



CITY OF  
**TUMWATER**

**PARKS AND 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 15, 2023  
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - [a.](#) Parks & Recreation Commission Meeting 03/22/2023
  - [b.](#) Parks and Recreation Commission Meeting 04/19/2023
5. Public Comment
- [6.](#) Community Center Design Process
- [7.](#) Neighborhood Park Development
- [8.](#) 2023/2024 Park Project Status
9. Next Meeting Date - 01/17/2024
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/81648588964?pwd=L0tTaVdUQ2ZiY0FHfY2xpaTloWThMQT09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 816 4858 8964 and Passcode 294365.

**Public Comment**

The public may submit comments by sending an email to [sklein@ci.tumwater.wa.us](mailto: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**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us)

**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 Clerk by calling (360) 252-5488 or email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@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 contact the City's ADA Coordinator directly, call (360) 754-4128 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us).

**TUMWATER PARKS AND RECREATION COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**March 22, 2023 Page 1**

**CONVENE:** 7:01 p.m.

**PRESENT:** Chair Erin Carrier and Commissioners Mike Culley, Amy Hargrove, Shane Harrington, Joel Hecker, and Joe Munro.

Excused Absence: Bill Kallappa II.

Staff: Recreation Manager Todd Anderson, Parks and Facilities Manager Stan Osborn, and Capital Projects Manager Don Carney.

Bob Droll, Landscape Architect, and Ann Dinthongsai, Associate, RWD Landscape Architects.

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

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

**PRESERVE PARK NAMING:** Manager Anderson reported on outreach to *The Preserve* community and surrounding neighborhoods to seek naming suggestions for the new park at *The Preserve*. Staff received approximately 30 names. The names were reviewed by Director Denney for appropriateness. The Commission is requested to select one or a top list of priority names and forward a recommendation to the City Council. Mayor Sullivan was one of the suggested names; however Mayor Sullivan has declined to have her name considered.

The Commission reviewed the list and offered their respective preferences. It was noted that the City discourages naming a park for a living person.

Commissioners discussed signage for the park.

Several preferences for the park name included Kindred Park and Preserve Park.

**MOTION:** **Commissioner Harrington moved, seconded by Commissioner Hecker, to recommend the Council consider naming the park, *Kindred Park*. Motion carried unanimously.**

**TRAILS END PARK MASTER PLANNING:** Bob Droll, Landscape Architect, said he has worked with Tumwater since 1991 and assisted the City in the design of the Deschutes Valley Park (T Street), as well as working on the preliminary design for the Deschutes Valley Trail, and the segment of the trail from Historical Park to Brewery Park at Tumwater Falls.

Neighborhood parks serve as the basic building block of the community's park system. The Trails End Park is larger than typical neighborhood

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parks and is located on the best soils within the county. However, much of the park area is overrun with blackberries and evasive plant species. The project is to assist the City and the Tumwater community in developing a master plan based on community consensus. Part of the process was development of three park design concepts based on programming elements. The concepts are somewhat similar with each having some different elements.

Mr. Droll referred to poster boards of the three design concepts and five image boards with possible amenities. A public meeting is scheduled at 6:30 p.m. on March 29, 2023. Commissioners are encouraged to attend and engage with the public to receive feedback on the preferred design and park amenities. The meeting format is an open house. Following the meeting, the intent is to identify preferred alternatives.

Mr. Droll reviewed the meeting format and the Commission's role in interacting with the public. The posters include existing conditions and design concepts A, B, and C. Each Commissioner will staff a concept poster and the image boards to describe the concepts and answer questions from the public.

Ann Dinthongsai, Associate, RWD Landscape Architects, described existing site conditions. The park site is approximately 17 acres in size. Thurston County was shaped by glaciers, which is evident at the site because of a large kettle consuming a majority of the north area of the property. Kettles were formed from action of glacier ice and sediment building up around ice through time leaving a large depression or lake as the glacier melted. The southern portion of approximately 8 acres is relatively flat and is the site of the future park. The site is located in an area of historical importance and was home to the coastal Salish Native American community, as well as serving as George and Isabella Bush's homestead. In recent history, the area served as the site of the Trails End Arena, which was demolished leaving some buildings, gravel areas, and asphalt areas. The site also houses a significant old Garry oak tree. Utilities are readily available to the site. The site is partially bordered by a row of street trees and a partial sidewalk and is surrounded by multi-family and single-family housing and commercial uses.

