Clark County Parks Advisory Board Meeting Minutes

Tuesday, October 10, 2023 4:00 p.m. to 5:30 p.m.
Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Park

Board Members: Jim Kautz, Teresa Meyer*, Donald Meeks, John Jay, Tonya Dow

Clark County Staff: Rocky Houston, Amy Arnold, David Stipe, Kevin Tyler, Denielle Cowley

Ex-Officio Members:	**School District Liaisons:**	Cale Piland (Evergreen)*, AJ Panter (Vancouver)*
	Parks Foundation:	Vacant*

Guests and Others: Adrian Herrera
* Not Present

4:01 PM Call to Order
Rocky and Jim called the meeting to order. Jim indicated that Rocky will do the Manager's Report first due to lack of quorum.

4:01 PM Manager's Report
Rocky discussed that interviews for the Parks Advisory Board vacancies occurred and recommendations were made and sent to the County Manager for approval.

Rocky also discussed that four recruitments for additional Operations staff for two project positions and two full time employee positions have gone out. Interviews have been conducted for each position, offers have been extended, and the interview process should close next week. Rocky and David discussed the recruitment for the Capital Programs Specialist position as well indicating an internal applicant was chosen, which will create another opportunity for recruitment on the Operations staff. Rocky also discussed the process for hiring seasonal workers.

Rocky discussed various project updates including the parking lot project, the ADA enhancement bridge work, and the shelter replacement at Klineline; and the caretaker house removal and ADA access improvements to the restroom at Lower Daybreak. Tonya, Rocky and David also discussed the trail that was washed away near Lower Daybreak.

Rocky and David also discussed other updates including the new Park Rules signs that were received; the replacement of materials on the wooden benches and tables located in parks; the removal of the host home at Lucia Falls; the installation of RV pads at Klineline and Frenchman's Bar; the vacancies to the host homes at Haapa and Bratton Canyon; the water quality at Bratton Canyon; the hazard tree project at Pacific Park; and the new roofing for the shelters at Hazel Dell Park. Tonya, David and Rocky discussed the hazard tree project further regarding the arborist and the scope of work.

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Rocky and David discussed the Hazel Dell Master Plan update, the project for Minnehaha Neighborhood Park, and the Heritage Farm Sustainability Plan. David also discussed that the gate agreement policy will be defined and updated.

4:30 PM Roll Call
People in the room and online introduced themselves.

4:30 PM Administrative Actions

Minutes Adoption:

Time		Action Item
4:30 PM		**MOTION BY**: John Jay **SECOND BY**: Teresa Meyer
		MOTION: Motion to adopt the Minutes, as submitted for: **September 12, 2023 Meeting Minutes**
		DISCUSSION: The Minutes have been approved.
		IN FAVOR: Unanimous **OPPOSED**: None **ABSTAINED**: None

4:30 PM Public Comment
Adrian Herrera introduced himself indicating he is working on a school project with Adopt-A-Park and was advised to join the Parks Advisory Board meeting to better understand the process. David further explained that Adrian met with his team regarding he and his family adopting Sifton Neighborhood Park. He said they would like to work on a Spring planting plan for the park.

4:33 PM Unfinished Business
There is none.

4:33 PM New Business

Date: 10/10/2023

Agenda Item: Memorial and Tribute Policy Update

Action Item **X**
Informational Item

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Overview:

The Clark Parks Foundation manages a donation and memorial program that allows for placement of memorial park elements in community and neighborhood parks. These park amenities, typically benches or tables, pay tribute to or memorialize individuals. In some cases the donated elements simply recognize the person or organization that donated the funds for the purchase and placement of the amenity. The program is administered through a 2014 policy that staff has revised to reflect current costs and operational challenges created by placing additional park amenities in the system that require additional maintenance. The draft policy also identifies preferred elements for donation including trees and replacement of existing park amenities as opposed to placement of new items.

Revisions to the policy include; preference for memorial or tribute elements, price increases for the potential amenity additions, clarification of maintenance expectations and clarification of life of memorial elements among others.

Staff is seeking input from Parks Advisory Board on the proposed revisions to the 2014 Memorial and Donation Policy, including presentation to Clark County Council for adoption.

