

CITY OF FIFE PARKS, RECREATION AND COMMUNITY SERVICES ADVISORY BOARD
Wednesday, January 4, 2012

Call to Order: 1/4/12 6:15 pm

Notice of Quorum/Roll Call:

Members Present: Chuck McDonald, John Fietz, Pat Coddington, Chris Hoffman-Fagundes

Members Absent/Excused: Cody Geddes, (arrived @6:23 pm)

Staff Present: Kurt Reuter, Director and Brenda Garcia-Brown, Office Assistant

Review of 11/2/11 meeting minutes

Fitz moved, seconded by Coddington to approve the 12/7/11 meeting minutes as submitted, motion passed.

Citizen Comments: NONE

Board Reports:

Fietz commented that there was some vandalism at Wedge Park. A portable restroom was tipped over, Christmas lights on the gazebo were broken and stolen, and some graffiti was painted on the side of the structure. Fietz would like to put this on next month's meeting agenda as a topic for discussion. It seems like this is going to be an ongoing problem and he would like to brainstorm and get input from the Board to see if they can come up with ideas to prevent future vandalism.

Director Reports:

2012 Trail Awareness Day

Julie Dames-Ryan attended the meeting to discuss the 2012 Trail Awareness Day. A schedule of meeting days for the group was discussed. Sub-groups have been established in three areas. They are Vendor Booths, Marketing, and Fun-Run. McDonald and Coddington are on the Booth Group. McDonald, Coddington and Fietz are on the Marketing Group. Geddes is on the Fun-Run Group and Hoffman-Fagundes said she can help with "on-line" marketing and email blasts. Ideally, Julie would like the subcommittees to meet once a month and also meet with the overall group once a month to update them on progress. The goal is to meet often and plan early so the event goes smoothly and we are not rushed. Also discussed were the best dates and times for the subcommittees to meet. Director Reuter commented once sub committees meet they can report back to the full board with updates. Therefore, the 2012 Trail Awareness Day will be a standing agenda item. The next subcommittee meeting is scheduled for 1/18/12 at 4 pm at the Fife Community Center. Julie Dames-Ryan and Geddes will meet on 1/23/12 8:00 am to discuss the Fun Run.

It was stated that no one has started working on any aspect of the event. Chair McDonald did speak with someone who can demonstrate bicycle and helmet safety. Chair McDonald asked if we will we try to incorporate the Rainier to Ruston event with ours. Director Reuter responded that might be a possibility if there is a way to connect the two without conflicts. Geddes said in the past the event has come through Fife in the afternoon, around 2pm. However, it is only a running event, there is no cycling.

2012 Harvest Festival

Director Reuter does not have much to report, but it has officially been given to the PRCS department. We are looking at a variety of different activities to do this year, but the overall event will look much the same. Our department has had some discussion on how we can do things differently in regards to the organization and administration of the event.

PRCS staff will meet with other city staff who were formally in the lead role to transfer information. PRCS Board will have a similar role as in years past. The Harvest Festival will be held Saturday, October 6, 2012. As the event develops there may be new and exciting things for the board to do at the event.

Brookville Gardens Community Park Update

Director Reuter said the big news is that he will be going before council to ask for approval for the next phase of the contract with our consultant, BCRA. There are three different elements to the scope of work. They include final park design, bidding document, and permit preparation and submittal. The next phase deals with contract administration, construction administration, assisting us in evaluating and awarding bids, and post construction administration. The last piece of the work includes design and permitting for the fish hatchery element. Combined, the total contract is \$283,000. Director Reuter will need to educate the council and remind them of the history of this project. That includes the addition of the mitigation project, new master plan, fish hatchery element, and redesign of the bridge which is the main entrance to the park. We have included supporting documents so council can easily see what the project was and what it looks like now.

Chair McDonald asked if did Sterino Farms renewed their lease for the year? Director Reuter replied they have not renewed their lease on the Brookville Gardens property for 2012 in anticipation of the project moving forward. They will still farm the Levee Road property. Chair McDonald said it is his understanding they are going to save some of the blackberry/raspberry plants? Director commented that is currently in the design. Director Reuter encouraged the board to attend the council meeting if they would like more information. The council will be discussing the Brookville Gardens project and Director Reuter will also be presenting the 2012 work plan.

2012 Budget Update

Director Reuter said the City Council has approved the 2012 budget. The second reading occurred at the November 22, 2011 council meeting. Some staff reductions and program cuts have been implemented to balance the budget. The City Manager was given his review by the council. They were pleased with his performance and have extended his contract another year.

New Business

2012 Work Plan

Looking ahead to 2012, we've developed an ambitious work plan. Director Reuter sent out the final draft work plan to the board and received positive feedback. This is the final draft that will be presented to council. However, keep in mind that council has the ability to make changes if they so choose. This will be presented to council at the 1/10/12, meeting along with the 2012 Tree Commission work plan. Three new members have joined the council. Staff will arrange times for the new council members to tour PRCS facilities. They will also be attending a council retreat in late January.

Officer Elections/Terms Expirations applications for re-applicants

Director Reuter reported that as of 12/31/11, terms are expiring for Melanie Brown, Vice Chair Freeman, & Chair McDonald. He has since received communication from Brown and Freeman that they will not pursue reappointment to the PRCS Board and the Tree Commission due to other commitments and time restraints. They do thank the board and they said they will be willing to help as time allows. We have advertisements out and have received one application from former council member Nancy de Booy.

The council will be asked to review the application and hopefully appoint Ms. DeBooy to the PRCS board. We will continue to advertise until the end of the month. Please encourage anyone you might feel would be a good fit to our board to apply. Director Reuter commented in regards to elections. They can be held tonight, or wait until February. Fietz, Coddington, and Chair McDonald suggested waiting until February. Chair McDonald thanked Vice Chair Freeman and Brown for their hard work on the board. They were great additions to the board and they will be missed.

Old Business

Reader board advertising policy

Director Reuter commented he has not had time to gather information or policies from other cities/agencies regarding their reader board policies. He will work on it and try to include some samples in the February packet. We will also put this item back on the February agenda.

Chair McDonald asked if we have any kind of agreements or deals with the businesses in Fife to advertise city events like the Harvest Festival? Director Reuter said he is unsure but will discuss it with Laurel Potter who is our marketing director and see what information she can share.

Other Business:

Hoffman-Fagundes mentioned the first ever Fife/Milton the Relay for Life Event. Their committee is looking for more Fife support. She mentioned some of the unfortunate things happening in Fife and feels like it is time for the community to take back their neighborhoods and parks. She strongly urged people to call 911 and report any type of suspicious activity. Chair McDonald commented on "Crime Map" and what a great tool and resource it is for citizens to gather information on crime in their area. Director Reuter commented the police chief has mentioned crime prevention tools Fife has in place and supports people getting involved and using them.

February 1, 2012 Agenda Items

Harvest Festival (standing item Old Business)
2012 Trail Awareness (standing item Old Business)
Brookville Gardens Community Park (Director Report)
2012 Work Plan update (Director Report)
Officers Elections (Director Report)
Reader Board Policy (New Business)
Arbor Day/Park Appreciation Event (New Business)

Closing Comments

Chair McDonald closed by saying he looks forward to working with everyone in 2012 and thinks it's going to be an exciting time with the Brookville Garden park project.

Adjournment:

Coddington moved, seconded by Hoffman-Fagundes to adjourn the meeting. The meeting was officially adjourned at 7:12 pm.