



Parks, Culture, and Recreation Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, February 5, 2025

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

We, the City of Lacey, are 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 the Agenda*
- B. Approval of December 4, 2024 Meeting Minutes*

5. Public Comment

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

6. Business Items

- A. **Presiding Officer Nominations and Election***
Jenny Wilson
- B. **Off-leash Dog Data Presentation**
Jenny Wilson
- C. **Alcohol Special Event Applications***
Justin Beard, Recreation Supervisor

D. Annual Report Message*

Jenny Wilson, Senior Parks Planner

7. Reports

- A. Commissioners
- B. Chair
- C. Recreation Manager
- D. Parks Maintenance Supervisor
- E. Senior Parks Planner
- F. Director

8. Adjourn

***Vote Requested**

Next Meeting:

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

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_IM4QmvzsSU-kauPK0Uw-VQ
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=OMJV6ZZY3xA>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 868 6493 1068)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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_IM4QmvzsSU-kauPK0Uw-VQ

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

Written Public Comment

Please submit written public comments to PRPublicComment@cityoflacey.org 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, December 4, 2024 - Council Chambers and Online

1. Call to Order

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

2. Roll Call

Commissioners Present: Chair Wendy Goodwin, Vice Chair Kamber Good, Laurie Davies, Bill Fosbre, Gary Larson, Aram Wheeler

Commissioners Absent: Hilary Dykstra, Aryan Kumar (Youth Representative)

3. Land Acknowledgment:

Commissioner Wheeler read the land acknowledgement.

4. Approval of Agenda and Minutes:

A. Approval of the Agenda

Commissioner Wheeler motioned to approve the agenda. Commissioner Davies seconded. Motion carried.

B. Approval of November 6, 2024 Minutes

Commissioner Davies motioned to approve the minutes. Commissioner Wheeler seconded. Motion carried.

5. Public Comment:

No public comment.

6. Business Items:

- A. 2024 Lacey Parks, Culture and Recreation Board Accomplishments*
Jenny Wilson, Senior Parks Planner

Senior Parks Planner Wilson presented the accomplishments, noting that the Huntamer Park Concept Design has also been completed. It will be added to the accomplishments accordingly.

Commissioner Davies motioned to approve the accomplishments as amended.
Vice Chair Good seconded. Motion carried.

- B. 2025 Lacey Parks, Culture and Recreation Board Proposed Meeting Calendar
Jenny Wilson, Senior Parks Planner

Commissioner Larson motioned to approve the meeting calendar. Commissioner Wheeler seconded. Motion carried.

- C. 2025 Proposed Lacey Parks, Culture and Recreation Budget
Sue Falash, Recreation Manager

Recreation Manager Falash presented the proposed 2025 Lacey Parks, Culture and Recreation budget.

Commissioner Wheeler motioned to approve the proposed budget. Vice Chair Good seconded. Motion carried.

7. Reports:

- A. Commissioners

Commissioner Wheeler shared a constituent concern that an errant ball from the softball field hit a pickleball player at Rainier Vista Park. Staff are working to install cautionary signs and possibly close access to the field immediately adjacent to the pickleball courts, making them only accessible when rented to approved youth groups. Director Burbidge also shared that the department submitted a grant application to install netting between the two areas as a permanent solution and hopes the grant application is successful.

Vice Chair Good shared appreciation for the recent Lacey Holiday Lights event.

- B. Chair

Chair Goodwin also shared appreciation for the recent Lacey Holiday Lights event.



C. Recreation Manager

Recreation Manager Falash reported:

- The Signing Santa event will be on December 6, 2024, at Chambers Prairie;
- The Breakfast with Santa event will be on December 14, 2024;
- Lacey Youth Basketball is in full swing; and
- Winter program registration opened today.

D. Parks Maintenance Supervisor

Senior Parks Planner Wilson shared the Parks Maintenance Supervisor report. Parks Maintenance has performed the following since the last board meeting:

- Worked with Lacey Fire to coordinate evening access to Meridian Park, Rainier Vista Park, and Horizon Pointe Park;
- Decorated "Rudolph mobile" for lighting ceremony and Santa mobile outings;
- Coordinated staff to drive the Rudolph mobile each night when the Santa Mobile is out;
- Removed 475 yards of leaves from right of ways and parks;
- Installed holiday lights at Huntamer Park;
- Removed a hazardous street tree at Ruddell Road and Yelm Highway;
- Aerated Regional Athletic Complex soccer fields;
- Planted bulbs; and
- Winterized drinking fountains and equipment.

E. Senior Parks Planner

Senior Parks Planner Wilson reported the following.

- Lacey Parks, Culture and Recreation is coordinating with Lacey's Community and Economic Development department to review concept designs for Huntamer Park improvements.
- Lacey Parks, Culture and Recreation has a memorial fund for Jim Sheler, a former Parks Director who passed away in 2019. Rather than a memorial bench, his wife said Jim would love to see it support children that need financial assistance for recreation programs, so staff are working to transfer the money to our financial assistance fund.
- The Parks Improvement Funding Workgroup confirmed their intention to recommend to the City Council a Metropolitan Park District at a levy rate they landed on was \$.45 per \$1000 assessed value, which would cost the average homeowner \$225 per year. The group is also requesting a continued commitment from the general fund; select reserves be reassigned; and a continued pursuit from staff of sponsorships, donations



and grants. The Workgroup also ranked the Parks Capital Improvement Program. The Workgroup intends to meet on December 9, 2024, to finalize their recommendation.

F. Director

Director Burbidge reported,

- A Request for Qualifications for Phase 3 of the Regional Athletic Complex is currently posted with a deadline of Dec 10, 2024.
- Greg Cuoio Park Phase 1A 100% design is complete. The City will be going out to ad for this project soon.
- Lacey Museum has started its move to the new location. The previous Lacey Museum building will serve as a research center.

8. Adjourn

Chair Goodwin adjourned the meeting at 6:41 p.m.



memo

Date: January 22, 2025
To: Park Board
From: Justin Beard
Subject: Park Rentals Requesting Alcoholic Beverage Sales

Two separate groups are requesting alcoholic beverage sales at their park rentals:

Change the Narrative @ Huntamer Park - This non-profit group applied in 2024 and was approved. However, they never hosted a beer garden at their summer concert series. In addition, they have new leadership in 2025. Four dates are requested in 2025.

Oly Soccer Foundation @ the RAC - This is a new request. USL soccer matches are scheduled at the RAC from May-July of 2025. The non-profit foundation would like to host a beer garden during their scheduled matches.

Both applications have been routed through the City departments and approved. The final step is the approval by the Park Board.

