



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

Refer to the bottom of the agenda for meeting information.

Wednesday, May 1, 2024

5:30 PM

Council Chambers and Online

Call to Order

Roll Call

1. Land Acknowledgment:

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 the Agenda*
- B. Approval of March 6, 2024 Minutes*

3. Public Comment:

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

4. Business Items:

- A. **Lacey Teen Late Night Program Update**
Lauren Young, Recreation Coordinator
- B. **Alcohol Use Permit***
Justin Beard, Recreation Supervisor

C. **North Thurston Public Schools Master Interlocal Agreement***

Jen Burbidge, Parks, Culture and Recreation Director

D. **Enhancements Program Updates***

Jenny Wilson, Senior Parks Planner

E. **Greg Cuoio Park Update**

Jen Burbidge, Parks, Culture and Recreation Director

F. **Regional Athletic Complex Phase 3 Update**

Jen Burbidge, Parks, Culture and Recreation Director

G. **Parks Funding Strategy Update**

Jen Burbidge, Parks, Culture and Recreation Director

5. Reports:

A. Commissioners

B. Chair

C. Recreation Manager

D. Parks Maintenance Supervisor

E. Senior Parks Planner

F. Director

6. Adjourn

*Vote Requested

Next Meeting:

Parks, Culture and Recreation Board Meeting: June 5, 2024, 5:30 p.m., Council Chambers and Online

Upcoming Events:

History Month Proclamation and Museum Report, City Council Meeting: Tuesday, May 7, 2024, 6:00pm, Council Chambers and online

History Talks - Prince Hall Freemasons and Washington State: May 8, 2024, 6:30 p.m., Council Chambers or Online

Lacey Spring Fun Fair: May 18 and May 19, 10:00 a.m. and 11:00 a.m., Saint Martin's University

Attend Remote 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/webinar/register/WN_kz8EsAmFTj2wUKn0-AVLBg
Website: <https://cityoflacey.org/government/public-meetings/>
YouTube: <https://www.youtube.com/watch?v=OWqxMCb3mAE>
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 857 2906 8672)

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: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_kz8EsAmFTj2wUKn0-AVLBg

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please submit written public comment at <https://laceyparks.org/about/board> up to two hours prior to the start of the meeting. 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 included in the next available Parks, Culture, and Recreation Board packet under Correspondence.





City of Lacey, Washington
Parks, Culture and Recreation Board Meeting Minutes
Wednesday, March 6, 2024 - Council Chambers and Online

Roll Call

Commissioners Present: Chair Wendy Goodwin, Vice Chair Kamber Good, Nate Clay (Youth Representative), Laurie Davies, Bill Fosbre, Gary Larson, Aram Wheeler, Nate Clay (Youth Representative)

Commissioners Absent (excused): Hilary Dykstra

Staff Present: Jen Burbidge, Director; Jenny Wilson, Senior Parks Planner; Carter Gibson, Executive Assistant; Sue Falash, Recreation Manager; Scott Carter, Recreation Supervisor; Sarah Schelling, Community and Economic Development Senior Planner

Public Present: Brian Windrope, Senior Services for South Sound Director

Call to Order

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

1. Land Acknowledgment:

Chair Goodwin read the land acknowledgement

2. Approval of Agenda and Minutes:

A. Approval of the Amended Agenda

**Commissioner Good made a motion to approve the agenda as printed.
Commissioner Wheeler seconded. Motion carried.**

B. Approval of January 3, 2024 Minutes

**Commissioner Wheeler made a motion to approve the minutes as delivered.
Commissioner Larson seconded. Motion carried.**

3. Announcements

No announcements.

4. Public Comment:

No public comment.

5. Business Items:

A. **Lacey Midtown District Improvements and Huntamer Park**

Sarah Schelling, Community and Economic Development Senior Planner

Schelling shared the background of Lacey Midtown district and Huntamer Park, overviewing the improvement plans and vision for the project.

B. **Senior Services for South Sound Agreement**

Sue Falash, Parks, Culture and Recreation Recreation Manager

Brian Windrope, Senior Services for South Sound Executive Director

Falash provided an overview of the agreement and historical background of the partnership between Senior Services for South Sound and Lacey Parks, Culture, and Recreation.

Commissioner Larson made a motion to approve the agreement as presented. Commissioner Fosbre seconded. Motion carried.

Windrope provided an overview of the organization's operations at the facility and thanked the board for approving the agreement.

C. **Parks Board Message**

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Wilson noted the full message is in the meeting packet but highlighted the updated Comprehensive Plan and the work towards finalizing the Cuoio Park design.

Commissioner Wheeler made a motion to approve the message as delivered. Commissioner Larson seconded. Motion carried.

D. **2023 Annual Report**

Sue Falash, Parks, Culture and Recreation Recreation Manager

Falash presented the 2023 Annual Report.



**Commissioner Davies made a motion to approve the report as delivered.
Commissioner Larson seconded. Motion carried.**

E. New Staff Introduction: Scott Carter

Sue Falash, Parks, Culture and Recreation Recreation Manager

Falash introduced Scott Carter to the commissioners. Carter was recently hired to fill the Aquatics and Volunteer Recreation Supervisor position at Lacey Parks, Culture and Recreation.

F. New Staff Introduction: Carter Gibson

Jen Burbidge, Parks, Culture and Recreation Director

Burbidge introduced Carter Gibson to the commissioners. Gibson was recently hired to fill the Executive Assistant position at Lacey Parks, Culture and Recreation.

G. Alcohol Policy Update

Jen Burbidge, Parks, Culture and Recreation Director

Burbidge detailed the requested updates to the policy.

**Commissioner Wheeler made a motion to approve the policy as presented.
Commissioner Larson seconded. Motion carried.**

H. Financial Assistance Program Policy (Added Agenda Item)

Sue Falash, Parks, Culture and Recreation Manager

Falash detailed the requested updates to the policy.

