

# Pullman Parks & Recreation Commission

## MINUTES: February 8, 2017

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Mick Nazerali called the special meeting of the Pullman Parks & Recreation Commission to order at 6:35 PM. Additional members present included Zackary Fredrickson, Lynda Hamilton, and Rod Schwartz. Staff members present were: Alan Davis, Kurt Dahmen, and Kristin Lincoln (recorder).

### AGENDA/MINUTES:

- A. **MOTION:** Rod Schwartz made a motion to adopt the agenda for the February 8, 2017 meeting; Lynda Hamilton seconded. Passed unanimously.
- B. **MOTION:** Lynda Hamilton made a motion to adopt the minutes from for the October 19, 2016 special meeting; Zachary Fredrickson seconded. Passed unanimously.

### ANNOUNCEMENTS:

- A. None

### REPORTS:

#### A. Parks Report: (Appendix A: 2-8-17)

Alan Davis presented the Parks report and highlighted the following:

- a. Staff worked with Public Works on snow removal.
- b. 1168 hours were spent in 2016 and 902 hours in 2017 on snow removal.
- c. Staff also posted warning at residences that have not shoveled their sidewalks.
- d. Staff did a great job in getting the holiday lights up around the city. Have not been able to remove them all yet because of the snow. Will turn them off by February 14 and will remove them as soon as the weather allows.
- e. Staff addressed several pruning needs including the removal of a willow on Crestview that had come down.
- f. Staff handled two double deep earth burials which is a challenge with the winter weather. Had some issues with keeping the cemetery roads clear of drifts.
- g. South Bypass alignments are still being worked on but it appears they will go with an option that will not impact the current Mary's Park plan.
- h. We have again met the criteria for Tree City USA with a \$4.78 per capita (amount spent on maintaining trees). This will mark the 20<sup>th</sup> year that Pullman has met the criteria for Tree City USA.

#### B. Recreation Report – Pioneer Center (Appendix B: 2-8-17)

Kurt Dahmen presented the Recreation report regarding the Pioneer Center activities and highlighted the following:

- a. October Report:
  - i. We held our 7<sup>th</sup> Care to Share Fun Run. There were 72 participants and the event raised \$500 for the Care-to-Share Scholarship.
  - ii. The Learn to Skate program was successful.
  - iii. Reservations were high in October and up from the last few years.
- b. November/December Report:
  - i. November is a slow month for programs going into the holiday season.
  - ii. Preschool is at full enrollment
  - iii. K-1 Basketball started with same enrollment as last year
  - iv. Adult Basketball started with 8 teams. This program is in partnership with Moscow Parks and Recreation.
- c. January Report:
  - i. January is the start of many programs.

- ii. Preschool increased enrollment in the Tuesday / Thursday afternoon class from 10 to 16.
- iii. The Youth Dance program with Brooke Barner continues to be very popular.
- iv. Girls and Boys 2<sup>nd</sup> to 5<sup>th</sup> grade basketball started with enrollment comparable to last year.
- v. Adult fitness programs began.

**C. Recreation Report - Senior Center Report** (Appendix C: 2-8-17)

Kurt Dahmen presented the Recreation report regarding the Senior Center activities and highlighted the following:

- a. There were fewer trips during December due to weather but they were able to drive through Colton and Lewiston to look at the holiday lights.
- b. January Meal Program was down slightly but they continue to work hard to pick seniors up at their homes to attend events even with the tough weather.
- c. Valentines Dinner was in process and seniors from the Hilard center in Spokane have come down.

**D. Aquatics Report** (Appendix D: 2-8-17)

Kurt Dahmen presented the Recreation report regarding Aquatic activities and highlighted the following:

- a. Swim Lesson program seems to be slowing down in numbers. Staff will look at what may be different from before to identify why number of participants is decreasing.
- b. Membership numbers are strong and increasing with senior membership showing the most growth.
- c. Water exercise classes continue to be popular.

