

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
August 17, 2016**

MINUTES

I. CALL TO ORDER

PRSA Chair Carolyn Wilson, called the August 17, 2016 meeting of the PRSA to order at 3:05 PM.

Board Present: Carolyn Wilson, Keith Goehner, Mia Bretz and Cindy Puckett (via telephone for consent agenda approval only).

City Staff Present: Joel Walinski, Herb Amick, Kelley Lemons, and Chantell Steiner.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. May 18, 2016 Minutes
- C. Claims and Payroll May 12, 2016 – August 10, 2016 = \$111,452.16

Boardmember Goehner moved to approve the consent agenda. The motion was seconded by Boardmember Bretz and passed unanimously.

III. INFORMATION ITEMS

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick

Pool Manager Kelley Lemons updated the Board on the operations noting that everything is going fairly well this year. She stated that although they have been very busy with many season pass holder visitors, she is carefully monitoring the staffing levels to keep personnel costs down due to the decrease in daily entrance revenues. She identified an issue that the Cashmere City Pool was experiencing regarding private lessons and that they are now following the Leavenworth City Pool policy and procedures for splitting revenues with the lifeguards administering the lessons.

Public Works Director Herb Amick reported on an issue with the new solar panels noting that they are under warranty so the repairs will not cost the City. He stated that the Slabjack work completed last year for the deck and interior walls of the pool is holding up well.

Board Chair Wilson recognized two citizens in attendance and asked them if they wanted to speak to the Board prior to proceeding with the agenda items.

Mr. Aaron Simon representing the Leavenworth Soccer Club stated that he was just here to see what the Board does.

Mr. Mike Cummings representing the Ski Hill Heritage Foundation stated that he would like to provide an update on the Foundation's ongoing investigation into an ice rink for Leavenworth. He said that the Foundation has been relooking at how to bring down the costs from the previous design that was estimated at about \$4.2 million dollars. Two options that are being explored now include the use of a temporary ice rink that would still be regulation size for hockey games (approximately 85 x 200 foot oval). The first option is a three to four month rental where the rental company provides

the set-up and removal at an annual fee of about \$250,000. This would require that there be appropriate infrastructure available and is determined to be at a minimum, a 3-phase electrical hook-up, which the City currently does not have available at the Foundation's desired location of the P1 parking lot. The second option is about \$550,000 to purchase and own the system of which the Foundation volunteers would be responsible for set-up, tear-down and operations. The expected life of the facility would be between seven and ten year's dependant on use and proper storage. With this option there would need to be the infrastructure as well as a storage site. This option will include costs for the purchase of storage containers (possibly two) for the off season; either option will include the purchase of skates, lighting and bleachers at an estimated additional one-time cost of about \$100,000 to \$150,000. Mr. Cummings noted that the Foundation has been discussing the use of Stevens Pass's zamboni for ice maintenance. Mr. Cummings then expressed the idea of a third option that might include more management by the City for the operations and suggested considering the use of Lodging Tax dollars to provide any gap funding needed. He added that the PUD has expressed nominal support, possibly \$50,000 annually and that the Foundation has been seeking other major donors within the community such as Projekt Bayern and the Harriet Bullitt Foundation. In closing he reminded the Board that the Ice Rink Study, completed in June 2015, identified that daily revenues would likely support ongoing operational costs but not the capital improvements. City Administrator Joel Walinski addressed concerns regarding the use of the P1 parking lot for a four month period noting that this would likely generate a negative response from the residents and downtown merchants who have come to rely heavily on the use of that lot for visitors; utilizing this lot would increase visitor parking and traffic in the residential zones and merchants have shown increases in sales due to the close proximity of the P1 parking lot. He also noted that the loss in parking revenue would have to be addressed from ice skating revenues to continue the annual debt service payments that the City owes on the purchase of the land; he further noted that Projekt Bayern pays the City an annual fee of \$50,000 for the 3-week period during Oktoberfest.

