



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

Refer to the bottom of the agenda for meeting information.

Wednesday, June 5, 2024

5:30 PM

Executive Board Room 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 May 1, 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. **Stream Team Nature Sleuth Program**
Ali Brown, Public Works Water Resources Specialist
- B. **Upcoming Summer Events**
Jeannette Sieler, Parks, Culture and Recreation Recreation Supervisor

C. **Alcohol Use Permit***

Justin Beard, Parks, Culture and Recreation Recreation Supervisor

D. **North Thurston Public Schools Interlocal Sub-Agreements***

Sue Falash, Parks, Culture and Recreation Manager

E. **Young Child & Family Center Update**

Jen Burbidge, Parks, Culture and Recreation Director

F. **Greg Cuoio Park Update**

Jen Burbidge, Parks, Culture and Recreation Director

G. **Parks Improvement Funding Work Group 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: August 7, 2024, 5:30 p.m., Council Chambers and Online

Upcoming Events:

Lacey Fireworks Spectacular: Wednesday, July 3, 2024, 4:00 p.m., Rainier Vista Park

Lacey In Tune Children's Entertainment Series: Tuesdays, July 9 - August 13, 2024, 6:30 p.m., Huntamer Park

Lacey In Tune Concert Series: Wednesdays, July 10 - August 14, 2024, 12:00 p.m., Huntamer Park

Play In The Parks Family Entertainment: Thursdays, July 11 - August 15, 2024, 2:00 p.m., Various Parks

Lacey In Tune Concerts, Movies, & Food Trucks: Fridays, July 19 - August 9, 2024, 7:00 p.m., Huntamer Park

Attend Remote or In Person

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



In Person: Executive Board Room at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_gQCwX6mrT9ervl4VNogiWA

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=-NaHowd6Q1o>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 823 5856 9052)

Verbal Public Comment

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

In Person: Use the sign-up sheet at the meeting location.

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

https://us02web.zoom.us/webinar/register/WN_gQCwX6mrT9ervl4VNogiWA
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, May 1, 2024 - Council Chambers and Online

Call to Order

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

Roll Call

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

Commissioners Absent (unexcused): Hilary Dykstra

Staff Present: Jen Burbidge, Director; Jenny Wilson, Senior Parks Planner; Carter Gibson, Executive Assistant; Justin Beard, Recreation Supervisor; Lauren Young, Recreation Coordinator

1. Land Acknowledgment:

Commissioner Fosbre read the land acknowledgement.

2. Approval of Agenda and Minutes:

A. Approval of the Agenda

**Commissioner Davies made a motion to approve the agenda as printed.
Commissioner Larson seconded. Motion carried.**

B. Approval of March 6, 2024 Minutes

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

3. Public Comment:

No public comment.

4. Business Items:

A. Lacey Teen Late Night Program Update

Lauren Young, Recreation Coordinator

Recreation Coordinator Young shared that Lacey Teen Late Nights restarted this semester for the first time since the pandemic and have been well attended. The final one for this semester will be held on May 10, 2024. The program will resume in the fall semester.

B. Alcohol Use Permit

Justin Beard, Recreation Supervisor

Recreation Supervisor Beard summarized the alcohol use permit from Change the Narrative Coalition.

Commissioner Wheeler made a motion to approve the permit. Commissioner Larson seconded. Motion carried.

C. North Thurston Public Schools Master Interlocal Agreement

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge summarized the proposed changes to the Interlocal Agreement with the City of Lacey and North Thurston Public Schools.

Commissioner Fosbre motioned to approve the Master Interlocal Agreement. Commissioner Davies seconded. Motion carried.

D. Enhancements Program Updates

Jenny Wilson, Senior Parks Planner

Senior Parks Planner Wilson presented the committee's recommendations for the enhancement proposals.

Commissioner Wheeler made a motion to approve the Enhancement Program recommendations as written. Commissioner Fosbre seconded. Motion carried.

