



# Pullman Parks & Recreation Commission

March 11, 6:30pm

Large Conference Room, City Hall

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Forsyth\_\_\_ Fredrickson\_\_\_ Johnson\_\_\_ McAleer\_\_\_

Nazerali\_\_\_ Schwartz\_\_\_ Jefferies\_\_\_

Call to Order

Adoption of Agenda

Adoption of Minutes

Announcements

Reports

- A. Parks
- B. Recreation
- C. Senior Center Activity
- D. Aquatics

Old Business

- A. Lodging Tax Grant
- B. Goal Setting
- C. Reaney Pool

New Business

- A. Bike Task Force Update

Adjournment

# Pullman Parks & Recreation Commission

## MINUTES: January 14, 2015

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Mick Nazerali called the regular meeting of the Pullman Parks & Recreation Commission to order at 6:32PM. Additional members present included Kelly Forsyth, Zach Fredrickson, Tim McAleer, Rod Schwartz, and Carole Johnson. Staff members present were: Alan Davis, Kurt Dahmen, and Cathy McElderry.

### AGENDA/MINUTES:

- A. **MOTION:** Carole Johnson made a motion to adopt the agenda for the January 14, 2015 meeting; Rod Schwartz seconded. Passed unanimously.
- B. **MOTION:** Carole Johnson moved to accept the minutes for September 10, 2014; Rod Schwartz seconded. Passed unanimously.

### ANNOUNCEMENTS:

- A. Mick Nazerali mentioned that he has received several complaints about the price increase of the Splash n' Dash as it went from \$10 to \$20. Kurt Dahmen indicated he would speak with Gordon Dowler regarding the price increase and report back.

### REPORTS:

- A. **Parks Report:** (see Appendix A)  
Alan Davis reported the following:
  - a. The Christmas lighting was displayed without incident and that they hope to involve local business more in the future.
  - b. The staff was busy with leaf pickup and that a flood was caused at Reaney pool due to leaf buildup on a storm drain that someone had parked on. Staff responded quickly and the flood was taken care of.
  - c. The parks department partnered with over 350 volunteers from various organizations for ServeFest and they accomplished a lot in 2 days.
  - d. Alan has received plans from the WSU Engineering students for Mary's Park that included a building structure. He also received plans from Engineers Without Borders for a redesign on the Kruegel Park bathroom and art studio. He mentioned that the engineers also have funding available for the project through their organization.
  - e. The City will be looking at plans for transitioning to accommodate the American's with Disabilities Act requirements in the near future.
- B. **Recreation Report** (see Appendix B)  
Kurt Dahmen reported the following:
  - a. November and December were quiet for the recreation department as usual.
  - b. 10 teams are currently participating from Pullman in the Adult Sports Basketball league, which are the most teams that have ever participated.
  - c. The Active Adults Holiday Bazaar was a success with an increase in attendance.
  - d. Steve's Mystery Trip was cancelled and reschedule a few times due to weather and is currently scheduled to happen in April. Otherwise, January is typically slow for the Senior Center.
  - e. Bids for the Reaney Pool redesign were received and opened on November 20<sup>th</sup>. There were a total of 5 contractors that submitted bids and the winning bid came to \$737,000, which is under budget. The bid includes construction of a spray ground and related work, upright removable spray features, pool deck expansion, and shade

structure relocation. It does not include restroom improvements or replacing the liner in the dive pool. The contract does state a completion date in August. The contractor with the winning bid has the project slated for the spring, so there is a possibility that Reaney will have a late opening for the summer. The pool liner still needs to be addressed, but Alan felt it was good for another year or maybe 2 years.

#### **OLD BUSINESS**

- A. Alan Davis reminded everyone that the "Grazin the Greenway" event is January 24<sup>th</sup> and tickets are available. The holes have been dug for the sign and they are ready for the next stage of installation.
- B. Alan updated the Commission that the Lawson Garden grant application will go before the lodging tax committee on February 10, 2015.