Thank you,

Justin Beard



LACEY PARKS
CULTURE & RECREATION

PUT US ON YOUR **PLAYLIST!**

SPECIAL EVENT & PARK RENTAL 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: OLY SOCCER FOUNDATION - USL MATCHES (14 MATCH EVENTS) 2025 - LTAC RECIPIENT EVENT

Event Date(s): MAY-JULY MATCH DATES Day(s) of the Week: FRIDAY-SUNDAY Time: EVENING 5-9PM

Event Location: NEAR RAC TURF 1 (SECURITY, EVENT TENT)

Facilities to be used (check): ☐ Park ☐ Street ☐ Sidewalk ☒ Other NEAR RAC #1 IN GRASS

Set-Up Date/Time: Begin: 5PM Date: _____ Time: _____ a.m./p.m.

Take-Down Date/Time: Dismantle: 9PM Date: _____ Time: _____ a.m./p.m.

Alcoholic Beverage Area Date/Time: 6-830PM Date: _____ Time: _____ a.m./p.m. to: _____ a.m./p.m.

Purpose of Event: USL SOCCER MATCHES - LTAC / TOURISM PARTNER (OLY SOCCER FOUNDATION FUNDRAISING)

Event Crowd Size: Participants _____ Spectators 100 Volunteers/Personnel 15

Has the event been produced previously? No ☐ Yes ☐ If yes, what were the dates of the event? 2014-2023 AT TESC

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: OLY SOCCER FOUNDATION

Mailing Address: 9209 VANCOUVER DR NE LACEY, WA 98516

Applicant's Name: RYAN PERKINS Title: BOARD PRESIDENT

Telephone Number: Home: 360-789-6050

Work: _____

Cellular: _____ Email: RYAN@OLYTOWNFC.COM

Contact Person: "

Telephone Number: Home: _____ Work: _____

Cellular: _____ Email: _____

Emergency Contact: "

Telephone Number: Home: _____ Work: _____

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): <u>SOCCER JERSEYS, SCARVES</u>		
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? OLY SOCCER - NON PROFIT
Amplified Sound: Noise Variance:	Noise Variance required for amplified sound after 10 p.m. How many?	
Animals: Yes ☒ No		
Booths/Vendors: Yes ☒ No	How many booths? How many vendors? How many?	Where:
Signage: ☒ Yes No SOCCER BANNERS	10	Size? 6 FT X 3 FT
Electricity Source: ☒ Yes No GENERATOR	Generators:	How many? 2 Size: SMALL HONDA GENS
Fireworks/Fire Performance: Yes ☒ No	Ground Aerial N/A	Pyrotechnic Company:
Portable Restrooms: ☒ Yes No SHOWER TRAILER	How many? 1	Handicapped Accessible: Yes No
Rides: Yes ☒ No	How many?	Type:
Staging/Scaffolding: ☒ Yes No SCAFFOLD FOR BROADCAST	How many? ONE	Height: 10 FEET
Tents/Canopies: ☒ Yes No	How many? 5	Size: 10 X 10
Vehicles: STAFF AND MOVING VEHICLES ☒ Yes No	How many? 10	Size and Gross Weight

SOLID WASTE COLLECTION INFORMATION (IF APPLICABLE)

Have you contacted Waste Management concerning garbage collection? Yes ☒ **No** Please describe your arrangements: N/A

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: WE CAN PROVIDE SPECIAL (CAN) RECYCLE BINS IF NEEDED

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?
CROWD CONTROL ATTENDANTS	WE HAVE ON-SITE CERTIFIED ATC
BEER GARDEN SECURITY / ID CHECK	WE ALSO HAVE AN EMERGENCY SERVICES PLAN WITH ATC
ALL POINTS OF SALE HAS A CLUB STAFFER MANAGING	

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.
RAC HAS PARKING NEXT TO RAC #1	

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
N/A		

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 are 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 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 violation of any conditions of the Permit, applicable laws or City regulations.

ALCOhOLIC BEVERAgE AREA	FEE: \$250 PER DAY						
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">FACILITY:</td> <td style="width: 20%;">Huntamer Park</td> <td style="width: 20%;">Woodland Creek Community Park</td> </tr> <tr> <td></td> <td>X Regional Athletic Complex</td> <td>The Depot</td> </tr> </table>		FACILITY:	Huntamer Park	Woodland Creek Community Park		X Regional Athletic Complex	The Depot
FACILITY:	Huntamer Park	Woodland Creek Community Park					
	X Regional Athletic Complex	The Depot					

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

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

Hours of Operation of Alcohol Beverage Area: 5-9PM

(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: 10X30 TENT Estimated Capacity: 50

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) _____

SECURITY / EVENT TENT WALL BARRIERS / COVERED / SIGNAGE FOR APPLICABLE LCB LAWS

Who will be serving and dispensing the alcoholic beverage? MAST POURER

Describe the training and experience of the servers. MAST CERTIFIED / LCB APPLICABLE SERVERS

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

Type of container the alcoholic beverage will be served in? CAN For what charitable or public purpose will the proceeds from the sale be used?

OLY SOCCER FOUNDATION - NON PROFIT

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.

RYAN PERKINS, BOARD PRESIDENT

11/13/2024

Applicant's Name (Printed)

Date

RYAN PERKINS

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: \$	_____			



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: CHANGE THE NARRATIVE WA MUSIC FOR A CAUSE
Event Date(s): 2025 5/17, 6/20, 8/16, 9/20 Day(s) of the Week: SATURDAY Time: 11:30-18:00
Event Location: HUNTAMER PARK LACEY, WA
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: RAISE AWARENESS FOR VETERAN/1st RESPONDERS SUICIDE
Event Crowd Size: Participants 150-200 Spectators 150+ Volunteers/Personnel 7
Has the event been produced previously? No ☒ Yes If yes, what were the dates of the event? APR 20, MAY 25, JUNE 2, AUG 03
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: CHANGE THE NARRATIVE WA
Mailing Address: 433 VISTA AVE SE TUMWATER WA 98501
Applicant's Name: RICHARD KLEIN Title: EXECUTIVE DIRECTOR
Telephone Number: Home: N/A Work: N/A
Cellular: 360-515-8179 Email: RICKLEIN@YAHOO.COM
Contact Person: SAME AS ABOVE
Telephone Number: Home: _____ Work: _____
Cellular: _____ Email: _____
Emergency Contact: DAVID BACON
Telephone Number: Home: N/A Work: N/A
Cellular: 970-227-9612 Email: DAVID.BACON@FAMILYHOMES.COM

