



CITY OF
TUMWATER

**PARKS & RECREATION COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501**

**Wednesday, October 16, 2024
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) Parks & Recreation Commission Meeting Minutes - 04/17/2024
 - [b.](#) Parks & Recreation Commission Meeting Minutes - 09/18/2024
5. Public Comment
- [6.](#) Parks and Recreation Commission Budget
- [7.](#) Tumwater Valley Golf Course Update
8. Next Meeting Date - 11/20/2024
9. Adjourn

Meeting Information

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

Watch Online

<https://us02web.zoom.us/j/88316226493?pwd=8vNRsaj9PKt27z93meNOntawhg0mrx.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 883 1622 6493 and Passcode 893624.

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

Audio of the meeting will be recorded and later available by request, please email 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. 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) 754-4129 or email ADACoordinator@ci.tumwater.wa.us.

TUMWATER PARKS AND RECREATION COMMISSION

MINUTES OF HYBRID MEETING

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CONVENE: 7:00 p.m.

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

Excused Absence: Commissioner Shane Harrington.

Staff: Parks and Recreation Director Chuck Denney, Recreation Manager Todd Anderson, and Volunteer Coordinator Brianna Feller.

CHANGES TO AGENDA: Director Denney advised of the recent resignation of Bill Kallappa II.

The agenda was revised to include the election of a Chair.

ELECTION OF CHAIR & VICE CHAIR: Chair Carrier invited nominations for Chair.

Commissioner Mike Culley nominated Erin Carrier to serve as Chair of the Parks and Recreation Commission. Commissioner Munro seconded the nomination.

No other nominations were offered.

ACTION: **A unanimous vote appointed Erin Carrier to serve as Chair during 2024.**

Chair Carrier invited nominations for Vice Chair.

Commissioner Hargrove nominated Mike Culley to serve as Chair. Chair Carrier seconded the nomination.

No other nominations were offered.

ACTION: **A unanimous vote appointed Mike Culley to serve as Vice Chair during 2024.**

RECREATION DIVISION UPDATE: Manager Anderson provided an update on activities of the Recreation Division.

Since the adoption two years ago of the Tumwater Metropolitan District (TMD), the department added a Recreation Coordinator focusing on adding more community events and adult recreation.

The City hosted *Rally in the Valley* volleyball games on Saturday, June 10, 2023, with 31 teams participating. Games this year are scheduled on June 8, 2024.

Active adult trips were added last year with two trips scheduled each

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month. Approximately 15 people aged 55 years and older participated in various trips. One trip was to Skagit Valley to view the tulip fields. Another visit was to Northwest Trek. A tour of a guide dog training facility in Oregon is scheduled in May 2024.

The department established an adult Cornhole League from June through September with 20 to 30 teams participating. Additionally, Adult Programs added many lecture series and tours. The lecture series included community conversations on the creative economy, history talks, and River Walk Tours in partnership with the Olympia Tumwater Foundation. Approximately 15 adults participated in indoor adult archery tag at Peter G. Schmidt Elementary School last year.

Rainier's Day is scheduled in May with 15 adults signed up to attend the game.

New community events include Dog Days, an annual event for pet dogs. Last June was the first event with over 500 participants. This year, the event will be held in conjunction with the *Rally in the Valley* games at Pioneer Park. Twin Star Credit Union offered to fund the first-year program for \$5,000 with additional support from Twin Star Credit Union staff. The Dog Days event included a Twin Star Credit Union dog loop to walk pets and receive prizes. Twin Star is donating \$10,000 again this year to sponsor the stage during the Falls Fest event and the volleyball tournament. This year, the Toyota Dealership is sponsoring free vaccines for the first 500 dogs at a value of \$1,500 with the Deschutes Animal Clinic.

This year, Falls Fest is celebrating its third anniversary on September 28, 2024. The first event attracted 1,500 people. The event features art, salmon, and music. Approximately 20 art vendors sell art, display art, or offer craft making to children. The event includes food vendors and is located at Brewery Park at Tumwater Falls in partnership with the Olympia Tumwater Foundation from 10 a.m. to 4 p.m. The second year of the event attracted over 5,000 participants.

