



PARKS AND RECREATION COMMISSION MEETING MINUTES

March 10, 2016, 6:00 p.m.

Dan Frost Municipal Campus – Main Conference Room

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 Jack Anderson, Ty Fischer, Ken Hahn
 - ii. Council Liaison:
 - iii. Excused:
 - iv. Unexcused: Commissioner Dean Aeling
 - v. Staff: Greg Duffy, Interim Parks & Recreation Director, Facilities & Grounds Supervisor; Karen Coulson, Parks & Recreation Supervisor
 - vi. Recorder: Sara Allington

II. APPROVAL OF AGENDA

- a. Commissioner Fischer moved to approve the agenda. Commissioner Anderson seconded the motion. The agenda was approved unanimously.

III. APPROVAL OF MINUTES

- a. Commissioner Anderson moved to approve the minutes dated February 11, 2016. Vice Chairman Reed seconded the motion. The motion carried unanimously.

IV. VISITORS

- a. **Grid Kids Presentation – Chris Wiltz, Vice President (3rd term)**
 - i. Numbers are down 7-13 year olds (competition with other organizations). Expanded in 2015, added flag football for 6 year olds, 8 teams-9 players (considered successful). Cheer growing successfully. 60-70k budget (equipment fees (upgrades), officials, etc.). Fee increase considered as costs rise. Offsetting with fundraising. Looking to expand concessions and

storage. Pushing toward online registration. Obstacle is handing out gear and forms requiring signatures. Emphasis on officiating and coaching standards comparable to NFL standards. Larger children are encouraged to participate in school programs for safety. Parents are a struggle to work through, but they are a minority in the issues as a whole.

1. Chairman Rutledge – Draw from mostly Kennewick?
 - a. All 3 cities.
2. Chairman Rutledge – How many teams?
 - a. 8 organizations. 7 weeks of play. 2 rounds of playoff.
3. Commissioner Anderson – WIAA requires schools to participate in annual training. Who is required to participate in this training?
 - a. All head coaches
4. Chairman Rutledge – If a child gets injured, parents are upset?
 - a. Yes
5. Commissioner Fischer – Medical personal required on sidelines?
 - a. No
 - b. Before the game the official asks the home team coach if a medical professional is on site. If yes, a player may return with permission from a professional. If no, the player may not return to the game.
6. Commissioner Fischer - Expanding concessions – Volunteer based?
 - a. Conversations in progress
7. Karen Coulson – Rely on website only for distribution of information? Kennewick P&R gets lots of phone calls.
 - a. Yes. Advertising costs with TCH are expensive. Social media is helpful.

b. Tri City Disc Golf Association – Daniel Parr & Justin Shrack

- i. First event held in January, very successful-72 players. \$1,100 raised for Benton Franklin Humane Society. Play was consistent in timing. One final T-sign to install, full 18 holes will have signs. New players struggled with lack of signage. Working with Rotary Club for several months to provide funding (\$6,500) for new baskets. Preferred to donate to a 501c3 organization which TCDGA does not have. Attempting to reacquire. Three work parties already in 2016 to improve course. Ball golf course event on Father's day (golf, foot golf, disc golf). Kids will receive free discs. Partnered with Brandon Lange to assist with National Night Out and provide an interactive booth. 20th annual Windy River Open happening

April 23rd & 24th (anticipating 100 people). Nuclear meltdown August 6 & 7.

1. Chairman Rutledge – Baskets are mobile?
 - a. These particular ones, yes. Only half hour to place them.
Spots were already marked
2. Commissioner Anderson – Update on repair and updating benches?
 - a. Currently working with COK facilities faculty
3. Commissioner Anderson – Cost to begin playing the sport?
 - a. No green fees, no carts, no initiating fees. Could get by with one or two discs (\$7-\$20).
 - b. Seasoned players often carry extra discs to encourage new players with inadequate equipment
4. Chairman Rutledge – Growth rate?
 - a. Skateboarding & disc golf are highest growing each year (approx. 10-15% growth)
 - b. 150 courses in Washington 10 years ago, now over 600
5. Chairman Rutledge – How does Columbia course rate vs others?
 - a. 3.5 out of 5 on a national rating site. Considered a beginning course.
6. Chairman Rutledge – How many members?
 - a. 300-400 players in the community
 - b. Previous members were not pleased with prior leadership
 - c. Current leadership trying to get new baskets installed before recruiting paid registrations.
7. Chairman Rutledge - We have 501c3?
 - a. Closest organization with the status is Yakima

V. UNFINISHED BUSINES

- a. Capital Projects Update, Lawrence Scott Park Courts – Greg Duffy
 - i. Commencement of project depends on council approval and contractor schedule. Look for other improvements in next biennium.
 1. Commissioner Anderson – What is the Pickelball group status with the project?
 - a. Continue to suggest they are on board with support.
Contingency plans in effect.
 2. Vice Chairman Reed - Cost needed to complete?

- a. \$199,000 in budget, bids at \$204,000. Secured \$5,000-\$6,000 park reserve funds. Budget adjustment approval through council will fund some of the difference.
- b. Concessionaire Agreement Status – Greg Duffy Approval of the 2016 Parks and Recreation Commission Work Plan
 - i. Contracts have been distributed. Expected to be received and executed by April 2.

VI. NEW BUSINESS:

- a. Recreation Marketing Strategy & Program Update – Karen Coulson
 - i. Marketing material examples provided. Summer program highlights and financial assistance inserts going into the next round of water bills. Marketing budget has been increased. May also be increased in next budget biennium.
 - 1. Vice Chairman Reed – Who implements the labels/ads/inserts on the water bills?
 - a. A 3rd party company
- b. 2016 Tournament & Events Update – Karen Coulson, Greg Duffy
 - i. Also added to the list is lacrosse, basketball, soccer, etc. in addition to softball/baseball. Facilities are consistently booked.
 - 1. Vice Chairman Reed – One lacrosse tournament? Are they growing?
 - a. There are two
 - b. First tournament is smaller, older kids
 - c. Second tournament is April 30
 - 2. Commissioner Anderson – Does COK line the fields?
 - a. Yes. The process has been streamlined by surveying staff

VII. POLL OF COMMISSION MEMBERS AND STAFF

- a. Chairman Rutledge: Status update on campgrounds? Valuable space being unused.
 - i. Greg Duffy: Closed for faulty septic system, drain field didn't pass inspection. Some events held there (disc golf & mountain biking). Let west end master plan catch up and guide the development. Possibly add to next meeting agenda.
- b. Vice Chairman Reed: Nice job. Off and running, keep it up!

- c. Commissioner Hahn: Nice new sidewalks out at Southridge. Carousel installment had damaged some pads.
- d. Greg Duffy: Learning as we go, Maxine was a good teacher. Interviewing and hiring seasonal help. 6 part time, 22 seasonal is the goal. Last year was a struggle because of the affordable Healthcare Act.
- e. Karen Coulson: new program coordinator: Drew Tomasino, pool manager and special events. Previous experience from the City of Richland. Basketball season ended last weekend. Went very well. Antique show this weekend at Southridge Sports & Events Complex. Arbor Day tree planting coming up on 4/14/16.

VIII. ADJOURNMENT

- a. The meeting was adjourned by Ben Rutledge, Chairman, at 7:28p.m.