



Parks, Culture, and Recreation Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, May 7, 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 March 5, 2025 Meeting Minutes*

5. Public Comment

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

6. Business Items

- A. **Youth Sports Program Update**
Byron Schorzman, Recreation Coordinator
- B. **New Board Member: Michelle Gipson**
Jenny Wilson, Senior Parks Planner
- C. **New Board Member: Annette Roth**
Jenny Wilson, Senior Parks Planner
- D. **Metropolitan Park District Update**
Jen Burbidge, Director

E. **Board Policies and Procedures Update***

Jenny Wilson, Senior Parks Planner

F. **Memorandum of Understanding: Thurston County Pickleball Club***

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: June 4, 2025, 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_YORt9MChRSu-egWph0GFFg
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=oPXqdHenUX4>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 896 8023 0296)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items. **Because state law (RCW 42.17A.555) prohibits the use of public facilities to promote or oppose any ballot measure, public comment for or against the Lacey Metropolitan Park District cannot be accepted at this meeting.**

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_YORt9MChRSu-egWph0GFFg
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.



Parks, Culture, and Recreation Board Meeting Minutes

Wednesday, March 5, 2025

Council Chambers and Online

1. Call to Order

Chair Wheeler called the meeting to order at 5:31 p.m.

2. Roll Call

Commissioners Present: Chair Aram Wheeler, Vice Chair Laurie Davies, Bill Fosbre, Gary Larson, Hilary Dykstra

Commissioners Absent: Aryan Kumar (Youth Representative)

3. Land Acknowledgment

Chair Wheeler read the land acknowledgement.

4. Approval of Amended Agenda and Minutes

A. Approval of the Amended Agenda

Chair Wheeler requested that the agenda be amended so the Director's report would proceed Business Item A. Commissioner Davies motioned to approve the agenda as amended. Commissioner Larson seconded. Motion carried.

B. Approval of February 5, 2025 Meeting Minutes

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

5. Public Comment

No public comment.

6. Business Items

A. PARC Foundation of Thurston County

Ashley Chandler and Jim Kainber

The PARC Foundation of Thurston County presented their 2024 Annual Report, the Foundation's focus areas for 2025, and touchpoints to the Foundation's contract with Lacey Parks, Culture and Recreation.

B. Director's Report

Director Burbidge reported updates on the potential Metropolitan Parks District ballot measure being considered by the City Council.

C. Parks Watch Program

Scott Carter, Recreation Supervisor

Recreation Supervisor Carter provided an overview for the newly formed Parks Watch program within Lacey Parks, Culture and Recreation.

D. 2024 Annual Report Draft

Sue Falash, Recreation Manager

Recreation Manager Falash presented the 2024 Annual Report Draft.

Commissioner Larson motioned to approve the report. Commissioner Davies seconded. Motion carried.

E. Enhancements Program

Jenny Wilson, Senior Parks Planner

Senior Parks Planner Wilson presented the enclosed enhancement requests.

Commissioner Larson motioned to approve the staff recommendations pursuant to all enhancement requests. Commissioner Davies seconded. Motion carried.

7. Reports

A. Commissioners

Larson inquired about railroad track removal adjacent to a park property and the potential for trail development.

Vice Chair Davies asked for an update on filling the vacancies to the Parks, Culture and Recreation Board. Senior Parks Planner Wilson shared that interviews are being held.

B. Chair

No report.

C. Recreation Manager

Recreation Manager Falash reported

- The speakers at the Lacey Community Center have reached end of life and will be replaced;
- The Department will soon be interviewing for a summer intern position
- Spring registration was March 5, 2025; and
- North Thurston Public Schools and City of Lacey fields are open for 2025.

D. Parks Maintenance Supervisor

Senior Parks Planner Wilson provided the Parks Maintenance Supervisor report.

Parks Maintenance has performed the following since the last board meeting:

- Onboarded seven seasonal employees
- Replaced rotten beam at Rainier Vista picnic shelter
- Completed Parks Maintenance Annual Report
- Mitigated eight acts of graffiti
- Aerated and top-dressed athletic fields at the Regional Athletic Complex
- Installed nineteen new irrigation controllers in the right-of-way
- Opened restrooms that were closed for the winter
- Removed twelve hazardous trees
- Issued twelve firewood permits
- Awarded professional service contracts for the removal of hazardous trees
- Met with contractor to plan security camera expansion project
- Poured concrete pads for new rules signs at Rainier Vista Community Parks
- Transferred Security Services contract to new ownership
- Removed one tree from Long Lake Park that fell through fencing
- Replaced rock climber at Bush Park playground

E. Senior Parks Planner

Senior Parks Planner Wilson reported

- The ground breaking for Greg Cuoio Community Park will be March 6, 2025.
- The Regional Athletic Complex Kiosk ribbon cutting ceremony March 8, 2025.
- Commissioners Good and Goodwin were honored for their service to the Parks, Culture and Recreation Board during the March 4, 2025 City Council meeting.
- The contracted historic preservation consultants continue their work relevant to the McKinney building and Long Lake house.

8. Adjourn

Chair Wheeler adjourned the meeting at 6:55 p.m.