The department also added a full-time Volunteer Coordinator, Brianna Feller. During the pandemic, Manager Anderson administered the program. Coordinator Feller has offered much to the program and has impacted the program since January when she joined the department. Volunteer Tumwater includes three areas of focus involving the Stewardship Program, Events, and Neighborhood Matching Grants. The Stewardship program invites residents and businesses to adopt a road, a park, a trail, or neighborhoods. Coordinator Feller provides volunteers with training and equipment and tracks volunteer hours for the City. Coordinator Feller is also responsible for promotions and registrations based on her experience and knowledge.

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Earth Day is scheduled at Historical Park on Saturday, April 20, 2024. Approximately 72 people preregistered. The event is in partnership with the PARC Foundation and the Lions Club for students in Tumwater. The school represented by the most students receives \$1,000 for the school with the second-place school receiving \$500. The event collaborates with the Arbor Day event hosted by the Tumwater Tree Board.

Manager Anderson reported on the addition of half-time Arts Specialist, Brittany Bowman. The Arts Program is a new program in the department. The Council supported converting the half-time position to full-time effective June 1, 2024. The next step in the program is the establishment of an Arts Commission and increasing arts events. To date, the department has added arts in parks, poetry in parks, and music in parks for children. An art activity was added during the Screen on the Green movie. Participants created lanterns. During the recent Easter Egg Dash, 200 arts kits were distributed to children.

In conjunction with the Tumwater School District, the department utilized the City's two free nights at the Washington Center for the Performing Arts for the Arts Program. Working with the school district's music coordinator, the center sold out 1,000 seats for a show featuring 560 students on the stage performing for two hours.

Upcoming events at the Schmidt House include *Summer at the Schmidt Garden Parties* in partnership with the Olympia Tumwater Foundation with proceeds benefitting the Tumwater School District instrument fund to provide instruments to students who are unable to purchase their own instruments.

Manager Anderson referred the Commission to a copy of a calendar of events listing all special events during the year. He outlined ways for Commissioners to participate and volunteer. Commissioners were invited to attend the Day Camp and Teen Camp during the summer at Peter G. Schmidt Elementary School. The Senior Program is a year-round program with monthly picnics at Historical Park. Members are welcome to attend and have lunch with seniors. Approximately 70 seniors enjoy the monthly lunch. Other ways to participate or volunteer are in the City's 25 sports camps throughout the summer. The *Kick in the Grass Tournament* is the longest standing youth soccer tournament held at Pioneer Park.

Another new staff member joining the Recreation Department is Ashley Degner, Recreation Coordinator, who is joining the City on May 1, 2024. Ms. Degner comes from Happy Valley, Oregon where she served in a similar position. Ms. Degner will focus on Senior Programs, Classes, and Events.

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Manager Anderson responded to a series of questions. The Adult Programs has attracted several participants/followers who attend all programs. The *Summer at the Schmidt Garden Parties* was a creation by the Olympia Tumwater Foundation with the City’s Arts Program adding different elements, such as music or art. The events include a formal dinner with music and other activities. Dates this year are July 18, 2024, and August 8, 2024.

**COMMUNITY
CENTER DESIGN
PROJECT:**

Director Denney briefed the Commission on the status of the Community Center Design project. As part of the Tumwater Metropolitan Park District (TMPD), the funding package includes the creation of a Tumwater Community Center budgeted at \$13 million in 2018 dollars. The cost will increase based on inflation and increases in the construction industry.

The City completed a bid process and selected Barker Rinker Seacat Architecture from Denver, Colorado. The firm worked with the City previously on a community center in 2005-2007 and recently with the City of Olympia and City of Tumwater on an aquatic study for Thurston County. The City Council is scheduled to consider and approve the contract in May.