#### **NEW BUSINESS:**

- A. Alan Davis referenced the new Cemetery Fees (Appendix C) and stated the Cemetery Committee researched and worked the fees to get what they currently have. The bulk of fees were last updated in 1998 and adjusted for inclusion of niches in 2006. The goal is to ensure that costs are recouped and these new fees will better meet that goal. Alan requested input or questions be sent to him as soon as possible as he hopes to have new fees in place by July 1, 2015.
- B. Public Record Training from the Washington Attorney General's office was completed by all Commission and staff members present. Any further required training will be sent out in an email.
- C. Goal setting was discussed and Kurt Dahmen mentioned that the goals for this year need to be submitted to City Hall by the end of January. Some goals to consider include continuing work with local civic organizations, future plans for the Greenway, addressing the ADA component, garbage cans around dog areas, future programs or facilities, and doubling up on utility easements. All ideas or input should be sent to Kurt Dahmen or Alan Davis.
- D. Alan Davis reported that he had just received notification from Mark Workman today that Steve White has offered to donate property adjacent to Sunnyside Park.
- E. **MOTION:** Zach Fredrickson made a motion to endorse the City's acceptance of the property donation; seconded by Carole Johnson. Passed unanimously.

#### **ADJOURNMENT:**

- A. **MOTION:** Rod Schwartz made a motion to adjourn; seconded by Carole Johnson. Passed unanimously. Meeting adjourned at 7:28PM.

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Mick Nazerli  
Chairperson

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Kurt Dahmen  
Recreation Superintendent

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Alan Davis  
Parks Superintendent

## Parks Report November/December 2014

Staff spent considerable time lighting the downtown street trees, via-duct, and creating seasonal lighting displays. We also geared up for plowing and deicing sidewalks, paths and city parking lots.

### **Park Maintenance Projects:**

- 1) Trees were pruned on Campus Street and Sunnyside Park as well as various street tree storm damage clean up.
- 2) Leaf removal efforts in the parks as well as the City Streets were completed.
- 3) We had to thaw several hose bibs at the RV Park for the Apple Cup patrons and then winterized the facility the first week of December.
- 4) The plumbing and woodshops underwent a thorough cleaning.
- 5) Staff erected the tree on Pine Street Plaza for the December 6<sup>th</sup> Tree Lighting Ceremony.
- 6) Staff cleaned graffiti from the Harrison Tot Lot "Tug Boat", the via-duct and various other locations.
- 7) Staff responded to a flood at the new Reaney parking lot caused by vehicles parked on leaves covering the storm drains.
- 8) CCE participates continued to work with us painting out graffiti (under the Bishop Ave. bridge), raking leaves, and pruning junipers on Stadium Way.

### **Recreation Projects:**

- 1) Soccer goals were repaired and stored.
- 2) Heaters at the Aquatic Center were rebuilt.

### **Cemetery Projects:**

- 1) Staff handled one regular burial and 5 cremations.
- 2) We continued storm cleanup and pruning.
- 3) Leaf removal operations were completed.
- 4) The Cemetery Committee continues to research possible fee adjustments.

### **Other Projects:**

- 1) We met with LDS volunteers on possible future volunteer projects.
- 2) Staff completed pesticide training.
- 3) Staff responded to a Pullman Disposal complaint of paint dumping at the RV Park dumpster.

**Ongoing/Upcoming:**

- 1) The Reaney Pool bid results were quite promising; we are presently reviewing funding for the Shower Building restroom updates and the dive tank liner installation.
- 2) We continued to work with both WSU Senior Design students, Engineers without Borders and a number of Scouts on various projects.
- 3) We continued with Park facility ADA plans and mapping updates.

## Recreation Report November/December 2014

<b>DISCOVERY ZONE:</b>	<b># of Participants</b>
Preschool (November)	66
Preschool (December)	66
Nerf Skirmish (5)	59
Home Alone & Safe Kids	6
Etiquette-Social Skills	3
<b>GENERAL RECREATION:</b>	<b># of Participants</b>
Holiday Wreath Decorating	4
So You Want To Be A Landlord?	7
Pediatric First Aid/CPR	5
Essential Oils – Roller Ball Remedies	2
Dry Erase & Chalkboard Paint	2
SAT Exam Preparation	1
<b>ADULT SPORTS/FITNESS:</b>	<b># of Participants</b>
Fitness: Pilates	23
Fitness: Sunday Stretch	5
Fitness: Zumba	8
Fitness: Power Yoga	9
Adult Basketball (10 Teams)	100
<b>Total # of Participants</b>	<b>366</b>

- 32 programs offered
- 10 programs cancelled
- 31.25% cancellation rate (15-20% is target)

<b>FACILITY RESERVATIONS:</b>	
RV Sites (# of nights)	80
<b>Total # of Reservations</b>	<b>80</b>