RESOLUTION No. 1166

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY PROVIDING FOR THE SUBMISSION OF A PROPOSITION TO THE QUALIFIED VOTERS OF THE CITY OF LACEY AT A GENERAL ELECTION TO BE HELD ON AUGUST 5, 2025, FOR THE APPROVAL OR REJECTION OF THE CREATION OF A METROPOLITAN PARK DISTRICT PURSUANT TO CHAPTER 35.61 RCW.

WHEREAS, the City currently acquires, operates, and maintains its parks, natural spaces, trails, recreational facilities, and programs substantially using general fund dollars; and

WHEREAS, the provision of parks, natural spaces, trails, recreational facilities and programs is an important function of city government and increases the quality of life within a city; and

WHEREAS, City staff, the Parks, Culture & Recreation Board (Parks Board), and a special Parks Outreach Team engaged in an extensive two-year public outreach and engagement process, which efforts resulted in establishing community priorities for parks improvements as identified in the Parks, Culture, and Recreation Comprehensive Plan and associated Parks Capital Improvement Program (PCIP); and

WHEREAS, on June 4, 2024, the City Council passed Resolution No. 1148 creating a temporary ad-hoc Parks Improvement Funding Workgroup (Workgroup), the purpose of which was to review parks expansion and replacement projects identified in the six-year PCIP, analyze all available funding options, and recommend to the Lacey City Council a funding package identifying funding sources, including recommended amounts, to implement a prioritized list of parks capital projects; and

WHEREAS, the Lacey City Council selected, and on August 6, 2024 appointed 15 community members with a wide range of voices and perspectives to serve on the Workgroup; and

WHEREAS, in December of 2024 the Workgroup provided a recommendation to the Lacey City Council recommending the creation of a metropolitan park district (MPD) as authorized by Chapter 35.61 RCW; and

WHEREAS, RCW 35.61.020 authorizes cities to adopt a resolution submitting a ballot proposition to create a metropolitan park district to the voters of the area proposed to be included in the district at any general election, or at any special election which may be called for that purpose; and

WHEREAS, RCW 35.61.030 provides that the resolution shall choose a name for the MPD; and

WHEREAS, RCW 35.61.050 provides that the resolution shall designate the composition of the board of the metropolitan park commissioners and that the ballot proposition shall clearly describe the designated composition of the board; and

WHEREAS, RCW 35.61.050 provides that when the boundaries of an MPD will be the same as a city's corporate limits, the city council may serve as the ex officio board of parks commissioners; and

WHEREAS, an established MPD has the authority to levy a maximum of \$.75 per \$1,000 assessed property value to provide desired parks and recreation services in the City of Lacey; and

WHEREAS, the City has identified projects to meet specific goals and accomplish key community themes articulated in the Parks, Culture and Recreation Comprehensive Plan by only levying a maximum of \$.45 per \$1,000 assessed property value; and

WHEREAS, the City will use these funds to expand maintenance and programs, create new facilities, and operate those facilities, the intent being to use these funds to supplement, not supplant, existing parks and recreation funds; and

WHEREAS, in order to minimize the impact of cuts in services to citizens using Lacey parks and recreation facilities and programs, and in order to maximize the ability of the City to acquire and construct additional parks and recreational facilities in the future, the Lacey City Council desires to place a proposition on the ballot during the General Election on August 5, 2025, which calls for the creation of an MPD pursuant to Chapter 35.61 RCW;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Proposed Metropolitan Park District. The Lacey City Council proposes that a metropolitan park district be created, that the district be called, "Lacey Metropolitan Park District," that its boundaries be the same as the Lacey corporate limits, and that the Lacey City Council serve as the ex officio board of parks commissioners. While state law authorizes an established metropolitan park district to levy a maximum of \$.75 per \$1,000 assessed valuation, the Lacey Metropolitan Park District would only impose a property tax in an amount up to \$.45 per \$1,000 of assessed valuation. Upon approval of the voters of the proposition hereinafter set forth, the district may use proceeds of such property tax for the purpose of paying or financing the costs of district projects and operations.

Section 2. Call for Election. Pursuant to RCW 35.61.020, the Lacey City Council hereby requests that the Thurston County Auditor include in the local voters' pamphlet produced as part of the August 5, 2025 General Election, in the manner provided by law, for the purpose of submitting to

the qualified voters of the City of Lacey, Washington, Proposition No. 1, asking whether a metropolitan park district should be created and governed.

Section 3. Auditor to Administer Election. The Thurston County Auditor, as ex officio supervisor of elections in Thurston County, Washington, is hereby requested to assume jurisdiction of and to call and conduct such election to be held within the City on August 5, 2025, and to submit to the qualified electors of the City the proposition hereinafter set forth. The Thurston County Auditor is authorized to make corrections to the Ballot Title necessary to comply with Washington State Law.

Section 4. Official Ballot Proposition. The City Clerk is hereby directed, no later than 4:30 p.m. on May 2, 2025, to certify the following proposition, together with the required Resolution Cover Sheet to the Thurston County Auditor in substantially the following form, with such changes as may be approved by the City Attorney:

CITY OF LACEY
PROPOSITION NO 1.
FORMATION AND FUNDING OF
NEW LACEY METROPOLITAN PARK DISTRICT

City of Lacey Proposition No. 1 concerns formation of the Lacey Metropolitan Park District, a metropolitan park district.

