



**PARKS & RECREATION COMMISSION  
MEETING AGENDA**

**Online via Zoom**

**Wednesday, April 20, 2022  
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - [a.](#) 11/17/2021 Meeting
  - [b.](#) 01/19/2022 Meeting
5. Public Comment
- [6.](#) Parks Projects Update
- [7.](#) 2022 Parks and Recreation Commission Meetings
- [8.](#) Parks and Recreation Commission Budget
9. Meet & Greet with Mayor Debbie Sullivan
10. Next Meeting Date - 05/18/2022
11. Adjourn

**Remote Meeting Information**

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<https://us02web.zoom.us/j/86496256533?pwd=NEErBFJmYUhkRWp6eFFZaDJaTkZBQT09>

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**TUMWATER PARKS AND RECREATION COMMISSION  
MINUTES OF VIRTUAL MEETING  
November 17, 2021 Page 1**

**CONVENE:** 7:00 p.m.

**PRESENT:** Chair Erin Carrier and Commissioners Stacy Brown, Mike Culley, and Amy Hargrove.

Excused Absence: Commissioners Terry Bullock, Bill Kallappa II, and Kelly Von Holtz.

Staff: Parks and Recreation Director Chuck Denney, Recreation Manager Todd Anderson, and Parks and Facilities Manager Stan Osborn.

**CHANGES TO AGENDA:** There were no changes to the agenda.

**APPROVAL OF  
MINUTES - JULY  
21, 2021:**

**MOTION:** Commissioner Brown moved, seconded by Commissioner Hargrove, to approve the minutes of July 21, 2021 as published. Motion carried unanimously.

**PUBLIC COMMENT:** There were no public comments.

**RECREATION PROGRAMS AND SPECIAL EVENTS:** Recreation Manager Anderson updated the Commission on the status of recreation programs and special events during the year. The last update was in July on summer events and programs during the COVID pandemic. Despite the pandemic, the department has adapted by offering activities the community can enjoy. Attendance at summer camps has been at its highest. As people begin resuming normal activities, he anticipates Parks and Recreation will be extremely busy.

Youth and teen programs during 2021 included:

- Tumtastic Days, a daycare program offered at Michael T. Simmons Elementary School from 1/4/21 – 4/30) with 189 participants generating \$16,014.50 through donations. Scholarships totaling \$4,415.66 were awarded to families.
- Spring Break Camp attracted 13 participants
- Summer Camps (8 weeks) attracted 399 participants and generated \$67,854 in donations and revenue
- Tumwater Youth Program (TYP) sponsored nine events attracting 369 participants. Events included archery tag at

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 2**

the golf course and teen nights at the Old Town Center. Beginning in 2022, TYP events will be held in schools when access to schools will be possible.

- The Art Stars Program offers free art kits to the community at Peter G. Schmidt Elementary School through the day camp season. Over 900 youths participated.
- The department offered 255 recreation classes. Of those classes, 95 were in-person classes and 18 were virtual classes. The community has indicated some interest to return to in-person classes but also want the option of participating virtually.
- Sponsorships – The department received \$52,200 in donations and sponsorships with a large donation from Red Wind Casino of \$25,000 for the annual fireworks show. The casino has committed to a three-year donation for the fireworks show. All sponsors supporting events and programs in the past continued to do so during the pandemic.
- In-kind support was valued at \$17,852 (supplies, food, and prizes). The Toyota Dealership is providing a \$5,000 donation in 2022 for programs and events. Hanson Motors is also contributing \$6,000. Staff continues to meet with other sponsors for next year's opportunities. Staff is seeking a two-year commitment by each sponsor rather than an annual commitment.
- Sports programs include the Youth Basketball Program held in the fall. The program is the most popular basketball program in South Sound with a record-breaking 44 recreational teams and 29 competitive teams. Practices recently began earlier in the week.
- The spring youth baseball program hosted 12 teams totaling 124 players generating \$12,500 in revenue.
- Sports Camps during the summer were filled to capacity with 206 participants generating \$18,040 in revenue.
- TumWalk hosted 150 participants walking an accumulated 22.4 million steps over 8.3 miles.
- Field use continues to increase requiring staff to work with many user groups and staff to ensure fields are prepared and ready. Approximately 1,800 hours in field use by 15 user groups and will continue to increase during the summer as sports teams begin competing
- Special Events – This year, the department hosted two large special events. The Tumwater Artesian Brewfest attracted 2,800 participants. The City's 4<sup>th</sup> of July events featured a "Red, White, & Blue Drive-Thru" around the City Hall complex. Kits provided to participants included items from