**Commissioner Fosbre made a motion to approve the policy as presented.
Commissioner Davies seconded. Motion carried.**

6. Reports:

A. Commissioners

Youth Commissioner Clay shared the parks clean-up project he is leading did not start in March as intended but will start in April instead.

B. Chair

Chair Goodwin reported:

- Walk and Roll intends to hold summer events. She will update the board once she has more information.



- Director Burbidge received the South Sound Exceptional Woman Award for 2024.

C. Recreation Manager

Recreation Manager Falash reported:

- She is excited to have several new staff at Lacey Parks, Culture and Recreation.
- Registration for summer camps is open.
- Staffing for summer is ramping up with many job postings already active.

D. Parks Maintenance Supervisor

Senior Parks Planner Wilson gave the Parks Maintenance Supervisor's report in his absence

- 104 trees were pruned at Rainier Vista.
- A new flag pole was installed at Rainier Vista's baseball fields.
- The portable mounds were repaired and infields were patched for the upcoming baseball/softball season.
- New park rules signs were installed.
- The parking lot landscapes at Woodland Creek Park were renovated.
- The damaged gate at Long Lake Park was repaired.
- Holiday lights were taken down for the season.
- The benches at Bush Park were lowered to meet ADA standards.
- The security contract with PPS Security for locking and unlocking services was renewed.
- Staff attended 400 hours of training combined to maintain pesticide applicator licenses, arborist certification and ongoing professional development on pruning, herbicide use, and park resource management.

E. Senior Parks Planner

Senior Parks Planner Wilson reported:

- A Public Works project has started in Meridian Park to construct a water production well.
- Construction is in progress on the RAC Kiosk structure.
- A Request for Qualifications will soon be posted to hire a consultant to do the wetland delineation and critical areas report around the McKinney House at Lake Lois. The information in this report will help determine the possible uses of the house and property.
- The bridge replacement project at Woodland Creek Community Park is progressing.



- She is working with Public Affairs on a draft of the off-leash dog signage.

F. Director

Director Burbidge reported:

- Lacey Parks, Culture and Recreation received \$5,000 for the Cultural Celebration and \$5,000 for the RAC from the Nisqually Indian Tribe for 2024.
- She met with the PARC Foundation last week to review priorities for 2024.
- She is working with the Senior Parks Planner to apply to the Recreation & Conservation Office grant. Applications are due May 1, 2024.
- The Ken Balsley Memorial Bench dedication event that was going to be held on January 18, 2024 was canceled due to inclement weather and is currently being rescheduled.
- Lacey Parks, Culture and Recreation will meet with the City Council on April 23, 2024, during their worksession to discuss potential funding for the department.
- Jordy Ratkie, Recreation Coordinator, left the department at the end of January. Interviews to fill the position are being held.
- Our department's annual retreat, previously scheduled for February 27 & 28, was rescheduled for the 3rd week in March.
- The annual employee recognition banquet & ceremony was Friday, March 1, 2024 at St. Martin's University.

7. Adjourn

Chair Goodwin adjourned the meeting at 7:15 p.m.