FEES AND PROCEEDSAdmission 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 <u>PET/SERVICE</u>	How many? <u>10-12</u>	Species: <u>DOG/HORSE</u>
Booths/Vendors: ☒ Yes ☐ No	How many booths? <u>12</u> How many vendors? <u>12</u>	Where: <u>PARK/STREET</u>
Signage: ☒ Yes ☐ No	How many? <u>10</u>	Size? <u>3x3</u>
Electricity Source: ☒ Yes ☐ No	Generators: <u>N/A</u>	How many? Size:
Fireworks/Fire Performance: ☐ Yes ☒ No	☐ Ground ☐ Aerial ☐ N/A	Pyrotechnic Company:
Portable Restrooms: ☐ Yes ☒ No	How many? <u> </u>	Handicapped Accessible: ☐ Yes ☐ No
Rides: ☐ Yes ☒ No	How many? <u> </u>	Type: <u> </u>
Staging/Scaffolding: ☐ Yes ☒ No	How many? <u> </u>	Height: <u> </u>
Tents/Canopies: ☐ Yes ☒ No	How many? <u> </u>	Size: <u> </u>
Vehicles: ☐ Yes ☐ No	How many? <u>3-6</u>	Size and Gross Weight <u>FOOD TRUCK/TRAILER</u>

SOLID WASTE COLLECTION INFORMATIONHave you contacted Waste Management concerning garbage collection? ☐ Yes ☒ NoPlease describe your arrangements: WORK WITH JUSTIN / CAN REMOVE IF NEEDED

* 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:

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

N/A

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)

N/A

What are your plans for on-site security/monitors/route control?	What are your plans for medical assistance?
N/A	CALL 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.
ALONG STREETS & AUTHORIZED PARKING SPACES/LOTS	CHANGE THE NARRATIVE N/A IS A VETERAN OWNED & OPERATED SOI (C)(3)

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) <i>N/A</i>		
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: 1400-1700
(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: 50-75paxType of Barrier: ☐ 6 foot Chain link ☐ 42 inch wood picket ☒ 42 inch Orange/white Mesh
Type of security and control to be provided: (describe) _____IN ACCORDANCE WITH LACEY PARKS POLICIESWho will be serving and dispensing the alcoholic beverage? 2 PERSONNEL MAST CERTIFIEDDescribe the training and experience of the servers. MAST CERTIFIED 2 YRS EXPERIENCE

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

Type of container the alcoholic beverage will be served in? PAPER/PLASTIC CONTAINERFor what charitable or public purpose will the proceeds from the sale be used?

_____☒ 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.

RICHARD KEIN

Applicant's Name (Printed)

21 OCT 2024

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: \$ _____				

**CITY OF LACEY
SPECIAL EVENT PERMIT FOR
ALCOHOLIC BEVERAGE AREA SALES AND CONSUMPTION IN
HUNTAMER PARK, WOODLAND CREEK COMMUNITY PARK, THE
REGIONAL ATHLETIC COMPLEX AND DEPOT PARK
POLICIES AND PROCEDURES**

Approved 2015

Philosophy Statement

Huntamer Park, Woodland Creek Community Park, the Regional Athletic Complex and Depot Park, hereinafter “Facilities” belong to the citizens of the City of Lacey and are available for citizen and non-resident use and enjoyment. A Non-profit Organization may sponsor a Special Event, such as a festival, at any of these Facilities provided the special event is open to the public. A special event permit application may be submitted for alcoholic beverage area sales and consumption provided that the sale and consumption of alcohol is not the main focus, but is complimentary to the food served and integral to the special event. Only one Facility per weekend may have an alcoholic beverage area at a special event. Annual special events are given preference to hold the event on the same weekend every year.

New applications for alcoholic beverage areas must be reviewed and approved by the Board of Park Commissioners at a regular monthly meeting.

Facilities will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group’s philosophies, policies or beliefs.

All use is to be in accordance with the following policy, as well as rules and policies for the site specific facility.

Interpretation of any Policy shall be made by the City Manager, or the City Manager’s designated representative.

Application Procedure

The City will accept Special Event Permit applications for Alcoholic Beverage Areas at the following three facilities:

- **Huntamer Park**
- **The Regional Athletic Complex**
- **Woodland Creek Community Park**
- **Depot Park**

The Applicant shall make application on the Special Event and Alcoholic Beverage Area Application form provided by the City of Lacey Parks and Recreation Department. Additional information may be required. Applications are available at the Parks and Recreation Department office in Lacey City Hall (420 College

Street SE / phone 360.491.0857), or online at www.ci.lacey.wa.us. The sponsoring organization of the special event must be a non-profit organization.

Application for a special event permit for alcoholic beverage area may be made a maximum of fifteen months and no less than ninety (90) days prior to the desired date, and must be made in person by written application. No phone reservations will be accepted.

Use of the Facility, approval of alcoholic beverage area and assessment of fees will be approved in writing by the City of Lacey, upon internal review by the following Departments if applicable to the site specific special event or facility: Community Development (Building Official/Fire Marshal), Public Works, Police, Parks and Recreation.

Alcoholic beverage area fee will be a per day charge as noted on the permit application.

A Special Event Permit for Alcoholic Beverage Area Sales and Consumption may be revoked for violation of policies and/or conditions. Permit shall not be assigned or sublet.

Definitions

Applicant

Person(s) or group(s) requesting use of the Facility shall be referred to in this Policy as “Applicant”.

Athletic Use

Physical activity that is governed by a set of rules or customs and often engaged in competitively.

Commercial Use

A gathering for sale or promotion of goods and services. Any other use shall be defined as “Social”.

Deposit

An amount paid in advance of an event to secure a rental, to insure proper cleanup, and to cover breakage, loss or damage. Permit will not be issued without payment of the deposit.

Equipment Fee

The fee charged to any applicant requiring use of city owned equipment. Fees are charged on a per item basis.

Normal Operating Hours: Parks, Trails, and Streets are generally open for special event use from dawn to dusk. Use of Facilities for special events are subject to normal operating hours, or as approved with issuance of a permit. City facilities are generally closed on the following city observed holidays.

City Holidays: New Years Day, Martin Luther King’s Birthday observed, Presidents’ Day, Memorial Day observed, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Staff Fee

The fee charged for staffing the facility to accommodate a special event.