## Pullman Senior Center Activity Report

### November - 2014

WEEKLY EVENTS:			AVERAGE Monthly Units of Participation
Cards	1x/wk=10	average	40
Dominoes	2x/wk=4	average	32
COA Meal	2x/wk=53	average	371
Fitness with Carole	2x/wk=12	average	168
Local Shopping	5x/mo=6	average	20
<b>Sub-Total</b>			<b>631</b>
MONTHLY EVENTS:			TOTAL Number of Participants
Birthday Party			68
Bingo			31
Business Meeting			16
Senior Potluck			8
Movie at the Senior Center:			*
Old Time Fiddlers			58
Monthly Shopping (not groceries)			*
Ole Brass Guy & Gal			40
Red Hats			4
WSU Retirees			36
Blood Pressure			14
Kitchen Band Sing-a-long			44
Cribbage			*
SHIBA			40
WSU Game Days (2)			40
<b>Sub-Total</b>			<b>399</b>
SPECIAL EVENTS & TRIPS:			TOTAL Number of Participants
PSC Breakfast Club			9
Honoring Our Veterans			37
Oklahoma – RTOP			15
Quad City Sax Concert			50
Holiday Bazaar – Meals			148
Holiday Bazaar – Non-Meal			47
Spokane Mega Shopping			13
Christmas Card class			6
<b>Sub-Total</b>			<b>325</b>
<b>Grand Total</b>			<b>1,355</b>

\* - Denotes this trip/class did not meet minimum registration  
NH– NO meeting held

# Pullman Senior Center Activity Report

December - 2014

WEEKLY EVENTS:			AVERAGE Monthly Units of Participation
Cards	1x/wk=10	average	40
Dominoes	2x/wk=4	average	32
COA Meal	2x/wk=53	average	424
Fitness with Carole	2x/wk=12	average	168
Local Shopping	5x/mo=6	average	30
<b>Sub-Total</b>			<b>694</b>
MONTHLY EVENTS:			TOTAL Number of Participants
Birthday Party			66
Bingo			28
Business Meeting			16
Senior Potluck			NH
Movie at the Senior Center:			6
Old Time Fiddlers			51
Monthly Shopping (not groceries)			*
Ole Brass Guy & Gal			46
Red Hats			4
WSU Retirees			NH
Blood Pressure			15
Kitchen Band Sing-a-long			50
Cribbage			NH
<b>Sub-Total</b>			<b>282</b>
SPECIAL EVENTS & TRIPS:			TOTAL Number of Participants
Steve' Mystery Trip			NH
Sunnyside Overnighter			*
Singing Nuns Christmas Concert			6
Hot Wassail & Bunko Party			21
Lewiston/Colton Xmas Lights			25
PSC Supper Club			9
Christmas Potluck (non-trip)			24
Bellevue Healthcare Presentation (non-trip)			33
Christmas Piano Concert (non-trip)			49
Parks & Rec. Preschool Xmas Concert			31
<b>Sub-Total</b>			<b>198</b>
<b>Grand Total</b>			<b>1,174</b>

\* - Denotes this trip/class did not meet minimum registration

NH- NO meeting held



January 6, 2015

## CITY OF PULLMAN

Parks & Recreation

**240 SE Dexter, Pullman, WA, 99163**

509-338-3227 Fax: 509-338-3313

Email: [recreation@pullman-wa.gov](mailto:recreation@pullman-wa.gov)

[www.pullman-wa.gov/recreation](http://www.pullman-wa.gov/recreation)

NEWS RELEASE – For immediate release

CONTACT PERSON – Merlene Greenway, 509-338-3228

Every five years, staff reviews the current Cemetery Fee Schedule ensuring that prices are appropriate when compared to actual annual cemetery costs for burial and perpetual care, and then cost comparisons with other local facilities and their existing fee schedule.

A five year time frame has been utilized to keep charges consistent for a period of time, hopefully reducing some of the stress involved with making end of life decisions. Reviewing fees at such an interval has often led to minor or no changes in the fee schedule for extended periods of time, our last being December 2, 2003 and that was triggered by new additions of land and the installation of a columbarium, instead of fee changes at comparable local facilities.

The 2015 approved Cemetery Expenditure Budget is \$104,938, with revenues projected at \$18,000. All types of perpetual care; irrigation, mowing, turf and tree maintenance, vehicle, and staffing costs have risen since 2003.