This proposition would create the Lacey Metropolitan Park District to provide ongoing funding to acquire, maintain, operate, and improve parks, natural spaces, trails, recreational facilities, and programs; set district boundaries as the city's corporate limits; designate the Lacey City Council as ex officio board of parks commissioners with all powers set forth in Chapter 35.61 RCW; and authorize the park board to set the maximum general tax levy rate at an amount up to \$.45 per \$1,000 assessed valuation.

Shall the Lacey Metropolitan Park District be so created and governed?

() For the formation of the Lacey Metropolitan Park District, to be governed by the Lacey City Council as ex officio board of parks commissioners.

() Against the formation of a metropolitan park district.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 6. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

Section 7. Effective Date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,

this _____ day of _____, 2025.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney



Proposition 1: Lacey Metropolitan Park District (MPD) Fact Sheet



City of Lacey
420 College St SE
Lacey, WA 98503

Shaping our community together

ECRWSS POSTAL CUSTOMER

PRSR STD
U.S. POSTAGE
PAID
OLYMPIA, WA
PERMIT NO. 6

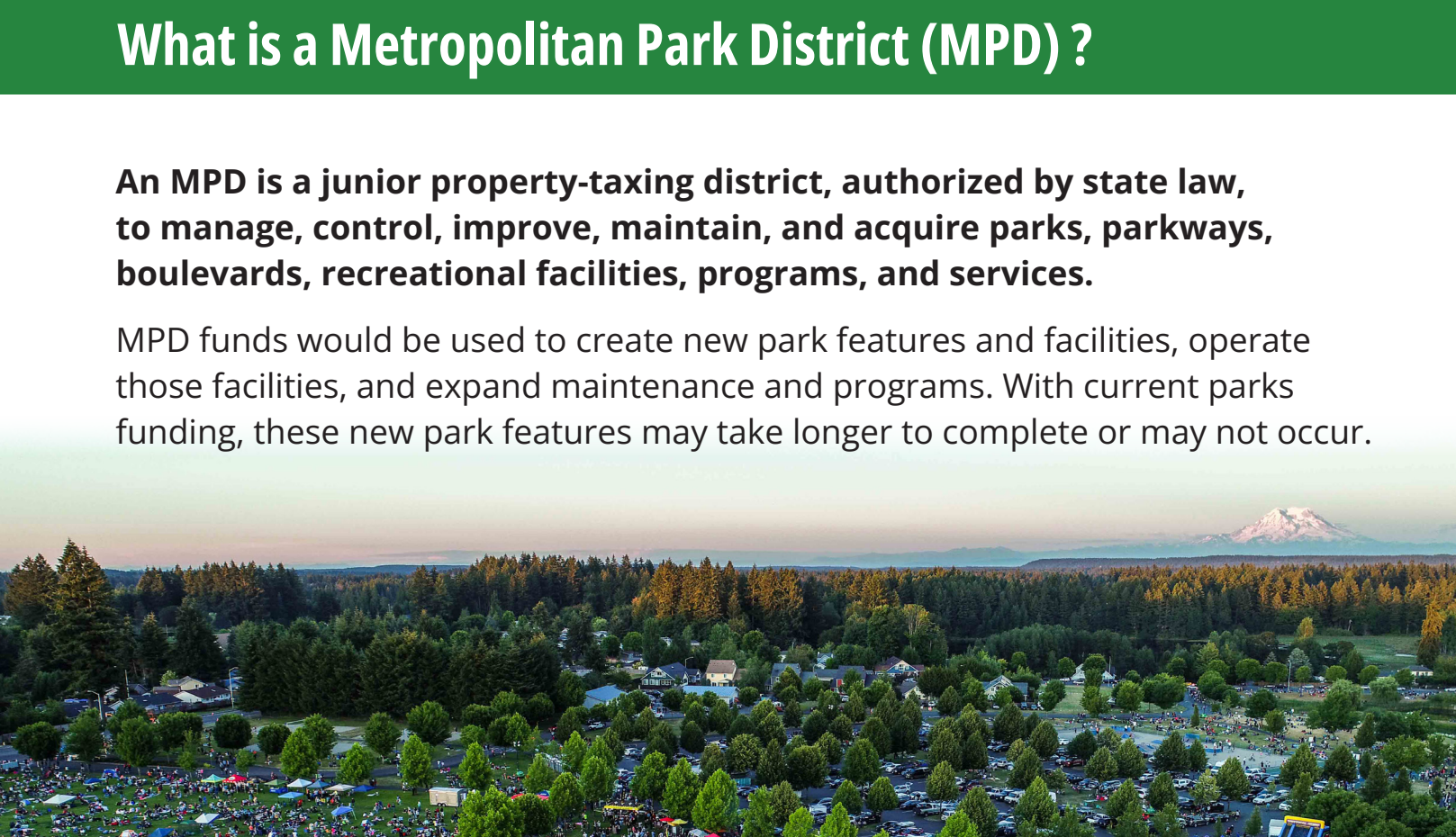
Election Day: **August 5, 2025**

Proposition 1 would:

- Create a Lacey Metropolitan Park District (MPD) to provide ongoing funding to maintain, operate, and improve parks, trails, recreational facilities, and programs.
- Establish the MPD boundaries as the Lacey city limits.
- Establish the MPD to be governed by the Lacey City Council.
- Authorize the tax rate of up to a maximum of \$0.45 per \$1,000 assessed property value.
Example: At the rate of \$0.45 per \$1,000 assessed property value, an owner with a property assessed at \$500,000 would pay \$225 a year or \$18.75 per month. See inside for more examples.