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 3**

Red Wind Casino. The fireworks show was held later in the evening at the golf course. Additionally, the City sponsored six other community events attracting approximately 5,000 participants. Each event included kits for participants as a way to engage the community in a safe environment during the pandemic. This year, the family pumpkin event featured both an in-person and home option at Peter G. Schmidt Elementary School with families either participating and painting pumpkins or picking up pumpkins for painting at home. It is anticipated many events will continue to be hybrid during the course of the pandemic.

- Historical Park Monthly Engagement Lunches served 558 seniors from January through September. The event featured lunch and an opportunity to check on seniors and provide them with any resources or assist them in signing up for the Meals on Wheels program. Approximately 55 seniors in Tumwater took advantage of the lunch program. The Old Town Center was reopened in September from Monday through Friday with meal service offered three times a week. Participants are required to submit proof of vaccination and wear masks. Approximately 15-20 seniors are taking advantage of the program. The plan is to offer lunch five days a week beginning in January 2022.
- Volunteer Tumwater – The department assumed responsibility for the Volunteer Tumwater Program approximately 18 months ago. Through the third quarter of 2021, volunteer hours totaled 4,948 hours with 385 volunteers providing service for 5 events and 11 projects. Many volunteers support the Brewfest and the Clean-up Drop-off event on the last Saturday in September offering shredding services and accepting donated items in a drive-thru format at City Hall. Other events included four matching grant projects with local neighborhoods. The program also supports the placement of mini-libraries throughout neighborhoods, tree plantings, and painting projects.

Upcoming programs and events include the annual Christmas Tree Lighting Event on Saturday, December 11, 2021 from 1 p.m. to 5:30 p.m. The program features school performances each hour with Santa attending from 2 p.m. to 5 p.m. to offer family pictures. Olympia Federal Savings is the major event sponsor donating \$2,500 in addition to Hanson Motors providing \$1,500 and the Tumwater Downtown Association providing \$1,500 in-kind donations.

For all events, staff works closely with the Health Department. The Health Department reviews all event plans and maps and offers

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 4**

recommendations for any changes.

Tumwater Youth Basketball is offered through the winter with the program just recently beginning with practices and games scheduled to begin on December 5, 2021 with most games on Saturdays at local school gyms.

The Commission's earlier donation was used to purchase a volunteer trailer to support the Volunteer Tumwater program. The trailer is equipped with tools, wheelbarrows, electric tools, and other items necessary to host a volunteer project. Manager Anderson thanked the Commission for supporting the program as the trailer has increased efficiencies.

Additionally, staff recently created stewardship kits and conducted new volunteer orientation for all volunteers. Volunteers received the kit containing tools, supplies, and a flag when working near streets.

Manager Anderson shared information on recent professional accomplishments by staff:

- Chad Harvell, Recreation Coordinator, received the Mickey Corso Professional Leadership Grant in 2020 enabling him to participate in the National Recreation and Park Association (NRPA) Leadership Program and receive the NRPA Leadership Certificate.
- Charlie Groth, Recreation Supervisor, received certification as a Youth Sports Coordinator (CYSA) enabling him to lead sports events. The program entailed two years of training and an exam.
- Todd Anderson, Recreation Manager, received renewal of a two-year CPRP (Certified Parks and Recreation Professional) certificate.
- Chuck Denney, Parks and Recreation Director, received a Certified Live Event Planner (CLEP) designation.

Manager Anderson noted that the department plans to hire a half-time arts coordinator in 2022 to coordinate arts and events in 2022, as well as a full-time recreation coordinator position supporting Tumwater Metropolitan Park District activities.

Commissioners congratulated Manager Anderson on the number of department accomplishments over the last year.

**PARKS PROJECTS:** Director Denney briefed the Commission on the status of department and Tumwater Metropolitan Park District (TMPD) projects.

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 5**

Manager Osborn's time is dedicated equally between parks projects and City facility projects.

