



**Parks, Recreation & Beautification Commission Meetings
November 21, 2019**

6:00 p.m. - City Council Chambers- Regular Scheduled Meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – October 17, 2019
4. Late Items
5. Public Comment
6. Finance/Packet Items
7. Legislation- None
8. Guest Speaker- None
9. Director’s Report – Information Only
 - a. Departmental Update
 - i. Committee Assignments
 - ii. Project & Maintenance Updates
 - iii. Lodging Tax Applications
 - iv. Laurel Street Stairs
10. Adjournment

PORT ANGELES PARKS, RECREATION & BEAUTIFICATION COMMISSION MEETING

Port Angeles, Washington
October 17, 2019

CALL TO ORDER – REGULAR MEETING: Commission Chair Winslow called the meeting to order at 6:01 p.m.

ROLL CALL: Members Present: Student Representative Jacobsen; Commissioners Forrest, Kirsch, Milburn, Sinton, Tucker, Wojnowski; Chair Winslow.

Members Absent: None.

Staff Present: Director Delikat & Secretary Straits.

APPROVAL OF THE MINUTES: It was moved by Commissioner Sinton and seconded by Commissioner Wojnowski to approve the September 19, 2019 meeting minutes. The motion passed unanimously.

LATE ITEMS: None.

PUBLIC COMMENT: None.

FINANCE & PACKET ITEMS: Director Delikat reviewed the current Revenues and Expenditures Report.

LEGISLATION: None.

GUEST SPEAKERS: Thomas Hunter, Public Works & Utilities Director: Director Hunter introduced himself to the Parks Commission, discussed his passion for public service, partnership with the Parks & Recreation Department, and goals as the Director of Public Works & Utilities.

DIRECTOR'S REPORT:

1. **Committee Assignments:** Continued discussion occurred regarding each member of the Parks Commission serving on committees of local partners of recreation. Committees discussed included the Port Angeles Senior Center, Lincoln Park BMX, Dream Playground Foundation, North Olympic Baseball & Softball, Port Angeles Fine Arts Center, Port Angeles Arts Council and the Olympic Peninsula Rowing Club.
2. **Departmental Updates:**
 - a) **Park Shop Building:** City Parks Maintenance Staff have relocated to a temporary location on O Street. Staff were required to relocate due to the Port of Port Angeles moving a new business into the old Westport building. Because the original Park Shop was destroyed last winter, FEMA will cover the cost of rent for the temporary facility. The City is currently working on a Lease Agreement with the Port and hopes for it to be approved by City Council at the last meeting in November.
 - b) **Generation II Dream Playground Foundation:** The cost of the Generation II Dream Playground will be approximately \$450-475K. The Dream Playground Foundation has raised \$125K to date. The City plans to allocate \$110,000 from the Real Estate Excise Tax Special Revenue Fund towards the playground's structural costs. To raise funds, the Dream Playground Foundation plans to apply for multiple grants. The Foundation also plans to apply for funds from the Lodging Tax Fund to put towards the playground's pour-in-play surfacing. Multiple service clubs will also be donating to the effort as well as multiple fund raising ideas for the project
 - c) **Veteran's Memorial Park:** The City believes the fence project has been completed, but will follow-up on its status, including the removal of the temporary fence.
 - d) **Hospital Foundation:** The Hospital Foundation has agreed to sponsor a sanikan at Quinn Redlin-Kintner Memorial Park for \$1,100 per year. The neighbor who helped with the fundraising portion of the project will help the City by locking and unlocking it every day.
 - e) **City Pier Float Removal:** The float removal process will begin the week of October 21st.
 - f) **Civic Field Sidewalk:** The Civic Field Sidewalk and Peabody Sidewalk projects have been bundled. Director Delikat hopes to go to bid on these projects during the week of October 21st.
 - g) **Laurel Street Stairs:** Sargent Engineers has assessed the stairs and will be providing the City with four design options and estimate costs for those options. The designs and estimates will be brought to the Commission in November.
 - h) **Zig Zag Inspection:** Sargent Engineers recently inspected the Zig Zag and will be providing the City with a Structural Report. Director Delikat will bring the report to the Commission when it becomes available. The cost of the inspection was \$10,000, paid for by the Engineering Services Division.