E. Greg Cuoio Park Update

Jen Burbidge, Parks, Culture and Recreation Director



Director Burbidge provided a presentation on the ongoing Greg Cuoio Park project. She expects more routine updates about this project as it progresses.

F. Regional Athletic Complex Phase 3 Update

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge summarized the presentation she provided to the Lacey City Council during their April 23, 2024 Worksession pursuant to the Regional Athletic Complex Phase 3 plan. This matter will be presented to the Council again during their May 28, 2024 Worksession.

G. Parks Funding Strategy Update

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge summarized the presentation she provided to the Lacey City Council during their April 23, 2024 Worksession pursuant to the consideration to establish a Parks Funding Strategy Workgroup. This matter will be presented to the Council again during their May 28, 2024 Worksession.

5. Reports:

A. Commissioners

No reports.

B. Chair

Chair Goodwin reported that the day of service at Woodland Creek Park was rescheduled to March 16, 2024. They had a successful day removing invasive blackberry bushes. Additionally, she shared her personal concerns with the City of Lacey's Public Comment Policy in light of the events from the Commission on Equity meeting held March 25, 2024.

C. Recreation Manager

Director Burbidge gave the Recreation Manager's report in her absence:

- Summer registration opened on April 17, 2024, and the department collected \$62,674 in revenue that day, approximately \$61,000 of which came from online registrations.
- The parking lot expansion at the Regional Athletic Complex is progressing.
- Recreation Supervisor Finney secured the bid for 10U USA Fastpitch tournament for 2025 for the Regional Athletic Complex.
- Recreation Supervisor Finney attended the TEAMS: Travel, Events, and



Management in Sports Conference to aid bringing additional tournaments to Lacey.

D. Parks Maintenance Supervisor

Senior Parks Planner Wilson gave the Parks Maintenance Supervisor's report in his absence, reporting that since the last Board meeting the maintenance team:

- Installed gates at the Long Lake House, and repaired a vandalized gate at Long Lake Park;
- De-winterized the irrigation lines and completed repairs necessary after de-winterizing;
- Applied spring fertilizer;
- Troubleshot irrigation connection issues with a subcontractor for the new RAC parking lot;
- Responded to seven acts of graffiti or vandalism; and
- Onboarded and trained nine seasonal employees.

E. Senior Parks Planner

Senior Parks Planner Wilson reported:

- The foundation work for the historical Regional Athletic Complex kiosk is completed. Assembly for the kiosk will begin May 6, 2024.
- The Department has begun the 2025 capital budget request process.
- The Timberland Regional Library installed an updated story trail at Wonderwood Park on April 12, 2024.
- Chair Goodwin was selected as an alternate for the 2024 Thurston County Conservation Futures Committee.
- An off-leash dog communications plan is soon to be implemented.

F. Director

Director Burbidge reported the following:

- To clarify from the discussion during the last Board meeting, Financial Assistance Program funds are not lost if a resident does not utilize them once funds are allocated. The City of Lacey retains any unused funds for future Financial Assistance Program usages.
- The Department received a grant from The PARC Foundation of Thurston County in the amount of \$1,149. The grant was distributed through the PARC Foundation from St. Mark's Lutheran Church to help fund the Summer Playground Pals Program.
- The Ken Balsley Memorial Bench Dedication Ceremony has been rescheduled to May 30, 2024, at 2 p.m.



- The City of Lacey's Water Resources Department is partnering with North Thurston Public Schools for a new field learning experience at Wonderwood Park for fall where students can engage with environmental learning stations.
- Commissioner Good was reappointed to a second term to the Parks, Culture and Recreation Board during the March 19, 2024 Lacey City Council meeting.

6. Adjourn

Chair Goodwin adjourned the meeting at 7:19 p.m.