Ms. Dinthongsai reported the three design concepts were derived from a list of program elements vetted during the Operations and Maintenance Facility public process. She described the preferred design features:

- Walking Trails
- Native Plantings
- Community Garden Space
- Water Feature



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- Group Gathering Areas
- Enhanced Forested Areas
- Community Art
- Interpretive Areas
- Open Play Areas
- Accessible and Unique Play Structures
- Discouragement of Homeless Encampments Within the Design
- Pickleball and Basketball Courts
- Picnic Shelters
- Walking Paths with Benches
- Exercise Stations along Paths
- Restroom
- Playgrounds/Splash Pad
- No Scheduled Athletic Games

Some interpretive themes generated during the public process included horse themes (Trails End Arena), Bush Prairie, and natural, bright, fun, and inviting space. The three concepts combine many of the same features. Several design elements are similar for all three concepts and include parallel parking along Trails End Drive of approximately 20 spaces and two ADA spaces and entrances to the park centered along the parking. The park core is located in the southwestern area of the property because it is flat, clear, and close to parking. The park core will house all program elements. All design concepts preserve the Garry oak tree. All concepts include trails and walking paths in various configurations, as well as interpretive features in an overlook area along the edge of the kettle, open lawn, prairie, landscape berms along the northern edge to buffer adjacent uses, and stormwater retention and infiltration facilities along the northern area. Each option includes a restroom, bike rack, picnic shelters, benches, and tree plantings in various configurations. No access will be provided to the kettle. Invasive species located within the kettle will be removed.

Ms. Dinthongsai presented and described each design concept. Concept A includes a community garden near the parking area with a storage shed and 15-20 parking spots. The park core area includes a 5,000 square-foot play area, 2,000 square-foot splash pad, a basketball half court, and the trail system extending to the north.

Concept B features a 7,000 square-foot play area, a pump track (a loop track with rollers and berms for motorized sports), low landscaping berms/mounds around the play area and the pump track to add interest to the landscape, disc golf (Frisbee discs) with disc baskets circling the perimeter of the lawn, full-size basketball court, and an ADA pickleball court.

Concept C features a pedestrian archway at the entrance, an 8,000 square -

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foot play area, fitness station located between the play area and the pump track, three half-court basketball courts, and an ADA pickleball court. A fitness station is located centrally to serve families.

Mr. Droll reiterated that all concept designs include similar elements. The site is open except for the kettle and the area of trees within the kettle. The site is open visually with the designs maintaining existing sightlines for safety and security. Newly planted trees will be highly branched with canopies providing sight clearance throughout the park. All options include frontage improvements. Entry points to the park are similar in all the design options. One consideration is existing right-of-way in an adjacent cul-de-sac. The design options do not reflect any pedestrian connection at that location based on receiving no specific requests from the neighborhood.

Mr. Droll described the low berms/mound features that will require mowing several times a year. The mounded areas will not be irrigated. The goal is not creating additional lawn to reduce the need for irrigation, which is expensive.

Manager Carney addressed questions concerning future expansion of the operations and maintenance parking area. No parking is included along 79<sup>th</sup> Avenue. Concerns were conveyed about crosswalk crossings for families living to the south of the site. The type of crosswalk is based on warrants in terms of the number of pedestrians using the facilities.

Ms. Dinthongsai reviewed a list of interpretive themes generated through historical uses of the site and from the public process:

- Kettle Land
- Plant Restoration
- Prairie and Oak Savannah
- George & Isabella Bush
- Trails End Arena
- Story Trail

Ms. Dinthongsai displayed image boards of different park themes imbedded within park amenities. The themes included a western focus, a contemporary focus with forms that tend to be futuristic, and a nature theme incorporating timber and bolder structures combined with rope elements. She shared image boards of athletic, recreation, and site amenities, and several ideas for community art.

Mr. Droll explained the importance of identifying different elements, such as incorporating a gateway feature. The master plan will identify specific elements of a specific size and the theme of the park.

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Chair Carrier asked about the process of documenting public comments during the public meeting using the different theme boards. Mr. Droll said attendees will receive adhesive forms for submittal of their comments for placement on the theme boards. Attendees will also receive colored dots to identify their preferred concept with another color denoting an amenity not desired. The feedback from attendees will be visually recorded on the design concept boards. The goal is to identify a preference of a design by the community. He cautioned against including specific features, such as a splash pad as it could result in a regional draw and overwhelm the neighborhood park. Additionally, the design concepts do not include any organized sports; however, it is possible to play unorganized sports, such as soccer on the lawn. He added that the addition of more amenities could transition the park from a neighborhood to a community park.

Manager Osborn commented that the design depicting a storage work shed includes an existing homeowner's association playground. He supports inclusive play. Some inclusive play is located at Tumwater Historical Park consisting of ADA compliant features enabling seniors and others having trouble in walking to access playground features. However, the option increases the cost of playgrounds significantly because of the need for firm fall zone material and ramps. It is however, important to provide access to all citizens regardless of ability. As much as he would like to include a water feature, the proposed park is not the right location due to operational costs associated with water. He supports the inclusion of a pickleball court but does not recommend including a zipline.

Mr. Droll noted that the park will be ADA compliant rather than ADA inclusive, which is a step higher.

Manager Anderson said an all-inclusive ADA park would likely double the cost of the park. He cited some inclusive parks in Vancouver, Washington.