The scope of work has been revised many times by the City and the company’s project lead. During the design process, the firm is scheduled to visit Tumwater four times to participate in two open houses for the public to receive input on the community center. Results of the feedback will be analyzed and shared during the second public open house. Concurrently, an Executive Committee comprised of Director Denney, Manager Anderson, City Administrator Parks, and a City Engineer will work directly with the firm to compile data, coordinate project activities within the City’s system, plan and prepare for meetings with the Steering Committee, a second committee comprised of a representative(s) from the City Council (Joan Cathey), a representative(s) from the Parks and Recreation Commission, Tumwater School District, Tumwater Area Chamber of Commerce, Senior Center, and community members. The committee will participate in a series of workshops with the design firm to share opinions on wants versus affordability to shape decisions as a group on top priority needs for the City of Tumwater for a community center. Following a series of meetings by the public, the Executive Committee, and the Steering Committee, all information will be reviewed and refined to develop a proposal for a community center with a budget based on availability of funds and other financing options. Following those interactions, a presentation will be prepared for the Steering Committee on a proposed community center and its location based on the four different locations under consideration at this time. Those sites include the former brewery site, former site of the Washington Department of Transportation off Capitol Boulevard, a site off Tumwater Boulevard on Port of Olympia property, and a YMCA site located off 93rd Avenue.

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The City promised voters a new community center, but not a swimming pool. However, the City promised to reserve sufficient land for a future swimming pool. As the City relies exclusively on the Tumwater School District for indoor recreation, the new center would include indoor recreation space.

In response to questions about the differences of the community center in the early 2000s, Director Denney explained that the design at that time was for a submittal for a Public Facilities District (PFD) community center. In the early 2000s the state authorized a new funding strategy for cities by creating PFDs to enable cities to apply to become a PFD and receive a percentage of the state's allocation of sales tax for large community projects. The two-year process was primarily between the cities of Lacey, Olympia, and Tumwater in terms of which city would receive the funds. Tumwater's project submittal was for a community center. The City of Lacey submitted a sports complex proposal and the City of Olympia submitted a proposal for the Children's Hands On Museum. Eventually, the City of Lacey and City of Olympia collaborated to share funds, which resulted in the selection of each city's project.

Director Denney said he worked closely with City of Olympia staff and Senator Sam Hunt and a representative from Lake Chelan to promote legislation for authorizing another PFD focused only on aquatics or indoor athletics. The project would require voter approval as it would require an increase in sales tax rather than the state's portion of sales tax.

The prior community center design featured a lobby, retail space, staff and support spaces, babysitting/child watch area, party room, classroom/meeting rooms for rental, multipurpose room, two gymnasiums, multi-activity court (gymnasium with a plastic floor), walk/jog track above the gymnasiums, fitness area, aerobics room, and a substantial water element. The cost at that time was \$16 million.

The Tumwater School District is eager to participate in the planning process for the community center. Although the first phase does not include planning for a swimming pool, the school district is interested in utilizing gym, classroom, and exercise spaces and could contribute to the cost of the facility. A new Tumwater community center could also include sufficient space to enable both high schools to host their graduation ceremonies in Tumwater rather than in Lacey.

Gym space is the lowest cost factor for both construction and programming while also producing moderate revenue. Each element of the building will entail a process of determining the cost and how much revenue could be generated. Court space offers unlimited activities. Fitness space generally is low cost to construct but generates high revenue. Local athletic clubs will likely push against adding fitness space at the community center

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because of competition. Concessions could include a coffee bar and/or sandwich shop. Childcare is an option for consideration as it is a convenience to patrons. Meeting spaces are at a premium in the City and at City Hall. The community center will include meeting space but not for weddings or large banquet productions, etc. Other spaces include classroom space, party rooms for birthday parties, aerobics, cycling, yoga, and walk/jog track. The community center will feature senior space replacing the senior center at Tumwater Town Center.

Director Denney shared information on the YMCA site. South Puget Sound YMCA would like to build another facility in conjunction with local residential developer Rob Rice. Mr. Rice is constructing a housing project off 93rd near Old Highway 99 outside the City limits. The YMCA would like to be part of the housing development and has approached the City about the possibility of donating the community center funds to construct the YMCA and provide activities and YMCA programs to meet the City's recreational needs. He recently met with the Director of the YMCA about the proposal. The site would be included in the site selection process with a YMCA staff member serving on the Steering Committee to share the benefits of YMCA and how it could meet the City's needs. The City is using a specific matrix of criteria for site selection. The site is not in the center of the City and lacks transit service. No schools, retail stores, or gas stations are located in close proximity to the site, which likely would not score well as a site.

