

**City of Fife Parks, Recreation and Community Services Advisory Board
Wednesday, November 7, 2012**

Call to Order 11/7//12 6:07 pm

Notice of Quorum/Roll Call

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

Members Absent/Excused: Chris Hoffman-Fagundes

Absent/Unexcused: Nancy deBooy

Review of 7/11/12 and 10/3/12 meeting minutes

No meeting was held on September 5, 2012 due to lack of quorum. Therefore, minutes of the 7/11/12 meeting need to be approved as well as the minutes from 10/3/12 meeting. Geddes moved, seconded by Marks to approve the meeting minutes of 7/11/12. Fietz moved, seconded by Coddington to approve the 10/3/12 meeting minutes. Both meeting minutes were approved.

Citizen Comments

None

Assistant City Engineer Ken Gill was in attendance.

Board Reports

Fietz thanked former PRCS Board member Melanie Brown, for helping at the Harvest Festival. Organizing the parade was hectic, but she was very helpful. Fietz spoke to former mayor Johnson, who asked about the Tree Commission. Fietz responded we have a good group but we have a few vacancies. Mayor Johnson asked Fietz to have Director Reuter to send him an application. McDonald said he was asked by several people if the caboose was going to be open in the future. Director Reuter said the city does not have any money appropriated for the caboose interior renovation, however, it is our goal to get the interior completed. McDonald commented that the off leash dog park looks great. He wants to thank the maintenance crew for their hard work.

Levee Road Park Access and Parking Lot

Assistant City Engineer Ken Gill was in attendance to speak on the Levee Road Park access and Parking Lot design alternatives. The purpose is to build a small parking lot, access road, turn around, and ramp to access the park trail. The city acquired this property for potential future development which includes a community park. Some options discussed included parking along 48th street, which would increase the cost because we would fill in and reconstruct a water quality swale. The other option was to move the parking closer to 48th street and build a longer trail. The design presented is construction friendly and will allow us to maintain better control of the cost. The project has a \$160,000 project budget. The project cost includes landscaping, design, entrance sign, paving, and project management. The most expensive items are the crushed rock and asphalt. Combined total is roughly \$50,000 or about 1/3 of the cost of the project.

Council has already had the first read of the 2013 Capital Budget and the second read will be sometime mid-November. Ideally, the timeline would be Council approval of the plan in

January, hire design consultant in January, out to bid in March, and construction late spring and early summer. Gill requested feedback from the board.

McDonald asked about the entrance gate and does that mean the park will close at night. Gill answered that is a policy question that the board would need to decide on. Director Reuter commented this park would have operating hours of dawn to dusk like all other parks. We may leave the park un-gated and monitor after hours use. Until such time the city develops or sells the property we need to be aware of the tenant farmer's needs and develop a plan that will work for him and the city.

Director Reports:

Brookville Gardens

Staff and BCRA continue to move forward with this project. We are nearing the 90% design milestone. The city has also contracted with a third party to prepare an independent cost estimation report. BCRA will move forward with final design and preparation and bid documents.

Director Reuter commented on the extension of Sheffield Trail out to 20th Street. Gill said that is the trail extension from Bella Sonoma. Director Reuter said one of the goals of the council is to improve community connectivity.

2013/2014 Budget Update

The 2012 budget is on target. We do have one final budget amendment in December. The council held a special session to work on the 2013/2014 general fund budget. The first read was passed and the second read and adoption is scheduled for the 13th of November. Staff and council have worked very hard to prepare a balanced budget for the city. McDonald commented he read an article that City Manager Zabell declined a pay raise because he wanted to set an example for city staff. Director Reuter agrees that Mr. Zabell is a manager that leads by example and it was a great step to formally advise the council he was not seeking a pay raise.

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:

Political Advertising Use of Public Property

Marks commented on a flyer that was circulating in Fife of political candidates standing in front of the Dacca Barn and was wondering if there is a policy in place that prohibits this practice. Director Reuter said the city does not have an ordinance that prohibits this type of thing. Marks stated he does not like this and was personally offended because they are pictured in front of Fife property but they are not from Fife yet targeting Fife residents. It does not seem like a moral position and you should not take advantage of a city's public structures to advertise campaign.