- i) **Trail Bridge Inspection:** In 2020, Sargent Engineers will perform an evaluation of the Valley Creek, Red Lion, and Morse Creek bridges for \$6,784.
- j) **City Pier Railing:** Sargent Engineers is currently preparing three designs for the City Pier Railing Project. Director Delikat will provide additional information as the project develops.
- k) **Parks Sign Replacement III:** The third phase of the Park Sign Replacement program will be completed during the week of October 21st.
- l) **Diamond Dust:** The Parks & Recreation Department purchased 60 yards of “Diamond Dust” dirt substitute and tested the product at Shane Park ballfield. The test was a success, and Parks & Recreation plans to purchase an additional 120 yards of Diamond Dust for each of its ballfields over the next several years. The department hopes to receive some funding from Wilder Baseball, Junior Babe Ruth and Cal Ripken Baseball Leagues, and will raise the remainder of the funds required over time.
- m) **Contracts:** Port Angeles Senior Center is working to bring forward to City Council a 5-year contract extension with the OlyCap Senior Nutrition Program, to begin 2020. The Nature School contract will be brought back to City Council in November to amend the contract signee. A one-year contract with the Rock & Gem Show was also recently renewed.
- n) **Tree Removal:** The hazardous tree removal along the Waterfront Trail has been completed. After the initial assessment, two change orders occurred; the removal of an additional hazardous tree from the original property and two trees from a neighboring property.
- o) **Recreation:** The Tipoff Tournament, the first youth basketball tournament of the season, will be held on November 9th and 10th. Adult Coed Volleyball and Soccer Leagues have begun, and Men’s Basketball will begin soon.
- p) **PASC 50th Anniversary Celebration:** The PASC Anniversary Celebration was a great success.
- q) **Lion’s Park Mitigation:** During the month of October, two trees will be planted at Lion’s Park. The Parks & Recreation Department will also plant five trees at Valley Creek Estuary and three trees at Quinn Redlin-Kintner Park. Director Delikat would like to form a sub-committee to discuss future plans for developing Lion Park.
- r) **City Council Presentation:** Director Delikat will provide an in-depth presentation to City Council regarding the Parks & Recreation Department on November 19th.

ADJOURNMENT: Chairperson Winslow adjourned the meeting at 6:43 p.m. The next meeting is November 21, 2019, at 6:00 p.m. in the City Council Chambers.

Iris Winslow, Chairperson

Jessica Straits, Secretary

2019 Parks & Recreation Department Financial Report

83% Year Lapsed

REVENUES

Account	Budgeted Goal	Year to Date	Percentage of Goal
8012 - Senior Center Membership	\$27,000	\$21,387	79%
8050 - Cemetery	\$115,000	\$150,089	131%
8155 - Banner Rental	\$15,000	\$9,608	64%
8155 - Ediz Hook Boat Launch	\$5,000	\$6,465	129%
8155 - Gateway	\$5,000	\$200	4%
8155 - Vern Burton Rentals	\$40,000	\$37,402	94%
8155 - City Pier Usage	\$18,000	\$16,120	90%
8221 - Sports	\$157,000	\$120,513	77%
Total	\$382,000	\$361,784	

EXPENDITURES

Account	Yearly Budget	Spent to Date	Percentage Spent
8010 - Administrative	\$268,500	\$201,901	75%
8012 - Senior Center Operating	\$160,100	\$126,475	79%
8050 - Cemetery Maintenance	\$179,200	\$159,021	89%
8080 - Parks Maintenance	\$1,765,200	\$1,499,473	85%
8112 - Senior Center Maintenance	\$56,000	\$26,437	47%
8131 - Facility Maintenance	\$723,300	\$636,651	88%
8155 - Facility Rentals	\$106,300	\$76,936	72%
8221 - Sports	\$203,700	\$135,965	67%
Total	\$3,462,300	\$2,862,859	