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
3/4/2024	Sandy H.	Just a couple short clips of one of the “regulars” at RV. (Video clip included of off-leash dog) They walk the entire time with their dog running loose. They also have a Chuck -it and they pitch the ball as they walk down the sidewalk. You can imagine how it is to have a dog running all out towards a person walking their LEASHED dog. These are just one of the idiots that do this. For the most part the majority of dog walkers have their dogs on leash. There is just one the entitled few that create stress for others as well as leaving dog crap behind.	Reply from Senior Parks Planner Wilson: Hi Sandy, Thanks for reaching out about off-leash dogs. This summer we had some part-time staff observe parks, particularly related to off-leash dogs. Their data collection confirmed there is a problem with off-leash dogs in our parks. Our first step is updating our parks rule signs. We are also creating specific signs related to keeping dogs leashed and educating people on the general benefits of keep dogs leashed. The signs are in development and we hope to have them posted in the next few months. Thank you
3/7/2024	John A.	I would like to request a permit through a competitive bid process to lease the White House at Woodland Creek for disc golf retail purposes. I would not need the garage or basement that is being used for storage. The inside of the house with utilities would be great! Let me know the process I would appreciate the opportunity to put together a proposal. Thanks for the opportunity, Thanks for your time, John, High Tide Flyers Disc Golf	Reply from Director Burbidge: Thank you for inquiring about use of the White House for disc golf retail space and for submitting the Enhancements Program request form. After careful consideration and review of the request, we have determined the White House space is not currently available for lease. Our department has extremely limited indoor space, and the White House is one of the few spaces we have for both storage and programming for public parks, culture and recreation program offerings. We use the main floor for community classes (all ages, but many youth programs and camps), and the downstairs and garage for storage purposes. If it were to become available for lease, you’re correct there would be a competitive proposal process but again, it’s not currently available for lease. When we report out on the Enhancement Program requests to Parks Board, we can let them know about your submittal so that they’re aware of your interest. In addition, as you know the Parks Board is always available to hear public comment whether that’s written or expressed in person at their meeting/s. Thanks again for your inquiry. Appreciate you, Jen Burbidge, Director
3/12/2024	Caroline W	Hi Jennifer, I sat in on the planning meetings for Greg Curio Park in 2021. I haven’t heard anything about undeveloped use or access. I found a recent grant from COM. https://www.thejoltnews.com/stories/state-approves-grant-for-greg-cuoio-park-accessibility-improvements,11674 . I am still very interested in accessing, using or maintaining the park, due to proximity of my home. What potential exists for use prior to development? I would be happy to volunteer, be a park ambassador, or offer some sort of assistance in trash pick-up, if my dog and I could use the park. We are very active and in need of someplace closer than Scatter Creek and the Thurston County Dump Dog Park, to enjoy green space and upland pheasant training opportunities. This is all I can find. With the Washington Wildlife and Recreation Program (WWRP) land and access to upland areas in western Washington is very limited. Project # 22-1298 grant to creates and conserves local and state parks, wildlife habitat and working farms was a founding part of the parks establishment with Washington State Recreation and Conservation Office administers WWRP grants, and the legislature funds the program. With the City of Lacey WWRP Grant: \$500,000.0 and Match: \$5,029,819.00. I am very interested in the future of this natural resource and public space. Please tell me how to be involved. After Director Burbidge’s Response: Thanks for getting back to me. I am glad to hear progress continues. I am saddened to hear the “development” focus and community input are taking the park from a wild and conservation space towards a municipal/urban and hardscape park model. I like that the website mentions the site’s natural amenities will enhance Lacey’s overall park system with a focus on passive recreation and minimizing our footprint on the land. Upland habitat is so valuable to conservation and wildlife. I hoped in the grand design, much preservation would be maintained for the upland prairie. 500+ acres so close to home is treasured. I see what becomes of other developed parks in WA and it makes my heart heavy to think Greg Cuoio Park & Greenways Master Plan, could go in that direction. I will keep a watch on the work and appreciate you have me on the list of citizens interested in community support.	Reply from Director Burbidge: Hi Caroline,Nice to hear from you. We had originally hoped Greg Cuoio Park Phase 1A would be under construction right now in 2024, but some of the stormwater plans had to get redesigned so the project got delayed. You’re correct, the City did receive commitments of \$500,000 from the WWRP program and another just under \$500,000 from the Dept of Commerce for the project.Information about this project is located here: Greg Cuoio Park Phase 1A - City of Lacey. The intended plan is to be under construction this time of year in 2025 and the park open to the public no later than Fall of 2025. Currently there is no parking and access is difficult. With the improvements, included will be a safe park entry off of Carpenter Road and parking for park users. There is a fenced dog park scheduled for this park, but not until a future phase is constructed. All Lacey Parks require that dogs remain on leashes. We are working on the volunteer program that will be associated with this new park, but it won’t be ready until next year (we’re hoping to have it ready by the time the park opens, but it might be after). We definitely have you on the interest list, thank you so much! I hope I’ve answered all your questions, thanks again for your interest and willingness to help once we get to that point. Jen Burbidge. Follow up Reply: I wanted to provide you with some more information about Greg Cuoio Park. Attached is a presentation that was made to City Council at the end of 2022. I wanted to draw your attention to page 5 which shows the final master plan components. You’ll see that most of the improvements will happen in the core area that had already been previously cleared for development (before the City was able to purchase and use for parks purposes). And also, on page 7 you’ll see the Phase 1A project area outlined in yellow (as compared to the rest of the park acreage outline in red). Page 5 bullet points in upper left corner: Most of the improvements are in the existing meadow and open space areas west of Carpenter Road NE, referred to as the core area of the park. The wooded areas around the park are reserved primarily for trails and more passive recreational activities to minimize impacts to wildlife habitat, wetlands, and other sensitive areas. Page 7: yellow outlined area as compared to the rest of the acreage. In addition, I encourage you to review the full master plan for more information: https://laceyparks.org/wp-content/uploads/2022/04/2022_0125-Greg-Cuoio-Master-Plan-Report.pdf

3/18/2024	Mike B.	Called to report a homeless camp in Wonderwood Park.	Reply from Maintenance Supervisor Oakland: We found the abandoned camp and removed the camp remains from the park this morning. We will monitor the area.
3/15/2024	Sandy H.	Shared a video of a dog off-leash at Rainier Vista Park. Email: This dog was running all over the place. I haven't been to Rainier Vista in several days and I picked a wrong day to go again. These owners are a menace.	Reply from Senior Parks Planner Wilson: Hi Sandy, Thanks for sharing. We are working on updating signs. Jenny Wilson
3/19/2024	Eliza B.	I would like to ask if there are any plans to build a pickleball court at Horizon pointe park. If not I would like to ask if we can put one in, in the next few years. If it is not more than 3 years then I can help fund 1,000 dollars for 2 pickle ball courts. Please consider my request. Thank you.	Reply from Senior Parks Planner Wilson: Hi Eliza, Thank you for reaching out regarding pickleball and your generous offer to donate toward building a pickleball court at Horizon Pointe Park. We recently completed the Lacey Parks, Culture, and Recreation Comprehensive Plan (laceyparks.org/comp-plan), our guiding document for the next six years. Significant public input was used to create the Parks Capital Improvement Program (page 145). There are quite a few projects in the next several years; however, there are no plans for Horizon Pointe. We do recognize the popularity of pickleball and are trying to meet the community need; this year we are applying for grant funding to expand the pickleball courts at Rainier Vista Park. Please Let me know if you want to donate to the Rainier Vista Park project. Thank you again for your suggestion. I will share your suggestion with the Parks, Culture & Recreation Board. Jenny Wilson
3/19/2024	Lavoyn A.	I am a concerned citizen who walks through the Rainier Vista Community Park daily. This past weekend 3/15-16, I walked through the park and noticed there were numerous baseball games going on and several families and kids playing on the playground. This was not the problem, the problem was that on Monday 3/17 when I walked through the park after these games had gone on there was graffiti on the sidewalk that read "NIGGER" and had a Nazi sign up underneath it. Now I can't say that someone from the baseball team or the family of the baseball team did this however, I have been walking the park for quite sometime and this has not happened before. But now some baseball games have occurred all of a sudden this happened. Thank goodness there was a city of Lacey Parks and Rec worker there whom I did not get his name but pointed this out to and requested that it be cleaned up. This City of Lacey Parks and Rec worker apologized and said he would take care of it. I want to thank this City of Lacey Parks and Rec worker because when I walked through the park today 3/18, it was cleaned up. I also would like to make a suggestion that you notify the members that are allowed to utilize the field of this incident, and warn them and also request that they warn their players and the family members of the players that this type of conduct is not tolerated. This is an election year, and I hope that this type of conduct does not continue to happen. I am attaching pictures of the before and after. If you have any questions yes you may contact me.	Phone call Reply from Maintenance Supervisor Oakland: Thanked them for the kind words regarding staff and informed them of the vandalism history at the park. We have had 4 other instances of vandalism/graffiti at Rainier Vista this year, 23 instances of vandalism/graffiti in 2023 and 13 instances in 2022. Cameras have proven that the vast majority of the vandalism occurs after dark, when no one is in the park. We do not have cameras in that area of the park, and without evidence we will not be warning the user groups.
3/26/2024	Jessica K and Linda S.	Is there a printed walking/hiking guide available for Thurston county ? We got one of these are going to use it this spring/summer! If so could you send me one? Using the online maps are harder and having something kids can use is fun too! Plus you can remain screen free while walking/ hiking!	Reply from Senior Parks Planner Wilson: Thank you for reaching out regarding trails and walking information. Thank you for sharing the photo of Tacoma-Pierce County's guide. We do not have a printed guide for walking trails. This is something we will add to our list of projects to consider in the future. In the meantime, the Thurston Regional Planning Council has a good list of resources on the website. https://www.trpc.org/938/Walking-Recreation . Many Thanks! Jenny Wilson
3/23/2024	Julie W.	Are you interested in buying my lot adjacent to Pleasant Glade Park? If so, please contact me.	Reply from Senior Parks Planner Wilson: Reply (after confirming the location of property): We aren't interested at this time but we appreciate you checking with us. Jenny



