



CITY OF
TUMWATER

**PARKS & RECREATION COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater Fire Department
Headquarters, Training Room, 311 Israel
Rd. SW, Tumwater, WA 98501**

**Wednesday, November 20, 2024
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes: 10/16/2024 - Delayed
5. Public Comment
- [6.](#) Community Center Design Project
- [7.](#) Parks, Recreation and Open Space Plan Update
- [8.](#) 2025 Work Plan
9. Next Meeting Date - 01/15/2025
10. Adjourn

Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/82216882850?pwd=jtONUNWbQZnpALibq49NLJU4hkN3Vd.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 822 1688 2850 and Passcode 436980.

Public Comment

The public may submit comments by sending an email to sklein@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and

benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: November 20, 2024
SUBJECT: Community Center Design Project

1) Recommended Action:

Information Item

2) Background:

The City has contracted with Barker Rinker Seacat Architecture (BRS) to complete a community process to design the community center that was approved as a part of the Metropolitan Park District.

An executive committee meeting was held in October and a Steering Committee meeting was held on October 21. The first community open house was held on the evening of October 21 at Tumwater Middle School.

Staff and consultants have toured the four sites that are being considered for the community center location and are completing the site evaluation matrix to determine which location provides the City with the best alternatives to meet community needs. The next Steering Committee meeting is on December 2.

3) Alternatives:

None – Information item only.

4) Attachments:

A. Community Center Design Schedule



Tumwater Community Center Meeting Schedule

Steering Committee Meeting Dates:

- October 21, 12 - 4 p.m. T-1 Training Room, in person
- December 2, 1 - 4 p.m., virtual meeting
- January 13, 8 a.m. - 12 p.m. T-1 Training Room, in person
- February 28, 1 - 4 p.m., virtual meeting
- April 8, 12 - 4 p.m. T-1 Training Room, in person

Community Open Houses at Tumwater Middle School:

- October 21, 5 - 7 p.m.
- January 13, 6 - 8 p.m.

Community Survey

City Council Presentations

- January 14
- April 8

Final Report/Design

- April 25

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: November 20, 2024
SUBJECT: Parks, Recreation and Open Space Plan Update

1) Recommended Action:

Information Item

2) Background:

Tumwater's Parks, Recreation and Open Space (PROS) Plan was adopted in August of 2007. The plan was minimally updated in 2016 and slightly amended in 2019, but the original 2007 document remains as the bulk of the plan.

Due to City budget priorities, funding to update the PROS plan has not been approved over several budget cycles. The plan is outdated and the City no longer qualifies for state grant funding for land acquisition or park construction.

Funding for the plan update is included in the department's 2025 budget requests and is being considered by the City Council.

3) Alternatives:

- Discussion Item – Staff will be reviewing the plan elements and the process for creating a new PROS plan.
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4) Attachments:

None

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: November 20, 2024
SUBJECT: 2025 Work Plan

1) Recommended Action:
Information/Planning Item

2) Background:
The Parks and Recreation Department is managing several large projects in conjunction with normal department operations, programs, and events in 2025. The completion of the community center design is scheduled for April of 2025. The Parks, Recreation and Open Space Plan has not been significantly updated since 2008 and developing a new plan will be a major work item throughout 2025. In order to plan for Parks Commissioner participation and input, we are having a planning discussion to ensure that we are meeting expectations and providing meaningful opportunities for each member.

3) Alternatives:
 Discussion Item – Staff will be evaluating commission input and direction and providing schedules at future meetings.

4) Attachments:
A. Tumwater Municipal Code Chapter 2.72

Tumwater Municipal Code

Chapter 2.72

BOARD OF PARK COMMISSIONERS

Sections:

[2.72.010 Definitions.](#)

[2.72.020 Created - Composition - Compensation.](#)

[2.72.030 Terms of commissioners - Filling vacancies.](#)

[2.72.040 Officers of board - Meetings - Quorum.](#)

[2.72.050 Powers and duties.](#)

[2.72.060 Recommended budget.](#)

2.72.010 Definitions.

For the purpose of this chapter, certain words shall have the following meanings:

- A. "Board" means board of parks and recreation commissioners;
- B. "Park" means an area of land, with or without water, developed and used for public recreational purposes, including landscaped tracts, picnic grounds, playgrounds, athletic fields, recreation centers, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological and botanical gardens, facilities for bathing, boating, hunting and fishing, as well as other recreational facilities for the use and benefit of the public.

(Ord. O2012-001, Amended, 05/15/2012; Ord. 636, Added, 02/06/1973)

2.72.020 Created - Composition - Compensation.

There is created a board of parks and recreation commissioners, consisting of seven members, who shall be appointed by the mayor, with the consent of the majority of the city council, from citizens of recognized fitness for such positions who reside in this city, except that two members may reside in the Tumwater urban growth area, as defined in the Tumwater/Thurston County joint plan. No commissioner shall receive any compensation for his services.

(Ord. O2012-001, Amended, 05/15/2012; Ord. O2007-011, Amended, 07/17/2007; Ord. O2000-025, Amended, 11/08/00; Ord. 656, Amended, 10/02/1973; Ord. 636, Added, 02/06/1973)

2.72.030 Terms of commissioners – Filling vacancies.

The first commissioners appointed and those appointed to newly created positions shall determine by lot whose term shall expire in one, two and three years respectively, and their terms shall begin after their appointment has been approved by the city council, and upon taking the usual oath of qualification. The terms of office, except the first, shall begin on the first Monday in June, and, at the expiration of each commissioner's term, the mayor shall appoint, with the consent of the city council, one member for a three-year term.

(Ord. O2023-008, Amended, 05/02/2023; Ord. O2007-011, Amended, 07/17/2007; Ord. 636, Added, 02/06/1973)

2.72.040 Officers of board – Meetings – Quorum.

Immediately after their appointment, members of the board shall meet and organize by electing from the members of the board a president, a secretary, and such other officers as may be necessary. It shall be the duty of the president to preside at all meetings of the board and of the secretary to keep minutes of all meetings and of all proceedings of the board. A majority of the board shall constitute a quorum for the transaction of business, and two affirmative votes shall be necessary to carry any proposition. A meeting of the board shall be held at least once a month.

(Ord. 636, Added, 02/06/1973)

2.72.050 Powers and duties.

The board shall advise the city council regarding the expansion and operation of the city parks and recreational facilities and programs, but shall have no administrative or supervisory powers not available to the council. The board shall have the power to advise regarding the establishment of a park and/or recreation department, hereinafter called "the department," and regarding the employment of necessary personnel, and to advise regarding conduct of any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner, and shall advise regarding control and supervision of all parks belonging to the city, and advise regarding planning, promotion, management and acquisition, construction, development, maintenance and operation, including restrictions on, and compensation to be paid for, concessions or privileges in parks and/or playgrounds, either within or without the city limits, of parks, squares, parkways and boulevards, play and recreational grounds, and/or other municipally owned recreational facilities, including community buildings, and improvement and ornamentation of the same; make recommendations regarding entering into written contracts with the United States, the state of Washington, and county, city or town, park district, school district, or any such public organizations for the purpose of conducting a recreational program or exercising any other power granted by this chapter.

(Ord. 636, Added, 02/06/1973)

2.72.060 Recommended budget.

The board shall submit to the city council each year, on or before the second Monday in August, an estimate of the amount of money recommended for the department to carry on its activities for the ensuing year, together with recommendations for the development of the program and facilities as it may deem advisable, for the information and guidance of the city council in preparing the budget for the tax levy, for the operation and maintenance of the city parks and the recreational program and necessary facilities and the acquisition of land, structures, or facilities needed therefor.