

Kelso Parks & Recreation Department

1606 Tam O'Shanter Way

P.O. Box 819

Kelso, WA 98626

Ph: 360-577-7119 Fax: 360-425-8503



**AGENDA
PARK BOARD MEETING
March 17, 2011
7:00 PM-Kelso City Hall**

1. Call To Order – Scott DeRosier
2. Approve Meeting Minutes:
 - January 20, 2011 Meeting Minutes
3. Parks Updates – Tim Mackin
 - Tam O'Shanter Upgrades
4. Verizon Cellular Tower Update – Tim Mackin
5. Park Board Comments
6. Comments From Audience
7. Adjourn Meeting

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Park Board Meeting

January 20, 2011

Call to Order:

Jerry Phillips called the meeting to order at 7:05 p.m. at City of Kelso City Hall Council Chambers, 203 S. Pacific Ave.

Those present were as follows:

Park Board Members

Jerry Phillips

Bob Smith

Pamela Jo (PJ) Enbusk

Dan Jones

Staff

Tim Mackin, Park Superintendent

Stephanie Helem, Recording Secretary

Excused Absence: Scott DeRosier

Also in attendance:

James Webb, City of Kelso Council Member

Approval of Minutes:

MOTION: Bob Smith made the motion, seconded by PJ Enbusk to approve the minutes of November 18, 2010. Motion carried, all in favor.

Business:

1. Presentation - Boy Scout Project

A presentation was given by Kyle Weage with his proposal of building and placing a table and two benches on city property located at the corner lot of 23rd Avenue and Burcham St. His intention is to make the property more presentable and neighborhood friendly. The table and benches would be stationary with a concrete base. Materials will be provided by donation. The goal for completion is by the end of Summer 2011 and would be overseen by Kyle's Scout Master. The Park Board commended Kyle for "stepping up" and getting involved in the community.

2. League Agreement Responsibility

a. With parks being short handed due to budget constraints, the following items were discussed:

- i. Tim Mackin will be the only park employee until April. After April, one part-time employee will be hired for approximately 4 months for mowing only.
- ii. Tim Mackin asked the president of each league to help maintain their garbage cans and restrooms on a nightly, weekly, or weekend basis dependent on league activities. City to provide supplies. A draft copy of a Facility Use Agreement was presented to the Park Board including these changes to league responsibilities. Discussion followed.

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1. Suggestion was made to provide (6) additional recycle bins for Rister Stadium; (1) at the end of each bleacher and (1) at each dugout.
2. Who will empty the recycle bins? In the past there has been a miscommunication between the city and the league on who is responsible.
3. Have a centrally located Waste Control Recycle Bin? Educate the league and public on recycling.
4. Placement of a brown recycle garbage can next to each existing garbage can? What is the cost? Tim Mackin will research.

MOTION:

PJ Enbusk made the motion, seconded by Bob Smith, "Approve the new league agreement responsibilities". Motion carried, all in favor.

3. Rate Changes for use of parks and recreation facilities:

Committee members were presented a proposed Resolution and the attached Schedule of Fees for Reservations for Park Facilities and a revised copy of the Outdoor Facility Request Application. The revised fee schedule eliminates the deposit fee and increases the 4 hour rental fee by \$10.00. Eliminating the deposit fee will reduce the amount of time spent on internal paperwork processing and is more convenient to the party reserving the park facility. Tim Mackin has rarely had an instance the city has kept the deposit fee. Discussion followed.

- a. Who will monitor and track the reserved area was cleaned up after use? Reservations made during the weekend will be checked by a park employee the following Monday. A provision on page 4, Item 5 of the Outdoor Facility Request Application states "A refundable cleanup/damage deposit may be required". Tim Mackin would like to try the no deposit fee for one year.

MOTION:

Resolution

Bob Smith made the motion, seconded by PJ Enbusk, "to send the resolution to council". Motion carried, all in favor.

MOTION:

Outdoor Facility Application

PJ Enbusk made the motion, seconded by Bob Smith, "to approve the Outdoor Facility Request Application Revisions". Motion carried, all in favor.

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4. Park Updates

- a. New Mower – Tim Mackin discussed trading in two existing city mowers for a new more practical and time efficient mower. Cost is approximately \$5,500 and is covered under the current budget. His proposal is scheduled to be presented to council at the February 1, 2011 council meeting.
- b. Tim Mackin will no longer be scheduling the Jail Crew for work. Randy Johnson the Public Works Superintendent will be in charge of the scheduling.
- c. Bob Smith met with Denny Richards, City of Kelso City Manager and David Sypher, Public Works Director and the Rister water bill has been taken care of.
- d. Bob Smith suggested Kelso pursue bringing 13 year old World Series to Tam O'Shanter. Discussion followed.
- e. Little League improvements for this year. Enclose batting cage and add on a storage unit. Move PUD meters repave are in front.

5. Verizon Tower – Tim Mackin

- a. Verizon wireless tower contract has been signed. Contractor has not yet contacted Tim Mackin with construction start date.

Meeting adjourned at 8:09 pm.

Approved:

Scott DeRosier

Tim Mackin