LACEY PARKS
CULTURE & RECREATION

PUT US ON YOUR PLAYLIST!

**PARK RENTAL & SPECIAL EVENT
APPLICATION/PERMIT NO.: _____**

Return to: City of Lacey
Parks, Culture and Recreation Department
420 College St SE
Lacey, WA 98503-1238

Phone: (360) 491-0857
Website: www.cityoflacey.org

This application must be completed, signed and forwarded to the City of Lacey at least thirty (30) days prior to the first day of the event. All events shall meet Fire, Life Safety and Occupancy requirements. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit, even during the event. Please type or print information clearly and attach additional sheets as necessary.

DATE SUBMITTED: _____ (complete shaded area below and submit up to 15 months prior to event to reserve your date).			
Event Name: <u>Changing the Narrative Music Festival</u>			
Event Date(s): <u>04/20,05/25,06/22,08/03,09/21</u> Day(s) of the Week: <u>Saturdays</u> Time: <u>2 - 7 pm</u>			
Event Location: <u>Huntamer Park</u>			
Facilities to be used (check): ☒ Park ☐ Street ☐ Sidewalk ☐ Other _____			
Set-Up Date/Time:	Begin:	Date: _____	Time: <u>10 a.m.</u> a.m./p.m.
Take-Down Date/Time:	Dismantle:	Date: _____	Time: <u>9 p.m.</u> a.m./p.m.
Alcoholic Beverage Area Date/Time:		Date: _____	Time: _____ a.m./p.m. to: _____ a.m./p.m.
Purpose of Event: <u>Suicide Prevention</u>			
Event Crowd Size:	Participants <u>50</u>	Spectators <u>200</u>	Volunteers/Personnel <u>20</u>
Has the event been produced previously? <u>No</u> Yes If yes, what were the dates of the event? _____			
Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ Yes ☒ No			
APPLICANT INFORMATION (Complete remainder of application and submit at least 30 days prior to event.)			
Organization Name: <u>Change the Narrative Coalition</u> https://www.changethenarrativewa.com/			
Mailing Address: _____			
Applicant's Name: <u>Al Yi</u>		Title: <u>Coalition Partner</u>	
Telephone Number:	Home: _____	Work: _____	
	Cellular: <u>360-239-3363</u>	Email: <u>alyi@aol.com</u>	
Contact Person: <u>Keith Looker</u>			
Telephone Number:	Home: _____	Work: _____	
	Cellular: <u>915-929-6572</u>	Email: <u>keith.looker@laceyveteranshub.org</u>	
Emergency Contact: _____			
Telephone Number:	Home: _____	Work: <u>360-456-3850</u>	
	Cellular: <u>915-929-6575</u>	Email: <u>keith.looker@laceyveteranshub.org</u>	

FEES AND PROCEEDS

Admission Fee: ☒ No ☐ Yes If yes, how much? _____

Any Vending Sales: ☐ No ☒ Yes If yes, check all that apply:

☒ Food ☒ Beverage ☒ T-Shirts/Hats ☐ Buttons ☐ Balloons ☐ Other: (please specify): _____

ENTERTAINMENT AND PROMOTIONS

Sound System: ☐ Acoustic ☒ Amplified

Describe entertainment: Assorted Musical Bands

List of entertainers or bands performing at event: Different bands playing per Saturday

Check type of promotion you plan to use to attract participants:

☐ Television ☒ Radio ☒ Newspaper ☒ Flyers ☐ Billboards ☒ Posters ☐ Other (please specify): _____

Do you plan to list the City of Lacey as a Sponsor of this event or Alcoholic Beverage Area? ☐ Yes ☐ No If desired

Have local neighborhood groups/businesses been advised of your event concept, if applicable? ☒ Yes ☐ No

If no, what steps will be taken to notify them of your event? _____

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ Yes ☒ No

List community contacts and phone numbers (for verification) or attach an approval letter.

Name: _____ Phone: _____

SPECIAL SET-UPS REQUESTED

Check appropriate category below and fill in details or numbers, size and type. Leave blank, if not applicable.