Manager Osborn pointed out that Historical Park includes some ADA compliant elements located to the west area of the park; however, mobility challenged individuals cannot access the slide, the revolutionary spinner, the zipline, or the swings. The musical area is the only element with full access. An inclusive park affords access to everyone.

Chair Carrier questioned whether there has been any conversations surrounding ADA inclusiveness for the park, especially in terms of the upcoming public meeting. Mr. Droll said the options pertain to the design of the flat area of the park. Designing an all-inclusive park would not be as costly because pathways to each feature would not require grading and the play area could be engineered with appropriate surfacing. The pickleball court would be designed to be ADA adaptive. No other pickleball courts meet those criteria in Thurston County. The pickleball court is surrounded

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by an 8-foot chain link fence.

The Commission discussed an option of including two pickleball courts with one ADA compliant and one that is not compliant. Mr. Droll said much is dependent upon feedback from the public. Pickleball courts are extremely popular in the county with many hosting larger groups of players.

Mr. Droll reported the next step following the public meeting is developing a master plan to endorse to the City Council. An accompanying cost estimate would be developed for consideration by the Council.

Discussion ensued on the condition of the Garry oak tree. Manager Osborn offered to work with the City's contract arborist to assess the tree's condition.

Mr. Droll requested the attendance of Commissioners at the public meeting. Commissioners discussed the importance of designating the purpose of each colored dot. Commissioner Culley advocated for providing a cost estimate of different types of amenities, such as the splash pad, basketball court, and pickleball courts because costs will influence preferences by the public. Chair Carrier offered that the exercise is anticipated to produce a vision of the priorities without the need to provide costs. Mr. Droll said a handout will be produced explaining the purpose of the different colored dots. Commissioners discussed ways to increase attendance by the public to the meeting.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on April 19, 2023.

**ADJOURNMENT:**

**With there being no further business, Chair Carrier adjourned the meeting at 8:24 p.m.**

Prepared by Valerie L. Gow

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

## **TUMWATER PARKS AND RECREATION COMMISSION**

### **MINUTES OF HYBRID MEETING**

**April 19, 2023 Page 1**

**CONVENE:** 7:01 p.m.

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

Excused Absence: Commissioners Amy Hargrove and Joel Hecker,

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

Bob Droll, Landscape Architect, and Ann Dinthongsai, Associate, RWD Landscape Architects.

**CHANGES TO AGENDA:** An update on the hiring of the new City Administrator was added to the agenda.

**APPROVAL OF MINUTES:  
FEBRUARY 15, 2023  
MEETING:**

**MOTION:** **Commissioner Kallappa moved, seconded by Commissioner Culley, to approve the February 15, 2023 minutes as published. Motion carried unanimously.**

**PUBLIC COMMENT:** **Martha Grimm, 1541 77<sup>th</sup> Trail SE, Tumwater,** said she forwarded an email earlier in the day on the proposal to construct a new park entrance near her property on the cul-de-sac off 77<sup>th</sup> Trail SE. As a responsible member of the community, she believes it is important to prioritize the safety of residents. The placement of the proposed entrance poses a significant risk to the well-being of the community. If such an entrance or a footpath through the easement is opened, the increased foot traffic and vehicular congestion associated with the park could result in a variety of safety issues, such as accidents, collisions, and encounters with strangers who may pose a risk to the neighborhood. Children living along 77<sup>th</sup> Trail SE play safely on the road knowing that there is no through traffic or other outlets. Additionally, the noise and commotion associated with the park entrance could lead to a host of quality of life issues negatively affecting the peaceful environment the community has worked hard to maintain. Given those serious concerns, she urged the Commission to plan the park entrance and exits at the front and sides of the park. The alternative sites would allow for the safe and responsible enjoyment of the park while minimizing the potential risks to residents. As a member of the community, everyone shares the responsibility to promote policies and practices that safeguard the well-being of families and neighbors. She believes it is possible to work together to find a solution that serves the

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best interests of everyone.

At the request of Commissioner Culley, Ms. Grimm described the locations of the preferred park entrances.

Chair Carrier advised that no decisions have been determined in terms of a connection with the cul-de-sac.

Director Denney added that the plan does not include an entrance or exit on 77<sup>th</sup> Trail as the street is a private street. The area will house a future storm pond with plantings for screening.

**TRAILS END PARK**  
**MASTER PLANNING:**

Director Denney reported the first planning and design meeting was held in May of 2022. On March 29, 2023, local residents were invited to the second park planning meeting. The meeting was well attended. Staff compiled the comments and the consultant team developed a proposed master plan for review by the Commission. The intent is to receive input and address questions. At this time, costs will not be reviewed because the park is large and will be expensive to develop exceeding the budget included in the Metropolitan Park District at this time.