Recent activities include developing a job description for the arts coordinator position. The position is funded through the TMPD with funding from the City's Capital Facilities Plan. The intent is to complete the arts plan and appoint an arts commission with the goal of expanding arts in the City through numerous venues ranging from visual art, performing arts, sculptures, and other forms of art.

The Community Center is scheduled for construction in 2025. Many efforts are required prior to construction to include community meetings to identify elements of a community center and the location. The City is currently discussing a location with the Port of Olympia. The City plans to complete a Request for Qualifications for firms experienced in designing community centers.

Current park projects include:

- **Preserve Neighborhood Park** is located south of the airport in the new Preserve subdivision. Staff continues working on the project with Manager Osborn scheduled to meet with the City's engineer and an equipment vendor to discuss finalization of plans. The park is scheduled for construction in spring 2022.
- **Restrooms – Barclift and Tumwater Hill Neighborhood Parks.** Both restrooms were ordered and are scheduled for delivery by spring 2022. The buildings are precast concrete and include all utility systems. The City extends utilities to the sites that have been prepped and prepared with a concrete pad. The restroom is placed by a crane on the pad and connected to City utilities. Because the Tumwater Hill Neighborhood Park restroom is located on bedrock, the City will need to trench through bedrock to extend utilities to the restroom. Conditions at the Barclift Park site will require staff to install a pump because of the location of the lines preventing a gravity feed from the restroom to the sewer line. The issues have increased costs and required a change in restroom design at both parks.
- **Tumwater Hill - Crosby Boulevard Trail Connector.** Five existing trailheads connect to the trail system on Tumwater Hill. The sixth trail connection trailhead on Crosby Boulevard is designed with several switchback turns because of the steep hill. That segment will connect to the existing trail system serving residents on Tumwater Hill for access to the trail, park, ball field, and school from the west side of Tumwater Hill.

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 6**

- **Deferred Maintenance funded by the TMPD.** The funding of \$148,000 annually for the next five years addresses deferred park maintenance. New electrical service was installed at the Historical Park shelter. Lights at the shelter and the parking lot were repaired. The roof on the restroom at Pioneer Park has been completed. Staff replaced fencing at Pioneer Park and at Tumwater Hill Neighborhood Park along the softball and baseball fields.
- **Isabella Bush Park.** A master plan for the park was completed several years ago. The park houses the Tumwater FRESH Farm and a popular walking trail. Staff and many volunteers have completed work on the park with several Councilmembers supporting those efforts. Park impact fees will be used to develop the front area of the park serving as the formal entry with irrigation, turf, and a parking lot.
- **Tumwater Deschutes Valley Trail Segment.** The trail segment will be located along the eastside of Tumwater Valley Drive. Construction on the trail is scheduled in spring and summer 2022. The trail segment begins at E Street extending two-thirds of the length of Tumwater Valley Drive. Part of the Development Agreement with the Craft District includes the construction of that segment of the trail for the City by the developer. Following completion of the trail segment, the City will extend the segment to M Street eventually ending at Deschutes Valley Park.
- **Community Gardens.** Staff is meeting with a community group and several Councilmembers to discuss a potential community garden. The TMPD budget includes a one-time \$200,000 allocation to support the development of a community garden. However, staff would not build or operate a community garden. The funds will be used to assist in the potential acquisition of land or assist in purchasing equipment for a community group.
- **Staff – 2 Park Maintenance Employees.** This year, two individuals were hired to focus on City irrigation and landscaping. The irrigation employee will maintain irrigation systems throughout the City with a goal to reduce water usage and establish a standard as an example to the community. The second position will focus on landscaping to maintain flowerbeds, landscape areas, entryways, shrubs, flowers, and trees.

Director Denney noted that recent work by facilities staff was the removal of the concrete walking area in front of City Hall and an abutting grassy area fronting City Hall. Concrete in a new configuration was replaced in the area of the entryway to City Hall.



**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 7**

The old concrete was failing and sinking in places creating trip hazards. Manager Osborn created the new design and is working with the landscape employee to install front entry landscaping.

Manager Osborn added that staff is also installing cameras at Historical Park and repairing parking lot lights. Power to the shelter was connected to a timer and a breaker located in the maintenance building enabling the control of power to the shelter to discourage overnight camping by individuals using City power. Staff continues efforts to install a fence surrounding the Pioneer Park restroom. Because of the location of the restroom to the soccer field, soccer balls often hit and destroying the building's gutters. The gutters have been removed and are scheduled to be replaced.