B. 2016 Pool Budget Position through 7/31/2016 – Chantell Steiner

Finance Director Chantell Steiner reviewed the current status of the Pool revenues noting that the pool passes are showing at record levels; however, the daily entrance fees are down significantly, about 1/3, compared to previous years. Due to this change in revenues, the staff is looking carefully at personnel staffing to hold the line on expenditures. In reviewing other expenditures she identified a slight increase in annual insurance costs, an increase in utilities and the capital replacement of the pump that went out as the pool was gearing up for the season. Regarding utility increases, she explained that there may be a link to this from the solar panel that is being repaired as well as the low temperatures in June and July where the heater had to be on more than usual. She stated that the Pool Fund did start with a healthy fund balance of \$30,000 and she anticipates the ending fund balance to remain about the same rather than showing growth if August revenues are not significant over prior years.

Director Steiner gave a brief recap on pool pass sales for the year. Of the 261 passes, 250 were purchased by inside PRSA residents and 11 were from outside. There were 171 family passes, 53 individual passes, and 37 senior passes.

C. Pool Restroom/changing Rooms – Transgender Impacts – Cindy Puckett

The Board questioned what the concerns are for this topic. Manager Lemons stated that she believes that there is no concern at this time as the Pool building has single room options for dressing. She stated that there was one minor incident last year where a visitor was not comfortable with a transgender situation but since they have the family changing room and several single room options available it has not been an issue since. The Board concurred that having the multiple options for changing is an acceptable solution at this time.

D. Board Formation and Strategic Planning Ideas Continued Discussion

a) Review City Park Plan and Regional Trails Plan

Director Steiner stated that the City has a 2011 Parks and Recreation Plan and a 2009 Upper Valley Regional Trails Plan that would be a valuable resource for the PRSA Board members to read and review to help assist in learning what the City and Community have previously studied and implemented for Leavenworth. She identified the location of both of these documents that are located on the City's Development Services web pages for downloading.

b) Pool Pass Options for Hotel/Motels – Chantell Steiner

Director Steiner informed the Board that she received an anonymous recommendation to consider for the following pool season regarding special price options to sale daily pool passes to local lodging facilities. She stated that this could be an option to consider helping increase daily revenue fees and increasing visitor support.

c) Cascade School District Boundary Review

Director Steiner updated the Board on research with the County Assessor for expansion of the PRSA Boundary from the current boundary to a new boundary that would encompass the entire Cascade School District. She stated that the expansion would increase property tax revenues by 47% or approximately \$108,000 to \$110,000 in new revenue annually. The additional boundaries generally include additional homes out the Chumstick, Plain, and the Lake Wenatchee area residents. She stated that she did confirm that if the Board presented a boundary change and it was rejected, that the current boundary would remain in effect for taxation purposes. It was noted that expanding the area is a good idea but the Board needs to consider what purpose the new funds would be used for to explain this to the voters when presented. Board member Bretz discussed ideas for working more closely with other recreational groups, such as the Soccer Club, Winter Sports Club, Cascade School District and residents wanting a Recreation Center. Director Steiner questioned the option for a Rec Center to be joined with the current Senior Center. Discussion ensued on the Senior Center noting that they do own their own building but may not have room or options for additional space; however, this could be explored further. Board members concurred that there needs to be community outreach to learn more about what the interests are as well as reaching out to the outlying area residents to see if there is interest in being voted into the PRSA boundaries. Director Steiner and Board member Goehner recognized the potential option to run two separate maintenance and operation levies in a future year to separate the pool operations from other recreational activity funding. This would help in allowing the current voters to continue the pool operations if they were not willing to support other recreational endeavors. The Board had a brief discussion on the School District's plans noting that at this time the use or sale of the Osborn Elementary School property is still unknown.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, Board Chair Wilson adjourned the meeting at 4:45 PM.

Respectfully submitted by Chantell Steiner.