Alcohol: (complete Alcoholic Beverage Area section of Application on page 6)	Will alcohol be served or available? ☒ Yes ☐ No	Will alcohol be sold? ☒ Yes ☐ No If yes, by whom? ☐ Applicant ☒ Vendor
Amplified Sound: Noise Variance:	Noise Variance required for amplified sound after 10 p.m.	Basis for request and hours of variance:
Animals: ☐ Yes ☒ No	How many?	Species:
Booths/Vendors: ☒ Yes ☐ No	How many booths? 20 Vendors How many vendors?	Where: grass area near climbing wall
Signage: ☒ Yes ☐ No	How many?	Size?
Electricity Source: ☐ Yes ☒ No If required	Generators:	How many? Size:
Fireworks/Fire Performance: ☐ Yes ☒ No	☐ Ground ☐ Aerial ☐ N/A	Pyrotechnic Company:
Portable Restrooms: *Yes ☒ No ☐ If required	How many?	Handicapped Accessible: ☐ Yes ☐ No
Rides: ☐ Yes ☒ No	How many?	Type:
Staging/Scaffolding: ☐ Yes ☒ No	How many?	Height:
Tents/Canopies: ☒ Yes ☐ No	How many?	Size:
Vehicles: ☐ Yes ☒ No	How many?	Size and Gross Weight

PUBLIC SAFETY (IF APPLICABLE)

Attach a clear/legible site and route map, with the following indicated:

- North, indicated by directional arrow (↑)
- Names of surrounding streets, with one-way streets marked
- Number and placement of barricades, traffic control, signs, etc.
- Location of the Alcoholic Beverage Area
- Any other details you think are helpful

If your event has a 5K or 10K run, indicate which starting point and route is requested:

- ☐ Huntamer Park and Chehalis Western Trail (5K or 10K)
- ☐ Horizon Elementary and Chehalis Western Trail (5K or 10K)
- ☐ Rainier Vista Community Park and Chehalis Western Trail (5K or 10K)
- ☐ Meridian Campus and the William Ives Trail (5K maximum)
- ☐ Regional Athletic Complex Trail and 'cross country' (5K maximum)

What are your plans for on-site security/monitors/route control?	What are your plans for medical assistance?
Volunteer will run Control Points	911

Discuss your parking plans for volunteers, participants and spectators.	List any additional information about your event that would be helpful in determining if a permit should be issued.
Onsite parking and local partners	

Police officers may be required at signalized intersections. Flaggers may be required at non-signalized intersections. Monitors may be required at driveway entrances and other pedestrian and vehicle access points. *Please attach map/sketch.*

TRAFFIC CONTROL PLAN (IF APPLICABLE)		
TRAFFIC CONTROL (List monitor, flagger, or police officer)	Location	Duties

SECURITY AND DAMAGE DEPOSIT/BOND INFORMATION

Applicant shall provide a deposit or bond (in the form of an irrevocable letter of credit, certified or cashier's check made payable to the City of Lacey, or cash) to cover the costs of restoration, rehabilitation and cleanup of the area, public safety and police law enforcement coverage, and any other extraneous costs resulting from the special event. The City of Lacey Public Works Department will determine the appropriate amount, but in any event, the minimum amount of deposit or bond will be five hundred dollars (\$500) per day for the duration of the event. Bond costs may increase, depending on the size and scope of the event. The bond must be furnished to the City of Lacey at least fourteen (14) days in advance of the opening date of the event.

Applicant may request a walk-through of the event site no later than a week prior to the event to allow time for any corrections that may or may not be needed. If applicant declines to do a walk-through they are accepting the event site "as is".

All monies received will be deposited within three business days of receipt. A damage assessment will be made immediately following the close of the event. Accounting of charges incurred as a result of the event will be completed by the City within one business day following the close of the event. Any costs accruing to the City will be itemized and deducted from the deposit or bond. A check for the balance remaining will be returned to the applicant, or if necessary, a bill for collection for costs exceeding the bond amount will be issued to the applicant. In the case of an irrevocable letter of credit, accountable charges will be billed within thirty days, and a release issued. Also at this time, an itemized accounting of charges will be sent to the applicant. Applicant may request an estimate of charges for public safety and law enforcement coverage prior to the event.

Cleanup: The Applicant shall be responsible for maintenance of the Property during the event period. The Applicant shall remove all trash and debris accumulated during the event period from the Property and shall return the Property to the City in the same condition as received. If the Property is not returned in the same condition, Applicant agrees to pay actual costs of cleanup.

INSURANCE REQUIREMENTS AND LIABILITY

The City of Lacey does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Evidence of insurance must be provided no less than 45 days prior to the event. "City of Lacey" at 420 College St SE, Lacey, WA 98503 must be named as an **additional insured** on the policy. Surplus line policies must be issued and stamped in the State of Washington. Minimum Limits as applicable: \$2,000,000 per occurrence, \$3,000,000 general aggregate Commercial General Liability, Liquor Liability, \$1,000,000 Auto Liability. Coverage must be written on an occurrence form by an "A" rated company licensed to conduct business in the State of Washington. Coverage must include liquor liability – including alcohol sales and serving. All limits and coverage may be adjusted to meet exposure as determined by City Risk Manager. The coverage shall contain a provision that the City shall receive in writing, at least 30 days' notice of cancellation of the insurance policy. Special Event Permit will **not** be issued until insurance has been approved.

Indemnification and Hold Harmless: The Applicant shall defend, indemnify and hold harmless the City of Lacey, its agents, employees, volunteers and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the applicant/organization, the applicant's/organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Lacey.

Personal Property: All personal property placed at the Property by the Applicant shall be at the risk of the Applicant and the City shall not be liable for any loss or damage to the Applicant's personal property located thereon for any reason whatsoever. The Applicant agrees and understands that the City does not and shall not carry liability, theft or fire insurance on said property to cover the Applicant interest therein.

Survival of Terms: The hold harmless and indemnifications provided in this Agreement shall survive termination of the event.

Release: The Applicant shall additionally hold harmless and release the City Manager or designee from any claims for damages, including but not limited to economic, consequential or other monetary damages suffered by the Applicant, in the event that the City Manager or designee revokes the Permit or otherwise stops the event due to the Applicant's violations of any conditions of the Permit, applicable laws or City regulations.