Prior Action by PAB:	Previous approval of current policy on November 14, 2014
Action Requested:	Direction from Parks Advisory Board to present the revised policy to the Clark County Council for adoption.
Attachment:	Current Clark County Parks Donation and Memorial Policy Draft Clark County Parks and Land Memorial and Tribute Policy
Prepared By:	David Stipe
PAB Action:	No action due to not having quorum.

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Clark County Parks and Lands Memorial and Tribute Policy

1. Purpose
   1.1. Outline a process for determining the appropriateness, acceptance, and placement of memorials and tributes in Clark County Parks.
   1.2. To establish policy, criteria, and a procedure for acceptance and placement memorials and tributes in Parks.
   1.3. The policy is intended to facilitate public and private memorials and tributes while minimizing detrimental impacts to park and recreation sites i.e. visual impact to users, unfunded maintenance requirements of a donation, and inappropriate installations at a Park.
   1.4. To clarify the partnership Clark County Parks and Lands and the Parks Foundation of Clark County by providing clear roles and responsibilities as they relate to memorials and tributes.
2. Definitions
   2.1. "Donor" refers to the individual, family, business, or organization seeking to memorialize or pay tribute to a person or organization.
   2.2. "Park" Parks or open space where a donor wishes to place a memorial or tribute.
   2.3. "Parks Foundation" refers to the *Parks Foundation of Clark County* (a local non-profit organization).
   2.4. "Park facilities" refer to the property managed by the Clark County Parks and Lands Department (CCPD).
3. References / Authority
   3.1. *Clark County Parks Advisory Board;* supported approval by Board of County Commissioners November 14, 2014
   3.2. *Board of County Commissioners*; Approved November 21, 2014
      3.2.1. Selected specific responsibilities of the Parks Advisory Board include:
         a. Encourage individuals and community groups to contribute funds, property, or manpower for the development and operation of parks, recreation and cultural programs and facilities.

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b. Make recommendations on the acceptance of gifts and bequests to the county parks and recreation system.

3.2.2. Selected specific responsibilities of CCPD include:

a. Authorization to approve plans for improvement of lands for public recreation and for the erection, construction, or improvement of equipment, structures, trails, and facilities for the purpose of passive and active recreation. Make recommendations on the acceptance of gifts and bequests to the county parks and recreation system.

b. CCPD may receive monies on behalf of the County from other lawful sources by contribution, gift, or otherwise for parks, recreation and cultural purposes, and may take and hold by purchase, gift, devise (device?), or otherwise, such real and personal property as may be used for park purposes.

4. Policy

4.1. The CCPD Manager is the approving authority for placement of donations, memorials, plaques, and tributes in park facilities.

4.2. It shall be CCPD policy not to approve the placement of memorials and tributes in park facilities which may negatively impact the park visitor experience, park use, and/or enjoyment of park facilities.

4.3. All donations, memorials, plaques, or tribute requests shall be submitted to the Parks Foundation and processed as per *Section 5. Procedures*, listed below.

4.4. CCPD shall use the following criteria to determine which donations and tributes are to be recommended for approval.

4.4.1. Memorials and tributes should benefit the general public as a first priority with the benefit to the Donor or honoree as a secondary goal so as not to turn park areas into a cemetery-like atmosphere.

4.4.2. All costs associated with installation of a memorial or tribute shall be borne by the Donor unless otherwise directed by the Manager.

4.4.3. The following are examples of CCPD recommended acceptable memorials or tributes for placement in a Clark County Park. Plaques may be included with these donations as recommended and approved by the CCPD Manager.

a. Replacement of or new trees or planting areas designated by CCPD. Generally, individual shrub plantings will not be considered for a memorial or tribute installation.

b. Replacement or new park furniture such as benches, picnic tables, etc. designated by CCPD.

c. Replacement or new facilities such as plazas, picnic shelter, playground equipment, ball fields and courts designated by CCPD.

d. Replacement or new plantings of trees or planting areas.

Preference shall be placed on replacement of existing park amenities or plantings over installation of new.

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4.5. CCPD will maintain donations, memorial gifts, and recognition plaques at a level consistent with current park operations and maintenance, within the expected life cycle of the installed feature(s).

4.5.1. Generally, benches, picnic tables, etc. have a life cycle expectancy of 12-15 years depending on location and environmental exposure.

