

**CITY OF MOUNTLAKE TERRACE
RECREATION AND PARKS ADVISORY COMMISSION
MEETING MINUTES**

January 8, 2019
7:00 p.m.

Recreation Pavilion
5303 228th St SW.
Mountlake Terrace, WA.

PRESENT

Steve Woodard, Chair
Don Enochs, Vice Chair
James Culver
Keith Edholm
Noah Knodle
Linda Rogers

EXCUSED

Amelia Anthony

ABSENT

City Staff

Jeff Betz, Recreation Parks Director
Ken Courtmanch, Parks and Facilities Superintendent

10 CALL TO ORDER:

Chair Woodard called the meeting to order at 7:00 PM

20 ROLL CALL:

Commissioner Edholm requested the commission consider his last absence be moved from absent to excused. He noted he had been in surgery and sent the RPAC liaison an e-mail however he had inadvertently sent it to the wrong address. Vice Chair Enochs moved to excuse Commissioner Edholm from the last meeting. Commissioner Rogers seconded. Motion passes 5-0.

Chair Woodard asked to let the record show that Commissioner Knodle arrived at 7:02.

The roll was called with Chair Woodard and Commissioners, Culver, Enochs, Edholm, Knodle and Rogers present. Commissioner Edholm moved to excuse Commissioner Anthony, seconded by Commissioner Rogers. Motion passes 6 yes 0 no.

30 APPROVAL OF MINUTES

Approval of the December 11, Special Meeting Minutes.
Commissioner Rogers moved to approve the minutes as amended. Commissioner Culver seconded. Motion passes 6 yes 0 no.

40 PUBLIC COMMENT:

There was no public comment

50 AGENDA CONSIDERATIONS:

There were no agenda considerations.

60 ORAL OR WRITTEN COMMUNICATIONS:

There were no oral or written communications.

70 OTHER BUSINESS:

70.1 Recreation and Park Concessions

Recreation and Parks Director Jeff Betz stated that the city has been receiving requests for concessions and other recreational services to be offered on city property particularly within our city parks. The Director went on to note that some of these are services may benefit recreational opportunities in the parks however there currently is not a policy or mechanism to allow for these types of activities with the exception of field rentals. Director Betz distributed a draft of a Request for Proposal (RFP) that could be sent out to allow for requests to be reviewed. The city does not currently rent passive park areas and the RFP reflects what other cities are beginning to require in the region. The intent would be to be able to review proposals that could range from food and beverage services to recreational activities such as fly fishing or day camps. The RFP would include items such as compensation for the city, insurances, and the type of activity. It would also allow for some restrictions such as conflicting use, number of participants and how often a park or area could be used. A round table discussion showed the consensus of the group believed this to be a good idea, however some further research was warranted. Director Betz requested the Commissioners take the draft home and review to be discussed at the next meeting.

70.2 Review Council Presentation

Superintendent Courtmanch reminded the Commission that they are scheduled to present a work plan before the City Council on February 28th. He then produced the power point presentation from 2018 and suggested the Commission review the presentation slide by slide and offer suggested changes to be completed and reviewed at the next Commission meeting.

The Commission reviewed the presentation and made suggestions. Superintendent Courtmanch said he would make the changes and have available for the February 12th RPAC meeting for review.

70.3 2019 Work Plan\Adopt-A-Park\Special Event Schedule

Superintendent Courtmanch noted that there was a request to add a plaque to a bench in one of the parks. This request was different than others as it is not a memorial but for someone living. Director Betz noted that there is a policy that is combined with actually naming a park requiring the request go to RPAC for a recommendation then to the Council for approval. Both Director Betz and Superintendent Courtmanch simply asked the Commission to consider options for a policy and that it would be discussed in the future.

80 REPORTS FROM CHAIR AND MEMBERS:

There were no reports.

90 REPORTS FROM COUNCIL LIAISON:

Councilor McCardle reported that the Council is now accepting applications to fill the open seat left by the passing of Mayor Smith. He invited any interested Commissioners to apply. He further reported that the Council will be meeting with state legislators in February to discuss upcoming funding requests. He also invited the Commission to “Coffee with the City” on Wednesday January 9th at the Recreation Pavilion.

100 STATUS REPORT:

Director Betz reported on the January status report.

Director Betz additionally noted that staff will be meeting with the Army Corps of Engineers on Wednesday to discuss the Ballinger Park project. He also invited the Commission to an open house concerning the Gateway Plaza at the Senior Center on January 15th at 7:00 PM.

Superintendent Courtmanch noted that the Candy Cane swing set project participants were recognized before the Council on Monday January 7th. He also noted that he was contacted by a new Girl Scout interested in a project of removing invasive water lily from Lake Ballinger for her Silver Award. He stated he had discussed with Storm Water Manager Laura Reed and will be scheduling a meeting in the near future.

110 AGENDA RECONSIDERATION:

There were no agenda reconsiderations.

120 ADJOURNMENT:

As there were no further items for discussion, Chair Woodard adjourned the meeting at 8:16 p.m.