

**City of Fife Parks, Recreation and Community Services Advisory Board  
Wednesday, October 3, 2012**

**Call to Order 10/3/12 6:07 pm**

**Notice of Quorum/Roll Call**

Members Present: Chuck McDonald, John Fietz, Cody Geddes, Pat Coddington, Jay Marks, Nancy deBooy

Members Absent/Unexcused: Chris Hoffman-Fagundes

**Review of 9/5/12 meeting minutes**

None: No meeting September 5, 2012 due to lack of quorum, therefore no official minutes or action was taken. Notes were only taken.

**Citizen Comments**

None

Councilmember Wolfrom was in attendance.

**Board Reports**

Chair McDonald commented he was at the off leash Dog Park and said the grounds are pruned, trimmed, and look great. Very special thanks the maintenance crew on a job well done.

**Director Reports:**

**Brookville Gardens**

We are close to the 90% design milestone. We are looking at getting information back and reviewing the plan drawings. Staff will give our feedback and comments to BCRA on the preliminary design. Director Reuter said according to Public Works Director Blount that the mitigation project portion of the POTR interchange project has been accepted and we can move forward. The goal is to have final design by the end of the year and bid late 2012 or early 2013.

deBooy asked if will there be a discussion or presentation on these plans? Director Reuter said once the plans are reviewed, there will be a review with the council. The master plan of the park has not changed from the information that was provided a few months ago.

**2013/2014 Budget Update**

A City Council budget retreat was held September 15, 2012. It was very productive. They were able to make good progress. They received an updated budget calendar. The October 9, 2012 council meeting will be the final presentation on the LTAC funding recommendations. The first budget presentation by the city manager for 2013/2014 will be made at the 10/9/12, Council meeting and they will review a resolution for setting the property tax levy. October 16, 2012, is a special Council Study Session and there will be a budget presentation on the general fund budget. At the October 23, 2012 regular council meeting, all other funds will be presented to the council that are not related to capital or general funds. There will be a special meeting on November 6, 2012, to once again present the 2013/2014 budget for council approval (1<sup>st</sup> reading). It takes approximately 5 weeks to go through the public process to gain approval of all areas of the 2013/2014 budget.

### **Movie in the Park Recap**

The participation was great for both events. We are looking to continue our partnership with *CLICK!* and possibly add more movies to the summer schedule in 2013. We will offer a holiday movie on Friday, December 7, at Columbia Junior High School.

### **Summer Programs Recap (Free Playground, Summer Day Camp, RAD)**

All three programs were extremely successful this year. We had approximately 25-30 daily participants at the Free Summer Playground Program and 40 participants at the Summer Day Camp. The Summer Day Camp ran for 10 weeks and was full every week. We had to put prospective children on wait lists. This was the most revenue we have ever generated. The swimming sessions are a great incentive for our day camp. Chair McDonald asked what is the maximum number of kids we can handle at the free program. Director Reuter responded, because it's a drop-in program and parents can supervise their children, we can accommodate as many as staff can handle. We do have some latch key kids that come by, participate in the activities, eat lunch, and then leave. We allow this as long as they adhere to the program rules. Chair McDonald said the programs for the kids in the summer have been great and is a great asset for the community. KUDOS to Shelby, Julie, Brenda, and all the summer staff.

### **New Business:**

#### **Levee Road Park Access and Parking Lot**

We have received comments from the council that they would like to see improvements on that site to make it more accessible to the public. They would like to hear the PRCS Board suggestions so they have additional information prior to making a decision. This would include costs for improvements to the site and provide some suggestions for activities. The area is being used frequently. It would be in the best interest to have a formalized access and a parking lot. Currently there is a lease to a local farmer who farms about 35 acres on the site. Therefore the plans have to be compatible with his farming operation. City staff looked at the site and came up with 3 options (access and parking area). The goal is to look at each alternative (A, B, C) and develop with a plan to provide safe and easy access. The three plans are as follows:

- A: Access off of 48th St. with parking lot closer to the trail
- B. Access off Levee road from the West end with parking lot close to Levee Road
- C. Access off Levee road from the East end with parking lot nearer to east end of pond trail

The Board felt Plan A has more advantages. There are Shoreline Master Program requirements in order to develop the property if we choose Alternative B or C. Those requirements will impact the design plan. Alternative A is the only option that is not subject to those requirements. Regardless of which option is chosen, all of the following requirements must be met: 1.) All sites must be ADA accessible along with ADA trail access, 2.) A safe turnaround area, with minimum specs for emergency vehicle access, 3.) City Code requires if the road is in excess of 150 feet in length, you have to construct a turnaround. Marks mentioned he walked out there and looked over the area. Options A & B would seem to work, but C does not seem feasible. The road goes up at an angle and emergency vehicles might not be able to turn at that angle. Fietz also said options B and C concern him because trying to enter and exit that area onto Levee Road is dangerous. It looks like 48th would be the most feasible entry. Fietz asked if the city owns the property to the East going in and do we have to have the parking lot that far in? Director Reuter said yes and some adjustments can be made, for example putting the parking lot

at the 150 foot mark and constructing a longer trail from the parking lot to the trail. It would also lower cost of paving. Options B & C were ruled out by the Board. It is recommended to refine the parking options in Plan A and review them again at the November meeting. Chair McDonald motioned to approve option A, seconded by Fietz, motion approved.

### **2012 Harvest Festival**

The PRCS Board support of the annual Harvest Festival includes setting up the parade in a logical order and volunteering at booths throughout the day. Chair McDonald will help out with parade set up at 9:30 am. Fietz (12:30-1:30), and Geddes, and Marks are able to help after 11:30 am. Coddington is not able to commit. Fietz will contact former PRCS Board member Melanie Brown to see if she is willing to help with parade line up. Director Reuter suggested everyone dress up in a harvest theme.

### **Old Business:**

#### **Policy Creation for concussion injuries and gender equity policy**

The policy creation for gender equity has been completed. It needed to be completed, adopted and on the books by the end of October, 2012, therefore, it was completed by administrative order. It follows the State RCW. We had to get this done in a timely manner in order to comply with the insurance requirements. The Concussion policy has been tabled to the November 2012 PRCS Board meeting.

#### **Reader Board Policy**

Table to the November 7, 2012, PRCS Board Meeting.

### **Other Business**

#### **November 7, 2012 Agenda Items**

Brookville Gardens Project Update  
2012 & 2013/2014 Budget Update  
Harvest Festival Recap  
Political Advertising Use of Public Property  
Levee Road Project Discussion  
Policy Creation for Concussion Injuries  
Reader Board Policy Discussion  
Calendar for nomination process for the Memorial Fountain

### **Closing Comments**

#### **Adjournment**

Fietz moved, seconded by Marks to adjourn the meeting. The meeting was adjourned at 8:10 pm.