4.5.2. Life cycle of tree or garden plantings varies largely and is dependent upon species.

4.6. CCPD will not bear responsibility for repair or replacement of vandalized, lost, or stolen memorials or tributes beyond typical park maintenance standards.

4.7. All donations, memorials, and plaques are the property of the County and are subject to the laws, policies and procedures governing park property.

5. Procedures

5.1. Parks Foundation will coordinate with CCPD on all memorial or tribute inquiries to ensure appropriate siting, material selection and compensation are addressed.

5.2. An application form will be available to donors via the CCPD and Parks Foundation web sites as well as at their place of business. The Donor shall complete the form and submit to the Parks Foundation, as noted on the form.

5.3. Parks Foundation delivers request to CCPD to review, verify appropriate location, feature and proposed plaque text for review and approval or denial. If the donated feature appears to have a conflict of intent, the CCPD will communicate with the Parks Foundation and Donor to address any outstanding issues.

5.4. CCPD will prepare an up-to-date estimate for the cost of the proposed memorial or tribute amenity. CCPD will also review the maintenance requirements of the potential memorial or tribute element with Park Operations Staff to ensure the new park feature will not create an undue maintenance burden.

5.5. The CCPD Manager reserves the right to make the final decision on the approval or denial of a potential memorial or tribute element, reserving the right to decline proposals that are not in the best interest of the park system or the Public.

5.6. CCPD notifies Parks Foundation of approval or denial.

5.7. Upon approval of request, Parks Foundation coordinates with Donor and verifies all information, secures the appropriate funds (per the identified memorial or tribute amenity) and holds funds in a pre-specified County fund held by the Parks Foundation, and provides a receipt/thank you note to the Donor.

5.8. CCPD will coordinate the procurement and installation of the memorial or tribute element. The contractor and or vendor(s) will invoice the Parks Foundation for payment, as appropriate.

5.9. CCPD will verify completion of the installation and notify the Parks Foundation.

5.10. Parks Foundation finalizes all invoices and notifies Donor of completed installation.

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6. Standards

6.1. Style and materials used in construction are to be based on CCPD park development standards. Preference in most park settings shall be for memorial trees as replacements for existing vegetation needing replacement.

6.2. Cost of materials and construction shall be in keeping with typical construction costs and standards of public park amenities. Installation cost over the up-to-date estimate will be borne by CCPD.

6.3. The following are basic standards in order of preference for typical memorial or tribute elements CCPD may consider.

6.3.1. Trees or Planting Areas: CCPD considers these elements the first preference when considering memorial or tribute elements in a park. As of July 1, 2023 a typical 2.5" caliper deciduous memorial or tribute tree with a 4"x9" bronze plaque set on an 12" feature boulder is approximately $2,500. Memorial or tribute planting areas will be priced at time of conceptual planting area design.

6.3.2. Renovated Park Bench: Existing bench need frame reconditioning and board replacement from time to time. Converting an existing bench to a memorial is CCPD preferred memorial bench option as opposed to a new unplanned bench. As of July 1, 2023 the average cost or reconditioning of an existing bench including a 4"x9" bronze plaque is $2,400.

6.3.3. Renovated Picnic Table: Existing picnic tables need frame reconditioning and board replacement from time to time. Converting an existing table to a memorial is CCPD preferred memorial table option as opposed to a new unplanned table. As of July 1, 2023 the average cost or reconditioning of an existing bench including a 4"x9" bronze plaque is $2,400.

6.3.4. New Park Bench: Benches area common memorial or tribute feature in CCPD parks. As of July 1, 2023 the average cost for a 6' wood memorial bench with a 12'x9' concrete pad including a 4"x9" bronze plaque set into the concrete is $4,800. Park benches not requiring a new concrete pad are approximately $2200. The 4"x9" bronze plaque will be placed on the bench back.

a. The standard CCPD park bench is Columbia Cascade Parkway Model 2015-6(W)

6.3.5. New Picnic Table: Picnic Tables area also common memorial or tribute features in CCPD parks. As of July 1, 2023 the average cost of a 6' wood memorial table with a 12'x14' concrete pad including a 4"x9" bronze plaque set into the concrete is $8,000. Picnic Tables not requiring a new concrete pad are approximately $5,000. The bronze plaque will be place on the top of the table at one end.