ALCOHOLIC BEVERAGE AREA**FEE: \$250 PER DAY**

FACILITY: ☐ Huntamer Park ☐ Woodland Creek Community Park ☐ the Regional Athletic Complex
Refer to 'CITY OF LACEY ALCOHOLIC BEVERAGE AREA SALES AND CONSUMPTION POLICIES AND PROCEDURE'

Alcoholic Beverage to be served and/or Sold: ☒ Beer ☐ Wine ☐ Cider

Hours of Operation, if different than event: _____
(The hours of operation of the Alcoholic Beverage Area may not be longer than 10:00 a.m. – 10:00 p.m.)

Alcoholic Beverage Area Size: _____ Estimated Capacity: _____

Type of Barrier: ☐ 6 foot Chain link ☐ 42 inch wood picket ☒ 42 inch Orange/white Mesh
Type of security and control to be provided: (describe) _____

Who will be serving and dispensing the alcoholic beverage? Puget Sound Taps

Describe the training and experience of the servers. _____

☐ Attach verification of completion of Washington State Liquor Control Board Training.

Type of container the alcoholic beverage will be served in? cans

For what charitable or public purpose will the proceeds from the sale be used?

Suicide Prevention / Counseling

☐ Attach a copy of the Washington State Liquor Control Board Special Occasion Permit

The applicant and/or party represents and warrants that all necessary approvals for this agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this agreement on behalf of the party/organization indicated.

The applicant agrees to comply with all federal, state and local laws, rules and regulations with respect to the conduct and operations on the premises.

Any misrepresentation in this application or deviation from the final agreed upon method of operation described herein may result in the immediate revocation of the permit.

AI Yi

Applicant's Name (Printed)

Applicant's Name (Signed)

4-10-2024

Date

(FOR OFFICIAL USE ONLY)

APPROVED BY:

Community Development Dept. (Building Official/Fire Marshal)

Public Works Dept.

Parks & Recreation Dept.

Police Dept.

Public Affairs Dept.

Risk Manager

Legal Dept.

Finance Dept.

Other

PERMIT DENIED FOR THE FOLLOWING REASONS:

RECOMMENDED APPROVAL WITH THE FOLLOWING CONDITIONS:

	FEE	INITIAL	DATE	RECEIPT #
Application Fee:				
Damage Deposit:				
Additional Costs:				
TOTAL PAID:				
TOTAL REFUNDED:				
PROOF OF INSURANCE? YES / NO				
BOND REQUIRED? YES / NO	Amount: \$			

**MASTER INTERLOCAL AGREEMENT BETWEEN
NORTH THURSTON PUBLIC SCHOOLS
AND THE CITY OF LACEY**

This Agreement is made and entered into as of the date of the last signature hereon by and between the City of Lacey, a municipal corporation (hereinafter referred to as "CITY"), and North Thurston Public Schools, (hereinafter referred to as "District"), together referred to as the "Parties," pursuant to RCW 39.34.080.

WHEREAS, it is to the mutual advantage of the Parties to cooperate as described herein in order to make the most efficient use of their resources to provide services and facilities needed by community members in the greater Lacey area and District catchment area; and

WHEREAS, RCW 39.34.080 authorizes a public agency to contract with another public agency to perform any governmental service, activity, or undertaking that each public agency is authorized by law to perform; and

WHEREAS, since May of 1974, the Parties have successfully implemented joint use agreements for the joint use of City and District indoor and outdoor facilities for programs for both Parties, resulting in more efficient use of tax dollars; and

WHEREAS, since 1981, the Parties have successfully shared costs for athletic fields and it is necessary to formalize the cost sharing arrangement in maintaining outdoor athletic field maintenance and operation; and

WHEREAS, since 1994, the Parties have successfully shared costs for swimming pools and it is necessary to formalize the cost sharing arrangement in maintaining and operating indoor swimming pools; and

WHEREAS, the Parties have successfully agreed on the use of District owned buses for some of the City's trips operated by City employees; and

WHEREAS, there are other ways the City and District have successfully worked together, for example in connecting students and families to City programs and events through joint marketing and sponsorship opportunities, and there may be additional ways that the City and the District will collaborate for the good of community members in the future; and

WHEREAS, the Parties desire to create a master Interlocal Agreement which would authorize certain City and District officials to enter into sub-agreements related to the joint use of the Parties' facilities.

NOW, THEREFORE, the Parties, in consideration of the mutual terms, conditions, covenants, and provisions contained herein, and the mutual benefits received hereunder, agree as follows:

**MASTER INTERLOCAL AGREEMENT BETWEEN
NORTH THURSTON PUBLIC SCHOOLS
AND THE CITY OF LACEY**

I

PURPOSE

- 1.0 It is the purpose of this Agreement to permit the Parties to make the most efficient use of their resources by enabling them to cooperate by sharing costs and agreeing to the use of certain facilities, to include but not limited to athletic facilities, pool facilities, and transportation resources, and to allow for certain activities on said facilities, to include but not limited to marketing and sponsorship.
- 1.1 This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes any and all prior agreements oral or otherwise with respect to the subject matters addressed herein.
- 1.2 The Parties, by and through their Designated Representatives, are hereby authorized to enter into any such sub-agreements as may be necessary to carry out the purposes as set forth in Section 1.0 of this Agreement.
- 1.3 Any sub-agreement entered into pursuant to the authority of this Agreement shall:
 - 1.3.1 reference the authority of this Agreement;
 - 1.3.2 incorporate all the terms and conditions of this Agreement;
 - 1.3.3 shall be for a term not to exceed four (4) years.