To learn more about the MPD, visit CityofLacey.org/MPD or scan:



What is a Metropolitan Park District (MPD) ?

An MPD is a junior property-taxing district, authorized by state law, to manage, control, improve, maintain, and acquire parks, parkways, boulevards, recreational facilities, programs, and services.

MPD funds would be used to create new park features and facilities, operate those facilities, and expand maintenance and programs. With current parks funding, these new park features may take longer to complete or may not occur.



360.491.0857



LaceyParks@CityofLacey.org



CityofLacey.org

LOOK INSIDE for more information

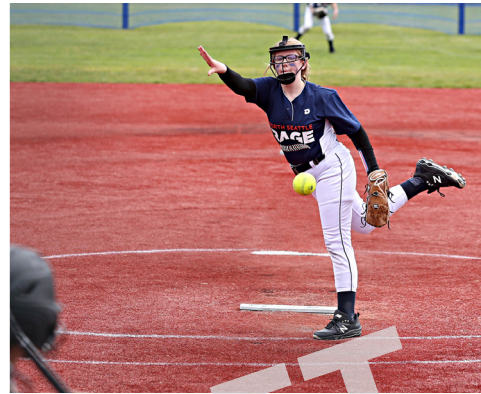


What would be the MPD cost to property owners?

The MPD's governing body could authorize the tax rate of up to a maximum of \$0.45 per \$1,000 of assessed value. See table below for estimated costs. Actual costs may vary.

MPD Cost to Property Owners (based on \$0.45 per \$1,000 of assessed value)

Assessed Value	\$350,000	\$400,000	\$500,000	\$600,000	\$700,000
Monthly Cost	\$13.13	\$15.00	\$18.75	\$22.50	\$26.25
Annual Cost	\$157.50	\$180.00	\$225.00	\$270.00	\$315.00



How would the MPD revenue be spent?

The City of Lacey gathered over 8,700 community responses on park and recreation needs. This information was used to update the 2023 Lacey Parks, Culture, and Recreation Comprehensive Plan. MPD funding would support projects and programs identified by the community, including:

New Park Features

- Spray parks and other water play features
- Trails and natural space access
- Indoor playgrounds
- Sports fields
- Other outdoor features: pickleball, playgrounds, pump tracks, skate features, disc golf, community gardens/ food forests



Expanded Maintenance

Keeping park features safe and functional with:

- Routine service and repairs
- Safety inspections
- Cleaning
- Lighting
- Landscaping
- Seasonal preparations



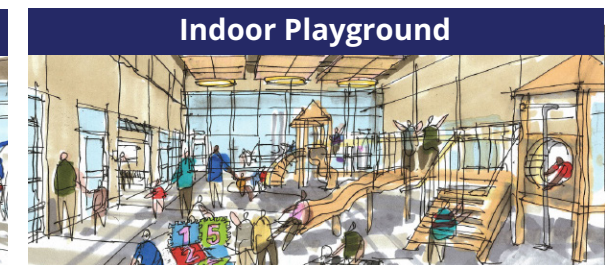
Potential Projects

Identified in the 2023 Lacey Parks, Culture, and Recreation Comprehensive Plan

Lacey City Limits

- Greg Cuoio Park**
 - Trails
 - Access to Natural Space
- Virgil S. Clarkson Senior Center**
 - Facility and Parking Expansion
 - Additional Access
- Brooks Park**
 - New Playground
- Long Lake & Wanschers Parks**
 - Water Access
 - Park Improvements
- Rainier Vista Park**
 - Pickleball Courts
 - Spray Park
 - Outdoor Table Tennis
- Meridian Park**
 - Pickleball Courts
 - Skate Features
 - Pump Track
 - Sports Fields
 - Spray Park
- Future Young Child & Family Center Site***
 - Spray Park
 - Indoor Playground
- Regional Athletic Complex (RAC)**
 - Infield Turf Replacement
 - Playground Replacement
- South Lacey**
 - Spray Park

*Future Young Child & Family Center Site Renderings



To view the complete Lacey Parks, Culture, and Recreation Comprehensive Plan, visit LaceyParks.org/Comp-Plan or scan QR code.



LACEY PARKS
CULTURE & RECREATION



~~—The Board of Park Commissioners Rules of Procedure is an attachment of the Lacey City Council Handbook located:~~
cityoflacey.org/wp-content/uploads/sites/3/2022/04/COUNCIL_POLICIES_PROCEDURES_2021.pdf

PARKS, CULTURE, AND RECREATION BOARD OF PARK COMMISSIONERS RULES OF PROCEDURE

1. Meetings

1.1. General:

- 1.1.1. All Parks, Culture, and Recreation Board (Board)~~Commission~~ meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair~~of the Commission~~.
- 1.1.2. All ~~Commission~~ meetings will allow for remote attendance by ~~board members~~commissioners and/or the public.
- 1.1.3. A ~~Commission~~ meeting may be cancelled at the notice of the Chair, and notice will 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, ordinances of the city, or resolution, Robert's Rules of Order (Revised), shall guide the formal decision process of the ~~Commission~~Board in making their recommendation(s) to Council.