Ms. Dinthongsai reported on the results of the March 29, 2023 public meeting. Between 30 to 50 community members participated. Many comments were provided and by the end of the meeting it was possible to identify the community's favorite alternative. Park Commissioners presented the design concepts very effectively during the meeting, as well as answering questions from community members. Votes for Concept A totaled 8, Concept B received 19 votes, and Concept C received 22 votes. Concept C is the favorite of the three design concepts. The community submitted many comment cards and sticky notes. Overall, favorite program elements included pickleball, basketball, pump track, and the equestrian theme surrounding the history of Trails End. Many comments supported the trails. Other comments noted the number of dog users who visit parks. Many individuals liked the pump track with other comments offered on safety and ensuring the park was at a neighborhood scale to avoid drawing the larger community.

Following the review of all comments, a matrix was created with Concepts A, B, and C to compare different programming elements. Sizes of some of the programming elements were quantified, such as the size for the playground and length of the trail, etc. An additional column was included for the preferred master plan based on themes emerging from the comments. Another matrix was developed of program elements.

Ms. Dinthongsai said the program matrix describes design elements included in each concept. All program elements were listed across all the concepts with considerations weighted for each element, such as whether

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the element was of an appropriate scale for a neighborhood park, the size of the element, safety factor of the element, and whether the element was a good fit for the park. Throughout the exercise, program elements to include were identified as well as elements not to include. One example is the splash pad, which would be a substantial draw to the park with visitors traveling from outside the area to use the splash pad. For those reasons, in addition to the cost of installation, a splash pad was not included in the preferred master plan. Another element not included is disc golf despite the popularity by the community, as it was determined the element would create an issue of safety because of other elements included in the park.

Mr. Droll described his efforts to include disc golf in the master plan but because the sport utilizes different discs of different weights it created safety concerns should someone be hit by a disc. Disc golf located in other communities is typically in a community park with sufficient room to reduce risks where the fairway is buffered to ensure errant discs do not hit park users. Safety is the top priority in park design.

Ms. Dinthongsai reviewed the last part of the matrix pertaining to functional relationships. Several principles used in design include accessibility to ensure all users have access to all program elements, safety factors, such as crime prevention through environmental design, visibility of the park from streets, and providing several access points from streets, as well as layout or orientation of program elements and how they relate to the site.

Ms. Dinthongsai reviewed the preferred master plan alternative of Option C favored by the public and based on conversations with the Commission. The option includes:

- Parking along Trails End Drive
- Buffers and bioswale to the north and a bioswale area in the south area
- Preservation of the Garry oak tree
- No public access to the kettle or to 77<sup>th</sup> Trail SE
- Park core is located along the western side near Trails End Drive
- A 6,000 square-foot playground comparable to other City neighborhood parks
- A 1,500 square-foot fitness station providing another layer of recreation in the park
- A 1,500 square-foot pump track for bicycling recreation (reduced in size and designed for beginners)
- A basketball circle as an alternative to a full court enabling two hoops without the addition of a full-size basketball court
- An ADA pickleball court
- A large picnic shelter with six tables and a small picnic shelter

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with two tables

- Trails were maximized with a loop around the entire perimeter with other trail segments interconnecting as well as a trail segment to the Garry oak tree with benches
- Space for interpretive art to include a welcoming arch at the entrance to help brand and identify the neighborhood park
- Other interpretive sites on the history of Trails End Arena
- Installation of artwork
- Two overlook locations along the edge of the kettle
- An open lawn space adjacent to the park core with other areas planted as prairies or meadows with mounds ranging two to four feet in height similar to the Mima Mounds

The community commented positively about existing flowering trees along 79<sup>th</sup> Avenue. Construction of the park will likely require the removal of the trees because of frontage improvements to add sidewalks along Trails End Drive and 79<sup>th</sup> Avenue. Cherry trees are included along both streets. Other trees planted in the park will be Garry oak trees. The layout of the preferred alternative is oriented to the kettle as a backdrop to afford views. The placement of all program elements is based on visibility from anywhere within the park.

Ms. Dinthongsai reviewed details of the trail system within the park. The trail system includes several loops of various lengths ranging from 1/10<sup>th</sup> of a mile to half a mile.

Mr. Droll advised that the six-foot wide trail system would be of paved asphalt except for trails within the park core, which will be indigenous concrete.

In response to questions about bioretention facilities, Mr. Droll explained that the design has not been determined. Public works employees are working with consultants to design the facilities. At this time, the type of stormwater facility has not been defined pending additional stormwater analysis.

Commissioner Munro said he prefers ponds because they tend to attract wildlife. Director Denney said standing water in a park with children creates a safety issue and would require fencing, which is not recommended.

Commissioner Culley shared that a number of residents commented about the operations and maintenance facility parking area, which is represented larger in the preferred master plan. Mr. Droll said the initial concept reflected a specific color of the parking lot on the left side and future expansion on the right side. Square footage for parking has not been



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altered. He acknowledged that the representation of the parking was somewhat confusing in the design concept. The master plan will not reflect the area as future expansion but as parking to avoid confusion. Commissioner Culley said many residents questioned why parking was not located across the street.