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
4.29.24	Tim C.	Lacey City Council Members: First and foremost I want to thank the City for having such an amazing asset as the RAC in our community. I am the league president for the Thurston County Youth Football League. We have been provide tackle football and cheer in Thurston County since 1971. We are currently hosting our 2nd season of Spring (non contact) football, including our first ever season of middle school girls flag football! Every Friday night through June 7th we will be hosting games for 46 teams, over 600 young athletes at the Lacey RAC. We have a live DJ with music, concessions, and some very exciting games. If any of you want to truly see how amazing it is to have such a facility in our community, I would welcome you to come and join us one of these Friday nights. Lastly, I want to provide some feedback about your staff in the parks department. They work very hard to make sure that all of the user groups in the community have access to fields/facilities that are necessary to provide many great programs in our community for our kids. They are professional, solution minded, and represent the City extremely well. Hope to see you out at the fields some time. Thank you again. Tim C., TCYFL President	
4.24.24	Jeff P.	Thanks again for the invite to the meeting last night. It was very interesting to hear what is going on with both subjects. In terms of pickleball, there are a few "maintenance" issues that I'd like to make sure get included on the maintenance timeline. These are listed in terms of priority. 1) Crack repair on Rainier Vista tennis courts 2) Replacement/repair of permanent nets on the 4 dedicated pickleball courts 3) Resurfacing of Rainier Vista tennis courts. TENNIS COURTS - CRACK REPAIR Our Pickleball Club is looking into quotes for professional asphalt repair for the worsening cracks in multiple areas of the tennis courts. Once we have proposals, we will likely submit an enhancement request for this work, and the Club is willing to take on the cost. The condition of these tennis courts are very important to the overall quality and perception of our tournaments. The current conditions lead to multiple uneven surfaces, which creates a potential trip-and-fall hazard. We would ideally like to have this work completed before the 2024 WA State Senior Games tournament (8/1-8/4). WSSG has made a long-term commitment to keeping this tournament in Thurston County, which is great. Our Club is now the sole host for the tournament. I will provide an update once we have some quotes. PICKLEBALL NETS - REPLACEMENT All of the nets on the dedicated pickleball courts are starting to fail. There are multiple places where the stitching and binding material are coming apart. We thought about trying to repair them, but the material is realistically too far gone for a lasting repair. Replacement cost for these nets is about \$200-250 per net. If replacement is not in the Park's maintenance budget, our Club may be open to discussing taking on some of the cost. We would ideally like to see these replaced before our June tournament (6/21-6/24) TENNIS COURTS - RESURFACING Assuming that we proceed this year with some professional repair to the cracks in the tennis courts, they will still need to be completely resurfaced in the relatively near future (2-3 years max). The surface of the courts is failing in numerous areas, and the tape seams are starting to show through. There are drainage issues in several areas, which compounds the problems. You mentioned below that the estimate for a complete resurfacing is around \$70,000. In order to continue using the tennis courts for our sanctioned tournaments, the resurfacing project is an important priority. \$70,000 is significantly outside of the budget for our Club, but	Reply from Director Burbidge: Jeff, thanks for the info. We will take a look! Thanks again, Jen
4.30.24	Irene M.	There is a tent set-up in the woods at Wonderwood Park (photos attached).	From Parks Maintenance Supervisor Jamie Oakland: We located the structure this morning. It appears abandoned. We broke it down for now and will return this afternoon to collect it if the owner has not returned.