1.2. Regular Meetings:

- 1.2.1. The ~~Commission~~Board shall generally meet ~~regularly~~ on the FIRST WEDNESDAY of each month at 5:30 p.m. Commissioners will attempt to conduct business at all regular meetings in a manner which will allow for adjournment no later than 8:~~30~~00 p.m.
- 1.2.2. The ~~Commission~~Board will set an annual meeting schedule prior to the start of the year.
- 1.2.3. In general, regular meetings will include the following elements:
 - Call to Order
 - Roll Call
 - Land Acknowledgment
 - Approval of ~~agenda~~Agenda and Minutes, ~~previous meeting minutes, and consent items~~
 - Public Comment
 - ~~Commission~~-Business Items (includes, reports, presentations, etc.)
 - ~~Commissioner~~ Reports (includes commissioners and staff reports such as, director, recreation manger, parks maintenance supervisor, senior parks planner, etc.)
 - ~~Director's Report~~
 - Adjourn

1.3. Worksessions and Special Meetings:

1.3.1. The Chair ~~of the Commission~~ may call for a ~~Worksession~~ worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the ~~Commission~~ Board, or committee, to meet.

1.3.2. Although most formal ~~Commission~~ Board action occurs at regular meetings, the ~~Commission~~ Board may make decisions and take official action at ~~Worksessions~~ worksessions or special meetings.

1.3.3. In general, ~~Worksessions~~ worksessions and special meetings will include the following elements:

- Call to Order
- ~~Commission~~-Business Items (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Commissioners shall be for three years and terms shall be staggered.

3. Election of Officers

3.1. The officers of the ~~Commission~~ Board shall include a Chair and a Vice-Chair, elected by the appointed members of the ~~Commission~~ Board, and such other officers as the ~~Commission~~ Board may elect.

3.2. The election of officers shall take place each year no later than the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. 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 ~~Park~~-Board.

4. Duties of Officers

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

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

4.2.1. Committees of the ~~Commission~~ Board shall be created at the direction of the ~~Commission~~ Board and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the ~~Commission~~ Board. No committee shall have the power to commit the

~~Commission~~Board to the endorsement of any plan, case or program without the approval of the full ~~Commission~~Board.

- 4.3. The Chair shall rule on issues which may arise regarding the committee as a whole, including but not limited to the handling of meeting items and discussions, potential conflicts of interest, the 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~~Vice-chair~~Chair~~ will perform all duties of the Chair.
- 4.5. In the absence of the Chair and Vice-Chair, the Commissioners in attendance may elect a temporary Chair for the meeting who shall exercise the powers of the Chair.

5. City Staff Support

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

6. Quorum

- 6.1. A majority of the general members of the board shall constitute a quorum for the transaction of business. The youth board member shall not be included in the count to constitute a quorum. ~~Four members of the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the ~~Commission~~Board -meeting is cancelled.~~
- 6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or, special meeting, ~~or Worksession~~ of the ~~Commission~~Board, is shall be deemed and taken as the action of the ~~Commission~~Board.

7. Conflict of Interest

- 7.1. Any member of the ~~Commission~~Board 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 applicable recommendations of the ~~Commission~~Board 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 City of Lacey Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

- 9.1. ~~The Commission~~ Board will provide the opportunity for public comment orally at regular Commission meetings. Public comment at special meetings and Worksession meetings will be allowed at the discretion of the Commission following the Advisory Board Handbook Public Comment policy.
- 9.2. ~~Members of the public providing public comment must provide their name and city of residence.~~
- 9.3. ~~Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period.~~
- 9.4. ~~If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue for that meeting. The Chair may invite members of the public to the following meeting for continued public comment as necessary.~~
- 9.5. ~~The Commission will not respond to public comment, but may ask clarifying questions or request that a public comment topic be added as a future Park Board agenda item for discussion.~~
- 9.6. ~~The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.~~

10. Amendment:

- 10.1. The Rules of Procedure may be amended at a meeting by the ~~Commission~~ Board by a majority vote of the entire membership.

APPROVED by the City of Lacey Parks, Culture, and Recreation Board on this 7⁶~~6~~th day of ~~April~~ May, 2025~~2~~.

Aram Wheeler
Chair

Gary Larson Laurie Davies
Vice-Chair

Adopted April 6, 2022
Updated August 3, 2022
Updated May 7, 2025

**Memorandum of Understanding between the
City of Lacey and Thurston County Pickleball Club**

This Memorandum of Understanding is made and entered into as of the date of the last signature hereon by and between the City of Lacey, a municipal corporation (hereinafter referred to as “CITY”), and the Thurston County Pickleball Club (hereinafter referred to as “TCPC”), a non-profit organization, jointly referred to as “Parties,” WITNESSETH:

WHEREAS, the City is committed to providing the community beautiful and well-maintained parks and amenities; and,

WHEREAS, parks and amenities provide opportunities for exercise and social interaction, leading to a community with improved health, strengthened local economy, reduced crime, and increased air quality; and,