2012 Harvest Festival

Director Reuter commented he feels this was the best year yet for the festival. The PRCS department staff took over the festival this year. Julie Ryan was the event manager. She tried some new things this year and kept some items from years past.

She wanted to focus on more of a traditional harvest theme. The pancake breakfast was also moved from the community center to the Dacca Barn. The feedback received was positive. In 2011, 1200 ears of corn were served, this year 1800 were served. Our concession vendor served between 1100-1200 hotdog meals. The vendors were pleased with the turn out and look forward to coming out again next year. The beer garden vendor is looking forward to coming back out next year as well. Fietz commented that he worked the train from 12pm-1pm. He would like to see the hours open longer because there were still people waiting to tour. He liked the vendors and layout. He asked if we had bike racks at the barn because some bikes were chained to the fence and was concerned about the fence being damaged. Director said there are not bike racks and will see about getting some one there next year. McDonald said all the participants seemed enthused. His only concern is the parking. Director Reuter said we will try to work on the parking issue next year. The city did provide a shuttle service for vendors and festival attendees.

Old Business:

Policy Creation for concussion injuries and gender equity policy

Director Reuter handed out information provided by WCIA, our insurance pool. They have looked at this law in some depth. The city needs to adopt a policy to ensure we are in compliance. This has not been an issue with us previously as we do not conduct any in-house youth athletic programs. We will add language to our facility rental forms, which states you are aware of the Zachary Lysted law, you understand the law, and agree to comply with the law. If the Board agrees, Director Reuter will work with the legal staff to add that language to our forms. Coddington asked if we think its strong enough language. Director Reuter responded that WCIA provided the language therefore; they are comfortable with the wording. Director said we will an affidavit signed from the third party organization stating they are aware of the law and are in compliance.

Reader Board Policy

Director Reuter stated that three questions need to be answered in order to finish drafting our policy. 1. Are we going to allow outside advertisers? 2. If yes, would it be allowable to open it up to “for profit” businesses. 3. What will be the cost to place an add on the reader board? We already allow organizations that have a direct relationship with the City of Fife such as the Fife School District and community related organizations. Facility renters already have the option of renting the reader board on the day of their event. Fietz thought it might be OK for new businesses to advertise to help their business grow. That could help bring in additional revenue. Marks asked if we have done any revenue projections if we were to allow this. Director Reuter said we currently have about 1 or 2 requests per month from the private sector to advertise on the board. Geddes feels it should be kept as it is. McDonald would like to hear from deBooy before moving ahead because she has strong feeling regarding the reader board. This item is tabled to the December meeting.

Other Business:

Calendar for nomination process for the Memorial Fountain

Director Reuter said we need to set an application period that allows the board to review the applications before recommending them to council.

At the close of the application period, those that nominated someone would come and present, then the board would evaluate the applications and make a recommendation to the council. The first year we would allow up to five nominations and in subsequent years only two would be allowed. We need to determine the month that we accept applications. We will also advertise in several places to make the community aware of this process.

December 5, 2012 Agenda Items

Brookville Gardens Project Update (DR)

2012 & 2013/2014 Budget Update (DR)

Reader Board Policy Discussion (OB)

Calendar for nomination process for the Memorial Fountain (OB)

Setting 2013 Work Plan (NB)

Closing Comments

Director Reuter commented on the upcoming holiday movie on Friday December 7th, at Columbia Jr. High. The pool will be closed over the holidays for cleanup and maintenance. Some Board positions expire this year so if you are interested in being appointed for another term, please submit your application. We will have a little holiday cheer prior to our meeting in December. Please bring a treat if you wish and come a bit early to the meeting.

McDonald thanked Gill for attending and presenting on the Levee Road Park Project. He also thanked council member and PRCS Board liaison, Lew Wolfrom for attending.

Adjournment

Geddes moved, seconded by Marks to adjourn the meeting. The meeting was adjourned at 7:50 pm.