5.3.24	Sandy H.	Called to report an off leash dog ran up to her dog while at Rainier Vista. Although the off-leash dog was not aggressive, it prompted a reaction from her dog and Sandy was knocked to the ground.	Reply from Senior Park Planner Jenny Wilson: Really sorry that happened and will hopefully have sandwich boards posted next week.
5.9.24	Javan P.	Inquiry on building a deck or pier at Southwick Lake.	Reply from Senior Park Planner Jenny Wilson: Hi - thank you for reaching out and providing a suggestion. In 2023 we updated our Parks, Culture and Recreation Comprehensive Plan which is our guiding document for the next 6 years. (laceyparks.org/comp-plan) The Southwick Lake property was not identified for any near-term improvements.
5.9.24	Nathan B.	A major trash dump on the north side of Lake Lois Habitat Reserve (at approx.. 6430 Sixth Avenue SE) - too much to pick up by hand - someone will need to bring a truck - email me for photograph	From Parks Maintenance Supervisor Jamie Oakland: I searched the entire area between the lake and 6430 6th Ave, and unfortunately was unable to locate the pile. Would you be able to help me locate it by either by 1.Sending detailed instructions how to locate it 2. Sending me a pinned location of the dump site 3. Meet me on site and show me personally
5.13.24	Nathan	Called to report concern about a lack of signage warning off-leash dog users at Lake Lois Park about the risks beaver traps	Reminded to keep dogs on-leash at all times and will post signs about on-leash dogs while beaver traps are out.
5.13.24	Esther K.	My daughter is playing at Rainier Vista Community Park, softball park #1 for a Mother's Day softball tournament. This field is horrendously unsafe for my daughter to play on. The umpires deemed the field playable. The grounds keepers helped none. We had parents trying to fill in the home plate muddy holes. Should my child be injured by this horrendous mess of a field. I will cite the unpreparedness of the field conditions and the lack of effort to keep our children safe	From Senior Maintenance Tech Julie McFadden: The infield irrigation ran a tad too long, but staff did remedy the situation to the approval of the umpires. (Julie was also following up with Ester with additional details).
5.17.24	Javan P.	I understand that the Southwick Lake is not in the city of Lacey's near plans of any development. Thus, some of my questions are: 1. How do I as a resident of the Southwick Lake community add the Southwick Lake to be apart of the city of Lacey's development plans. 2. I would like a pier/ dock built on some of the city's ownership of the lake, especially since there is already a sidewalk that is public access around the lake, is that possible? 3. What is needed from me or other residents in the community to have the parts of the lake the city owns to be restored/ manicured? 4. Do I or someone else (community organization, HOA, etc.) need to purchase part(s) of the lake from the city of Lacey to have the desires/ wishes I'm inquiring about to be accomplished? The exact area(s) I was hoping to have the structures built on the lake are the side of the lake that is connected to Ruddell Rd. That also happens to be the same areas the city owns. I appreciate your time and efforts towards this, and I look forward to your response.	From Senior Parks Planner Jenny Wilson: Hi Javan: 1. Development projects and goals come from the Lacey Parks, Culture & Recreation (LPCR) Comprehensive Plan which is informed not only by community surveys and input, but also City Boards, City Council, and staff input. To encourage a project, you can submit information in writing and/or make public comment to the Parks, Culture & Recreation Board. In addition, prior to our next LPCR Comprehensive Plan update we will reach out to the community with surveys. Our current comp plan goes 2023-2029 so we will begin gathering community input via surveys at some point before then, but no later than 2028. Here is the link to the current plan: laceyparks.org/comp-plan I would encourage you to review the Parks Capital Improvement Program (pages 144-149). 2. If there is significant community interest for a specific topic or project we would then review the feasibility of the project. 3. The city doesn't own the lake – the water – only the land on the perimeter of the lake. Do you have a specific request for maintenance related to the land? 4. The property is not for sale and the City does not typically sell parks property. Thank you.
5.20.24	Javan P.	I would like the lake's land (Southwick Lake) to be trimmed/ manicured. From the road it's hard to tell if the visible land around the water is solid ground or more like a marsh/ swamp soft foundation (unstable to stand or build on).	From Parks Maintenance Supervisor Jamie Oakland: Good afternoon Javan, I understand you were hoping to have the Southwick Lake parcels trimmed and manicured. While I appreciate your desire to access the lake, we unfortunately we will not be able to meet your request. Our Parks Department maintains over 1200 acres of Park property. Some of the properties are developed, intended for public use and enjoyment. Other properties are habitat that the City owns and leaves undeveloped for the purpose of environmental conservation (see definition below from Comp Plan previously provided by Jenny). The Southwick Lake parcels are good examples of sensitive wetland habitats that the City preserves, for the sake of habitat conservation, not public access. Currently we visit the site to monitor and treat noxious weeds that pose a threat to the habitat. We also monitor for hazard trees that could target adjacent homes. Beyond that, we leave the area in its native condition as that is the primary intent of the property. Manicuring the parcels would alter the habitat and invite public access which likely would also detrimentally impact the habitat. Sorry it's not the answer you were hoping for. Hopefully you have a better understanding of the intent of these parcels now.
5.20.24	Sandy H.	Send a video of a family roller skating with a dog off leash a Rainier Vista	From Senior Parks Planner Jenny Wilson: Thank You