WHEREAS, TCPC is committed to providing and advocating for pickleball opportunities throughout Thurston County by encouraging community participation, offering classes, and hosting tournaments; and,

WHEREAS, four tennis courts at Rainier Vista Park are lined for pickleball and provide valuable space to TCPC for classes and tournaments; and,

WHEREAS, the tennis courts need resurfacing to enhance player experience and improve the useability by TCPC and community members; and,

WHEREAS, the estimated cost to resurface the tennis courts is \$85,000 and city funding is not available; and,

WHEREAS, resurfacing the tennis courts will extend their longevity; and,

WHEREAS, TCPC would like to support the resurfacing project financially; and,

WHEREAS, the Parties would like to work together to improve the tennis court surfacing at Rainier Vista Park, benefiting pickleball and tennis players in Lacey;

NOW, THEREFORE, the CITY and TCPC, in consideration of the mutual terms, conditions, covenants, and provisions contained herein and the mutual benefits received hereunder, agree as follows:

1. The above recitals are incorporated by reference as though set out in full herein.
2. TCPC will:
 - a. Provide funding for the entire courts resurfacing project, estimated to be \$85,000. TCPC will reimburse the City’s actual costs upon completion no later than December 30, 2025. If costs exceed \$85,000, the City will discuss options with TCPC.
 - b. Reserve the tennis and pickleball courts for tournaments through the normal rental process.

The CITY will:

- a. Provide the parks maintenance staff to oversee the contracted services required to resurface the tennis courts.
- b. Attempt to complete the project in time for the Washington State Senior Games Tournament.
- c. Post notifications of planned court closures and close courts for line painting and resurfacing work.
- d. In lieu of court rental fee payment, TCPC is providing courts resurfacing. TCPC will receive use of the courts for up to **nine** days (no partial or pro-rated days) per year for **five** years (2025-2030). Each day of use is limited to park operating hours.

4. This MOU shall remain in effect until the project is completed before December 30, 2025, unless amended by mutual consent of the signing representatives from the Parties or terminated. Either Party may terminate this Agreement, with or without cause, after providing the other Party with at least 60 days' prior notice.

5. The parties mutually agree to defend, indemnify and hold the other, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement.

6. This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this Agreement shall be the Superior Court of Thurston County.

IN WITNESS WHEREOF, the parties hereto have entered into this Memorandum of Understanding this _____ day of _____, 2025.

CITY OF LACEY

THURSTON COUNTY

By: _____
 Rick Walk, City Manager
 Lacey Parks, Culture & Recreation

By: _____
 David Gaw, President
 Thurston County Pickleball Club

Date: _____

Date: _____

Approved as to form:

 David Schneider, City Attorney

**Program Updates
Quarter 1- 2025**

Aquatics

1-2 Highlights:

Hired 4 new staff members, trained them as lifeguards and swim instructors. Swim lessons went great during the winter session, aquafitness classes have run smoothly and staff has had great attendance this quarter.

Overview (1-2 paragraphs):

- The winter quarter was busy with training of new staff, and programming around the high school boy's season. New staff survived 36hrs of training this quarter to become lifeguards and swim instructors.
- Over the winter Quarter our staff taught 253 lessons, we guarded 129 aquafitness registrations, and 67 family open swim registrations.
- Our staff also oversaw the specialized recreation program who practiced every Saturday morning. We started hosting pool rentals on a regular basis hosting 2 rentals in Q1 and have another coming up this weekend!
- We also scheduled and programmed around 373 pool hours in the 1st Quarter of high school boys swimming, as well as 245 hours of TOSC swim club practice.

Special Events

1-2 Highlights:

Lacey Cultural Celebration had a great turn out with around 4000 folks. Upcoming summer event changes.

Overview (1-2 paragraphs):

- The Lacey Cultural Celebration, presented by TwinStar Credit Union had a great turnout of around 4000 people, despite being held 6 weeks early then usual (due to availability of SMU) and a forecast of snow. We had lots of great food vendors, activity booths and vendors along with a full schedule of amazing performances by clubs and organizations. It's always so fun to see the multigenerational presentations and seeing families explore the culture & traditions of our neighbors in the community. The Passport activity is always a highlight and kids picked up their passport and 'traveled the world' by visiting the various booths and asking questions. When they are done, they went to the 'Embassy' and picked up a free gift from our sponsor Lacey Collision. This year they got a globe/flashlight/keychain.
- We also have a new multi-event sponsor in Country Financial, they will be high level for Lacey Spring Fun Fair and July 3rd, plus they are also supporting Lacey in Tune and Lacey Holiday Lights for \$14,000.
- Due to the good response to last summer's bonus midweek evening show, Lacey in Tune Wednesday concerts will offer 3 noon tune shows and 3 evening concerts. Play in the Parks Thursday series will change from 2pm to 11am due to hot summer days and lack of shade at some of our parks where the events are held.

Community Recreation

1-2 Highlights:

Lacey Teen Late Nights have had great attendance to start 2025 averaging 365 teen per event.

