



City of Lacey, Washington

Parks Improvement Funding Workgroup Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Monday, September 16, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

The Parks Improvement Funding Workgroup 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](#).

4. Approval of Agenda and Minutes

A. Approval of Agenda*

B. Approval of the August 19, 2024 Meeting Minutes*

5. Public Comment

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

6. Business Items

A. Election of Presiding Officers*

Jenny Wilson, Senior Parks Planner

B. Rules of Procedure*

Jenny Wilson, Senior Parks Planner

- C. **Initial Workgroup Priorities Check**
Jenny Wilson, Senior Parks Planner
- D. **Lacey Parks, Culture and Recreation Comprehensive Plan**
Jen Burbidge, Director of Parks, Culture and Recreation
- E. **Maintenance Program Overview**
Jamie Oakland, Parks Maintenance Supervisor
- F. **Parks Capital Improvement Program Overview**
Jenny Wilson, Senior Parks Planner

7. Adjourn

*Item Action Requested

Attend Remote or In Person

There are several ways to attend the Parks Improvement Funding Workgroup meeting:

- In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: https://us02web.zoom.us/webinar/register/WN_2ob6TR71T0yv8V467rFwA
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=0c1IHkwFno4>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 810 2820 3207)

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_2ob6TR71T0yv8V467rFwA
Instructions and access details will be provided once registration is complete.

Written Public Comment

Please submit written public comment to PRPubliccomment@cityoflacey.org two hours before the start time of the meeting. Public comments received by the deadline will be sent to Workgroup Members prior to the meeting, but will not be read at the meeting.





City of Lacey, Washington
Parks Improvement Funding Workgroup Meeting Minutes
Monday, August 19, 2024 - Council Chambers and Online

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Roll Call

Voting Members Present: Mark Brown, Cathy Cook, Jim Eychaner, Karen Ideker, Brooklyn McReynolds, Rachel Murata (left at 6:56pm), Phillip Roybal, Evette Temple, Cheri Wilkins

Non-Voting Members Present: Wendy Goodwin, Jon Hegwood, Lauren Howard, Haley Ortega, Ruth Weigelt

Non-Voting Members Absent (excused): Daphne Rezlaff

3. Land Acknowledgement

Director Burbidge read the land acknowledgement.

4. Approval of Agenda and Minutes

A. Approval of Agenda

Commissioner Brown made a motion to approve the agenda as printed. Commissioner Ideker seconded. Motion carried.

5. Public Comment

No public comment.

6. Business Items

A. Advisory Board Stipend Program and Demographic Survey
Shannon Kelley-Fong, Assistant City Manager

Elissa Fontaine, City Clerk

Assistant City Manager Kelley-Fong detailed the Advisory Board Stipend Program and the demographic survey, encouraging Workgroup Members to participate.

B. Open Public Meetings and Public Records

Elissa Fontaine, City Clerk

City Clerk Fontaine provided the open public meetings and public records training for the Workgroup.

C. Workgroup Member Introductions

Jenny Wilson, Senior Parks Planner

Senior Parks Planner Wilson facilitated an introduction exercise for Workgroup Members.

D. Boards and Commissions Handbook and Draft Workgroup Rules of Procedure

Jenny Wilson, Senior Parks Planner

Senior Parks Planner Wilson shared the City's Boards and Commissions Handbook and presented the Parks Improvement Funding Workgroup's draft Rules of Procedure.

E. Workgroup Overview

Jen Burbidge, Director of Parks, Culture and Recreation

Director Burbidge provided a presentation overviewing the Parks Improvement Funding Workgroup.

7. Adjourn

The meeting was adjourned at 7:47 p.m.





AD HOC PARKS IMPROVEMENT FUNDING WORKGROUP
DRAFT RULES OF PROCEDURE

Adopted _____

1. Meetings

1.1. General

- 1.1.1. All Workgroup meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Workgroup.
- 1.1.2. All Workgroup meetings will allow for remote attendance by Workgroup members and/or the public.
- 1.1.3. A Workgroup meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.4. Except as modified by these Rules of Procedure or in conflict with state law or, ordinances or resolutions of the city, Robert's Rules of Order (Revised) shall guide the formal decision process by the Workgroup in making their recommendation to Council.