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Parkway Bench Model 2015-6(W)

Parkway Table Model 2056-8484

6.4. Other memorial or tribute elements may include play equipment, plazas, bike racks, ball fields, etc. These elements require additional design and construction approval. Elements not found in a parks master plan will not be considered as memorial or tributes element additions to a park.

6.5. Plaques and markers

6.5.1. CCPD does not allow memorial or tribute plaques or markers on our properties that are not associated with a park element such as a tree, bench or table. Plaques or markers may be attributed to larger elements such as shelters, playgrounds, planting areas, etc. Plaques or markers for these larger memorial or tribute items will be designed during the planning of the new park addition.

End of Clark County Parks and Lands Memorial Policy

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Clark County Parks Donation and Memorial Policy

1.0 Purpose

1.1 Process for determining the appropriateness, acceptance, and placement of donations, memorials, plaques, pavers and tributes in Clark County Parks.

1.2 To establish policy, criteria, and procedure for acceptance of donations, memorials, plaques, pavers and tributes in Parks.

1.3 The policy is intended to encourage and facilitate public and private donations while minimizing detrimental impacts to park and recreation sites i.e. visual impact to users, unfunded maintenance requirements of a donation, and inappropriate installations at a public site (park?).

1.4 To maximize partnership with the Parks Foundation by providing clear roles and responsibilities.

2.0 Definitions

2.1 "Donor" refers to the individual, family, business, or organization seeking to make a donation to park facilities.

2.2 "Parks Foundation" refers to the ***Parks Foundation of Clark County*** (a local non-profit organization).

2.3 "Park facilities" refer to the property managed by the Clark County Parks Department (CCPD).

3.0 References/Authority

3.1 *Clark County Parks Advisory Board;* supported approval by Board of County Commissioners November 14, 2014

Board of County Commissioners; Approved November 21, 2014

3.2.1 Selected specific responsibilities of the Parks Advisory Board include:

a. Encourage individuals and community groups to contribute funds, property, or manpower for the development and operation of parks, recreation and cultural programs and facilities.

b. Make recommendations on the acceptance of gifts and bequests to the ounty parks and recreation system.

3.2.2 Selected specific responsibilities of CCPD include:

a. Authorization to approve plans for improvement of lands for public recreation and for the erection, construction, or improvement of equipment, structures, trails, and facilities for the purpose of passive and active recreation.

b. CCPD may receive monies on behalf of the County from other lawful sources by contribution, gift, or otherwise for parks, recreation and cultural purposes, and may take and hold by purchase, gift, devise (device?), or otherwise, such real and personal property as may be used for park purposes.

4.0 Policy

4.1 The CCPD Manager is the approving authority for placement of donations, memorials, plaques, and tributes in park facilities.

4.2 It shall be CCPD policy not to approve the placement of donations, memorials, plaques, and tributes in park facilities which may negatively impact the park visitor experience, park use, and/or enjoyment of park facilities.

4.3 All donations, memorials, plaques, or tribute requests shall be submitted to the Parks Foundation and processed as per *Section 5. Procedures*, listed below.

4.4 CCPD shall use the following criteria to determine which donations, memorials, plaques, or tributes are to be recommended for approval.

4.4.1 Donations, memorials, plaques, pavers, or tributes should benefit the general public as a first priority with the benefit to the Donor or honoree as a secondary goal so as not to turn park areas into a cemetery-like atmosphere.

4.4.2 All costs associated with installation of donations, memorials, plaques, or tributes shall be borne by the Donor unless otherwise directed by the Manager.

4.4.3 The following are examples of CCPD recommended acceptable donations,

memorials, plaques, or tributes for parks. Granite plaques may be included with these donations as recommended and approved by the CCPD Manager.

a. New or replacement park furniture such as benches, picnic tables, playground equipment, etc.
b. Replacement or new facilities such as plazas, picnic shelters, playground equipment, ball fields and courts.

4.4.4 Donations should be limited to those items that have been identified in approved park master plans. CCPD shall review requests based on park development standards, material durability, maintenance requirements, visual impacts, and safety and accessibility requirements. In the event that a possible donation has not been identified in an approved master plan, the Donor shall contact CCPD first to discuss options.

