park Left: Ivy beginning to climb a tree trunk. Right: Overgrown ivy on a tree.

Thank You

The invasive plants within the City of Lacey Parks are a significant problem. With over 1,200 acres of park property, it is impossible for staff to remove all of the invasive plants without help from volunteers.

Thank you for helping us keep our parks vibrant and healthy - today and for future generations.



LACEY PARKS
VOLUNTEERS

360-491-0857

How To Remove Invasive Plants

- Grip the plant at the base, near the ground and pull it out of the soil to ensure the roots are removed.
- Put all of the plants that have been removed in garage bags and tie the top of the bag.
- To remove ivy growing on a tree, cut the vines all the way around the tree at ankle and shoulder height, remove the section between the cuts. Vines above the cuts will dry out and fall off on their own. Cut any ivy back 6 feet from the base of the tree. If you don't have clippers, leave the ivy on the tree, tearing ivy off the trunk can cause damage.

BE SAFE PLEASE FOLLOW THESE PRECAUTIONS

- Please dress for weather conditions and wear your own gardening or work gloves. Gloves are important to protect you from Stinging Nettles, Poison Ivy and Poison Oak.
- Children should always be closely supervised with the following criteria:
 - One adult to every 4 youth age 10-13.
 - One adult to every 8 youth age 14-15.
 - One adult to every 10 youth age 16-17.
 - Children under age 10 are not eligible to volunteer.
- Watch your step, the terrain can be uneven and slippery.
- When pulling weeds, look before you reach to make sure there is nothing under the plant that could cause injury.
- Tree branches can become dislodged and cause injury during wind. If wind is forecasted to be 20 mph or more the event will be cancelled. The group leader should monitor the forecast and communicate with volunteers any cancellations. If unexpected winds arise during the volunteer event, everyone should immediately exit wooded areas and check-out with the designated group leader. (A 20 mph wind is a moderate breeze that causes small trees sway and loose paper to blow away.)
- Anyone with a bee allergy is required to have their prescribed medication (ex: Epi-pen) with them and notify the group leader of the allergy. Anyone who has an allergy and does not have medication onsite is prohibited from volunteering. Keep in mind, bee stings can happen during all seasons and are prevalent when disturbing wooded areas.
- If a hypodermic needle is found. Don't touch or move the needle. Note the location and notify staff after the event so it can be safely disposed. Follow the same protocol for broken glass, suspected hazardous materials or large or heavy items.
- Do not pick up garbage you cannot clearly identify such as bags, boxes or unrecognizable plastic/metal objects. Volunteer safety is our top priority so if you are unsure, leave it and notify staff.
- If you find tents or any shelter-type structures please leave them, exit the area and notify staff.
- You can bring your own hand tools (ex: clippers, shovels) however no power tools are allowed.

WHEN YOU ARE DONE

- Before leaving, check-out with your volunteer group leader.
- Unless given other instructions, put all the garbage bag in one pile in the parking lot for staff to pick-up.
- Follow-up with City of Lacey staff to report the total hours volunteered and any park maintenance issues that need to be addressed.
- Report any injuries or illnesses incurred during the event, no matter how minor.

WHAT PLANTS SHOULD YOU REMOVE?

All the plants below are invasive and should be removed



English Ivy



Juvenile English Ivy



Yellow Archangel



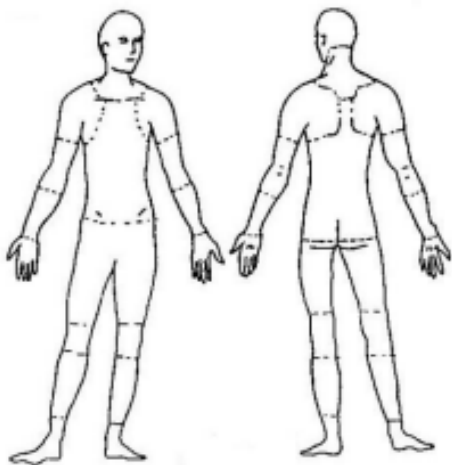
Geranium Robertianum (Stinky Bob)

CITY OF LACEY

VOLUNTEER PERSONAL INJURY ACCIDENT REPORT

Instructions: Use this form to report all injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps to identify and correct hazards before they cause serious injuries. This form must be completed as soon as possible and given to a supervisor for further action.