Director Denney advised that the facility and its associated parking is a design decision by the Transportation and Engineering Department. The property is jointly shared between the park and the City's new facility that was purchased from the City's general fund. Including parking near the facility does not affect the City's ability to provide a recreational facility. Operational needs require approximately six acres on the west side of the property. Rather than shifting the uses, more park property was designated by placing the facilities and parking in its current location. He acknowledged that some residents do not like the option.

Commissioner Culley added that some residents indicated they contacted the City Council and that the Council promised parking would be moved across the street. Director Denney acknowledged that some of the residents have been very vocal about their preferences. Staff forwarded those comments to the Transportation and Engineering Department.

Ms. Dinthongsai reported the master plan design also includes a three-rail wood fence around the perimeter along Trails End Drive, along the border of the facility's future parking area, along 79<sup>th</sup> Avenue, and halfway along Arab Drive. The fencing will be approximately 3 to 4-feet tall constructed of wood with a rustic character.

Ms. Dinthongsai reviewed the image boards. Based on sticker dots and comments, residents liked the Trails End Area theme and the Equestrian theme as well as the Nature play and Contemporary play structures. Based on the feedback, the two themes were merged with the preferred theme for the park as the Nature Agrarian/Equestrian theme. The design reflects barn-like or tree house-type structures constructed of wood with green and earth colors incorporating climbing boulders, rope, and timber to add to the nature character. The picnic shelter will feature a weather vane, open lawn, and several furnishings, such as benches, pet stations, picnic tables, bike racks, trails, and interpretive signs with Mima Mound inspired prairie and equestrian art.

Mr. Droll queried members on their preferred selection of programming elements if the project was to be phased. Initially, all utilities and earthwork would be completed prior to installation of any programming elements. The first phase would also include shaping the vertical grade. Other elements can be added in phases after all earthwork and grading has been completed.

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Director Denney said there is a desire to complete the entire park as one construction project as phasing components of the park would likely increase the cost of the project. The Commission's direction will serve as a recommendation to the City Council.

Commissioner Munro said that information conveyed by many residents indicated the park was already funded but that there were some uncertainties pertaining to the location of the maintenance and operations facility. Director Denney said misinformation was conveyed throughout the neighborhood in addition to other misinformation. The City allocated \$1 million for the park; however, because of the size of the park and inflation costs, the budget of \$1 million will be insufficient. It is possible to present options to the City Council, such as funding from other sources within the City's budget. The City Council could approve allocating funds from the general fund to the Capital Facilities Plan for the park project, or the Metropolitan Park District Board could reallocate funds from other projects.

Mr. Droll added that the City could also apply for grants from the State Recreation and Conservation Office (RCO) for local parks and land and water conservation; however, the grants require a match and can be competitive.

Discussion ensued on the City's capacity to apply for grants. Chair Carrier recommended exploring grant options to determine if a grant(s) is worth the time and effort to apply.

Mr. Droll explained the phasing option beginning with installation of all utilities, grading of the entire site, and installation of the restroom and the trails. The next phase could include installation of the playground, basketball court, and the pickleball court. Other programming elements could be added through phasing.

Director Denney requested feedback on the preferred master plan option.

Chair Carrier supported the proposed trail system and the way the pickleball court is placed although she did not realize the fence would be a three-rail fence rather than a chain link fence to keep balls out of the parking lot.

Mr. Droll noted the fence is subject to discussion as Manager Carney indicated the fence around the parking lot would be a chain link fence for security. A chain link fence is preferable because of the difficulty of controlling public access to the parking lot.

Commissioner Culley commented that only one pickleball court would be insufficient based on community demand. Director Denney noted the cost

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of one pickleball court is approximately \$90,000. Commissioner Culley suggested that if only one court is possible, spacing could be afforded for a future second court. Mr. Droll pointed out possible locations available in the park to accommodate a second pickleball court.

Chair Carrier inquired about limiting trees to only two species (Cherry and Garry oak). Mr. Droll responded that Garry oak is prominent and is a native tree. Buffer trees would be Douglas fir trees in addition to adding flowering cherry trees.

Commissioner Munro asked whether any work is scheduled in the kettle in terms of modifying the landscape or clearing. Mr. Droll said actions in the kettle include invasive species removal and restoration planting of seedlings. The focus is removal of invasive species and maintaining the kettle.

Commissioner Harrington asked whether the concrete over the gravel area surrounding the Garry oak tree would serve as an impediment to the tree's root system. Mr. Droll said the consistency of gravel and it would be important to excavate the area and remove all gravel and reuse the concrete to create the mounds. The tree would not be exposed to concrete aggregate. The City would achieve savings of \$10 to \$20 per cubic yard by not hauling debris and soil offsite.