1.2. Business Meetings

- 1.2.1. The Workgroup shall meet approximately two Mondays per month at 5:30 p.m. Workgroup members will attempt to conduct business at all Meetings in a manner that allows for adjournment by 8:30 p.m.
- 1.2.2. In general, meetings will include the following elements:
 - Call to Order
 - Roll Call
 - City of Lacey - Land Acknowledgement (abbreviated)
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Workgroup Business (includes, reports, presentations, etc.)
 - Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Workgroup may call for a Worksession or Special Meeting of the Workgroup or a committee when necessary.
- 1.3.2. Although most formal Workgroup action occurs at Business Meetings, the Workgroup may make decisions and take official action at Worksessions or Special Meetings.
- 1.3.3. In general, Worksessions and Special Meetings will include the following elements:

- Call to Order
- Roll Call
- City of Lacey - Land Acknowledgement (abbreviated)
- Public Comment
- Workgroup Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Ad Hoc Workgroup members shall be until the work of the group is complete.

3. Nomination of Presiding Officer(s)

3.1. The officers of the Workgroup shall be a Chair and a Vice Chair elected by the voting members of the Workgroup, and such other officers as the Workgroup may elect.

3.2. The Chair and Vice Chair shall be voting members.

3.3. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice Chair, and the Vice Chair will be replaced by a vote of the members of the Workgroup.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Workgroup and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Workgroup.

4.2. The Chair shall have power to create temporary committees of one or more Workgroup members.

4.2.1. Committees of the Workgroup shall be created at the direction of the Workgroup and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries that relate to matters of interest to the Workgroup. No committee shall have the power to commit the Workgroup to the endorsement of any plan, case or program without the approval of the full Workgroup.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, potential conflicts of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the Vice Chair will perform all duties of the Chair.

4.5. In the absence of the Chair and Vice Chair, Workgroup members in attendance may elect a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Workgroup, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Workgroup.

6. Quorum

6.1. A majority of the general voting members the Workgroup, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Workgroup business. If a

quorum is not present, the Workgroup meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any meeting, Special Meeting, or Worksession of the Workgroup, is deemed and taken as the action of the Workgroup.

7. Conflict of Interest

7.1. Any member of the Workgroup who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All final recommendations of the Workgroup shall be forwarded to the Lacey City Council for final action.
8.2. It shall be the responsibility of the Chair to present to the City Council, through the City of Lacey staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. Public comment will follow the procedures outlined in the Advisory Board Handbook: Standards, Protocols, and Ground Rules.

ADOPTED by the City of Lacey Parks Improvement Funding Workgroup on this day _____.

Chair

Vice Chair

Initial Workgroup Priorities Worksheet

1. In a previous survey, community members expressed interest in several broad parks and recreation improvements. Please mark which of the following would be your highest priority for Lacey.

- A. Add more sports fields
- B. Add playgrounds
- C. Add a public swimming pool
- D. Expand walking trails
- E. Preserve open space and natural areas
- F. Offering more indoor recreation facilities
- G. Hiring park rangers for added safety patrols

2. The community also expressed interest in pursuing four major parks and recreation investment targets as listed below. In the event there is insufficient funding to achieve all of them or to spread them over time, please mark which of the following would be your top priority.

- A. Add new outdoor features at existing parks
- B. Add new indoor facilities at existing parks
- C. Secure additional parks
- D. Continue offering affordable recreation programming

The community also identified a number of specific parks, recreation and culture aspirations. Please tell us which options are most important to from the list the community identified.

3. What other types of outdoor parks and recreation features would you like to see in Lacey? (Choose up to 3 top priorities)

- | | |
|---|--------------------------------------|
| A. Picnic tables | K. Workout stations |
| B. Shelters/covered picnic areas | L. Community gardens/food forests |
| C. Outdoor playgrounds | M. Designated pollinator habitat |
| D. Turf/year-round sports fields | N. Spray parks/splash pads |
| E. Food/beverage vendors in parks | O. Skate parks |
| F. Accessibility enhancements for all users | P. Disc golf courses |
| G. Outdoor swimming pool | Q. Dog parks |
| H. Bike trails | R. Nature play areas |
| I. Walking trails | S. Climbing walls |
| J. Trail amenities like benches, lighting, interpretive signage | T. Enhanced public lake/water access |
| | U. Nothing new needed |

4. What types of indoor recreation options would you like to see in Lacey? (Choose up to 3 top priorities)

- | | |
|-------------------------|----------------------------|
| A. Indoor swimming pool | H. Indoor playgrounds |
| B. Indoor soccer | I. Indoor ice-skating rink |
| C. Indoor pickleball | J. Indoor batting cages |
| D. Indoor volleyball | K. Teen center |
| E. Indoor tennis | L. Expanded senior center |
| F. Indoor basketball | M. Nothing new needed |
| G. Indoor track | |