Please print clearly or type.

This Section to be Completed by the Volunteer		
I am reporting a: ☐ Injury ☐ Illness ☐ Near Miss		
Name:		
Program:	Department:	
Supervisor:		
Have you told your supervisor about this injury? ☐ Yes ☐ No		
Date of injury:	Time of injury:	Shift Start Time:
Part of body affected (shade all that apply): 		Nature of injury: ☐ Abrasion, scrapes ☐ Amputation ☐ Broken bone ☐ Bruise ☐ Burn (heat) ☐ Burn (chemical) ☐ Concussion (to the head) ☐ Crushing Injury ☐ Cut, laceration, puncture ☐ Hernia ☐ Illness ☐ Sprain, strain ☐ Damage to a body system: ☐ Other _____
Exact location of the incident:		
Names of witnesses (if any):		
Was personal protective equipment being used at the time of injury, and if so, what type of equipment?		

REVISED 2/2021

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Did you see a doctor about this injury/illness? ☐ Yes ☐ No

If yes, provide name and address of physician:

Could the accident have been avoided or prevented, and if so, how (i.e. engineering or administrative controls, PPE)?

Volunteer signature:

Date:

This Section to be Completed by the Supervisor

What was the nature of the injury?

Were safe workplace practices for this task or activity being followed? If not, what was wrong?

Recommendations to prevent future occurrence.

Supervisor signature:

Date:

CITY OF LACEY

INCIDENT REPORT

This report shall be completed by the person in charge at the time the incident occurred or was discovered. Information is to be recorded immediately and the form forwarded to Human Resources.

	Name(s) of person(s) involved:	Age	Address	Phone
1.				
2.				
3.				

Date of incident:

Time:

Location (*be specific*):

Describe all acts and resulting conditions in detail:

What corrective measures or assistance (if any) did City employees take?

Witness Name(s):

Address:

Phone:

Reported by:

Department:

Phone:

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AGREEMENT FOR SERVICES

THIS AGREEMENT is made by and between the City of Lacey, a code City of the State of Washington, hereinafter “City” and South Puget Sound Disc Golf Association, hereinafter “Service Provider,” jointly referred to as “Parties.”

IN CONSIDERATION of the terms and conditions contained herein, the Parties agree as follows:

1. **Work to Be Performed**. Service Provider shall provide all labor, services, and material to satisfactorily complete the Scope of Services, attached as Exhibit A.

A. **Administration**. The City Manager or designee shall administer and be the primary contact for Service Provider. Prior to commencement of work, Service Provider shall contact the City Manager or designee to review the Scope of Services, schedule, and date of completion. Upon notice from the City Manager or designee, Service Provider shall commence work, perform the requested tasks in the Scope of Services, stop work, and promptly cure any failure in performance under this Agreement.

B. **Representations**. City has relied upon the qualifications of Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the ability, skill, and resources necessary to perform the work and is familiar with all current laws, rules, and regulations which reasonably relate to the Scope of Services. No substitutions of agreed-upon personnel shall be made without the prior written consent of City.

Service Provider represents that the compensation as stated in paragraph 3 is adequate and sufficient for the timely provision of all professional services required to complete the Scope of Services under this Agreement.

Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom, and City shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in City-furnished information.

C. **Standard of Care**. Service Provider shall exercise the degree of skill and diligence normally employed by Service Providers engaged in the same profession, and performing the same or similar services at the time such services are performed.

Modifications. City may modify this Agreement and order changes in the work whenever necessary or advisable. Service Provider shall accept modifications when ordered in writing by the City Manager or designee, so long as the additional work is within the scope of Service Provider’s area of practice. Compensation for such modifications or changes shall be as mutually agreed between the Parties. Service Provider shall make such revisions in the work as are necessary to correct errors or omissions appearing therein when required to do so by City without additional compensation.

2. **Term of Contract.** This Agreement shall be in full force and effect upon execution and shall remain in effect until completion of all contractual requirements have been met as determined by City. Service Provider shall complete its work by December 31, 2026 unless the time for performance is extended in writing by the Parties.