**E. 2016 Parks and Recreation Review** (Appendix E: 2-8-17)

Kurt Dahmen presented the 2016 Parks and Recreation Review report and highlighted the following:

- a. Report shows revenue from the Rec 1 software. It doesn't include some monthly billings.
- b. Total revenue for the year coming in around \$800,000.
- c. Total expenses for the year at around \$1.6 million. Expenses were less than last year as the department spent less and had some expenses saved at the PAFC.
- d. Review of the 2016 Recreation Attendance graph shows that Youth Sports attendance made up roughly 1/3 of all recreation attendance. Discovery Zone activities were at 14% and both Senior Activities and Adult Sports/Fitness made up 20% each.
- e. Review of the 2016 Earned Revenue graph shows that most of the revenue was earned from recreation registrations (42%) and Aquatic Registrations (35%).
- f. Wages and Benefits represent the largest operation expense for both Recreation and Aquatics.
- g. Total revenue peaked in September because of the annual Aquatics Membership sale.
- h. Expenses decreased at the end of the year.

**F. 2016 Aquatic Center Report Memo** (Memo distributed)

Kurt Dahmen presented the 2016 Aquatic Center Report memo and highlighted the following:

- a. 2016 showed a 4% increase in generated revenue of 2015
- b. A decrease in drop-in sales most likely as a result of the increase in memberships.
- c. 4-year comparison of membership sales shows the biggest increase has been in senior memberships.
- d. Pool rentals saw a decrease as a result of Reaney Pool re-opening and a shift of PAFC rentals to Reaney.
- e. Pullman School District paid \$69,000 for general cost sharing and \$13,000 for minor capital, including the cost of replacing water heaters, as per the interlocal agreement.
- f. Agreement may be revisited because of new management at both the school district and the city.

- g. Expenditures were down \$31,000

#### **OLD BUSINESS**

##### **A. War Memorial (Appendix G: 2-8-17)**

Alan reported the following update regarding the proposed war memorial for the City Cemetery

- a. The local family that owns the land currently being proposed for the memorial was approached by the Legion. They are interested in a land swap.
- b. Currently working on an appraisal of the land.
- c. Century West Engineering is currently looking into grants to help fund the project
- d. Cemetery committee is holding off on fundraising for the new fencing while the memorial is being developed.

#### **NEW BUSINESS**

##### **A. Prop 1 (Appendix F: 2-8-17)**

Kurt referred to the memo from Mark Workman to the Major and City Council regarding the upcoming renewal of Prop 1 and reminded the Commission which projects that had been identified for possible inclusion. Prop 1 will also include a paths element. The Commission approved of the list and the order of priorities.

Kurt reported that the purchase of the building owned by Encounter Ministries and remodel of the building is still included in the proposed projects for Prop 1. The Commission reiterated its support in adding the acquisition and remodel of the facility to the Prop 1 ballot.

Kurt reported that the proposition could either be on the November general election ballot or included in the August first ballot. The commission discussed adding the proposition to the August ballot with the option of re-running the proposition, without the building acquisition, on the November ballot if it failed. The Commission also discussed ways of educating the public about the facility including holding an open house before the election.

##### **B. Goals**

Kurt reported on the following goals regarding the PAFC:

- a. Aquatics is in need of an additional full time position. The center is open 93 – 95 hours a week but only has one full time position.
- b. The HVAC system at the center needs to be upgraded. A development plan with the city and/or PSD could be created to look at making the center more efficient in its energy costs.

#### **ADJOURNMENT:**

- A. MOTION:** Zach Fredrickson made a motion to adjourn the meeting; Lynda Hamilton seconded. Passed unanimously.
- B.** Mick Nazerali adjourned the meeting at 7:46 PM.

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Mick Nazerali  
Chairperson

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Kurt Dahmen  
Recreation Manager

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Alan Davis  
Parks Manager