General Regulations

Reservations

- A. Use of the facility will be limited to persons or groups who are legally willing and financially capable of accepting responsibility for the special event, and the structure and contents of the facility.
- B. The City reserves the right to require forms, applications and documents as may be necessary to protect the Community's investment in the facility. Events shall be conducted in an orderly manner. The applicants shall be financially responsible for personal injuries or property damages arising from the special event or activities.
- C. A permit application is not confirmed until the applicant receives an approved copy of the permit application signed by an official representative of the City. The applicant shall not advertise its use of the Facility until such authorization is received. Permit application will not be approved without payment of the deposit and provision of insurance.
- D. Unless written approval has been granted, no group using a Facility will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the special event /activity.
- E. At the time application is made, applicant assumes responsibility for obtaining all required permits. Failure to obtain permits and insurance coverage forty-five (45) days in advance of the special event date(s) constitutes grounds for forfeiture of deposit. City may restrict the use of facility to include full cancellation without refund.
- F. The applicant organization shall ensure that the operation of the special event venue and Alcoholic Beverage Area complies with the requirements contained within the City Noise Ordinance.

Deposits

Applicants will be required to deposit \$500 per day for the duration of the event to insure proper cleanup and to cover breakage, loss or damage. The applicant shall be required to pay the full cost of breakage, damage or loss (over and above deposited funds) regardless of amount. If damage occurs and is less than the amount of deposit, the balance shall be refunded with a copy of the invoice for damages.

All deposits will be refunded if reservations are not cancelled, proper cleanup is completed and no breakage or damage to the grounds, facility, or equipment occurred. Proper cleanup shall be determined by Lacey Facility staff on duty.

Staff Fee

Applicants desiring to use the facility will be charged for necessary staffing on an hourly basis. The fee charged shall be the standard hourly rate for each staff member required.

The Facility Manager or the Manager's designee shall determine the number of staff members needed.

Fee Payment

The balance of all fees shall be paid at Lacey City Hall a minimum of 45 days prior to the use of the facilities.

Notice of Cancellation

- A. Cancellation by the Applicant: notice given less than 90 days prior to a scheduled use of the special event facility, will result in forfeiture of deposit collected by the City.
- B. Cancellation by the City: notice will be given as far in advance of the scheduled use as possible, and a full refund shall be made of funds collected by the City. In case of inclement weather, the City will only cancel at the discretion of the Facility Manager due to the facility being in an inoperable condition.
- D. The City shall not be responsible for any damages of whatever nature or kind, relative to the cancellation of the event.
- E. When applications are reviewed by the City, if security and insurance requirements are requested of the applicant, causing the applicant to wish to cancel the application, the Facility Manager shall be authorized to allow for complete refund of deposits.

Equipment

City owned equipment necessary for traffic control or event operation shall be charged on an hourly or daily basis.

Facilities

Facilities and equipment shall be left in the same condition as found prior to the activity. Users of the facilities shall observe and comply with all applicable City, County, State, and Federal laws, rules and regulations.

Food

Groups selling food shall meet all Health Code regulations. Food must be available during all times when alcohol is sold.

Cleanup

Facilities and equipment shall be left in the same condition as found prior to the activity, including restrooms. The cost of any additional cleaning or repairs that require Parks and Recreation Department Personnel will be added to the applicant's invoice and/or deducted from the deposit. All cleaning must be done immediately after the event.

Damage

- A. Users of a Lacey Facility are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.
- B. Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the user will be assessed the additional amount.

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.

Liability

The City of Lacey will not accept liability for injury to users, loss of personal property, or damage to property of the group or an individual.

Insurance

- A. 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. The City requires the applicant to provide evidence of insurance and name the “City of Lacey” at 420 College St SE, Lacey, WA 98503 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.
- B. The certificate of insurance must be provided to the City no less than forty-five (45) days prior to the scheduled event.
- C. All limits and coverage may be adjusted to meet exposure as determined by City of Lacey Attorney and/ or Risk Manager. The coverage shall contain a provision that the City shall receive in writing, at least thirty (30) days’ notice of cancellation of the insurance policy.
- D. Special Event Permit will **not** be issued until insurance has been approved.
- E. 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.

Marijuana

In accordance with the adopted park rules, anyone who consumes marijuana, usable marijuana, or a marijuana-infused product., or opens a package containing marijuana, usable marijuana, or a marijuana-infused product, shall be subject to a civil fine of up to \$100.00 and/or shall be subject to trespass from the facility for up to one year.

Security

The City of Lacey Police Department shall review the event plan and determine the number of (one or more) off-duty uniformed police officers and/or certified security personnel required. The cost of this service shall be borne by the applicant sponsoring the activity.

Smoking

No smoking or e-cigarettes of any kind are permitted inside the alcoholic beverage area, or within twenty-five (25) feet of building or alcoholic beverage area entrances. ‘No Smoking’ signs must be posted and visible at the entrance to and inside the alcoholic beverage area.

Supervision of Events

City of Lacey Parks and Recreation employee(s) may be assigned to be on site at all special events and/or activities, and check for compliance with conditions of permit approval. The City employee(s) shall be responsible for and have complete authority to require changes in activities or cessation of activities. Groups using the facility shall comply with the requirements or instructions provided.

Animals

Only service animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability (mental or physical) will be allowed inside any Lacey Facility during a special event or within any alcoholic beverage area.

ALCOHOLIC BEVERAGE AREA REGULATIONS

Alcoholic Beverage Area Regulations define expectation and address requests for alcohol use in association with special events being held in City Facilities during the two year trial period. City Ordinance bans the consumption of alcohol without prior approval which is defined as an approved Special Event Permit for Alcoholic Beverage Area Sales and Consumption.

- A. Use and/or sale of alcoholic beverages shall be by written permit only and must be requested at the time the special event application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and City policy.
- B. The sale and consumption of alcoholic beverages at the Alcoholic Beverage Area shall be limited to beer, wine and cider.
- C. No one under the age of 21 will be allowed into the Alcoholic Beverage Area; to neither serve nor consume alcohol; or be in possession of alcohol at the event. It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of Washington. As the host organization or applicant listed on the Special Event Permit Application, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.
- D. The hours of operation of the Alcoholic Beverage Area shall not be longer than 10:00am to 10:00pm with alcohol service discontinued thirty (30) minutes prior to the end of the event.
- E. The organization must provide access to food service, non-alcoholic beverages, and public restrooms at the special event during the hours of operation of the Alcoholic Beverage Area.
- F. Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City's property, or arising off the City property or as a result of alcohol being available on City property shall be the sole responsibility of the organization, its sponsor(s) and/or adult representative(s).
- G. All alcoholic beverages must be consumed from a single serving cup or glass, no larger than 16 ounces for beer and cider, and no larger than 12 ounces for wine. The server shall pour the alcoholic beverage into the cup or glass and the filled cup or glass is to be given only to the purchaser/patron. Over service of alcohol will not be tolerated.