Either Party may terminate this Agreement for material breach after providing the other Party with at least 10 days' prior notice and an opportunity to cure the breach. City may, in addition, terminate this Agreement for any reason by 10 days' written notice to Service Provider. In the event of termination without breach, City shall pay Service Provider for all work previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation and Method of Payment.**

- A. The City shall pay Service Provider for the performance of those services designated in Exhibit "A," an amount not to exceed \$0. If the description of services on Exhibit "A" designates additional services which may be requested by the City, said additional services will be paid for by the City at the rate set forth on Exhibit "A," which sum may exceed the "not to exceed" amount set forth above; however, said services will only be performed and compensated by the City after the City has directed such performance in writing.
- B. Payment by the City for services will only be made after the services have been performed, a voucher or invoice is submitted in the form specified by the City, and the same is approved by the appropriate City representative. Payment may be made on a monthly or other periodic basis and may be made on the basis of an estimate of the percentage of contract completion accomplished if said procedure is approved by the City.
- C. If an hourly rate of compensation or other means of measurement is set forth on Exhibit "A," the parties intend that said measurement shall be used up to the "not to exceed" figure set forth above.
- D. The City reserves the right to withhold payment under this Agreement for that portion of the work (if any) which is determined in the reasonable judgment of the City Manager or designee to be noncompliant with the Scope of Services, City standards, City Code, and federal or state standards.

4. **Notice.** Notices other than applications for payment shall be given in writing as follows:

TO THE CITY:

Name: Justin Beard
Phone: 360.412.2899
Address: 420 College St SE

TO THE SERVICE PROVIDER:

Name: John Anderson
Phone: 360.480.9523
Address: 3735 Indian Summer Ct SE

5. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable federal, state, and local laws and regulations. Service Provider warrants that its services shall conform to all federal, state, and local statutes and regulations.

6. **Relationship of the Parties.** It is understood and agreed that Service Provider shall be an independent contractor and not the agent or employee of City, that City is interested in only the results to be achieved, and that the right to control the particular manner, method, and means in which the services are performed is solely within the discretion of Service Provider. Any and all employees who provide services to City under this Agreement shall be deemed employees solely of Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all its employees under this Agreement and any liability that may attach thereto.

7. **Ownership of Documents.** All drawings, plans, specifications, and other related documents prepared by Service Provider under this Agreement are and shall be the property of City, and may be subject to disclosure pursuant to chapter 42.56 RCW or other applicable public record laws. The written, graphic, mapped, photographic, or visual documents prepared by Service Provider under this Agreement shall, unless otherwise provided, be deemed the property of City. City shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, and copies in the form of computer files, for the City's use. City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, drawings, images, or other material prepared under this Agreement, provided that Service Provider shall have no liability for the use of Service Provider's work product outside of the scope of its intended purpose.

8. **Records.** The City or State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours all of Service Provider's records with respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine, make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, and record of matters covered by this Agreement for a period of three years from the date final payment is made hereunder.

9. **Insurance.** Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Service Provider, its agents, representatives, employees, or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If use of vehicles pursuant to the Agreement is only incidental, and Service Provider will not transport any persons not directly related or affiliated with Service Provider, then Service Provider is only required to have automobile liability insurance to meet at least minimum Washington state requirements.

2. Commercial general liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury, and advertising injury. City shall be named as an additional insured under Service Provider's commercial general liability insurance policy with respect to the work performed for the City.

3. Workers' compensation coverage as required by the industrial insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Service Provider shall maintain the following insurance limits:

1. Automobile liability insurance with a minimum combined single limit for bodily injury and property damage of no less than \$1,000,000 per accident. If Service Provider will not use its vehicles in the performance of this Agreement, automobile liability insurance is only required to meet minimum Washington state requirements.

2. Commercial general liability insurance shall be written with limits no less than \$1,000,000 for each occurrence, and \$2,000,000 for general aggregate.

C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions for automobile liability and commercial general liability insurance:

1. Service Provider's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by City shall be in excess of Service Provider's insurance and shall not contribute with it.

2. Service Provider shall fax or send electronically in .pdf format a copy of insurer's cancellation notice within two business days of receipt by Service Provider.

3. If Service Provider maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of commercial general and excess or umbrella liability maintained by Service Provider, irrespective of whether such limits maintained by Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Service Provider.

