



PARKS AND RECREATION COMMISSION MEETING MINUTES

February 11, 2016, 6:00 p.m.

Southridge Sports & Events Complex – Plaza Building

I. CALL TO ORDER

- a. The meeting was called to order by Ben Rutledge, Chairman, at 6:00 p.m.
- b. Recorder, Sara Allington, called the roll and found the following:
 - i. Present: Chairman Ben Rutledge, Vice Chairman Mark Reed, Commissioners Dean Aeling, Jack Anderson, Ty Fischer, Ken Hahn
 - ii. Council Liaison:
 - iii. Excused:
 - iv. Unexcused:
 - v. Staff: Maxine Whattam, Parks & Recreation Director; Greg Duffy, Facilities & Grounds Supervisor; Terry Walsh, Employee & Community Relations Executive Director
 - vi. Recorder: Sara Allington

II. APPROVAL OF AGENDA

- a. The agenda was approved unanimously.
 - i. Maxine resigning 2/29/16. Greg Duffy Interim Director

III. APPROVAL OF MINUTES

- a. Commissioner Hahn moved to approve the minutes dated January 14, 2016. Commissioner Aeling seconded the motion. The motion carried unanimously.

IV. VISITORS

- a. Jay Freeman – Financial Advisor, Edward Jones in Downtown Kennewick. Background in business advisory.

V. UNFINISHED BUSINESS

- a. Approval of the 2016 Parks and Recreation Commission Work Plan
 - i. Commissioner Hahn: are they categorized by priority?

1. Maxine Whattam: No
 - ii. Terry Walsh: Green text is City Council priorities
 - iii. Commissioner Fischer: Did the 10 acres get added to the work plan?
 1. Maxine Whattam: Yes
 - iv. Terry Walsh: Suggested next work plan specify public & private partnerships
 - v. Vice Chairman Reed moved to approve the 2016 Parks & Recreation Commission Work Plan. Commissioner Hahn seconded the motion. The motion carried unanimously.
- b. Review and recommendation of food concessions for Columbia Park, Southridge Sports and Events Complex and Ken Serier Pool
 - i. Vice Chairman Reed & Commissioner Hahn reviewed RFP's for Columbia Park, SSEC, and Ken Serier Memorial Pool, in addition to City staff.
 - ii. Vice Chairman Reed: Any previous issues with these vendors?
 1. Maxine Whattam: Overall, No
 - iii. Commissioner Fischer: How is it advertised?
 1. Maxine Whattam: The market is specific
 - iv. Chairman Reed: Making a motion on all three concessions or individually?
 1. Maxine Whattam: It is the choice of the P&R Commission
 - v. Commissioner Aeiling: Are sunflower seeds on the menu?
 1. Maxine Whattam: There are guidelines and restrictions we govern that they must follow
 - vi. Commissioner Anderson moved to approve the recommendation to accept the award of recommendation of food concessions for Columbia Park, Southridge Sports and Events Complex and Ken Serier Pool Commissioner Hahn seconded the motion. The motion carried unanimously.
- c. Golf Course Update, Maxine Whattam & Terry Walsh
 - i. Anticipating lower operating fee, council approved relocating existing former P&R building to the golf course.
 - ii. KSD purchasing the Wiggles & Giggles building next to the old P&R building. Permanent annex of Activity Center loading dock is included. The program is a partnership with COK & KSD. Sale of Penn Park to Desert Hills Middle School will allow for a bus loop. Sale profit will be directed to the relocation of the former P&R building to Columbia Park Golf Course as the new clubhouse.
 - iii. Chairman Rutledge: Old clubhouse coming down?