Mr. Droll responded to questions about the type of grass and plants. At this time, the seed mix has not been determined other than mixes are available in Oregon that are primarily native. The grass will need to be mowed several times a year despite not being irrigated. The scope of work includes generating a maintenance plan by phase listing all applicable tasks, frequency, and amount of time to complete the tasks.

Chair Carrier asked whether the larger picnic shelter would be subject to reservation. Director Denney said the department does not reserve picnic shelter in neighborhood parks.

Commissioner Munro asked about the next community meeting to present the master plan. Director Denney said he anticipates a meeting in May.

Mr. Droll added that the Commission is invited to participate because the format will be similar to the March meeting. Three posters of the preferred plan will be displayed along with theme boards. The format will consist of a general discussion rather than voting on preferences. Commissioners recommended considering responses to questions concerning a dog park, the O&M parking area, and park maintenance.

Ms. Dinthongsai invited Commissioners to contact staff and Mr. Droll with any additional suggested changes to the proposed master plan.

**TUMWATER PARKS AND RECREATION COMMISSION****MINUTES OF HYBRID MEETING****April 19, 2023 Page 8****OTHER BUSINESS:**

Director Denney reported the City Council approved the Commission's recommendation for naming the park at The Preserve as "Kindred Park." However, two Councilmembers opposed the name with the outcome resulting in a 4 to 2 vote in favor of the Commission's name recommendation. Staff plans to begin the naming process for the Trails End area park much earlier to ensure the name is selected prior to completing the park.

Five finalists were selected for interview for the City Administrator position. Two separate panels interviewed the finalists. Panelists included department directors, school district representatives, local chamber representatives, business, and union representatives. A meet and greet with the public was held the previous evening with the finalists. Mayor Sullivan met with Councilmembers individually to receive their feedback on the candidates. Mayor Sullivan selects the candidate and was planning to render a decision either later in the evening or within the next several days.

In response to questions on the progress of the Brewmaster's House, Director Denney advised that all materials in the house have been removed and are being stored. All wallpaper was removed inside the house. Staff is scheduled to meet with the City's insurance adjuster and contractor to assess damage and cost for repairs. The Historic Preservation Commission is scheduled to tour the house during its meeting on Thursday, April 20, 2023 at 6:30 p.m. He invited Commissioners to attend.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on May 17, 2023.

**ADJOURNMENT:**

**With there being no further business, Chair Carrier adjourned the meeting at 8:16 p.m.**

Prepared by Valerie L. Gow

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

TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: November 15, 2023  
SUBJECT: Community Center Design Process

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1) Recommended Action:

Information Item – The Commission will be reviewing the scope of work for the community center design process

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2) Background:

The City is contracting with Barker, Rinker Seacat (BRS) Architecture to design the new community center. Through a series of committee/stakeholder meetings, community meetings and City Council review, we will be soliciting public input and evaluating options for the facility. The process will also include an evaluation of potential locations, cost of construction and an estimate of cost/revenue for the facility operations. This is a project funded through the Tumwater Metropolitan Park District.

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3) Alternatives:

Discussion Item – The Commission will be reviewing the scope of work and providing input on the final contract.

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4) Attachments:

A. Scope of Work - BRS

## **Exhibit A**

### **Tumwater Community Center Design Scope of Work**

The City of Tumwater created a Metropolitan Park District in 2018 to support new facilities and programs in the Parks and Recreation Department. Tumwater residents approved additional taxes to support new parks, programs, trails and the construction of a community center. Using broad terms, the community center was described as a facility with meeting and event space, senior services, indoor sports courts, and land for a future Public Swimming Pool. Working within those parameters, we are proceeding to the design process and a community conversation about what this facility will provide.

This scope of service lists the professional services provided and a description of each task that will be included in the project. Barker Rinker Seacat (BRS) will employ a proven process to guide the work to be accomplished. This overview will guide the City and BRS while developing the next step of proposal for professional services and building construction. The desired process/outcomes include:

- Conducting market analysis and surveying of public needs related to a community center.
- Site analysis of existing city-owned parcel and other potential sites.
- Develop several desirable and sustainable programming and build scenarios for the center.
- Analyze potential partnerships and cost/benefit scenarios.
- Project revenue generation, operating expenses, subsidy requirements, and construction cost estimates.
- Provide recommendations for optimal programming and facility build-out to achieve sustainable operations.
- Present findings and recommendations of how best to proceed with this project in written and presentation format.