II

DURATION

- 2.0 This agreement shall become effective on the date written above and shall remain in effect until terminated pursuant to Section 9 herein. Prior to becoming enforceable, this Agreement shall be executed by both Parties and recorded with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

III

RELATIONSHIP OF PARTIES

- 3.0 The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party. This Agreement is for the benefit of the parties, and no third party beneficiary relationship is intended. No separate legal entity and no joint organization are created by this Agreement. No common budget is to be established. No personal or real property is to be jointly acquired or held.

MASTER INTERLOCAL AGREEMENT BETWEEN
NORTH THURSTON PUBLIC SCHOOLS
AND THE CITY OF LACEY

IV

HOLD HARMLESS AND INDEMNIFICATION

- 4.0 The parties mutually agree to defend, indemnify and hold the other, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement.

V

INSURANCE

- 5.0 Both parties shall maintain General Liability and other types of insurance as may be appropriate. The specific insurance types and coverage requirements shall be listed in each sub-agreement entered into pursuant to this Agreement.
- 5.1 Participation in a governmental self-insured risk pool shall fulfill the above stated coverage requirements. An Evidence of Coverage acknowledgement letter from the jurisdictions' risk pools will be provided to each party.

VI

TERMINATION

- 6.0 Either party may terminate this Agreement upon 30 calendar days' prior written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. The hold harmless and indemnification provision shall survive the termination of this Agreement and completion of the request for services.

VII

LEGAL RELATIONS

- 7.0 No liability shall attach to the parties by reason of entering into this Agreement except as expressly provided herein.

VIII

ADMINISTRATION AND NOTICE

- 8.0 The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. Wherever written notice

is required under this Agreement, such notice shall be provided to the representatives designated below. In the event such representatives are changed, the party making the change shall notify the other party.

The City's representative shall be the City Manager or their designee.

The District's representative shall be the District Superintendent or their designee.

IX

CHANGES, MODIFICATIONS, AND AMENDMENTS

- 9.0 This Agreement may be changed, modified, amended or waived only by written agreement executed by the authorized officials of both parties hereto.

X

GOVERNING LAW AND VENUE

- 10.0 This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this Agreement shall be the Superior Court of Thurston County.

XI

WAIVER

- 11.0 A failure by either party to exercise Its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

XII

SEVERABILITY

- 12.0 If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

XIII

EQUAL OPPORTUNITY TO DRAFT

- 13.0 The parties have participated and had an equal opportunity to participate in the drafting of this Agreement, and the Exhibits, if any, attached. No ambiguity shall be construed against any party upon a claim that such party drafted the ambiguous language.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first above written.

CITY OF LACEY

NORTH THURSTON PUBLIC SCHOOLS

City Manager, Rick Walk

Superintendent, Debra J. Clemens

Approved as to form:

Approved as to form:

City Attorney, David Schneider

NTPS General Counsel

MASTER INTERLOCAL AGREEMENT BETWEEN
NORTH THURSTON PUBLIC SCHOOLS
AND THE CITY OF LACEY

Enhancement Program

Two applications were submitted for consideration for the February 2024 Enhancement Program. The committee suggested that one applicant work directly with a local homeowners' association, and the other applicant was not approved.

High Tide Flyers – Not Approved

The Enhancement Program Committee did not approve this request.

Request Summary: The High Tide Flyers requested to convert the garage area of the White House to a retail shop. The White House, located at 6749 Pacific Ave, is within Woodland Creek Community Park. The retail shop would sell disc golf equipment, packaged foods, and drinks. The store will act as a "headquarters" for all disc golf events in the area and play a vital role in producing the biggest events at Woodland Creek and Cuoio Park. The High Tide Flyers proposed renting the space for \$600 monthly, with supplies and labor donated to paint the interior.

The committee determined the enhancement program was not the correct process for this request. If LPCR decided to allow concessions within a park, a competitive bid process would be used. In addition, the garage is used for storage of recreation equipment.

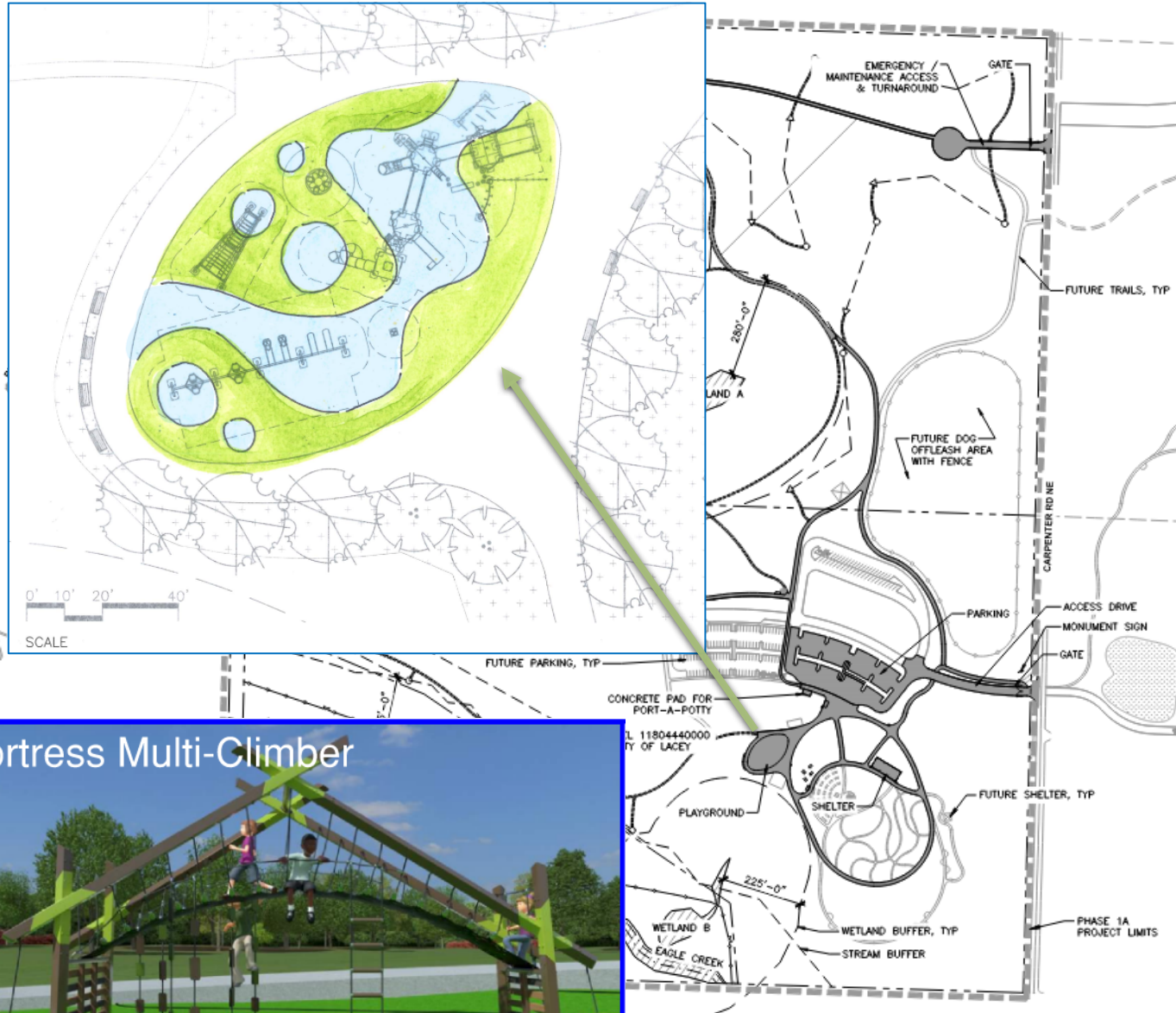
William Ives Trail Little Free Library – Directed to Homeowners Association Property