Overview (1-2 paragraphs):

- Cultural classes have gotten off to a busy start this year, attendance is up in many classes including art, ballet, and our voice over class to name a few. We have added a few new offerings Automotive 101 and Coping with Stress through Writing and our new Hip Hop Step class is starting to gain some momentum.
- Our trip goers have been on a few great adventures so far this year they have checked out the Museum of Flight, Wing Luke Museum and the Northwest Flower and Garden Festival.
- The Teen Late Night events have been going great, our monthly events during the school year are keeping teens busy and having fun in a safe environment. The teens participate in contest, games, dancing and playing different inflatable games, we are looking forward to the upcoming events.

Facilities and Rentals

1-2 Highlights:

The LCC and JSH closed for the first two weeks of January for annual maintenance. Interior painting and wood floor refinishing was completed. Picnic shelter reservations opened online February 1st, for April-October.

Overview (1-2 paragraphs):

- During the recent closure of the LCC, the wood floors were deep sanded and refinished, giving them a brand new look!
- The Facility Maintenance team was also busy with interior painting at both LCC and JSH. All exterior locks at the LCC were also changed and re-keyed. Having a couple weeks with no rentals is always a relief to facility staff. It gives us a chance to take a breath and get to reorganizing the buildings.
- February 1st signaled the first chance to make a picnic shelter reservation. Shelters are available for rent from April 1st-October 31st each year. As of April 1st, picnic shelters and the Lacey Depot have collected over \$10,000.00 in rental fees.

Regional Athletic Complex

1-2 Highlights:

Lacey Softball leagues started up 16 co-ed teams 14 mens
Cal Ripken, River Ridge softball started
13 tournaments with \$35,000 tournament revenue

Overview (1-2 paragraphs):

- We opened the grass soccer field March 9th .
- Field 1 was closed down the entire month of March for replacement of the turf
- We hosted some large tournaments including the Kings of the NW, Superdraft.
- Cal Ripken opening day and a few top tier youth baseball tournaments. Senior Softball started on Wednesdays.

Youth / Adult Sports

1-2 Highlights:

We hosted the 2025 Elks Hoop Shoot District Competition on Feb. 1, where the Lacey champion in the 8/9 year girls division won and moved on to the Washington State competition. March was our opening month for grass athletic field rentals and we had 892 total reservations between Lacey Parks and the NTPS fields. In programming, we registered 379 participants in over 50 camps and programs.

Overview (1-2 paragraphs):

- The first month of this year's athletic field rental period was off to a busy start.
- We had 18 separate sports leagues make 892 total reservations on the Lacey Parks and NTPS grass fields in the month of March!
- The new Nisqually turf football field and track is nearing completion, and the schools have begun to use it for spring sports. This is welcoming news because it means our community will have access to this facility most likely by the end of the year!
- In sports programming, we registered 379 participants over 48 classes and 6 day-camps, totaling \$23, 212 in net revenue. Archery Tag, Floorball, and Sport Sprouts saw the biggest increases in registrations from the fall.
- Our annual National Women and Girls in Sports Day celebration and free youth sports camps with Saint Martin's University was cancelled this year due to scheduling issues. The SMU athletic department have been in the midst of some big changes, and they were just unable to help us out this year. We have spoken with NTPS about partnering with them next year in hopes of revitalizing this event and establishing a new tradition moving forward.
- And finally, every three years, Lacey Parks hosts the Elks Hoop Shoot District competition, which represents our district's city hoop shoot winners stretching from Tacoma to Centralia. Our city winner for the 8/9 year girls division, Ariella Laguna from South Bay Elementary, won her age group yet again and was able to move on to the Washington State competition!

Front Desk / Customer Service

1-2 Highlights: Finalized the department's updated process for compiling and entering program offerings into our online registration "catalog" as the department shifted away from publishing a traditional "playbook". This project included aesthetic updates to the catalog to increase usability, process improvement updates for our staff, and publishing our "non-recreation" offerings to the catalog for the first time.

Overview (1-2 paragraphs):

- Across all transaction types (registrations, refunds, user credits, financial assistance, etc.) the front desk processed 730 transactions totaling \$184,673.48 during quarter one, 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: tracked and contacted vendors and sponsors, updated webpages, trained staff on website and CivicRec usage.
- Finalized new submission process for recreation offerings then oversaw spring registration which included 249 unique offerings-- collected programmatic information from staff, proofed accuracy of offerings, created and formatted offerings in CivicRec (recreation software), triaged needed changes from staff, and assisted residents once registration opened.
- Assisted with and conducted several departmental marketing campaigns: designed an "evergreen" registration flyer, proved edits to several department-wide marketing advertisements, unified formatting of CivicRec catalog and reconfigured pages to promote usability, created a website for the development of Greg Cuoio Community Park, and created permanent webpages for multiple special events.

Marketing and Metrics

1-2 Highlights:

We've successfully moved from our digital PLAYBOOK to putting all of our programs in civic rec for registration as of Spring quarter

Overview (1-2 paragraphs):

- To help promote our new registration process (ie: no PLAYBOOK) we've done some additional social media featuring some of our programs, we've added a College St Banner promoting registration, sharing a generic handout at events and when tabling with the website & QR code.
- We also did an e-newsletter specifically promoting the opening of registration and we will still do event promotions with specific flyers.
- Plus we are promoting the dept. With ads in a new neighbors guide going to all new residents of Thurston and Lewis County, along with the Showcase New Neighbors guide for Thurston County and the JBLM welcome guide to all new military families.
- We also did an interactive survey board at Cultural Celebration to gather feedback and it was well received.
- Our monthly newsletter continues to do well, with 9160 recipients and a 55.4% open rate.
- Our social media reach is growing
- Our dept Facebook Jan28-Feb 24 views: 41,300, up 42.3% with 758 interactions which is up 77%!
- Instagram view 3,700, up 52.9%.

