



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.

