

City of Colville
Park & Recreation Board Meeting
Monday, March 5, 2018
Council Chambers- 5:30pm

Meeting called to order by Matt Schanz, Park & Recreation Board Chair at 5:36pm.

Members present: Dean Fischer (arrived at 5:45pm), Matt Schanz, Sharon Ketchum, Scotty Stalp, Bill Pifer, and Brian Cecil.

Members Absent: Vacancy One

Staff Members Present: Park & Recreation Director Jillian Marshall, Park & Recreation Secretary Amanda Hallam, Council Member Jack Smith, Council Member Anne Lawson.

New Business:

- Discussion of Parliamentary Procedure

Amanda asked the board if they got the link that she had sent out to the board. Amanda stated that the main thing is to make sure that motions are done correctly. Amanda went over how to do a motion.

- Approve meeting minutes for October 2, 2017, November 6, 2017, and January 8, 2018

Sharon moved to approve the meeting minutes from October 2, 2017, November 6, 2017, and January 8, 2018. Scotty seconded the motion. All were in favor. Motion passed. Bill abstained from voting as he was not on the board at the time of those meetings.

- Possible approval and adoption of purpose for Park & Recreation Master Plan

Jill asked if everyone reviewed what Dean had emailed out. Most of the board members did not have a copy of the email so Amanda handed out a copy to everybody to look at. Jill stated that this would be our front-line statement of the master plan. Everyone looked over the email. Bill moved that we approve the statement that Dean came up with to be the purpose of the Parks & Recreation master plan. Brian seconded the motion. All were in favor. Motion passed.

- Sharing of current Parks & Recreation Mission Statement

Jill stated that she wanted to give everyone a copy of the Mission Statement for the Recreation Department and also the City-wide mission statement. Jill stated that at the last meeting there was confusion about what the current mission statement is and Jill wanted everyone to have a copy for their information.

- Sharing of newspaper article, "Recreation is Big Business", from Bill Pifer

Bill went over the article with the board.

- Pump Track: presentation and discussion about suggestions for locations

Moved to the first agenda item. Carson Vandegriffe showed a PowerPoint presentation to the board about a pump track. Bill asked Carson how many people besides himself that he has in support of having a pump track. Carson stated that besides himself he has 3 direct friends and about 10 other people that would like to be involved. Carson showed the board a short video. Matt asked if he could go back to the map and asked if he has looked into who owns the property. Carson stated that he has looked into the ownership of the property and it is owned by the school district. He has talked with Pete Lewis the Colville School District Superintendent about meeting to look at that property. Matt stated that he heard Carson mention that Vaagens is willing to donate equipment but are they willing to donate dirt also? Carson stated that Vaagens confirmed that they would let us use equipment but he has not heard anything about the dirt. Carson also stated that if he is able to get the pump track where he would like it the dirt there is the kind of dirt that they would like for the pump track. Bill stated that he attended the last school board meeting and Pete Lewis spoke about this project and is looking at the site and supporting it. Brian stated that the only question he has is that from his experience, the proposed site is used for parking. Brian stated that the parking for baseball is something to consider. Matt asked what the board can do to help. Carson stated that he would like help with construction of the pump track and then also input about a backup location. Dean suggested that the board do a letter of support to Carson for this project. Carson stated that he would like a letter of support. Bill made a motion that the board support the pump track with a letter of support. Brian seconded the motion. All were in favor. Motion passed.

- Letter of support (to Mayor) for contract to do the Master Plan

Jill stated that RJ Keetch, City Planner and herself have had many meetings about how to do the master plan in the best way and making sure that they have a master plan that is good for everyone not just certain people. Jill stated that there could be ways to contract out for the master plan. Jill stated that having support from the board will be very helpful. Bill asked if there are any grants available for this. Jill stated that there are not a lot of grants out there for developing a master plan. Sharon stated that she noticed when she was researching master plans that some places have used colleges to help them write their master plans. Jill stated that she has talked to Eastern Washington University and they are not interested at this time. Jack asked if there is currently a master plan? Jill stated that there is not a current master plan. Bill asked Matt why he mention Central Washington University. Matt stated that Central Washington University(CWU) has a good planning program. Jill asked if Bill would be willing to contact CWU about maybe helping out with the master plan. Bill stated that yes, he would. Matt asked if we should make contact with CWU before doing the letter. Jill stated that she thinks that doing both would be a good idea. Bill moved that the board write a letter to the mayor and City Council supporting that we contract out the Park and Recreation Master Plan. All were in favor. Motion passed.