Museum**1-2 Highlights:**

Three HistoryTalks programs were held; programs served 859 people.

Museum move is progressing well: the office at the Bell Towne Centre is ready for move-in, exhibits are 90% planned, exhibit walls have been installed, and some artifacts moved over.

Overview (1-2 paragraphs):

Three HistoryTalks this fall, with topics including the Black Civilian Conservation Corps workers in Washington State Parks, the Evergreen Ballroom, and solving the mystery of O. C. Lacey. We have served 859 people through our programs this quarter (105 in person, 129 live online, 625 YouTube).

The museum move to the Bell Towne Centre made good progress this quarter:

- Office cleaned out, walls patched and painted, desks assembled, and Wifi installed.
- Exhibit walls purchased and received, and exhibit platforms ordered.
- 90% exhibits renderings completed.
- Moved large artifacts from Russell House.
- Worked with Lacey MakerSpace to build reader rails.

We added a page on the website of the properties on Lacey's Register of Historic Places.

Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
3.19.25	Eric Q.	Hi, I saw equipment working in the park near the trail from the boat launch road. Do you know how long that work will be going on?	Reply from Senior Parks Planner Jenny Wilson: Thanks for reaching out. We have a contractor removing hazard trees at that location this week (the house and property next to the boat launch), work will continue throughout next week at Long Lake Park.
3.25.25	Phone call from Kevin	Is there a plan to create a trail from Union Mills Rd to Marvin Rd. The Railroad crossing on Marvin Rd. and tracks have been removed.	Reply from Senior Parks Planner Jenny Wilson (phone call): I checked with Thurston County about their Marvin Rd. project and confirmed that railroad tracks and the railroad crossing has been removed as part of the traffic improvement project. The project engineer said BNSF still owns the property but has not utilized it for train service for many years. The contract for the construction allowed for the removal of the crossing and tracks (across Marvin Rd) however BNSF maintains the right to put tracks back in the future. There are no immediate plans for a rail-to-trail project. TC project info online here: https://marvin-road-thurston.hub.arcgis.com/
3.27.25	Carol F.	As a resident who lives along the 15th Street NE corridor, I am looking forward to the Cuoio Park's many opportunities for my neighbors and myself. Along these lines, I'd like to point out one of the drawbacks to living here: 15 ST N E is NOT pedestrian or bicycle friendly! Between our house and the park the road is narrow with no shoulders, only a ditch or blackberry bushes on the sides. As stated in the information regarding the parks, it is hoped they will draw in a variety of people. To be more welcoming, especially to all the apartments and new developments along this corridor, sidewalks would be a wonderful addition. To encourage people to leave their cars and get out and exercise, they need a safe way to walk, push strollers, and bicycle. Please consider requesting developers and the city to include pedestrian friendly modes of transportation to the Cuoio Park for all the current and future residents of 15th Avenue N E.	Reply from Director Jen Burbidge: Thank you for reaching out, and for your interest in Greg Cuoio Park. Developers along 15th Ave NE are required to install sidewalks and bring their frontages up to City of Lacey standards (including road width, sidewalks, and other necessary improvements). Additionally, most if not all of the approved developments have been required to pay traffic mitigation fees which will assist the City in its own road projects. The City has a Pedestrian & Bicycle Plan: https://cityoflacey.org/wp-content/uploads/sites/3/2024/02/TRANSPORTATION0912_2018_Lacey-Pedestrian-and-Bicycle-Plan-reduced.pdf In addition, the Greg Cuoio Park & Greenways Master Plan shows long term connectivity between all of the adjacent parks properties and neighborhood access (however, future phases are dependent on identification of funding). View that plan here: https://laceyparks.org/wp-content/uploads/2022/04/2022_0125-Greg-Cuoio-Master-Plan-Report.pdf Thanks again, Jen Burbidge
4.11.25	Clay D	I'm curious if any pesticides are used at Lacey Parks or if they are pesticide free.	Reply from Parks Maintenance Supervisor Jamie Oakland: Good Morning Clay, I was forwarded your question regarding pesticide use in parks. The short answer is yes, we do use herbicides in our parks. The herbicides are used in formal landscapes, tree wells and around mow obstacles like sign posts.
4.17.25	Samanta A.	I wanted to bring to your attention a safety concern at Bush Park in Lacey. During a recent visit, I noticed a significant amount of broken glass near the water fountain, which is located close to the playground area. Because this spot is frequented by children and families, the glass poses a serious risk of injury. I'm hoping your team can address this issue as soon as possible to ensure the area is safe for all visitors. Thank you for your attention to this matter, and for all you do to maintain our local parks.	Reply from Senior Parks Planner Jenny Wilson: Hi Samantha – Thanks for reporting the safety concern, we appreciate park users helping us keep the parks safe! Staff were out yesterday afternoon and cleaned up the glass. Many Thanks, Jenny