Manager Osborn shared information on initiating a new project management process to improve staff efficiencies. Because of the increased popularity of park usage because of the pandemic, staff is spending a substantial amount of time maintaining playgrounds and other equipment as wear and tear has increased.

Director Denney reported on the completion of the first initial phase of a joint project with the City of Olympia to complete a feasibility study for an aquatics complex. The project was scheduled as a yearlong project but was extended to two years because of the pandemic. The City of Olympia invested \$100,000 in the project with Tumwater participating in the process but not contributing funds. The process included a community group representing mostly Olympia but several members from Tumwater from school districts, colleges, YMCA, and local swimming clubs, were included to help guide the study process. The City of Olympia hired Barker Rinker Seacat Architecture from Denver to complete the analysis. The project included a review of community needs and release of two countywide surveys seeking input on an aquatic facility. The budget for an aquatic facility ranges from \$35 million to \$45 million. The process identified a facility at a cost of \$38 million with projected operational costs of \$2.3 million annually with revenue projected of \$1.2 million. Director Denney described proposed features and amenities included in the facility. He narrated a video by the consultant of a facility design based on feedback from the community.

Next steps of the process include the Olympia City Council and Tumwater City Council reviewing the feasibility study to determine next steps. Any future decisions are dependent upon the availability of funding. Grant sources for aquatics are very limited.

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**November 17, 2021 Page 8**

Chair Carrier inquired about the status of the project manager position included in the TMPD plan. Director Denney advised that the position was filled by Don Carney, who is assigned to the Transportation and Engineering Department. He splits his time between Transportation and Engineering and the Parks and Recreation Department and is currently working with Manager Osborn on the Preserve Park, the restroom project at both parks, as well as a cemetery project funded by a grant to improve the historic cemetery off Littlerock Road.

Commissioner Culley asked whether public access to the historic cemetery is possible. Director Denney replied that the cemetery is open to the public. He recommended visiting the cemetery as the information contained on the headstones is very informative. The master plan for the cemetery was completed in 1996 and because of the lack of funding, projects have not been completed. Some funds were allocated in the current budget to support some projects with grant funds the City received.

**NEXT MEETING  
DATE:**

The next meeting is on December 15, 2021. Chair Carrier noted the next meeting conflicts with Mayor Kmet's retirement celebration. Members supported canceling the meeting in lieu of the Mayor's event.

Commissioner Culley described the outcome of a recent Tumwater Youth Program event at the driving range for elementary school students. Participation was substantial by both students and parents. Parents offered great feedback on the event.

**ADJOURNMENT:**

**With there being no further business, Chair Carrier adjourned the meeting at 8:05 p.m.**

Prepared by Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

## TUMWATER PARKS AND RECREATION COMMISSION

### MINUTES OF VIRTUAL MEETING

January 19, 2022 Page 1

**CONVENE:** 7:00 p.m.

**PRESENT:** Chair Erin Carrier and Commissioners Mike Culley, Amy Hargrove, Shane Harrington, and Bill Kallappa II.

Excused Absence: Commissioners Stacy Brown and Kelly Von Holtz.

Staff: Parks and Recreation Director Chuck Denney, Parks and Facilities Manager Stan Osborn, and Recreation Manager Todd Anderson.

**CHANGES TO AGENDA:** There were no changes to the agenda.

Director Denney reported on the recent resignation of Terry Bullock to pursue other activities. Following a series of interviews, the Mayor selected Shane Harrington to fill his position.

Commissioner Harrington said he moved to Tumwater from Eastern Washington approximately six years ago and eventually purchased a home in the City. He previously served on the City of Richland Planning Commission. He views serving on the Commission as a good opportunity and appreciates the opportunity. His background is in economic development. He is the current owner of an investigative agency.

**PUBLIC COMMENT:** There were no public comments.

**ELECTION OF 2022 CHAIR AND VICE CHAIR:** Chair Carrier invited nominations for Chair.

*Commissioner Culley nominated Erin Carrier to serve as 2022 Chair of the Parks and Recreation Commission. Commissioner Harrington seconded the nomination.*

No other nominations were offered.