- H. The applicant shall remove all beverages and beverage containers from the premises immediately following the approved function.
- I. Food and refreshments, including alcoholic beverages, shall only be permitted in certain designated areas as determined by the permit reviewer or City. Consumption of alcoholic beverages must remain within the designated Alcoholic Beverage Area.
- J. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Washington State Liquor Control Board. Any organizations using the City premises shall be solely responsible for obtaining a Special Occasion Permit from the State of Washington Liquor Control Board and all required training, permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. The City shall have no responsibility in this regard.

Evidence of required permits, licenses, or insurance must be provided to the City of Lacey at least 45 days prior to the scheduled event.

- K. Each server must be trained in accordance with WSLCB requirements to prevent alcohol service to minors and visibly intoxicated persons, to recognize signs of intoxication, and to prevent violation of state alcohol laws and rules. At a minimum the operator or person in charge (PIC) during hours of operation of the Alcoholic Beverage Area must have a valid Washington State Liquor Control Board issued Mandatory Alcohol Server Training (MAST) permit obtained prior to the event. The PIC must be present in the alcoholic beverage area at all times. Applicant shall not over serve alcohol to patrons.
- L. Servers shall be identified conspicuously (badge, clothing, etc.) as servers.
- M. Servers shall not consume alcohol prior to or while dispensing alcohol.
- N. Groups serving alcohol are asked to arrange for designated drivers or provide alternatives for transportation needs.
- O. The alcoholic beverage area shall not be located near any children's activities. Location is subject to review and approval by the Lacey Police Department.
- P. Event organizers shall use promotional materials to notify the public that alcohol will be sold. The City of Lacey shall NOT be listed as a sponsor of an alcoholic beverage area.

In addition to the previous or following requirements, the City of Lacey reserves the right to place further restrictions on the way in which alcohol is managed at the proposed event.

ALCOHOLIC BEVERAGE AREA SECURITY

- A. Trained security personnel at the entrance(s) shall check identification of all patrons to ensure that minors do not enter the Alcoholic Beverage Area. The Lacey Police Department may require additional security measures for the duration of the event, including the presence of commissioned off-duty police officers and/or private security, or other security requirements. The event organizer

is responsible for providing and paying for all training and security measures required by the City and the WSLCB. All false identifications shall be confiscated and provided to law enforcement officers or the Washington State Liquor Control Board (WSLCB).

- B. All security personnel shall wear clothing that conspicuously identifies them as security personnel, such as clothing displaying the words “SECURITY,” “EVENT STAFF,” or other similar designation in large contrasting letters.
- C. Security personnel shall not fraternize with patrons except as necessary to maintain crowd control and perform security duties. Security personnel shall remain at the premises until at least one half hour after closing.
- D. Each security staff must be trained in accordance with WSLCB enforcement requirements to check IDs, identify fake IDs, recognize the signs of intoxication, prevent alcohol service to minors and visibly intoxicated persons and to prevent violation of state alcohol laws and rules.
- E. Applicant shall utilize a quantity control factor such as wrist bands with three tabs, scrip or chits. Method of quantity control shall be approved by the Lacey Police Department. Over service of alcohol will not be tolerated.

ALCOHOLIC BEVERAGE AREA PHYSICAL STRUCTURE

- A. The Alcoholic Beverage Area must be completely fenced with at least a six foot high chain link fencing or double forty two (42) inch high fencing. When the forty two (42) inch tall fencing is used, the second forty two (42) inch high fence shall be installed around the outside the interior of the fence at least six feet from the interior fence and securely fastened to upright posts. Forty two (42) inch tall fencing may be wood picket, orange safety mesh, or white vinyl mesh material. Fencing shall be reviewed and approved by the Lacey Police Department.
- B. Advertising posters, banners, flags and bunting may be secured to the fences as long as the interior of the Alcoholic Beverage Area is visible.
- C. The City of Lacey Fire Marshal establishes the number of required entrances/exits based on the overall size of the fenced area and will establish maximum occupancy based on the proposed square footage, usage and furnishings within the fenced area. The occupancy capacity of the fenced area shall be clearly posted.
- D. All entrances and exits must be at least four feet wide and free of any obstructions.
- E. Alcoholic Beverage Areas contained within tents shall comply with all applicable building codes and are subject to inspection by the Fire Marshal and Building Department.
- F. Any electrical wiring shall comply with national, state and city electrical codes.
- G. All combustible rubbish shall be stored in non-combustible covered containers.

Proposed Parks Board Message 2024 Annual Report

The annual report celebrates the outstanding 2024 accomplishments, but we want to highlight some of them:

Greg Cuoio Park. Greg Cuoio Park Phase 1A 100% design was completed and advertised for construction bids. Construction of the park is expected to begin in Early 2025. The park will include an inclusive playground, trails, picnic areas, and an 18-hole disc golf course.

Parks Improvement Funding Workgroup. City Council formed the Parks Improvement Funding Workgroup to provide direction on long-term funding for Lacey Parks, Culture, and Recreation (LPCR). The workgroup successfully identified several recommendations to improve parks.

Community Partnerships. Community partners are critical to ensuring the department's ability to serve the community. The 2024 renewed partnerships include;

- North Thurston Public Schools - partnered to explore opportunities for a Young Child & Family Center Project. In addition, the Interlocal Agreement was renewed, providing LPCR and community access to facilities, fields, buses, and pools.
- Thurston County Parks and Recreation – Renewed the Specialized Recreation Agreement to provide activities for individuals with developmental and/or physical disabilities throughout Thurston County.
- Senior Services for South Sound - Renewed the agreement to provide vital services for local seniors at the Virgil S. Clarkson Senior Center.

Regional Athletic Complex. Construction of a new parking lot was completed, providing additional parking for tournaments and park users. The project also included bus parking, electric vehicle charging stations, and frontage/sidewalk improvements.

Sincerely,

Board of Park Commissioners

**Program Updates
Quarter 4 - 2024**

Aquatics

Highlights:

Started tracking skills of swim lesson swimmers and giving out report cards to parents after swim lesson sessions.
Hired 4 new part time staff members, to get trained and prepared for summer swim lessons.

Aquatics had an eventful fall! We administered our normal Sunday Swim Lessons and added Monday and Wednesday Night swim lessons totaling 216 lessons this fall! We held our normal Aquafit and Family Open Swim Sessions and had very consistent attendance from staff. Our Swim Lesson Lead Matt helped to start a new feature to our swim lessons program by tracking skills taught/accomplished in lessons and giving parents report cards after the session. This has been well received by swimmers and parents alike!