Request Summary: The Junior League of Olympia requested a little library on the William Ives Trail.

The committee reviewed trail locations and determined the ideal location was on HOA property, near an existing bench and a trail entrance (pictured on the right). The Junior League of Olympia is asking the HOA for permission to install the little library.



Greg Cuoio Park - Design Update



- Permitting Q2/3 2024
- Advertise for bids late 2024
- Construction start Q1 2025
- Tentative open Q3 2025

Hill Loops, Rope Pull, Log Steppers, Log Slide & Club House



Club House with Slides



Fortress Multi-Climber



LACEY PARKS

CULTURE & RECREATION

PUT US ON YOUR **PLAYLIST!**

Sign Update & Off-Leash Dog Communications







Get Connected. Stay Connected!

There are many ways to connect with us:

-  Check out our Website
-  Like/Follow us on Facebook
-  Sign up for our E-newsletter
-  Give us a Call
-  Send an Email
-  Stop by Lacey City Hall

Visit LaceyParks.org/Connect or scan:



Everyone deserves the opportunity to
enjoy a healthy, active lifestyle.
Financial assistance available.

Visit LaceyParks.org/FA or scan:



Check out Lacey Parks, Culture
& Recreation events and activities at
LaceyParks.org/Activities or scan:



- Ask a question
- Share a comment, concern, or compliment
- Report a City-related issue

using the City's new community
request system that makes it easy
to submit an item and stay informed
with timely updates.

Visit CityofLacey.org/LaceyWorks or scan the
QR code to check it out!

LaceyWorks



LAND ACKNOWLEDGEMENT

This sign is on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nlq'w'q'w' Indian Tribe and Squawin 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 it has today. We recommend that community members read the Medicine Creek Treaty of 1854.





SOCIAL MEDIA CAMPAIGN



Please keep me on a leash in the park.
**Sometimes I get scared of
other dogs — or even people!**



LACEY PARKS
PARKS & TRAILS



SOCIAL MEDIA CAMPAIGN



LACEY PARKS
PARKS & TRAILS



SOCIAL MEDIA CAMPAIGN

Please keep me on a leash in the park.
I might get spooked and run
away — putting myself in a
scary situation.



LACEY PARKS
PARKS & TRAILS



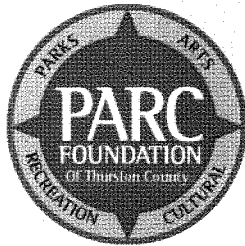
SOCIAL MEDIA CAMPAIGN

Please keep me on a
leash in the park.
I can be
unpredictable
in unfamiliar
situations.



LACEY PARKS
PARKS & TRAILS





PARC Foundation of Thurston County

723 Eastside Street NE
Olympia, WA 98506
Phone: 360-352-0980
Email: info@parcfoundation.org
<http://parcfoundation.org>

February 28, 2024

Ms. Jennifer Burbidge
City of Lacey
Director of the Parks, Arts, and Recreation Department
420 College Street SE
Lacey, WA 98503

Re: City of Lacey, Parks, Arts, and Recreation Dept., Feeding and Summer Playground Pals

Dear Ms. Burbidge.

The PARC Foundation of Thurston County received funding from St. Mark Lutheran Church in support of the City of Lacey, Parks, Arts, and Recreation Department for the departments Feeding and Summer Playground program. The PARC Foundation of Thurston County is distributing a grant to the City of Lacey, Parks, Arts, and Recreation for \$1,149.24 in support of the summer program.

When the funds are expended, please provide a brief report that recaps the success of the 2024 program.

If the funds are not expended for the Summer Lunch Program and Playground Pals, please let us know so that we can discuss using the funds for a different purpose.

The PARC Foundation looks forward to seeing success of the program in reaching a many of youth during the summer of 2025 break from school.

The PARC Foundation of Thurston County realizes that many youths rely on this summer program for food to provide at least one nutritious meal per day and the opportunity to play in a safe environment.

If you have any questions about the request process, please contact me.

James D. Reddick

Treasurer
PARC Foundation of Thurston County
723 Eastside Street NE
Olympia, WA 98506
info@parcfoundation.org
www.parcfoundation.org