**VOTE:** **By unanimous consent, Erin Carrier was elected to serve as 2022 Chair of the Parks and Recreation Commission.**

Chair Carrier invited nominations for Vice Chair.

*Commissioner Culley nominated Bill Kallappa II to serve as 2022 Vice Chair of the Parks and Recreation Commission. Commissioner Harrington seconded the nomination.*

No other nominations were offered.

# **TUMWATER PARKS AND RECREATION COMMISSION**

## **MINUTES OF VIRTUAL MEETING**

**January 19, 2022 Page 2**

**VOTE:** **By unanimous consent, Bill Kallappa II was elected to serve as 2022 Vice Chair of the Parks and Recreation Commission.**

**PARKS PROJECTS UPDATE:** Director Denney updated the Commission on completed projects and the timeline for additional projects within the Tumwater park system.

Many of the projects are carryover from 2020 when the pandemic began and others are targeted for completion in 2021; however, because of various issues surrounding the pandemic, staffing, and engineering and permitting issues, many of the projects were extended much longer than anticipated. Director Denney reviewed larger projects in progress and projects designated for completion in 2022:

- Restrooms – Barclift and Tumwater Hill Neighborhood Parks @ \$240,000 funded by the Tumwater Metropolitan Park District (TMPD). The project was designated to be completed in 2020 and delayed until 2021 because of staffing resources in Engineering. The project encountered additional delays because of the pandemic and supply issues in 2021. Both restrooms were ordered in October 2021 and should be delivered by March 2022.
- Purchase of Open Space/Neighborhood Park Land @ \$270,000 funded by the TMPD. The purchase is contingent on land availability. Staff is working with a number of local realtors and when land becomes available, information is forwarded to the City about the property. Should a property become available in the right place and at the right size, the City may consider purchasing the property for a park.
- Deferred Maintenance @ \$79,000 funded by the TMPD. The funding is an annual amount for the next five years to address deferred park maintenance. Last year, the roof at the restroom at Pioneer Park was replaced. Gutters will be added to the restroom. Manager Osborn is exploring the possibility of installing a screen behind the soccer goal on the north side of Field 1 to prevent soccer balls from striking the restroom. Staff also replaced fencing at Pioneer Park and at Tumwater Hill Neighborhood Park on the softball and baseball fields.
- Tumwater Hill Park Trail Connection @ \$220,000. The project has been in the works for the last 10 years and included acquisition of property, design, and completion of geotechnical studies to ensure the trail slope would be stable. The project is funded by park impact fees. The trail connects Crosby Boulevard to the remaining trail system on Tumwater Hill.

# **TUMWATER PARKS AND RECREATION COMMISSION**

## **MINUTES OF VIRTUAL MEETING**

**January 19, 2022 Page 3**

- Preserve Neighborhood Park @ \$550,000 funded by the TMPD. The park was originally scheduled to be completed in 2021 is scheduled for construction in spring 2022.
- Staff – 2 Park Maintenance employees and 2 vehicles @ \$187,293 and \$75,475), respectively funded by the TMPD. One position will focus on maintaining irrigation systems throughout the City with goals to reduce water usage and establishing a standard as an example to the community. The second position will focus on landscaping to maintain flower beds, landscape areas, entryways, shrubs, flowers, and trees.
- Interdepartmental fees of approximately \$138,232 from the TMPD to pay for services provided by the City's Finance, Legal, Human Resources, and Administration Departments.

Director Denney shared a photograph of the restroom at Deschutes Valley Park as an example of the restrooms for installation at Barclift and Tumwater Hill Neighborhood Parks. The buildings are precast concrete and include all utility systems. The restroom includes a toilet and sink with a small storage room in the rear. The City extends utilities to the sites that have been prepped and prepared with a concrete pad. The restroom is placed by a crane on the pad followed by connection to utilities.

Director Denney displayed a photograph of a two-acre property at the Preserve for a neighborhood park. The park is surrounded by homes and street frontage. The four-lot upland property includes stormwater retention ponds. One pond is for infiltration with a section of the pond comprised of irrigated turf and used for most of the year. The upper area will feature a picnic shelter, picnic table, and play structure. The key element is a zipline feature located in the lower area of the park.