After helping with adding swim lessons to weeknights, report cards, and covering for instructors at Sunday Swim Lessons; Matt was hired to be a full-time aquatics coordinator for Tacoma Metro Parks and started in December. Matt will be greatly missed. To help fill the void we have added 4 new aquatics staff members who are eager to get started with their lifeguard class as well as their swim lesson training.

Special Events

Highlights:

Fall has been super busy with lots of event activity including Children's Day, the new Lacey Holiday Lights, Signing Santa, Cookies with Mrs. Claus and Breakfast with Santa!

Overview:

First, Oct. 5 was Children's Day. the Circus theme brought out an estimated crowd of around 4000 to enjoy the big top activities.

Next up, we've revised the Lighted Parade to a stationary parade of sorts, due to safety and staffing concerns, to Lacey Holiday Lights which included parked lighted vehicles, activity booths, food vendors, holiday music videos and, of course, the lighting of Huntamer Park. There was some expressing sadness about the parade being gone, but afterwards many came by the info booth and said this was better because they could enjoy the vehicles up close, plus all the other activities. We were also able to incorporate a people's choice category for the vehicles and had 250 people vote by phone. Crowd estimates with counts at some of the entry points are around 4000 people for the 2-hour event.

Signing Santa was well attended with nearly 200 folks enjoying a visit with Santa and the ability to share their wish list in sign language, plus the Signing Santa Organization hired a deaf motivational speaker that was enjoyed by all.

Cookies with Mrs. Claus and Breakfast with Santa were both sold out events with 50 and 220 people respectively and a jolly time was had by all!

Community Recreation

Highlights:

Lacey Teen Late Nights kicked off again with the start of a new school year and our Adult Outdoor trips and tours participation had multiple for trips to end the year. Added a new hip hop step class

Overview:

Lacey Teen Late nights got off to super strong start with the new school year. We had over 600 kids attend the first event at Salish Middle School. We are closing out the year with our Winter Break Camp at Mt. View, we have eight days of camp and are averaging around 20 kids a day. Community Recreation added a new hip hop step class that was a great success, while our belly dance classes continue to be a great success. Our door trips and tour saw a rise participation with our ever-popular adventures around the Puget Sound on our Troll Treks. We also made several successful trips over to Leavenworth for Oktoberfest and to see the Winter Festival of Lights.

Facilities and Rentals

Highlights:

While we continue to increase program offering in City facilities, we are now offering recreation programs at the Community Center 4 days per week, Monday-Thursday. The Jacob Smith House is offering classes on Mondays and Tuesdays.

Overview:

The Lacey Community Center and Jacob Smith House finished off the year very busy. Aside from federal holidays, the facilities were in use all but 5 days from October-December. Between the LCC & JSH, the facilities hosted more than 20 holiday parties/meetings in the month of December. The “Night Markets @ the Depot” hosted by Community and Economic Development wrapped up the outdoor markets in October. For November and December, they moved inside to the Lacey Community Center and were very successful.

We have seen some upgrades at the Community Center as well. Woodland Creek now has EV car chargers installed in the parking lot, along Pacific Avenue. This is a welcome upgrade and people using the Community and Senior Centers are excited about this addition to the park. Holiday trees have gone up and been taken down already, as we prepare to close for annual maintenance. The facility maintenance team walked through with facility staff to create a punch list of items needed during the closure. The wood floors at the Community Center will be stripped down to the wood and refinished over the first two weeks of January. The wood floors at the JSH will be get a screen and recoat. Maintenance has already begun interior painting in the spots that need it the most. We’re looking forward to starting the new year with the facilities in top shape.

Regional Athletic Complex

Highlights:

13 softball tournaments with over 30,000 revenue and City of Lacey Softball Leagues (8 Men’s and 8 Co-ed teams)

Overview:

Busy couple of months with tournaments every weekend and over 400 teams competing. Tournaments included 2 Halloween tournaments, 2 Toys for Tots tournaments, WSL Winter championships and holiday drive and ended with a New Year’s Bash tournament. The 4th quarter also saw our grass fields close but soccer field 1 was used every day but Christmas.

Youth / Adult Sports

Highlights:

Lacey Youth Basketball (LYB) started up again this year in October, with 30 total teams across four divisions and a total of 291 players. This season the league expanded from three divisions to four, with the addition 6th grade basketball. Sport Sprouts also expanded and ran it's first session of golf this quarter.

Overview:

Lacey Youth Basketball League started practices in late October and ran it's first seven games this fall, with two games left this season. Thanks in large part to the new 6th grade division, the league saw a 13% increase in registrations this year with 291 players participating on 30 total teams with 43 total volunteer coaches. In total, the LYB brought in a net revenue of \$24,735. The league only has two weeks left with the final games being played on January 18.

Sports added three new recreation aides this fall. They have been a wonderful addition to the team, stepping right in to help run our youth basketball and adult softball leagues, as well as coaching for our Sport Sprout programs. The Sport Sprouts program was able to add golf to its offerings this season, thanks to the new staff and their hard work. Not including the basketball league, we ran over 50 programs for with 377 total participants for a net revenue of \$24,644.

Front Desk / Customer Service

Highlights:

Across all transaction types (registrations, refunds, user credits, financial assistance, etc.) the front desk processed 665 transactions totaling \$159,420.09 during quarter 4 in addition to assisting residents over the phone and at City Hall with numerous questions about our recreation offerings and parks. As special events navigated a staffing transition, front desk staff filled in with additional duties to fill in gaps.

Overview:

- Across all transaction types (registrations, refunds, user credits, financial assistance, etc.) the front desk processed 665 transactions totaling \$159,420.09 during quarter four in addition to assisting residents over the phone and at City Hall with numerous questions about our recreation offerings and parks.
- Assisted special event staff during a staff transition: tracking and contacting vendors and sponsors, updates to the website.
- Oversaw 2024-25 Winter Registration which included 289 unique offerings-- collected programmatic information from staff, proofed accuracy of offerings, coordinated with the contracted designer for creation of the 2024 Fall Playbook, created and formatted offerings in CivicRec (recreation software), triaged needed changes from staff, and assisted residents once registration opened.
- Strategized, scripted, and prepared 10 presentations for Department leadership to deliver to the Parks Improvement Funding Workgroup and drafted the formal Parks Improvement Funding Workgroup Recommendation for the City Council.
- Developed an updated program offering submission process, in coordination with the Recreation Manager, for staff to use next quarter when the department will no longer be issuing a traditional Playbook. Drafted improvement opportunities for CivicRec as part of the transition.
- Conducted additional outreach to financial assistance recipients to increase awareness of fund balances and opportunities for additional funds.