4. Failure on the part of Service Provider to maintain the insurance as required shall constitute a material breach of the Agreement, upon which the City may, after giving at least five business days' notice to Service Provider to correct the breach, immediately terminate the Agreement, or at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of the City, offset against funds due Service Provider from the City.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Evidence of Coverage. As evidence of the insurance coverages required by this Agreement, Service Provider shall furnish acceptable insurance certificates to the City Clerk at the time Service Provider returns the signed Agreement, which shall be Exhibit C. The certificate shall specify all of the parties who are additional insureds, and shall include applicable policy endorsements, and the deduction or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies shall be provided to City. Service Provider shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. **Indemnification and Hold Harmless**. Service Provider shall, at its sole expense, defend, indemnify, and hold harmless City and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, attorney's fees, costs of litigation, expenses, injuries, and damages of any nature whatsoever relating to or arising out of the wrongful or negligent acts, errors, or omissions in the services provided by Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees to the fullest extent permitted by law, subject only to the limitations provided below.

Service Provider's duty to defend, indemnify, and hold City harmless shall not apply to liability for damages arising out of such services caused by or resulting from the sole negligence of City or City's agents or employees.

Service Provider's duty to defend, indemnify, and hold City harmless against liability for damages arising out of such services caused by the concurrent negligence of (a) City or City's agents or employees, and (b) Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees shall apply only to the extent of the negligence of Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees.

Service Provider's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liability to which it applies, City's personnel-related costs, reasonable attorneys' fees, the reasonable value of any services rendered by the office of the City Attorney, outside consultant costs, court costs, fees for collection, and all other claim-related expenses.

Service Provider specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. These indemnification obligations shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefits acts. Provided, that Service Provider's waiver of immunity under this provision extends only to claims against Service Provider by City, and does not include, or extend to, any claims by Service Provider's employees directly against Service Provider.

Service Provider hereby certifies that this indemnification provision was mutually negotiated.

11. **Waiver.** No officer, employee, agent, or other individual acting on behalf of either Party has the power, right, or authority to waive any of the conditions or provisions of this Agreement. A waiver in one instance shall not be held to be a waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law shall be taken and construed as cumulative and in addition to every other remedy provided herein or by law. Failure of either Party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other Party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

12. **Assignment and Delegation.** Neither Party shall assign, transfer, or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without prior written consent of the other Party.

13. **Subcontracts.** Except as otherwise provided herein, Service Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of City.

14. **Confidentiality.** Service Provider may, from time-to-time, receive information which is deemed by City to be confidential. Service Provider shall not disclose such information without the prior express written consent of City or upon order of a court of competent jurisdiction.

15. **Jurisdiction and Venue.** This Agreement is entered into in Thurston County, Washington. Disputes between City and Service Provider shall be resolved in the Superior Court of the State of Washington in Thurston County. Notwithstanding the foregoing, Service Provider agrees that it may, at City's request, be joined as a party in any arbitration proceeding between City and any third party that includes a claim or claims that arise out of, or that are related to Service Provider's services under this Agreement. Service Provider further agrees that the Arbitrator(s)' decision therein shall be final and binding on Service Provider and that judgment may be entered upon it in any court having jurisdiction thereof.

16. **Cost and Attorney's Fees.** The prevailing party in any litigation or arbitration arising out of this Agreement shall be entitled to its attorney's fees and costs of such litigation (including expert witness fees).

17. **Entire Agreement.** This written Agreement constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto.

18. **Anti-kickback.** No officer or employee of City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in this Agreement, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from any person with an interest in this Agreement.

19. **Business Registration.** Service Provider shall register with the City as a business prior to commencement of work under this Agreement if it has not already done so.

20. **Severability.** If any section, sentence, clause, or phrase of this Agreement should be held to be invalid for any reason by a court of competent jurisdiction, such invalidity shall not affect the validity of any other section, sentence, clause, or phrase of this Agreement.

The Parties have executed this Agreement this _____ day of _____, 20____.