Chair Carrier asked about the timing for ordering some of the park equipment. Director Denney said a large concrete slide, the play toy, and the basketball hoop that typically require a longer time to receive have been ordered.

Director Denney displayed a photograph of the Tumwater Hill-Crosby Boulevard trail connector. The Tumwater Hill Neighborhood Park is approximately 35 acres in size. Five existing trailheads connect to the trail system on Tumwater Hill. The sixth trail connection trailhead on Crosby Boulevard is designed with several switchback turns because of the steep hill. That segment will connect to the existing trail system serving residents on Tumwater Hill for access to the trail, park, ball field, and school from the west side of Tumwater Hill.

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**January 19, 2022 Page 4**

Another park project on hold partly because of COVID and funding is the completion of Isabella Bush Park located off Linwood Avenue. The park houses Tumwater FRESH Farm. A master plan for the park was completed several years ago. A funding source has not been identified to complete the master plan for the park at this time; however, staff continues to work on completing sections of the park and converting the area to a neighborhood park.

The outfield fence at Pioneer Park was replaced. Pictures of the new fence were shared with the Commission. The fence includes a bottom bar to prevent the fence from curling similar to the previous situation before the fence was placed. Similar fencing was replaced at Tumwater Hill Neighborhood Park.

Commissioner Culley asked whether Pioneer Park suffered any damage because of flooding. Director Denney shared photos of Pioneer Park from a view above the golf course taken from a drone to identify the flooded areas and water routes created by flooding from the river. The southern half of the park from the parking lot to the river was inundated with flood water. The play structure is filled with water as is the volley ball courts. When the Deschutes River floods it results in a sheet flow of water across the valley leaving some scoured by water and sediment from the river. Staff is prepared for flooding having experienced similar flooding over the years. Typically, it is a wait and see process until the water recedes to assess damage. The play toy was severely damaged and covered with silt and sediment. New surfacing surrounding the play toy is scheduled for installation next week with the toy in operation soon after. The trail along the river continues to erode as the river erodes along the bank. Staff has been working to secure grant funding to stabilize the riverbank for many years to slow and stop the progression. It is likely the City will receive grant funds next year for riverbank stabilization.

Commissioner Kallappa asked whether the funds would be federal grants. Director Denney said the funds are state grants although the City has applied for federal funding unsuccessfully. The state withdrew the hatchery project from Pioneer Park after spending approximately \$3 million on planning. The state encountered problems because of the location, which is prone to flooding. The Washington Department of Fish and Wildlife explored alternative sites and selected a site upstream of Pioneer Park.

Commissioner Kallappa said he was not aware of the status of the hatchery as he assumed that the hatchery, salmon recovery, and stream restoration would position the City favorably for federal grants. Director Denney noted that if and when the hatchery is

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**January 19, 2022 Page 5**

constructed, it is possible more funding might become available. Because of the amount of silt and sediment washed up from the bottom and along the banks, it is a very difficult environment for juvenile salmon to survive. If the hatchery uses river water, more river bank stabilization would be necessary.

At the golf course, a similar situation occurred to the course sand bunkers and sand traps. Three of the sites were severely scoured from flooding. Sand bunkers are a constructed feature and are lined at the bottom. Three bunkers require rebuilding at the golf course. A sinkhole caused by the flood has rendered an area of the golf course unplayable. The sink hole is in an area of a corrugated steel pipe installed by the brewery when the golf course was first constructed. The pipe rotted and likely collapsed. With water flowing over and under, scouring activity created the sink hole.

The 18<sup>th</sup> green at the golf course experienced a change in the river channel. During flood events, staff moves the fleet of golf carts to a location behind the cart barn in a higher area not prone to flooding. During flood events, the cart barn floods requiring the removal of and relocation of the carts to an elevated area. Staff was prepared for the flood event and subsequently moved equipment to higher areas. Water did enter the golf maintenance building causing some damage to office cabinets.

Commissioner Culley asked whether staff could email the pictures of the flood damage so he can share the photos with agency staff at the Department of Labor and Industries. Director Denney advised that he would forward all photos to the Commission.

Manager Anderson advised that some flooding occurred to storage units containing supplies. Staff is currently cleaning and sanitizing the equipment.

