



**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, February 15, 2023
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) 10/19/2022 Meeting
5. Public Comment
6. Introduction of New Commissioners
- [7.](#) Brewmaster's House Arson
- [8.](#) 2023 - 2024 Department Projects
9. Next Meeting Date - 03/15/2023
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/81506641349?pwd=c203MDBXbzdVSFF0akhtM0lvY1k5dz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 815 0664 1349 and Passcode 854301.

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) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER PARKS AND RECREATION COMMISSION
MINUTES OF HYBRID MEETING
October 19, 2022 Page 1**

CONVENE: 7:19 p.m.

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

Excused Absence: Commissioner Stacy Brown.

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

CHANGES TO AGENDA: A project update was added to the agenda.

APPROVAL OF MINUTES: JUNE 15, 2022: The minutes were corrected to reflect an adjournment time of 8:01 p.m.

MOTION: **Commissioner Kallappa moved, seconded by Commissioner Culley, to approve the minutes of June 15, 2022 as amended. A voice vote approved the motion unanimously.**

PUBLIC COMMENT: There were no public comments.

COMMUNITY CENTER DESIGN: Director Denney reported on the Request for Qualifications (RFQ) the City released on September 29, 2022 to architectural and engineering firms seeking a response for participating in a community process to plan and design a community center funded by the Municipal Park District for purchase of land at \$990,000 and \$13 million for construction. The submittal period closes on Friday, October 21, 2022.

A committee will be convened of Parks and Recreation staff, City Administrator Doan, a Councilmember, and Chair Carrier representing the Parks and Recreation Commission to review all submittals and select the top three for scheduling interviews. Following the selection of the firm and execution of the contract, design work would commence in January 2023 in conjunction with public outreach. The community center project will be the largest project completed by the City.

The Commission supported Chair Carrier's participation on the committee.

Director Denney said the City has already received a tremendous amount of response from the industry seeking more information and clarification to assist in preparing submittals.

2022 PARKS AND RECREATION COMMISSION Director Denney advised the Commission of the remaining \$40,000 in the Commission's budget for expenditure by the end of the year. The City Council allocates the funds for the Commission each year to fund projects

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MINUTES OF HYBRID MEETING
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BUDGET:

and equipment not normally funded through the City's general fund. Staff typically provides funding recommendations on equipment and projects. This year, staff recommends spending some funds on trailhead construction on Tumwater Hill. The City recently added a sixth trail on Tumwater Hill connecting Crosby Boulevard on the western side of the hill to the top trail to provide a complete connection on the hill. The trails provide alternative routes for transportation, exercise, and for children to walk to school rather than riding a school bus. The trails are typically non-descript and essentially are paths leading into the woods. Staff worked with landscape architect Bob Droll to create specific trailhead designs incorporating concrete marking the entrance of the trail with split rail fencing on both sides of the trail and placement of a garbage can and a sign identifying the trail to include a map of the Tumwater Hill trail system. The project costs approximately \$46,000 for six trailheads. Staff recommends the Commission allocate \$30,000 to the project with park impact fees generated from the Tumwater Hill neighborhood providing the balance.

Staff recommends allocating the remaining \$10,000 to recreation, special events, sports, and golf expenditures for the following items:

- 3 Pop-up Tents
- 30 Barricades for Signage for Events
- New Banners for Capitol Boulevard and Tumwater Boulevard

Director Denney reported that within the next several weeks, the City plans to adopt a new and simplified City logo, which would be included in the new banners. The current tag line of Tumwater as the state's first community will no longer be used because the area was home to indigenous tribes prior to the arrival of settlers.

Commissioner Kallappa commented that as an indigenous member, he is appreciative of the acknowledgement that tribes were living in the area for many years prior to the arrival of settlers.

MOTION:

Commissioner Kallappa moved, seconded by Commissioner Harrington, to approve both budget requests as presented by staff.

Commissioner Culley asked whether other staff representing other programs and events were queried about any funding needs. Director Denney explained that all department staff meet and discuss upcoming events and programs continuously, as well as funding needs. The tents and barricades were identified as a need for special events next year. Within the parks program, a number of projects are underway and the trail project is not currently funded in the City's Capital Facilities Plan or through the Metropolitan Park District budget.

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Manager Osborn commented that funding has been allocated next year to repair and resurface some of the Tumwater Hill trails. The trailheads will enhance the trails in addition to trail surface improvements.

MOTION:

A voice vote approved the motion unanimously.

**TUMWATER ARTS
AND PROGRAMS:**

Manager Anderson updated the Commission on the status of the City's arts and cultural programs, new community events, and adult recreation programs.

Arts Specialist Brittany Bowman is developing an arts strategy. Prior to the COVID pandemic, the City established an Arts Task Force. The task force released a community survey with survey results reflected in the draft arts strategy identifying needs within the community. The strategy will help guide the department in the development of programs. The draft strategy is scheduled for presentation to the City Council on November 7, 2022. Following adoption by the Council, staff will move forward with forming an Arts Commission.

Specialist Bowman also added art components to existing programs and events. A pop-up tent focusing on arts is featured at all City events. During a Screen on the Green event, an opportunity was provided to youths to construct and decorate lamps from glass jars with candles. During upcoming grade and middle school Tumwater Youth Program events next year, more art activities will be included. One example is the Middle School Intramural Youth Sports & Fitness program at Tumwater Middle School during weekly programs.