5.20.24	Wanda C.	I live near long lake park. What are the plans for the vacant house in the park? I have seen some strange people coming out of that area.	From Senior Parks Planner Jenny Wilson: Hi Wanda. Our first step is to determine the historic significance of the house on the property. We have just hired a consultant to provide that information. Once that information comes in we can then make plan for the property. We have it in our 2027 Parks Capital Improvement Program PCIP to do a master plan for Long Lake Park and it will include that piece of property. Of course the PCIP needs to go through budget approval. That property is closed, there are no trespassing signs posted so feel free to call police if you see anyone on the property. We are also installing a gate at the entrance, that will prevent vehicles from entering.
5.20.24	Sandy H.	Sent a video of an off leash dog inside the baseball area of Wonderwood Park	From Senior Parks Planner Jenny Wilson: Thank You
5.21.24	Sandy H.	Sent a video of an off leash dog inside the baseball area of Wonderwood Park	From Senior Parks Planner Jenny Wilson: Thank You



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: Friday Night Market

Event Date(s): 6/7, 6/12, 7/11, 8/12, 8/16 Day(s) of the Week: Friday Time: During Night market

Event Location: The Food Truck Depot

Facilities to be used (check): ☐ Park ☐ Street ☐ Sidewalk ☐ Other _____

Set-Up Date/Time: _____ Begin: _____ Date: _____ Time: _____ a.m./p.m.

Take-Down Date/Time: _____ Dismantle: _____ Date: _____ Time: _____ a.m./p.m.

Alcoholic Beverage Area Date/Time: _____ Date: _____ Time: _____ a.m./p.m. to: _____ a.m./p.m.

Purpose of Event: To bring community out to Food Trucks

Event Crowd Size: Participants _____ Spectators _____ Volunteers/Personnel 8

Has the event been produced previously? ☐ No ☐ 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: Lacey S.S. Chamber

Mailing Address: 3925 8th Avenue SE Lacey, WA 98503

Applicant's Name: Blake Knoblauch Title: Executive Director

Telephone Number: Home: _____ Work: (360) 491-4141

Cellular: (360) 791-4457 Email: blake@laceysschamber.com

Contact Person: Blake Knoblauch

Telephone Number: Home: _____ Work: _____

Cellular: _____ Email: _____

Emergency Contact: Cheryl Sparkhul

Telephone Number: Home: _____ Work: (360) 491-4141

Cellular: _____ Email: _____

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): _____

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? How many vendors?	Where: <i>Night Market</i>
Signage: ☒ Yes ☐ No	How many?	Size?
Electricity Source: ☒ Yes ☐ No	Generators:	How many? Size:
Fireworks/Fire Performance: ☐ Yes ☒ No	☐ Ground ☐ Aerial ☐ N/A	Pyrotechnic Company:
Portable Restrooms: ☒ Yes ☐ No	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? <i>1</i>	Size: <i>10 x 10</i>
Vehicles: ☒ Yes ☐ No	How many? <i>1</i>	Size and Gross Weight <i>Beer Trailer</i>

SOLID WASTE COLLECTION INFORMATION

Have you contacted Waste Management concerning garbage collection? ☐ Yes ☒ No

Please describe your arrangements: _____

Are you providing recycling containers: ☒ Yes ☐ No If you are selling food and/or beverage State Law requires that recycling containers be provided.