**PARKS AND  
RECREATION  
COMMISSION  
BUDGET:**

Director Denney reported unspent funds in 2021 automatically roll forward to 2022 as part of the City's biennial budget. The Commission's 2021 budget allocation \$20,000 was not used in 2021. The budget allocation for 2022 is \$20,000 for a total budget of \$40,000 available to the Commission. Previously, the Commission approved funding to support purchases of park equipment and recreation supplies. Prior to Mayor Kmet's departure, he agreed to allocate funds for the Commission to control and fund items separately from the regular City budget process. Previously, the Commission has funded a number of expenses such as picnic tables, garbage cans, historical signage for the golf course (recently received), equipment for special events, equipment for the Tumwater Youth Program, soccer goals, and a community survey. Staff has not

# **TUMWATER PARKS AND RECREATION COMMISSION**

## **MINUTES OF VIRTUAL MEETING**

**January 19, 2022 Page 6**

prepared a list of potential purchases at this time but plans to draft a list of potential items to purchase for the Commission's review. Other purchases could include development of a signage standard for Tumwater parks to reduce the proliferation of signs in parks and establish sign uniformity. Another funding effort is a golf review with assistance from a consultant from the National Golf Foundation to review golf course operations. The golf course continues to exceed revenue goals and an assessment is timely to review operations, staffing, maintenance, and next steps. Additionally, staff is recommending an audit of the recreation programs to assess allocation of staff resources, determine whether staff capacity is sufficient, and whether programming meets community needs and considers new trends. It is likely Managers Anderson and Osborn will present a list of items for the Commission's consideration.

Director Denney encouraged the Commission to submit suggestions for other expenditures to enable staff to research costs.

### **2022 PARKS AND RECREATION COMMISSION MEETINGS:**

Director Denney invited feedback on the format of future meetings as he has not received any feedback from members on whether in-person meetings are desired rather than virtual meetings. The Historic Preservation Commission adamantly wants to conduct in-person meetings at City Hall. In-person meetings tend to be more productive as opposed to virtual meetings because of the lack of personal interaction and humor that often benefit decision-making. In-person meetings tend to generate better ideas and enable better conversations. However, zoom meetings are also effective and safer during a pandemic. In-person meetings at City Hall with masks and distancing would create a safe environment for members if the Commission wants to resume in-person meetings, consider a hybrid format combining both in-person and virtual participation, or continue virtual meetings at this time. He asked for feedback on meeting format preferences.

Chair Carrier commented that as a working health care professional in a hospital, the Omicron variant is highly more contagious than previous variants and although she is not opposed to meeting in-person entirely, she believes the Commission should delay in-person meetings until March at the earliest. The wearing of N-95 masks has been mandated in the entire hospital because of the Omicron variant.

Commissioner Kallappa said his preference is to avoid becoming infected with COVID. In-person meetings are not a necessity at this time. Waiting several months is preferable when the infection rates begin to decrease. Although in-person meetings are better, he supports continuing virtual meetings because of the continued rise in COVID cases. His goal is to avoid a COVID infection to the extent



**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**January 19, 2022 Page 7**

possible.

Commissioner Culley reported the Department of Labor and Industries is scheduled to open all statewide offices for limited hours effective February 3, 2022. Some staff members have returned to offices steadily since December. Based on his understanding, the Governor does not want to change the February 3 opening date. He agreed March would be preferable to resume in-person meetings.

Commissioner Hargrove agreed with delaying in-person meetings as well.

**NEXT MEETING  
DATE –  
FEBRUARY 16,  
2022:**

Director Denney advised members he would contact them if the next meeting should be cancelled. He encouraged Commissioners to contact him with any requests for information on issues or activities of interest. The Commission serves as the City's voice and advocate for the community and it is important members have questions and inquiries addressed by staff.

Commissioner Harrington said he would like to take advantage of any tours if possible. He lives close to Pioneer Park and has viewed some of the damage to the park.

**OTHER BUSINESS:**

Chair Carrier updated members on the status of the PARC Foundation founded by James Reddick. The foundation raises funds to share with the region's parks departments and serves as a financial agent for smaller non-profits lacking 501(C) 3 status. The foundation also provides some small endowments to groups. The foundation is shifting its organizational structure so that the cities and the county are more involved and support funding to manage the organization rather than relying on volunteers. The foundation plans to engage in more fundraising efforts.