1. Maxine Whattam: Yes
- iv. Vice Chairman Reed: Timeline?
 1. Greg Duffy: September 2016 – March 2017
- v. Commissioner Fischer: What kind of prep?
 1. Greg Duffy: Steel structure with concrete footings, not solid walls. Sits on concrete pads with a crawl space. The bigger cost will be demolition.
 2. Maxine Whattam: \$500,000
- vi. Commissioner Anderson: Septic accommodation?
 1. Greg Duffy: Sewer connection
 2. Duffy: Exterior shell being transferred. Comes apart in 5 pieces. Internal work being done on site.
 3. Target this fall, past peak golf season. Target opening 3/1/17
- vii. Commissioner Anderson: Kitchen?
 1. Maxine Whattam: Similar to what is in SSEC pavilion. Prep kitchen, no grill or deep fryer
 2. Greg Duffy: Retail space, meeting room, office space, deck
- viii. Maxine Whattam: Beverage rights – contract will extend city wide to include the golf course
- ix. Commissioner Fischer: Is the City happy? Improvement or what we want?
 1. Maxine Whattam: Consider the investment. Allows for flexible space. Possibilities of future use. Huge amount of potential for revenue.
- x. Commissioner Fischer: Clubhouse going to attract people?
 1. Maxine Whattam: Yes. Revenue produced per round. Captivate the person playing a round of golf to buy beverages & food, get them to stay.
- xi. Vice Chairman Reed: What is the current situation with CourseCo?
 1. Maxine Whattam: Researched agreements in comparison with other organizations. \$80,000 year before, negotiated down to in the \$30,000's. Significant changes.
 2. Greg Duffy: They continue to operate Sun Willows & Columbia Point.

VI. NEW BUSINESS:

- a. Playground of Dreams discussion and action items
 - i. MW met with Ronnie Driesbeck & Sue (last name unknown) integral in the foundation of POD. Rebuild or repair? Suggested considering the investment already committed.

- ii. Commissioner Hahn: cost of the original project?
 - 1. Chairman Rutledge: A couple hundred thousand. Donations acquired exceeded need. 800 volunteers. Actual cost
 - a. Maxine Whattam: 2016 is a prep year, 2017 is the action year
 - 2. Vice Chairman Reed: same effort as the initial build?
 - a. Chairman Rutledge: Revitalize the committee a possibility?
 - b. Maxine Whattam: Initial plan is seed money from initial donors.
 - 3. Commissioner Hahn: initial cost of pickets?
 - a. Chairman Rutledge: \$35
 - 4. Commissioner Anderson: Plan to preserve the pickets?
 - a. Maxine Whattam: Recommended consider before moving forward. What message is being sent?
 - 5. Commissioner Fischer: Remodel with new stuff or rebuild. Will the same issue come up in 15 years?
 - 6. Commissioner Hahn: Contracts with initial sponsors?
 - a. Chairman Rutledge: No
 - 7. Maxine Whattam: It is on the work plan to make a recommendation to council
 - 8. Chairman Rutledge: Has there been any indication on Council preference?
 - a. Maxine Whattam: Remodel
 - 9. Chairman Rutledge: Been any conversations with previous donors?
 - a. Terry Walsh: Met with Skip, Ron Huey, Ken Johnanning. \$43,000 remaining. City is committed to \$30,000. Suggests commission consider who would be good people to rally.
 - 10. Commissioner Fischer: Will it be gutted?
 - a. Maxine Whattam: Surprised at Council response at remodel. Need to get out in the community and give them ownership.
 - 11. Commissioner Aeling: Market for sale? (old equipment)
 - a. Greg Duffy: Not recommended
 - b. Maxine Whattam: Needs focused attention. Very labor intensive process.
 - c. Maxine Whattam: Stay within the original footprint. Potential onsite monitoring.

- b. Expiring Commissioner Terms in April 2016 – Jack Anderson, Mark Reed, Ben Rutledge
 - i. Maxine Whattam: All applications submitted. Deadline 2/18/16
- c. Election of Officers – Chair and Vice Chair
 - i. Commissioner Anderson nominated the existing officers to continue their positions as Chair and Vice Chair. Commissioner Fischer seconded the motion. The motion passed unanimously.

VII. POLL OF COMMISSION MEMBERS AND STAFF

- a. Sara Allington: successful Valentine Bingo event.
- b. Maxine Whattam: thank you
- c. Commissioner Anderson: thank you Maxine for your service
- d. Chairman Rutledge: thank you for volunteering at family expo. Well attended
- e. Commissioner Fischer: Great pleasure working with you, Maxine. Second to none!
- f. Commissioner Aeling: Maxine got him up to speed quickly (as a new commissioner). Been really fun.

VIII. ADJOURNMENT

- a. The meeting was adjourned by Ben Rutledge, Chairman, at 7:18p.m.