#### **PROJECT TASKS**

Prioritized process required to facilitate the work:

##### **Task 1: Introduction, Scope Meetings, Tours & Preparation**

*Purpose: This initial stage of work is for project introductions, team introductions, site analysis, overall project planning and scheduling, work plan development and material preparation for the first set of workshops. ~~BRS will also prepare the Card Game and presentation materials for a special City Council meeting.~~ As an option and additional service, we can also tour 2-4 existing recreation centers in the Tumwater area.*

##### **Kick-off Meeting – Remote via Zoom Meeting or Similar**

BRS will conduct a meeting with the City of Tumwater to review initial scope and work for the Feasibility Study. The foundation of this meeting will be to review the information received and the drafted work plan. BRS will review existing community master plans, other pertinent city planning materials, discuss overall objectives, program needs & spatial requirements, and the project schedule.

##### **City Council Special Meeting (In-Person)**

BRS will provide an overview of the Study process and schedule. They will present a National Slide Tour as an educational overview of recreation center spaces / trends. BRS will lead Council through the Card Game as a participatory exercise to determine a project “wish list” and determine possible program components. BRS will engage with City Council on proposed community engagement, site overview / evaluation criteria and cost recovery philosophy.

## **Task 2: Mission/Goals, Develop Preliminary Building Program, Existing Facility / Site Evaluation and Assessment, Data Collection, Card Game & Dot-o-cracy**

*Purpose: Based on feedback provided during the Kick-off Meeting and City Council special meeting, BRS will prepare for the project's first Workshop with the Community Center Steering Committee to understand the project team, project goals/mission, process, service area and market considerations, schedule and community outreach/public input. Included in this task of work is to develop preliminary building and site construction budgets; develop a building program to play the Card Game with the stakeholders and Dot-o-cracy game with the public during an open house for community engagement and public input.*

### **Workshop #1 & Open House #1 (In-Person)**

BRS will present the initial program developed from the City Council meeting as a starting point for the Card Game with stakeholders. The goal of this is to determine what the group feels the program of the building and site should be along with approximate program sizes. The Dot-o-cracy Game with the community is to allow households to vote on spaces and programs they feel are important for inclusion in the recreation center.

## **Task 3: Develop Program Options, Analyze Site Options, and Develop Project Budget Model and Performance Indicators**

*Purpose: This task of work is to develop a building program based on the Card Game with stakeholders and Dot-o-cracy Game results to date and refine building and site construction budgets. A non-statistically valid online survey will be conducted at this time. BRS will begin developing the pro-forma, create a preliminary project budget, refine the market analysis and prepare materials for Workshop #2 and Open House #2.*

### **Workshop #2 & Open House #2 (In-Person)**

BRS will present the program developed from community engagement to date and review the project mission, vision and goals. Stakeholders will review the preliminary total project budget model(s) and preliminary recreation center cost recovery expectations. There will be a community Open House meeting at this time to share public input received and allow opportunities for additional feedback with comment cards.

## **Task 4: Program Refinement, Spatial Diagrams and Site**

*Purpose: This scope of work is to refine the program, spaces and sizes, along with spaces laid out on the site looking at spatial adjacencies and impacts on the site. During this phase, we will refine the preferred program layout and provide an initial understanding of building and site layout. At the conclusion of this stage, we will have a single program option that will be agreed upon by the stakeholder group. This program option will be utilized in the future to guide the design phase for this structure.*

### **Workshop # 3 (Virtual with Executive Steering Committee)**

BRS will review comments to date, meeting minutes, online survey results, Card Game results and Dot-o-crazy input (public input) to finalize the program and floor plans along with the site studies. Stakeholders will review the market studies, operational evaluation, selected site and design concept, and preliminary total project budget model and program schedule.

#### **Task 5: Finalize Program, Site and Concept Plans and Business Model**

*Purpose: This scope of work is to finalize the program and site plan, and pro-forma, to present in the final Feasibility Study overview. The final deliverable will include information on the Site Evaluation, Programming, Building Program, Concept Space Design, Mission/Vision/Goals and Precedent Images.*

##### **Workshop # 4 (Virtual with Executive Steering Committee)**

BRS will meet virtually with the Executive Steering Committee to review the final mission, vision, and goals of the project; market analysis; project program spaces, plans and adjacencies with conceptual cost budget and business model.

##### **Final Report to City Council (In-Person)**

BRS will present the final Recreation Center Feasibility report in a PowerPoint presentation to the Tumwater City Council. BRS will also provide a final written narrative report of the Study.

These services include but not limited to 4 trips to Tumwater to lead client/stakeholder meetings and deliver the final presentation to City Council.



TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: November 15, 2023  
SUBJECT: Neighborhood Park Development

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1) Recommended Action:

Information Item

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2) Background:

The City's Metropolitan Park District plan includes the development of four neighborhood parks:

- Kindred Park – Complete
  - Trails End Park – Designed
  - SW Neighborhood Park – Designed
  - South Tumwater Neighborhood Park – Future
- 

3) Alternatives:

Discussion Item – The Commission will be reviewing the parks projects, timing and funding alternatives.