CITY OF LACEY

SERVICE PROVIDER:

By: _____
Jen Burbidge
Parks, Culture & Recreation Director

By: _____
South Puget Sound Disc Golf Association

Approved as to form:

David Schneider
City Attorney

Exhibit A

Scope of Work

- 1) Service Provider is interested in use of Woodland Creek Community Park course for up to three tournaments per year. To secure use/dates Service Provider will submit the Facility Use Application attached hereto as Exhibit B. In lieu of payment of the required fees and deposits, South Puget Sound Disc Golf Association agrees to provide the following services:
 - a. Maintain the disc golf course at Woodland Creek Community Park. It is anticipated that there will be 2-3 work parties per year (at least one in spring and one in fall) where pathway maintenance (new wood chips spread, and minor cut back of overgrown branches in the pathways), and litter pick-up will occur. Work parties provide an opportunity to evaluate the equipment on the course, and make repairs as needed. City of Lacey will supply all wood chips to be used for the pathways.
 - b. Maintain the baskets and tee boxes to a level reasonably expected by the disc golf public. This will include replacements as needed.
- 2) Dates for the Disc Golf Tournaments will be coordinated through the Lacey Parks, Culture & Recreation Department as to not conflict with Lacey Community Center rentals.
- 3) All reservations are subject to guidance set forth by the Washington State Governor's Office and Thurston County Public Health, related to COVID-19.



Exhibit B

Lacey Parks & Recreation

Facility Use Application

for Community Activities and Special Events

420 College St. SE Lacey, WA 98503

360.491.0857 Fax 360.438.2669 laceyparks@ci.lacey.wa.us

AGREEMENT: The City of Lacey parks and facilities may be reserved for public use when properly scheduled through the appropriate agency. Due to extremely heavy public use, regulations have been established to maximize use. No group will be refused use of the facilities if the planned program is of community-wide interest, conditions permit the usage, the time and/or space is available, conflicts (beyond normal park usage) with adjacent properties are not created, and insurance requirements are met. Lacey Parks and Recreation Facilities belong to the citizens of the City of Lacey and are available for their use and enjoyment, and are also available to non-residents. Facilities will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs. A group/organization's request for multiple dates for activities/events in a calendar year will be considered, but will not be allowed to monopolize the time available for reserved use.

Community events sponsored by an individual(s) not affiliated with a recognized service club, non-profit organization or agency will be required to complete a city background check.

PROPOSAL (attach additional information if necessary)

Specific Location(s) _____

Date(s): 1st Choice _____ 2nd Choice _____

Hours of Use: _____ Total Hours _____

Sponsoring Organization/Association: _____

Contact Person: _____ email: _____

Phone: (H) _____ (W) _____

Mailing Address: _____
(Street) (City) (Zip)

Chairperson _____ Phone: (H) _____ (W) _____
(Non-profit organization)

Email: _____

Is this organization certified as a non-profit, tax exempt under section 501 (c) (3) of the Internal Revenue Code? () Yes () No. Please attach copy of certification.

1. What is the goal of the organization in utilizing the facility?

2. Will admission to the event be sold on site, off site, both?

3. How will proceeds be used? Be as specific as possible.

4. Describe the activities that will take place.

5 A. Is this a new proposal? If “No”, please explain.

B. Is the Activity/Event being done somewhere else in the immediate area (Lacey, Olympia, Tumwater)?

6. How will the activity/event benefit the community?

7. How often is the activity/event proposed to take place?

8. How many people are expected to participate? How will people be advised of the activity/use?

9. Will participation in the activity be open to everyone without discrimination based on race, religion, sex, physical handicap, or membership?

() Yes

() No

If “No”, please describe.

10. What other sites have been considered and why were they rejected?

11. What are your anticipated sources of revenue?

Sponsorship	\$ _____	Each
Vendor	\$ _____	Each
Concession	\$ _____	Each
Admission	\$ _____	Children
	\$ _____	Adult
	\$ _____	Family
Other	\$ _____	
Total	\$ _____	

12. Hold Harmless and Indemnification Agreement

We agree to indemnify and hold harmless the City of Lacey from and against all losses, claims, demands, suits, actions, payments and judgments arising from personal injury or otherwise brought or recovered against the City of Lacey by reason of any acts, errors or omissions of the organization, its agents or employees, or anyone directly or indirectly employed by them and any and all expense, legal or otherwise, incurred by the City of Lacey in defense of any such claim. We further agree to take every precaution to protect the safety and welfare of every child assisting with or participating in the activity/event.

Signature of Authorized Representative

Date

JANUARY PROGRAM UPDATES

AQUATICS & VOLUNTEERS:

On December 22, six hard-working volunteers planted 150 tree seedlings at Lake Lois Habitat Reserve. Many thanks to Commissioner Nate Clay and Chair Wendy Goodwin who participated in the volunteer event. Students from Northwest Christian High School and Saint Martin's University also participated.