Museum

Highlights:

The museum focus of this quarter has been the move to the new museum space on 6th Avenue at the Bell Towne Centre.

Overview:

History Talks Presentations

- October, Six Degrees of Separation, Karen Johnson
- November, From Ice Age to the 21st Century: A History of Thurston County, Drew Crooks
- December, First Comes Love: Attitudes Towards Romance, Love, and Sexuality in Early Thurston County

Museum Move

- Reception desk installed
- Exhibit furniture, walls and platforms ordered or in process
- Bits & Bobs exhibit in development, highlighting interesting artifact in the museum collections
- Text panels completed for the School Room and Bits & Bobs
- Meeting set with partner Lacey MakerSpace for January 2nd to get advice on exhibit rails and interchangeable panels
- Museum staff/volunteers have completed a brief training on packing museum collection to prepare for the move to the new museum space

Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
12.2.24	unknown	I'm wondering if there's any way to put up signs at the entrance of the park to warn people to keep their dogs on a leash. I kid you not—I have gone there for years because I live nearby, and I'd estimate that 95% of people let their dogs run around without a leash. Well, I was just bitten today because an older gentleman didn't seem to realize that dogs sometimes bite. As I understand it, municipal parks do require all dogs to be on a leash per \$7.04.050(C). This park is frequented by many people who walk there daily, and regardless of how friendly a dog may appear, it should never be off-leash at this park. For instance, today, I was bitten on the back of my calf by a dog. Nobody seems to care about the leash law and thus should be fined or not at the park in the first place. Now my day was ruined because I had to come home and sanitize my wound so it doesn't get infected. Thank you!	Reply from Senior Parks Planner Jenny Wilson: Hello Thank you for reporting this and I am so sorry that happened. We have been working on an educational campaign for off-leash dogs, including signage at parks. This Spring we put a large a-board at the entrance of McAllister Park. Our hope was that in conjunction with the existing signs about the leash law it may improve compliance. I will check to make sure it is still there and standing – sometimes they get knocked over. The enforcement of off-leash dogs is under the scope of Joint Animal Services. They also handle animal attacks, please call and report this incident to them at 360-352-2510. Thanks again for reporting this incident and I will be sure to check our signs.
12.10.24	Ben B.	Dear Lacey Parks Team, Last night just before bedtime I took my two young boys aged 3 and 4 to see the holiday lights at Huntamer Park. A few minutes after we arrive my oldest had to poop and my youngest had to pee so I sought a nearby bathroom. Even though the lights event was going on, all the bathrooms were locked and all nearby businesses were closed. I had to take my children to a bar three blocks away to use the bathroom. By the time we returned there was only a few minutes before it was time to go home and get them in bed. Also about a third of the lights were not working but the lights that were up were very nice. For the 2 hours that this light event is going to be going on every night, is it possible the bathrooms could be open? V/R Ben	Reply from Senior Parks Planner Jenny Wilson: Hi Benjamin, Thank you for reaching out regarding concerns at Huntamer Park. We are sorry to hear about the experience you had with your kids. The lights were not working because one of the electrical boxes was tampered with, causing several of the lighted features to go out. Thanks for reporting the issue, it has been restored. The restrooms at Huntamer Park are closed because unfortunately we have been experiencing a high volume of vandalism and challenges with drug use and significant amounts of trash at this particular location. We have been working with Lacey Police Department to deal with the challenges, and will continue to do so, but in the meantime having a safe facility for park users and staff takes priority. We open the restrooms for scheduled events because staff are onsite to lock them at the end of the evening and monitor them for cleanliness. Unfortunately, the ongoing holiday lights are not a staffed event. The holiday lights remain on until 11pm for viewing and it would create a significant staffing burden to unlock/lock the restrooms every night in coordination with the lighting schedule. Thanks for passing along your concerns, Jenny Wilson
12.11.24	Liz S.	Hello, I was sending an email regarding a beautiful park my family loves to visit called Homann Park. I was wondering if you can direct me to someone or if this is the correct email regarding damage to the track. We love walking this track whenever we get a chance. But we have noticed some hazards that has progressively gotten worse. I have inserted some photos. Thank you for your time. Have a great day.	Reply from Parks Maintenance Supervisor Jamie Oakland: Good afternoon Liz, Thank you for bringing the damaged walking path to our attention. I actually was not aware that the root damage was so significant. We will work on getting the asphalt cut and the underlying roots removed. However, unfortunately, the asphalt surface itself will likely not get replaced until warmer, drier weather. Thank you!
12.13.24	Jeff M.	Sent photos of trash dumped at Wanschers Park.	Reply from Senior Parks Planner Jenny Wilson: Thanks, appreciate you keeping an eye on the park for us! Maintenance cleaned it up on Friday.
12.13.24	Jeff P. (TC Pickleball Association)	I understand the group had a number of tasks to prioritize, but it's disappointing to see that the RV tennis court repair/resurfacing didn't even make the list. This is not going to go over well with the WA State Senior Games folks, especially since our rental rates are more than doubling for 2025. As it stands now, those courts are on the borderline of "unplayable" for a sanctioned Senior Games event. Not to mention the liability if somebody were to get injured tripping on any of the multiple large cracks that are only getting worse. I would really hate to see them start shopping for a new venue for this event. Even with the 4 new courts (pending) this event with over 500 players needs at least 16-20 playable courts to be operational. If there's anything we can do to keep that project on the list, please let me know. We'd be happy to help in raising some funds for it. Thanks again	Reply from Director Jen Burbidge: I think there's been a misunderstanding about the Workgroup's assignment as compared to ongoing parks needs. The Parks Improvement Funding Workgroup was given a list of projects to prioritize as identified and printed in the 2023-2029 Parks, Culture & Recreation Comprehensive Plan (this was a snapshot in time of the Parks Capital Improvement Program or PCIP, and that program gets updated every year with emerging needs – it's an ongoing 6 year list so things are dropping off and getting added each year). In addition, the Workgroup was educated on and discussed the robust maintenance needs a parks system like Lacey's has and therefore in their recommendation to council, they have identified 40% of new funding going toward maintenance/replacement-type needs (such as courts resurfacing). The funding mechanism they are recommending (Metropolitan Park District) is ongoing and sustainable (not like a capital bond issue that expires after the project is built). Maintenance is planning to pressure wash the RVCP tennis courts, then apply sealant to the cracks. Resurfacing is obviously a much bigger project, and is included in our updated PCIP (but, doesn't have a set timeline yet). Please let me know if you have further questions about this, or need clarification. Thanks, Jen Burbidge