The proposed fee schedule addresses both staff and the Cemetery Committee's goals of 1) keeping fees set for a period of time as opposed to annual changes since we sell both pre-need plots and services, 2) keeping fees comparable to other area facilities, 3) increasing revenues to counter the rising cost of perpetual care, and 4) adjusting fees to reflect the industry trend toward cremation and away from earth burials (50% reduction since 2003).

If you would like to see the comparables chart and the proposed 2015 fee increases please go to our website: [PullmanParksandRec.com](http://PullmanParksandRec.com) and to find the information. If you would like to make any comments please email [recreation@pullman-wa.gov](mailto:recreation@pullman-wa.gov) or call Merlene Greenway at 509-338-3228 or Alan Davis at 509-338-3286.



## City of Pullman

**DRAFT**

### Fee Schedule for Grave Sites and Services

	Proposed	Current City Rate	Lewiston	Moscow	Colton	Colfax
<b>Price of Graves</b>						
Regular (AOUW, IOOF, Fairmont)	\$ 650.00	\$ 425.00	\$ 1,162.00	\$ 800.00	\$ 600.00	\$ 350.00
Regular (City)	\$ 650.00	\$ 500.00		\$ 600.00		
Baby (All Cemeteries)	\$ 200.00	\$ 120.00	\$ 314.00	\$ 230.00		
Irregular	\$ 375.00	\$ 225.00	\$ 314.00	\$ 325.00		
<b>Price of Cremation Graves/Niche</b>						
Regular (AOUW, IOOF, Fairmont)	\$ 650.00	\$ 425.00	\$ 1,162.00			
Regular (City)	\$ 650.00	\$ 500.00	\$ 1,434.00			
Designated Cremation Graves (AOUW, IOOF, & Fairmount)	\$ 375.00	\$ 200.00				
Designated Cremation Graves (City)	\$ 375.00	\$ 250.00				
Irregular		\$ 225.00				
Cremation Niche	\$ 645.00	\$ 495.00	\$ 1,034.00	\$ 625.00		
Lawson Memorial Fountain Niche	\$ 780.00	\$ 600.00				
Lawson Memorial Fountain Columbarium						
Family Niche	\$ 1,560.00	\$ 1,200.00	\$ 1,760.00			
<b>Grave Openings</b>						
<i>Weekday</i>					Non-contract	Wilbert/contract
Regular	\$ 700.00	\$ 400.00	\$ 693.00	\$ 600.00	\$ 790.00	\$ 575.00
Baby	\$ 250.00	\$ 100.00	\$ 410.00	\$ 230.00	\$ 250.00	\$ 250.00
Cremation Burial	\$ 300.00	\$ 150.00	\$ 410.00	\$ 375.00	\$ 375.00	\$ 205.00
Cremation Double (two per hole)	\$ 375.00	\$ 225.00	\$ 676.00			
Cremation Niche	\$ 150.00	\$ 50.00	\$ 366.00	\$ 75.00		
Double Deep 1st	\$ 810.00	\$ 500.00	\$ 777.00		\$ 925.00	\$ 710.00
2nd	\$ 700.00	\$ 400.00	\$ 693.00		\$ 790.00	\$ 575.00
<b>Weekend/Holiday Overtime</b>						
<i>Weekday</i>						
Regular	\$ 840.00	\$ 580.00	\$ 799.00	\$ 840.00	\$ 965.00	\$ 750.00
Baby	\$ 300.00	\$ 145.00	\$ 516.00	\$ 470.00	\$ 425.00	\$ 425.00
Cremation Burial	\$ 375.00	\$ 225.00	\$ 516.00	\$ 375.00	\$ 550.00	\$ 380.00
Cremation Double (two per hole)	\$ 485.00	\$ 330.00	\$ 782.00			
Cremation Niche	\$ 250.00	\$ 75.00	\$ 366.00	\$ 195.00		
Double Deep 1st	\$ 1,000.00	\$ 730.00	\$ 883.00		\$ 1,100.00	\$ 985.00
2nd	\$ 840.00	\$ 580.00	\$ 799.00		\$ 965.00	\$ 710.00
<b>Weekday Overtime</b>						
Per hour per person	\$ 50.00	\$ 35.00				
<b>Other Services</b>						
Sale of Grave Liners	\$ 575.00	\$ 375.00				\$ 625.00
Disinterment	40% above opening cost	40% above opening cost				
Stone Setting	\$ 300.00	\$ 75.00			\$ 48.00	
Other	Pre-cast only					\$ 300.00