Lacey Fire Department used River Ridge High School Pool during Winter Break for training. This partnership allows the local first responders access to the high school pools for water rescue training.

SPECIAL EVENTS:

Despite the weather, the Lacey Lighted Vehicle Parade and Tree Lighting was a great success! We were fortunate that it did not rain during the parade. We had a total of 34 entries with 60+ vehicles and over 200 people that participated in the parade this year. The park and parade route were packed with thousands of viewers! Our first year judging went very smoothly. The winners were: Sunset Air for Most Christmas Cheer, Intercity Transit for Brightest Display, Lacey Parks Reindeer for Best Design, and the Jeep Group for Judges' Choice. Thank you to Wendy for participating as one of our judges!

Breakfast with Santa and Buddy was December 9th. The event sold out at 234 participants and the community center was packed! Attendees enjoyed the breakfast and hot cocoa bars, a special table with "Buddy's Breakfast" featuring spaghetti, candy & syrup, and even a special performance from Buddy and Jovy (Jordy) to welcome Santa. Molina Healthcare sponsored the craft room this year. They decorated and provided fun elf crafts for participants. We had a great crew of volunteers for both holiday events including students from Saint Martins, River Ridge, North Thurston, Timberline, and the Lacey Sunrise Lions.

2024 Cultural Celebration applications for performers and resource booths are now open! We have received 7 applications and counting. Applications can be found on our website laceyparks.org/cultural.

COMMUNITY RECREATION:

Winter Break Camp was held at Mt. View Elementary, we had over 200 kids registered for camp this year. Campers got to go on numerous adventures, they went to the movies, ice skating, bowling, a planetarium, and had multiple holiday parties onsite.

As 2023 wraps up, it was a great year for recreation in Lacey. We had over 2,526 registrations for our Community Classes, programs and camps. Over the course of the year, we sent families all over Washington and down into Oregon. Looking to 2024 we are excited to continue to expand our offerings and hope to reach even more in the community.

FACILITIES & PARK RENTALS:

2023 was a busy year for facility rentals and December was no exception. The Lacey Community Center and Jacob Smith House saw 27 different holiday parties come through the buildings. Non-profit groups, public agencies, and families all hosted celebrations throughout the month.

The American Legion Band hosts a free Christmas Concert every year at the Community Center, which took place on December 21st. They bring in 200-300 people to enjoy their amazing ensemble.

The Olympia Peace Choir had over 300 people come out to experience another free concert under the lights at Huntamer Park on December 8th. Everyone loves the sounds of music through the park and lights all around. A great way to close out the year!

REGIONAL ATHLETIC COMPLEX:

December Highlights

67 Total Tournament (Jan-Dec 17) Total Revenue \$153,718.00

97 November Softball Bookings (Jan-Dec. total bookings 15670

59 November Soccer Bookings (Jan-Dec total Bookings 1473)

December 2/3 Krampus Classic Softball Tournament and Rec Cup

December 9/10 Kayla Loomis/Toys for Tots Softball Tournament Toys Collected

December 16/17 WSL Holiday Drive Softball Tournament

December 23/24 Open Dates

December 30/31 Toys for Tots Softball Tournament (Will be a very Large Tournament)

Tournament request have been allocated and we have 56 Tournament s schedule in the baseball complex. This included every weekend of the year.

January Highlights

January 6/7 Icebreaker Softball Tournament

January 13/14 Zombie Softball Tournament

January 20/21 Brave Gator Softball Tournament

January 27/28 Winter Championship Softball Tournament

YOUTH & ADULT SPORTS:

We hired a new Coordinator that started Dec 18th Byron Schorzman. Byron will be coordinating youth sports/programs, and field allocations for the school district/city fields other than the RAC.

The Elks Hoop shoot was on December 16th. We had 8 Elementary school participate with 31 total school winners competing for a chance to go to the regional shoot off at Tumwater Middle School in January. In comparison Olympia only had 3 school participate and Tumwater 1 school. It was a great showing for our city and the Elks Club was very impressed with our turnout and number of families, friends and teacher that show up for the contest.

We have a number of classes/programs starting back up in January including, Floorball, Archery Tag, Black Hills Gymnastics, Martial Arts, Sports Sprouts, 6 different Skyhawk camps, and Cross County.