If Yes, please describe:

The market provides them

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?

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.

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
☐ Regional Athletic Complex ☒ The Depot

Refer to 'CITY OF LACEY ALCOHOLIC BEVERAGE AREA SALES AND CONSUMPTION POLICIES AND PROCEDURE'

Alcoholic Beverage to be served and/or Sold: ☒ Beer ☒ Wine ☒ CiderHours of Operation of Alcohol Beverage Area: Dinner night Market
(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: 35 peopleType 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? Lacey Chamber membersDescribe the training and experience of the servers. We will have a ^{MAST} server

_____☐ Attach verification of completion of Washington State Liquor Control Board Training.Type of container the alcoholic beverage will be served in? Plastic cupsFor what charitable or public purpose will the proceeds from the sale be used?

Proceeds will go to the Lacey S.S. Chamber

_____☐ 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.

Blake Kneblanch 5/13/2024
Applicant's Name (Printed) Date
[Signature]
Applicant's Name (Signed)

(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: \$ _____				

SUB-AGREEMENT FOR ATHLETIC FIELD OPERATION

This Agreement, made and entered into as of the date of the last signature set forth below, by and between North Thurston Public Schools, hereinafter called "District" and the City of Lacey, hereinafter called "City", WITNESSETH

WHEREAS, the District and the City entered into a Master Interlocal Agreement on [ENTER DATE] which authorized the Parties to share costs and agree to the use of certain facilities, to include athletic facilities; and

WHEREAS, the District is the owner and operator of athletic fields at all of its school sites; and

WHEREAS, the District supports community use of said fields at times that do not conflict with District use; and

WHEREAS, the City has the staff and expertise to schedule the community use of said fields; and

WHEREAS, it is beneficial to the community and students residing within the boundaries of the District and the City that said fields be kept open outside of school hours and scheduled in a fair and consistent manner.

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. All of the terms and conditions of the Master Interlocal Agreement dated [ENTER DATE] are hereby incorporated as though set out in full herein.
2. The City shall schedule the use of District fields for the use of community user groups. This includes all district fields with the exception of the Varsity Softball, Varsity Baseball and turf fields in the district.
3. The District will have exclusive use of the fields during school hours as specified on the agreed upon fields. The District will notify the City of all dates and times when specific fields will be off line or being used for a District event.
4. The City is authorized to set the rates for all fields and will review them every two years.
5. The City shall require insurance certificates from community user groups naming the City of Lacey and the North Thurston Public Schools as additionally insured. The minimum limits of \$2,000,000 shall be required for bodily injury and property damage per occurrence. Insurance is to be placed with insurers with a current A.M. rating of not less than A: VII.
6. The City is authorized to provide portable toilets at the District fields for the use of community user groups utilizing the fields. Portable toilet fees are incorporated in the fee structure and the City will submit all portable toilet fee details to the District.

7. The City shall pay the District annually in December the revenues from District field rentals less the portable toilet fees, and less a 10% administrative fee. The City will submit all financial details upon invoicing.
8. The City shall be considered a managing partner and shall be notified prior to any changes to operational or maintenance procedures (example field renovations) that have the potential to impact community use of the fields.

Notices. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when submitted to either party. The addresses for purposes of any notice provided for or concerning this Agreement are as follows:

City of Lacey
Recreation Manager
420 College St. SE
Lacey, WA 98503-1238
Phone 360.491.0857

North Thurston Public Schools
Assistant Superintendent 305 College
ST NE
Lacey, WA 98516
Phone 360.412-4400

CITY OF LACEY

NORTH THURSTON PUBLIC SCHOOLS

City Manager, Rick Walk

Superintendent, Troy Oliver

Date: _____

Date: _____

Approved as to form:

David Schneider
City Attorney