The City's process will include the public, staff, the Council, and the Commission, as well as a community survey to develop a design that meets and serves the needs of community members. Should approval of the contract occur in May, staff anticipates moving forward to initiate the process by early June to conclude the first phase by the end of September. Funding for the community center is projected on a 20-year timeline with the MPD receiving revenue each year. The City would bond for that amount and pay the bond with proceeds from MPD revenue.

Director Denney addressed inquiries about the time requirements for participating as a member of the Steering Committee. He encouraged members to attend as the City's advocates for parks and recreation in the City with an understanding of compromising and understanding the needs of the community.

OTHER BUSINESS:

Director Denney reported on progress with City trails. Construction plans for the Deschutes Valley Trail between Pioneer Park and Historical Park are being implemented. The City received state funding in the 25/26 biennium budget and City funding in the Capital Facilities Plan (CFP) and Park Impact Fees funding for both the CFP and the MPD totaling approximately \$7.5 million to complete two trail sections of the network. Most sections are located in a wetland, a buffer, or near a wetland

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requiring permits. Staff is working through the master plan for engineering of bridges and impacts to the environment. The trail section from Brewery Park at Tumwater Falls traveling under Capitol Boulevard to the E Street bridge to Tumwater Valley is one of the most expensive trail sections because of its proximity and the need to be constructed on piles as it nears the river. The section stops at the E Street bridge. The section from E Street through the Craft District property is funded by the developer and should be completed in 2025. Another section is from Deschutes Valley Park to Pioneer Park with a 600-foot span bridge across the Deschutes River and some wetlands.

Staff continues working on the Trails End Park by moving from the master plan to engineering the project for bid documents. The Southwest Neighborhood Park located behind Tumwater Middle School off Littlerock Road has a completed master plan by Bob Droll, a local landscape architect. Mr. Droll updated the older plan and incorporated some changes to meet changed conditions. Staff is moving forward on engineering the plan. The Isabella Bush Park housing the school farm program and the barn and walking trails has a completed master plan completed by SCJ Architects. The company is updating the original plan to reflect today's dollars.

Major work is underway on both the City's historical homes. The Crosby House is scheduled for construction of a new foundation. The oldest house in the City was built in 1865. The house has continued to experience settling and with the advent of the I-5 freeway, the foundation was compromised. Part of the foundation was completed several years ago with the project scheduled for completion this year along with a new roof, new siding, new gutters, and paint. The Brewmaster's House is nearing completion of all arson repairs from last year. All rooms received wall coverings and reconstruction of areas that were burned.

The department is replacing the 1994 parking lot storm systems at Pioneer Park. The parking lot has experienced dozens of floods, which has scoured to some sections of the system causing the storm drainage system to sink. Similar work is underway at Historical Park on an ineffective storm system.

The department is also working with the Department of Ecology staff and the Squaxin Island Tribe on riverbank stabilization at Pioneer Park to help restore fish habitat and the river channel. Staff has identified a fourth stabilization option that might be supported by the tribe.

For the last three years, efforts have been underway to replace the parking lot at the golf course. The replacement project requires close coordination with the Department of Ecology as the original parking lot was installed in 1969. When the City purchased the golf course, the City identified the

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parking lot as a priority to repave because of its poor condition. Instead, the City pursued patching jobs. All paved surfaces in Tumwater Valley drain directly into the Deschutes River with no water treatment. Any major project involving the parking lot triggers stormwater treatment. Because of the lack of space and the lack of sufficient parking, staff is exploring options for stormwater treatment.

Director Denney reported on a meeting with City engineers on the Trails End Park. The design is moving forward for completion of construction documents to enable release of the bid for the project in the next several months.

Director Denney advised that at the next meeting, staff will present the current balance of the Commission’s budget.