12.16.24	Mason S.	My name is Mason Snyder age 12, I would like to put in a request to bring back the swing set at William Bush Park. That was my favorite thing to do there, and I never see anyone my age go there anymore. Im very sad about this change to the park, and have a suggestion about how to bring them back without liability. I would put a sticker on both of the parts in the ground that says "Swing at your own risk, we are not liable for any injury. Thank you for considering my request.	Reply from Senior Parks Planner Jenny Wilson: Thank you for contacting us regarding William Bush Park. In July there was significant vandalism that resulted in removal of some equipment. The playground (for 5-12 year olds) and swings are scheduled for replacement. The planning and design of replacements takes a bit of time. We will likely start design sometime in 2025 and the installation of equipment will likely be in 2026. Thanks for giving us the opportunity to explain the reason for the removal - we also were really disappointed.
1.9.25	Frankie S.	Request through Qalert: Frankie Sakso, President of the Lacey Sunrise Lions Club wants to donate a Trek Bench (unassembled) that they have. They want to donate it to be used in Lacey.	Reply from Senior Parks Planner Jenny Wilson: Thank you for thinking of Lacey Parks for a donations. We do accept bench donations through the enhancement program however there are two specific types of benches donors can select from. This allows us to maintain a consistent look and maintenance of park amenities.
1.14.25	Maria M.	good morning. I was walking on the western Chehalis trail by the Pacific pedestrian bridge and there's a homeless person under a tarp trying to pick the lock on the communications tower behind target in the corner and they're camped there making it hard to pass seems kind of criminal and at the very least dangerous for people trying to take that corner.	Reply from Senior Parks Planner Jenny Wilson: Thanks for passing this information along. We will have staff check it out as soon as possible.
1.16.25	Amy E.	I live in Olympia and I visited Rainier Vista Park today. I wanted you to know what a vibrant place it is. Clean, filled with children and adults, and buzzing from a variety of different people enjoying the diverse facilities. Thanks for making it a great community gathering place!	Reply from Senior Parks Planner Jenny Wilson: Hi Amy, Thank you for the wonderful note. With pickleball, trails, sport fields/courts, playground, and a skatepark Rainier Vista is among our most popular parks - it's great to hear it was in use as we hoped it would be!

1.22.25	Jeff P. and Various Thurston County Pickleball Assoc. Members	Many public comments were submitted to City Council related to the condition of Rainier Vista Pickleball Courts at the January 14th worksession. Main concerns focused on 1. There is a considerable amount of damage and wear that creates safety hazards when playing on these courts. 2. A critical need to the Parks department to repair the tennis courts	Reply from Director Jen Burbidge: We wanted to provide some information as a follow up to the written public comments and the verbal public comment at your 1/14/25 worksession regarding the condition and safety of the Rainier Vista Park tennis courts and use by the Thurston County Pickleball Association. The primary complaint we have received from this user group is surface cracking. Last year the Parks Maintenance team spent 168 hours cleaning the tennis courts at Rainier Vista Park and repairing cracks. There are 325' linear feet of cracks in the 28,000 sq. ft play surface. Courts 1 and 2, which are used for pickleball, have 131 linear feet of cracks. Fifty one percent of those cracks (67') have been previously repaired. The majority of the unrepaired cracks are out of the play area for tennis users and are only in play during the limited pickleball use. None of the existing repaired or unrepaired cracks present a hazardous condition; they are simply not felt underfoot at all. The primary surface undulations on the court are expansion joint tape that has lifted from the base surface. Just re-surfacing the courts would not mitigate this issue. The pictures below were taken Friday, January 17, 2025 and show the court condition. We have a condition assessment project starting soon and a contractor will be formally assigning condition grades at this park and others, and will provide us with an impartial, objective assessment of the play surface. From previous conversations with the group, we understand this to mean a resurfacing application of acrylic paint. The group has expressed their disappointment that the resurfacing of the Rainier Vista Courts was not prioritized over other similar projects. The table below demonstrates why other court resurfacing projects are prioritized ahead of this project. The table shows that three other resurfacing projects have more linear feet of cracks per square foot than the RV tennis courts. Each of those projects have at least twice the amount of cracking as the RV tennis courts per sq. ft. Additionally, Lakepointe Park's sports courts have never even been resurfaced. If you have any questions or need more information about this, please let me or Rick know. Thank you <table><tr><th></th><th>Construction Year</th><th>Last Resurfacing</th><th>Square Feet</th><th>Linear Ft of Cracks</th><th>Sq. Ft per Linear foot of Crack</th><th>Estimated Cost to Resurface</th></tr><tr><td>Rainier Vista Tennis</td><td>2003</td><td>2015</td><td>28,000</td><td>325</td><td>88.15</td><td>\$78,000.00</td></tr><tr><td>Rainier Vista Basketball</td><td>2003</td><td>2015</td><td>8,500</td><td>251</td><td>33.77</td><td>\$24,000.00</td></tr><tr><td>Lakepointe Sports Court</td><td>2005</td><td>Never</td><td>14,250</td><td>355</td><td>40.14</td><td>\$40,000.00</td></tr><tr><td>Wonderwood Tennis</td><td>1987</td><td>2015</td><td>24,000</td><td>696</td><td>34.55</td><td>\$130,000.00</td></tr></table>		Construction Year	Last Resurfacing	Square Feet	Linear Ft of Cracks	Sq. Ft per Linear foot of Crack	Estimated Cost to Resurface	Rainier Vista Tennis	2003	2015	28,000	325	88.15	\$78,000.00	Rainier Vista Basketball	2003	2015	8,500	251	33.77	\$24,000.00	Lakepointe Sports Court	2005	Never	14,250	355	40.14	\$40,000.00	Wonderwood Tennis	1987	2015	24,000	696	34.55	\$130,000.00
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1.23.25	Maria M.	Good morning it's 911 on Thursday I was walking my dog on the bike trail and behind target on the trail. There's a person who's drunk Ryan, beer cans of people smoking off foyer. He happens to be the same individual that the Olympia Park Rangers have banned from the Olympia side at the roundabout, we're doing the exact same thing every morning for the last two weeks.	Reply from Parks Maintenance Supervisor Jamie Oakland: Good Morning Maria, Your concern was forwarded to me at 11:15 this morning. I responded to the site by 11:45 and there was no one around. I will have our homeless response team place an added emphasis on monitoring our area of responsibility in this location. Please note that Lacey's responsibility on the I-5 Bike Path begins on the east side of the I-5 pedestrian overpass. If you have concerns regarding the area under or west of the overpass, those should be directed to the City of Olympia. In the attached photo, the areas in green are Lacey's jurisdiction and the areas in pink are Olympia's jurisdiction.																																			