

# CITY OF PACIFIC PARK BOARD

February 3, 2020 Presentation to Council

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# REPORT OUT OF JANUARY MEETING

- **Updates on Funding**
  - 50% of all parks tax income will be dedicated to salary
  - 50% of all parks tax income will be dedicated to maintenance / capital acquisitions
    - All capital acquisitions will be brought before the park board prior to council approve
- **Report out from the January 2020 Park Board Meeting**
  - Jack Dodge is the main point of contact (staff) with the City of Pacific
  - Current Council vision for the Pacific Parks & Trail system is 2011 – Chapter 7 of Comprehensive Plan
  - The Park Board will be an observer in the Dedicated Public Works Job Interview
  - Dedicated Public Works Job Description been finalized and been published for only internal candidates
  - Future employment plan is 1 FTE + 1 FTE Seasonal Person
  - The Clint Steiger Park and the parcels to the east should not be touched –decision is expected 12/22
  - The plan for the City of Pacific Park is for the city to provide maintenance 04/01 – 10/1
  - Interurban Trail (trail heads, art work, schedule) will be completed by 08/20 – Dedication will be handled by City Staff – Trail Head (veterans) at reservoir. The city / county has received \$5 million will pay for repairs that will start in south and go north

# COMMUNICATION

- Changes to Park Board from January 2020 meeting
  - The next meeting will be February 19, 2020 in order to next conflict with the Council Meeting
  - City staff will now be responsible for transcribing all meeting minutes
- Requests for Assistance
  - Community Development is responsible for grant applications
  - Leanne Guier will present quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues (April, July, October, January)
    - All questions should be directed to Jack Dodge and cc'ed to Leanne Guier
- City of Pacific Website
  - Park Board change requests should send all requested changes to Leanne Guier and cc'ed to Jack Dodge
- Priorities
  - The Mayor requests that the Park Board to update the priorities by April 2020

# OUTSTANDING CODE ENFORCEMENT

- All code enforcement issues should have a citizen compliant form filled out and presented to Planning Window during business hours.
- Quarterly updates will be presented by the Mayor (April, July, October, January)
- Park Board will fill out the forms for the following issues:
  - Lower access to the West Hill Passive Park
  - Upper access to the West Hill Passive Park
  - Alder Lane North open space by Habitat for Humanity
  - 5<sup>th</sup> Avenue Property which is encroaching on the City Park
  - Butte Open Space which is being encroached upon by the neighbors and being used as an access point for their business

# OUTSTANDING MAINTENANCE REQUESTS

- Mayor has requested that the Park Board submit by end of month, a list of three to four maintenance requests that city staff will investigate.
  - Alder Lane North
  - Aspen Lane
  - Beaver Park
  - Blueberry Park
  - Clint Steiger Park
  - City Park
  - Eloise Park
  - Milwaukee Park
  - Otter Park
  - Rhubarb Park
  - Strawberry Park
  - Sunset Park
  - West Hill Passive Park:
  - Morgan Retreat:
  - Interurban Trail

# OUTSTANDING ACTION ITEMS

Action Item	Responsible	Due Date	Comment
Report out on meeting with the county to go over the plan for the City of Pacific Park	Jack Dodge	01/31/20	
Revised Park & Trail Priority List	Park Board	02/28/20	
Publicize the change in February 2020 Park Board meeting from 02/18 to 02/19	Jack Dodge	01/31/20	
Set up the audio visual equipment in the council chambers for Park Board meetings	Jack Dodge	02/18/20	
Investigate if Park Board can use the video recording equipment	Jack Dodge	02/18/20	
Present quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues	Leanne Guier	04/21/20	

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Action Item	Responsible	Due Date	Comment
Present quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues	Leanne Guier	07/21/20	
Present quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues	Leanne Guier	10/20/20	
Present quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues	Leanne Guier	01/20/21	
Recruitment of new Park Boards Commissioners (2 adults / 1 teen)	Park Board + City	ASAP	
Re-write of 2.38 of the Pacific Municipal code that covers the board of park commissioners – will be presented in March 2020 to City Council	Park Board	02/28/20	

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Action Item	Responsible	Due Date	Comment
Review of Chapter 7 of Comprehensive Plan and provide proposed updates to Jack Dodge	Park Board	03/31/20	
Set a date for the Spring Park Review	Park Board	02/19/20	
Planner Opening Status	Jack Dodge	02/19/20	
Update 2020 – 2040 Work Plan	Park Board	03/31/20	
Discussion of Trailhead warnings / directions at County Line Road	Park Board	02/19/20	
Discussion of Plaques for Parks - Art Hollinsworth, Pacific Park picnic tables Mr. Profit, Stage Mr. Ray, Baseball	Park Board	02/19/20	