4.5 CCPD will maintain donations, memorial gifts, and recognition plaques at a level consistent with current park operations and maintenance, within the expected life cycle of the installed feature(s).

4.6 CCPD will not bear responsibility for repair or replacement of vandalized, lost, or stolen donations, memorials, plaques, or tributes, beyond the typical park maintenance standards.

4.7 All donations, memorials, and plaques are the property of the County and are subject to the laws, policies and procedures governing park property.

5.0 Procedure

5.1 Parks Foundation will coordinate with CCPD in the creation and maintenance of a database of all donated items in park facilities as well as a database for potential donations features and locations. The database will provide information and a web link as available identifying the location of features available for charitable giving/naming/adoption. CCPD will regularly meet with the Parks Foundation to discuss strategic charitable giving goals.

5.2 An application form will be available to donors via the CCPD and Parks Foundation web sites as well as at their place of business. The Donor shall complete the form and submit to the Parks Foundation, as noted on the form.

5.3 Parks Foundation coordinates with Donor and verifies all information, secures the appropriate funds (per the identified available feature) and holds funds in a pre-specified County fund held by the Parks Foundation, and provides a receipt/thank you note to the Donor.

5.4 Parks Foundation delivers request to CCPD to review, verify appropriate location, feature and proposed plaque text, and coordinate approval or denial. If the donated feature appears to have a conflict of intent, the CCPD will communicate with the Parks Foundation and Donor to address any outstanding issues.

5.5 The Design and Development team will review maintenance requirements of potential donation and coordinate with County maintenance department.

5.6 The CCPD Manager reserves the right to make the final decision on the approval or denial of a potential donation, reserving the right to decline proposals that are not in the best interest of the park system or the Public.

5.7 CCPD notifies Parks Foundation of approval or denial.

5.8 Donor is notified by Parks Foundation of approval or denial.

5.9 Parks Foundation acknowledges start of the installation process and notifies CCPD (this seems backwards, once the funds are in-hand and CCPD has approved the donation, CCPD generally takes over in terms of installation) I do, however work directly with Vancouver Granite. Parks Foundation will coordinate the fabrication of the granite recognition plaque with the appropriate vendor.

5.10 CCPD (Resource Manager) will coordinate for the purchase of the donated item (either through in-stock material or ordering from the vendor) and will have the invoice sent to the Parks Foundation for payment, as appropriate. CCPD will contact contractor of the project and coordinate pick-up, delivery and installation of the donated feature. The contractor will invoice the Parks Foundation for installation work, including the donated feature and recognition plaque. (Sometimes this is three different companies – the bench, the contractor, and the granite company)

5.11 CCPD will verify completion of the installation and notify the Parks Foundation.

5.12 Parks Foundation finalizes all invoices and notifies Donor of completed installation.

5.13 The entire team will be notified of project completion. Project close-out will include an update of the database of donations and web-link and logging of the project as being complete. (sometimes we use web-link and sometimes web link…)

6.0 Standards

6.1 Style and materials used in construction are to be complementary with the park site or recreation facility, durable, and maintainable and shall utilize Park standard items as a first priority. (Refer to 6.6 below for specific styles/models). (Same here with park – sometimes it is capped and sometimes it isn't)

6.2 Specific park sites may be dedicated for certain types of donations or memorials, such as a tree grove or a commemorative plaza.

6.3 Cost of materials and construction shall be in keeping with typical construction costs and standards of public park amenities.

6.4 The following are basic standards for typical memorial donations.

6.4.1 Benches: Additional design considerations for a specific site will include a minimum size, usage, traffic, security, view obstructions, and location.

6.4.2 Plaques and markers

a. Size and Text:

1. For items such as benches, tables, etc. the standard 4" X 9" granite plaque with text limited to the spacing identified on the application form. All text is subject to approval. All costs to be covered by the Donor.
2. For major park improvement gifts, Donor may elect to provide a dedicatory plaque not exceeding one square foot and with name, date, and appropriate text.

b. Placement: Within a concrete/paved surface flush with ground, not creating a visual nuisance or tripping hazard.

c. Materials: weather and vandal resistant, durable, preference for granite stone.