Director Denney explained that the PARC Foundation was established by James Reddick approximately 10 years ago to support local parks and recreation programs. He has since retired and is unable to support the foundation at the same level. The PARC Foundation attempted to provide services to the entire region, which extended resources to such an extent that many efforts were not as effective. The amount of effort provided by the three cities was not providing sufficient return to the jurisdictions because the Foundation was involved in too many programs/groups. The jurisdictions met with the Foundation to develop a new contract based on pay to play terms where the Foundation supports parks, arts, and recreation with the cities contributing funds for hiring a staff member with experience in soliciting funds for a non-profit to support local jurisdictions. At this time, the PARC Foundation represents the City

**TUMWATER PARKS AND RECREATION COMMISSION  
MINUTES OF VIRTUAL MEETING  
January 19, 2022 Page 8**

of Lacey, City of Olympia, and City of Tumwater; however, other jurisdictions have been invited to participate and contribute an investment. Beth Doglio is the new Executive Director.

Chair Carrier commented on the positive changes she observed during the last meeting of the foundation. She noted that Mr. Reddick had always strived to expand the foundation similar to the Spokane PARC Foundation that designed a parks complex funded by the foundation. The complex includes multiple soccer fields of turf and grass, baseball fields, and a skate park.

Chair Carrier reported the City of Olympia is seeking a tax measure to support an arts program. The City of Olympia plans to move its art program to an old military armory. Director Denney added that the Thurston County is seeking a sales tax increase for housing issues.

Director Denney reported the City of Tumwater and the City of Olympia completed the aquatic feasibility study. The results are scheduled for presentation to the City of Olympia Parks Commission and the results will be presented to the Commission at the next meeting. The Olympia City Council has indicated support for moving forward to build a facility. However, the City of Tumwater lacks the funding capacity to participate and the City of Olympia would likely need voter support to fund an aquatic facility, which means the effort is essentially at the beginning point again in terms of funding an aquatic facility.

**ADJOURNMENT:**     **Commissioner Kallappa moved, seconded by Commissioner Culley, to adjourn the meeting at 8:02 p.m. Motion carried unanimously.**

Prepared by Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: April 20, 2022  
SUBJECT: Parks Projects Update

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1) Recommended Action:

Information Item

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2) Background:

The department has been completing deferred park maintenance projects, developing plans for neighborhood park and trail improvements, and planning for park expenditures in 2022. Staff will be updating the commission on completed projects and the timeline for additional projects within the Tumwater park system.

- Preserve Park
  - Park Restrooms
  - Tumwater Hill Park Trail
  - Trails End Park Meeting
  - Community Center Design
- 

3) Alternatives:

Discussion Item – The Commission may provide input on park projects, priorities, and funding.

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4) Attachments:

None

TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks & Recreation Director & Todd Anderson, Recreation Manager  
DATE: April 20, 2022  
SUBJECT: 2022 Parks and Recreation Commission Meetings

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1) Recommended Action:

Discussion Item

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2) Background:

The Tumwater Parks and Recreation Commission has been meeting virtually since 2020. With proper precautions and room set-up, we now have the ability to meet in person, continue to meet via Zoom, or a combination of the two. Some Commissioners have expressed the desire to meet in person again.

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3) Alternatives:

Discussion Item – This is an opportunity for the Commission to discuss future meetings and provide input on virtual meetings vs. in-person.

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4) Attachments:

None

TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks & Recreation Director & Todd Anderson, Recreation Manager  
DATE: April 20, 2022  
SUBJECT: Parks and Recreation Commission Budget

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1) Recommended Action:

Discussion Item

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2) Background:

The City Council has allocated funds to the Parks and Recreation Commission to support the Department's operations, parks, and programs. These funds have been utilized in past years to purchase park benches and tables, golf course signage, athletic field equipment, youth program supplies, and special event equipment.

The Commission did not expend any funds in 2021. We are in the second year of a bi-annual budget and funds from 2021 and 2022 must be utilized by December 31, 2022. Staff will provide the Commission with options and suggestions for funding and each Commissioner has the ability to suggest items for consideration.

2021 CFP: \$20,000

2022 CFP: \$20,000

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3) Alternatives:

Discussion Item – The Commission may consider items proposed by staff or Commissioners. Approval and allocation of funds is not required at this meeting.

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4) Attachments:

None