



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.