6.4.3 Pavers

a. Size and Text:

1. Pavers will be 7"x7" and of an inscribable concrete composition. All text is subject to approval by the CCPD and governing jurisdictions. Any text requests beyond that allowed on the form is subject to approval. All costs to be covered by the donor.

b. Placement: Within a predefined area for pavers, already designated and constructed.

6.5 Other potential donations such as play equipment, plazas, bike racks, ball fields, flower beds, and fountains require additional design and construction approval.

Determination of pricing: The goal is to provide features that will enhance the park facility with minimal financial impact to the park or its on-going maintenance obligations. All pricing for donations shall take into account the following costs: 1) vendor price for the material; 2) price for granite plaques (inscribed by the suppliers); 3) material costs for paved pad under the feature (concrete if preferred option); 4) all installation costs; and, 5) administrative fees.

6.6 Pricing for donations – Prices will be set at the time of approval for this policy. Policies will be reviewed annually to ensure that pricing is aligned with current vendor pricing and construction pricing. Below is the price that will be listed for donations:

6.6.2 **New Park Features**:

Costs for park features are based on actual costs of the item, installation and basic maintenance. If a plaque in recognition is desired, the donor is responsible for purchasing a plaque that meets Clark County Park standards and requirements. Total costs may vary and are subject to change based on market cost for labor and supply and will be reviewed and adjusted accordingly. Current costs are provided as a point of reference. Please note that price adjustments will be paid for by the adoptee.

6.6.2.1 Bench (standard park bench) – [Columbia Cascade Timberform model Greenway#2141-6-M] - $3,500.00. This is the 6'long wooden bench with armrest (to meet ADA compliance). The price includes the bench frame, wood package, concrete pad, granite recognition plaque and installation of all elements.

6.6.2.2 Picnic Table (7' long, metal frame with 3" tall wood boards) $7,500 – typical in neighborhood and community parks. The price includes the table frame, wood package, concrete pad, granite recognition plaque and installation of all elements.

6.6.2.3 Pavers (7"x7") $150 – price includes engraving paver already set within a group of existing pavers.

6.6.2.4 Others – other features, such as plazas, shelters, etc. will be reviewed on a case by case basis. The CCPD will make recommendations to the Manager (and CCPW) for authorization of such projects.

6.6.3 **"Adopt-a-(feature)"** – Donors may choose to adopt an existing feature for a discounted price.

6.6.3.1 Bench (standard style, per 6.6.2.1 above) - $1,500 – price includes new wood package, cleaning of the frame (touch up paint as necessary), granite recognition plaque and installation of the elements.

6.6.3.2 Picnic Table $3,500 – price includes new wood package, granite recognition plaque and installation of all elements.

End of Parks Memorial / Donation Policy

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5:00 PM New Business Cont'd.

Date: 10/10/2023

Agenda Item:

Capital Improvement Plan (CIP) Updates, FY2023

Action Item X
Informational Item

Overview:

The Parks and Lands division will seek approval from Council to adopt the updated Capital Improvement Plan (CIP)(attached).

Staff is seeking a recommendation from the PAB for Council to adopt the CIP for the current fiscal year capital budget and the forecasted capital plan through 2028. This is the inaugural process that forecasts spending in the 6-year CIP which will be revised annually for consideration and adoption through the County's annual budgeting process.

Prior Action by PAB:	Unknown
Action Requested:	Recommendation to move CIP to Council for adoption.
Attachment:	Proposed 2024-2029 Capital Plan
Prepared By:	Rocky Houston
PAB Action:	David reviewed the presentation materials and slides explaining the updates. David and Jim discussed how often the CIP is updated, and David and Tonya discussed the process for acquisitions. The motion to move this item forward was approved.

The presentation and PowerPoint slides will be attached to the Minutes themselves instead of here.

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Time		Action Item
5:38 PM		**MOTION BY**: Jim Kautz **SECOND BY**: Donald Meeks
		MOTION: Motion to move the Capital Improvement Plan forward to Council for adoption.
		DISCUSSION: The Motion was approved.
		IN FAVOR: Unanimous **OPPOSED**: None **ABSTAINED**: None

5:49 PM Roundtable Discussion

Rocky discussed various items the county will be presenting to the board in 2024 including a property classification policy on various parks and lands assets; to update the agreements with he school districts and sports fields; and the implementation of Cartegraph.

5:44 PM Adjourn

Respectfully submitted, Amy Arnold