- Assign areas of focus

Jill stated that this is to help us to make forward progress and it helps Jill out because she doesn't always have time to do it. Jill stated that Dean will focus on the Pump Track, Brian will look at the building and ongoing costs of the USK recreation facility, Matt will bring more information on the Klickitat County facility and recreation district, Sharon Parks and Recreation master plan samples, and Bill will be the

Colville Mountain liaison. Bill stated that he will also work with Sharon as he will be contacting Central Washington University(CWU) about the master plan. Sharon stated that she will also be contacting her nephew as he just got his Planning degree and see if he may know someone that could help us with the master plan. Scotty stated that he does not have a job. Jill asked Scotty what he would like to do. Scotty stated that he can help Brian with the USK information and Bill with being the Colville Mountain liaison.

- Implementation of "Pending Items"

Amanda stated that she puts together a binder for Jill for council meetings and the City Council has a pending items list and Jill and Amanda were talking about how it could be helpful to get a pending items list for the Parks and Recreation Board instead of Jill putting the same things on the agenda every meeting. Bill asked what else is on the pending items list besides the Arch replacement in the park? Amanda stated that there are no other items. Jill stated that as we move forward with things we will be adding more to it.

Old Business:

- Discussion of any pervious agenda items. What Next?

Bill asked Jill to review where things are at for the pool when it comes to the pump and the boiler. Jill stated that the Boiler is in. Sharon asked if it was a new boiler and Jill stated that it is a new boiler. Jill stated that it took them one day to get it in.

Jill stated that we purchased a pump based on the Pool World 2014 write up. In that plan they pointed out that the pump would not meet the Department of Health(DOH) guide lines for turnover rate. The City choose not to purchase a pump at the time that the filters were being replaced. During the season last year, we had many problems with the pool and even had Pool World come out and take a look only for them to tell us that everything we were doing was correct and yet nothing is wrong with their system. Jill stated that one way we figured we could fix all our problems was to replace the pump. We purchased a new pump and then found out that we need to send the plan changes to DOH. We were under the impression that the system that they designed was up to DOH standards. To be able to do that we need engineer stamped plans. Pool World did not get engineer stamped plans for the current configuration. Matt asked if it was just not stamped plans for the pump part of the system or what. Jill stated that it was for the whole system. Sharon asked if Pool World was the ones who designed the system. Jill stated that was correct. Jill asked Pool World to supply their copy of the engineered stamped plan. They are not willing to supply it, but they did give Jill a quote to do a new engineer plan for about \$6,000. Jill stated that right now we are in a state of limbo trying to figure out what we can do.

Scotty asked if Dean planned on doing another concert in the park like last year and Dean stated no.

- Upcoming Rec Events/Department update

Jill stated that boys basketball had a good season with 97 total players and 9 coaches.

Jill stated that the Daddy Daughter Ball is coming up on March 24th and we added a session so we will be having three sessions this year. This is one of the quickest filling and one of the most popular programs that we have. Jill stated that we did need to change the location of the Daddy Daughter Ball this year, so instead of taking place up at the Colville High School it will take place at the HUB senior center.

Jill stated that as always, we are looking for volunteers for the tiger tri. It will be happening on July 21st this year and hoping to have the first meeting happen in March. Jill stated that if anyone is interested in volunteering or know someone that would be interested in volunteering to please let her know. Matt asked if there were any changes made to the Tiger Tri this year? Jill stated that she has made changes, the biggest change that we made is that we added a duathlon. Jill stated that she was able to make this change at no cost to us and no extra work for us. The duathlon takes out the swimming portion of the triathlon and she is hoping this will help us get more participation.

Matt asked if there were any parks updates? Jill stated that our new Park Lead started on February 26th.

Sharon asked if there was still a position for the pool. Jill stated that we ran that job twice and the first time we did not get any applicants and the second time the applicants we did get were not qualified for the position. Jill stated that she is working on proposals now for that job.

Matt stated that at the last City Council meeting they approved to move forward with the wood carving in Yep Kanum park.

As there was no further business, Brian moved and Dean seconded the motion to adjourn the meeting. All were in favor. Motion passed.

Meeting was adjourned at 6:51pm