**NEXT MEETING
DATE:**

The next meeting is scheduled on May 15, 2024.

ADJOURNMENT:

With there being no further business, Chair Carrier adjourned the meeting at 8:10 p.m.

Prepared by Valerie L. Gow
President, Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF MEETING
SEPTEMBER 18, 2024**

CONVENE: 7:00pm

PRESENT: Chair Erin Carrier and Commissioners Joel Hecker, Amy Hargrove, and Charlie Schneider.

Staff: Parks and Recreation Director Chuck Denney, Recreation Manager Todd Anderson, and Parks Manager Matt Patton.

APPROVAL OF MINUTES: 04/17/2024 Delayed

PUBLIC COMMENT: None

INTRODUCTION OF NEW

COMMISSIONER: Introduction of new Commissioner, Charlie Schneider. Commissioner Schneider shared his comments on the importance of the work that is provided by the Parks and Recreation Department and the support of the community and families. He is very happy to be back on the Commission.

DEPARTMENT

STAFF CHANGES: Director Denney reviewed the department’s organizational chart and highlighted the positions that have new staff members in 2024. Matt Patton was introduced to the Commission as Tumwater’s new Parks Manager and spoke to the Commission about his work experience.

RECREATION

DIVISION UPDATE: Recreation Manager, Todd Anderson, provided the commission with an update on new programs and events within the department’s Recreation Division. The presentation included information on programs such as Senior Trips and educational classes as well as new special events like Dog Days, Falls Fest and Rally in the Valley. Manager Anderson provided details on the second annual Performing Arts Showcase and other events related to the Arts Program and the new Volunteer Tumwater Program.

COMMUNITY CENTER DESIGN

PROJECT: Director Denney reviewed the schedule for the Community Center design process and explained the role of the Parks Commission.

Three Parks Commissioners will serve on the Stakeholder’s Committee for the design process.

PARKS AND RECREATION COMMISSION BUDGET:

Staff reviewed the Parks Commission budget and purpose. Commissioners considered budget request items from staff and new items from the Commission.

Special Events:

Cones (150)	\$1,600.
Barricades (20)	\$ 700.
Turf/Surface	\$5,200.
Screen on the Green	
New Screen	\$18,000.
Park Signs (2)	\$ 6,500.
Park Sign Standards	<u>\$ 4,800.</u>
	\$36,800 Total

Remaining budget: \$ 3,200.

ACTION: After discussion of potential funding options and priorities for programs, parks and events, Commissioner Hargrove moved to approve the following funding list, seconded by Commissioner Hecker. A voice vote approved the motion unanimously.

NEXT MEETING DATE: The next meeting is scheduled on October 17, 2024.

Prepared by Chuck Denney, Parks and Recreation Director

TO: Parks and Recreation Commission
 FROM: Chuck Denney, Parks and Recreation Director
 DATE: October 16, 2024
 SUBJECT: Parks and Recreation Commission Budget

1) Recommended Action:

Consideration of budget items and expenditures for 2023-24 Biennium.

2) Background:

The Parks and Recreation Commission is allocated \$20,000/year through the City’s annual budget. This money is intended to provide the commission with funds to support parks operations, recreation programs, special events or emerging needs.

2023/24 Approved Expenditures:

Turf/Surface	\$5,200.
Cones (150)	\$1,600.
Barricades (20)	\$700.
New Screen	\$18,000.
Park Signs (2)	\$6,500.
Park Sign Standards	<u>\$4,800.</u>
	\$36,800. Total

3) Alternatives:

Staff will present items for consideration and review past expenditures as examples. Commissioners may also suggest ideas and items for consideration.

4) Attachments:

None

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: October 16, 2024
SUBJECT: Tumwater Valley Golf Course Update

1) Recommended Action:

Information Item

2) Background:

Staff will be reviewing the 2024 golf operations. The discussion will include information on rounds and revenue, tournaments, lesson programs, course improvements and special events.

The golf course is currently operating at nearly maximum capacity with the current level of approved staffing.

3) Alternatives:

Information Item – The presentation will include opportunities for commission questions and input.

4) Attachments:

None