Falls Fest is a new event sponsored by the Olympia Tumwater Foundation in partnership with the City of Tumwater at the Brewery Park at Tumwater Falls focusing on history and salmon. The event this year was very successful with arts, music, salmon, and the history of the area featuring 13 art vendors, Olympia Symphony, jazz and folk bands, art activities comprised of face painting, balloon making, relief print designs, fiber arts offered by the Tumwater Historical Association (bracelet making, loom craft weaving, printed quilt squares), three food vendors, and a photobot. The City offered food composting and recycling through a partnership with the City's Water Resources and Sustainability program. The event collaborated with Stream Team to offer a scavenger hunt along the river with 500 youths participating. The event began at 10 a.m. and ended at 3 p.m. Manager Anderson shared some of the positive feedback received by the community after the event. Staff is considering scheduling the event in early September next year as the event conflicted with other community events.

The department's goal is to offer one new community event each quarter. Community talks will be offered during the winter at the library followed

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by a pooch parade (date to be determined).

The department is expanding adult recreation programming. The Tumwater Cornhole League is expanding into the summer season. Other adult programs include Kickin' It, a kickball league, and an Outdoor Sand Volleyball League at Pioneer Park in June. Additionally, in partnership with Collette Vacations, several trips both local and abroad will be offered to include Painted Canyons of the West and Spotlight on Tuscany. More information can be obtained about the trips during meetings at the Old Town Center.

The Olympia Tumwater Foundation and the City of Tumwater have revamped the history talks program and are offering History Pubs at Heritage, a new series of history talks at the new Heritage Distilling Company. The talks are offered once a month. Registration for the talks is offered by the Olympia Tumwater Foundation and the City of Tumwater. The City plans to offer more history programs, tours, and events at the Brewmaster's House in cooperation with Olympia Tumwater Foundation.

The City hosted this year's first Tumwater Youth Program event with participation of 350 youths.

Commissioner Culley said the event was well organized by offering pre-registration for parents with over 100 youths pre-registered reducing the amount of time necessary to register youths.

PROJECT UPDATE:

Director Denney said the Tumwater Hill Trail project has been in process for the last four years. The design was completed in six months. The project required geotechnical studies of the hillside and slopes. The final walk through and punch list was completed with the contractor with several minor items to be resolved. Within the next two weeks, the project will be completed with a ribbon cutting ceremony to be scheduled with Mayor Sullivan. The Commission will receive notification of the date and time of the ceremony. The trail system connects the entire hill to the park and to the school. Upgrades are planned to the trail system next year from funds from the Metropolitan Park District.

The restroom projects at Barclift Park and Tumwater Hill Neighborhood Park are in progress. The restroom at Tumwater Hill Neighborhood Park has been installed except for completion of a drinking fountain. The restroom site for Barclift Park has been prepared. The delay in that project has been the lack of securing a crane of sufficient size to move the concrete restroom from the delivery truck and place it on the pad within the park. Staff anticipates placement of the restroom at the end of October. Staff has not determined an opening date for both restrooms as installation of both facilities at the beginning of the rainy season when park usage is limited can lead to potential misuse of the facilities.

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The Preserve Park has been under design for the last several years. The City purchased the land approximately three years ago. Final engineering drawings have been received. The bid packet has been completed and will be released for bids within the next day. The bid will be open for three weeks. Staff anticipates construction on the park to commence early next year.

**NEXT MEETING
DATE:**

The next meeting is on Wednesday, November 16, 2022 at 7 p.m.

Commissioners can attend the next meeting at the City or continue participating virtually.

Commissioner Kallappa commented on the convenience of the hybrid option as many members are traveling for their respective companies or for family purposes. Having the option is preferable.

Commissioner Harrington noted that he is also traveling and is currently working in Skagit County and is appreciative of the remote option to accommodate his schedule.

ADJOURNMENT:

Commissioner Culley moved, seconded by Commissioner Kallappa, to adjourn the meeting at 8:01 p.m. A voice vote unanimously approved the motion.

Prepared by Valerie L. Gow

President, Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: February 15, 2023
SUBJECT: Brewmaster's House Arson

1) Recommended Action:

Information Item

2) Background:

On January 21, 2023, the Brewmaster's House/Museum was the target of arson and sustained damage to the exterior, interior and some contents within the house. The Brewmaster's House, listed on the Tumwater Register of Historic Places and the National Register as part of the Tumwater Historic District, acts as a museum and archive for many irreplaceable historic Tumwater photographs, paperwork, and memorabilia.

The Declaration of Emergency signed by the Mayor on January 31, 2023, and ratified by the City Council on Tuesday, January 8, 2023. This declaration allows staff to immediately contract for the necessary repair and restoration services. Securing the property and repairing the house immediately is necessary to curtail further damage. Ratifying the Emergency Declaration and Waiver of Competitive Bidding Requirements allows staff to act quickly to enable a greater chance of renovation success.

2023 events that have been planned at the historic house have been cancelled.

3) Alternatives:

None

4) Attachments:

A. None

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: February 15, 2023
SUBJECT: 2023 - 2024 Department Projects

1) Recommended Action:

Information item – some projects will require commission input and participation.

2) Background:

The City's adopted 2023-24 budget has a number of projects scheduled to occur at City parks and facilities. New parks and park and facility improvements are funded through the City's general fund, Capital Facilities Fund and the Tumwater Metropolitan Parks District. Staff will be updating the Commission on each project and the anticipated timeline for completion. Projects will occur at:

- Pioneer Park
 - Historical Park
 - Isabella Bush Park
 - Preserve Park
 - Jim Brown Park
 - Park Restrooms
 - Tumwater Hill Park
 - Trails End Park
 - Brewmaster's House
 - Crosby House
-

3) Alternatives:

None

4) Attachments:

None