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4) Attachments:

- A. Trails End Park Master Plan
- B. SW Neighborhood Park Master Plan





**CITY OF TUMWATER**  
PARKS & RECREATION

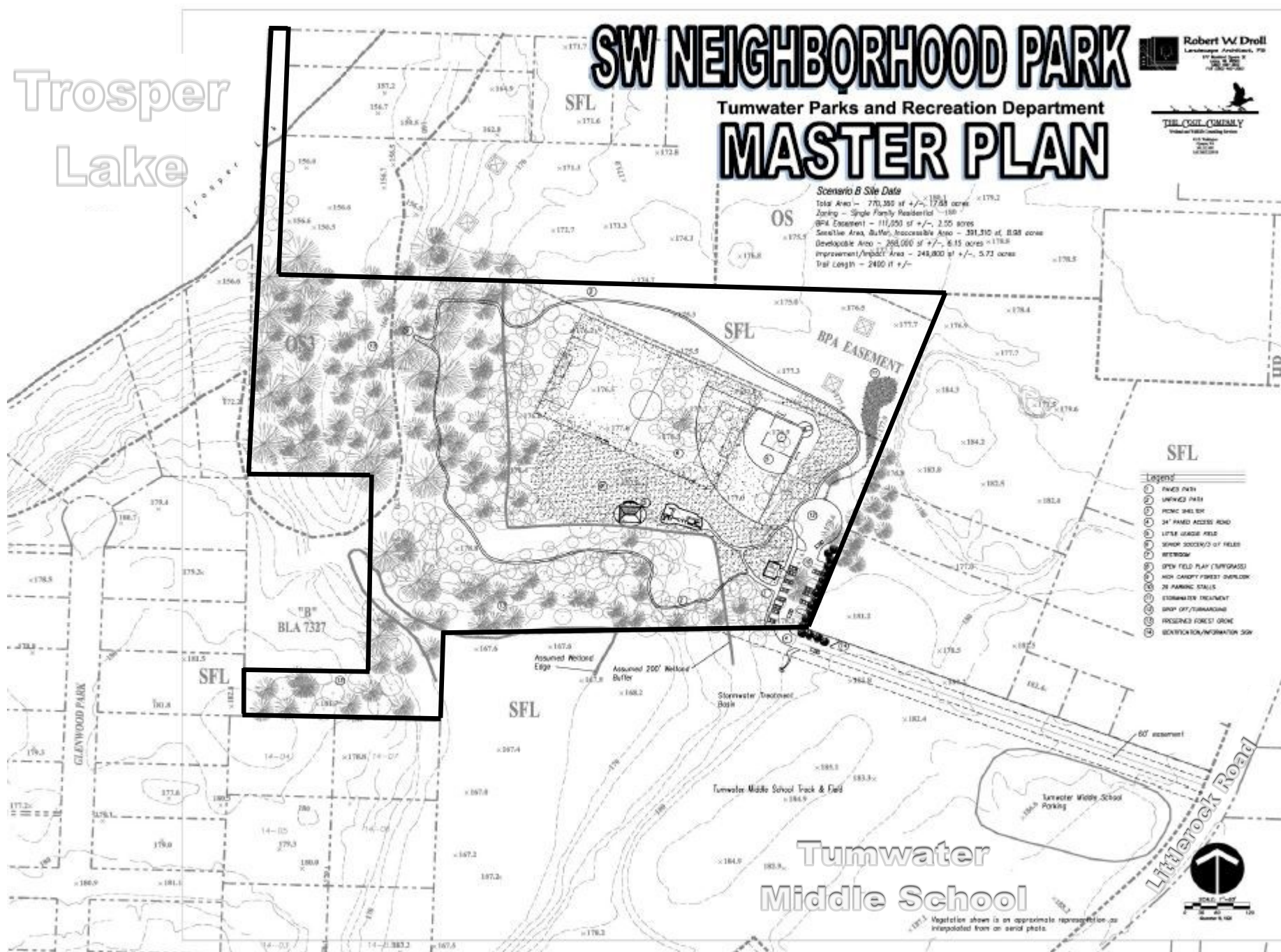
# Preferred Master Plan

## Trails End Park Master Plan



RWD Landscape Architects  
360.456.3813





TO: Parks and Recreation Commission  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: November 15, 2023  
SUBJECT: 2023/2024 Park Project Status

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1) Recommended Action:

Information Item – The Commission will be reviewing the park projects completed in 2023 and the projects scheduled for 2024.

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2) Background:

The department has a number of projects completed or scheduled for several parks throughout our system. Most projects are funded through the Tumwater Metropolitan Park District and address deferred maintenance.

Park facilities include Pioneer Park, Historical Park, Jim Brown Park, Barclift Park, Tumwater Hill Park, Deschutes Valley trail and the golf course.

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3) Alternatives:

Discussion Item – Staff will be presenting information on project costs, status and scheduling. Commissioners may have input on priorities, project scope and/or other questions.

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4) Attachments:

A. None