



Clark County Parks Advisory Board Meeting Minutes



Tuesday, January 9, 2024 4:00 P.M. to 5:10 P.M.

Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Park

Board Members: Jim Kautz, Teresa Meyer, John Jay, Donald Meeks, Tonya Dow, Paulo Zandamela*, Janis VanWyhe

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

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

Guests and Others: Tim Leavitt, Tyler Castle
* Not Present

3:59 PM Call to Order

Jim called the meeting to order having the people in the room and online introduce themselves.

4:00 PM Administrative Actions

Time	Action Item
4:00 PM	MOTION BY: Teresa Meyer SECOND BY: John Jay
	MOTION: Motion to adopt Meeting Minutes for: November 14, 2023
	DISCUSSION: The Minutes have been approved.
	IN FAVOR: Unanimous OPPOSED: None ABSTAINED: None

4:01 PM Public Comment

Tyler Castle introduced himself and discussed an interest for more horse back riding opportunities in parks within the county, pursuant to the responses from the PROS survey and the equestrian survey. Teresa, Don, Janis and Tyler discussed the various parks and locations that have these opportunities now. David discussed the types of parks that equestrian activities would occur in and that a project is anticipated in the draft Capital Improvement Plan of 2025-2030. David, Rocky and Tyler also discussed funding sources for this type of project.

Tyler also discussed an improvement to the parking lot at Whipple Creek and David responded that the division is exploring its ability to perform this type of work. Janis and Rocky discussed the types of procedures necessary for working with partners on these types of projects.

4:31 PM Manager’s Report



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Rocky discussed the weather and related damages that have occurred within the county. Rocky also discussed other items including a potential grant project to do some design work at the East Fork Lewis River; the Park Fee Program presentation and its next steps to be heard by County Council tomorrow, January 10, 2024; and various staffing updates within the division.

Lynde discussed various items such as the Minnehaha Park survey and the preferred plan; the Heritage Farm Sustainability Plan's timeline and updates, including that its Open House will occur on January 24, 2024; the Hazel Dell Master plan updates and design progress indicating that its Open House is scheduled for March 27, 2024; and the Curtin Creek Community Park project and its Open House that is scheduled on March 6, 2024. Teresa and Rocky discussed the Heritage Farm sustainability plan and summarized the Steering Committee's meeting that occurred on January 3, 2024.

Rocky, David and Jim discussed the turf replacement project that will occur at Luke Jensen, and Rocky indicated that two playgrounds, Sifton Neighborhood Park and Gaiser Neighborhood Park, will have their playgrounds refurbished.

4:56 PM Unfinished Business

Date: 1/09/2024

Agenda Item: Memorial and Tribute Policy Recommendation

Action Item **X**
Informational
Item

Overview:

The Clark Parks Foundation in the past has managed a donation and memorial program that allowed 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 had been 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.



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Revisions to the policy include; preference for memorial or tribute elements, price adjustments for the potential amenity additions that reflect current development and maintenance pricing, clarification of maintenance expectations and clarification of life of memorial elements among others.

Staff is seeking a recommendation from Parks Advisory Board to advance the Memorial and Tribute Policy to the Clark County Council for consideration.

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 consideration.

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 because there is a new process for implementing policies within the county. David and Rocky discussed developing a new pricing guide for this to use with the existing policy, and David discussed that he would meet with the Parks Foundation of Clark County to review this. John, Teresa, Rocky, David, Don and Janis discussed pricing and other factors related to the various types of memorial and tribute items.



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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 of 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 between 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 any property managed by the Clark County Parks and Lands Department (CCPD).

3. References / Authority

- 3.1. *Clark County Parks Advisory Board*; supported approval by Clark County Council on **January 9, 2024**
- 3.2. *Clark County Council*; 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 lands 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, 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 of existing park furniture such as benches, picnic tables, etc. designated by CCPD.

c. New park furniture such as benches, picnic tables, etc. designated by CCPD.

d. Replacement or new facilities such as plazas, picnic shelters, playground equipment, ball fields and sport courts designated by CCPD.

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 primarily 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. The 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 consideration. 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. Trees shall be selected by a CCPD Landscape Architect in consultation with the donor. The location shall also be identified in the same method. Tree shall be 2.5" caliper if available and be marked by a 4"x9" bronze engraved plaque set on a 12" feature boulder. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Memorial or tribute planting areas will be priced at time of conceptual planting area design.
 - 6.3.2. Renovated Park Bench: Existing benches 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. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan.
 - 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. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan.
 - 6.3.4. New Park Bench: Benches are a common memorial or tribute feature in CCPD parks. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Where practical benches will be placed with a concrete pad surround to ensure ADA compliance. The 4"x9" bronze plaque will be set in the concrete pad or placed on the bench back if no pad is poured or available.
 - 6.3.5. New Picnic Table: Picnic Tables are common memorial or tribute features in CCPD parks. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Where practical picnic tables will be placed with a concrete pad surround to ensure ADA compliance. A 4"x9" bronze



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plaque will be set in the concrete pad or placed on the picnic table top if no pad is poured or available.

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 and costs estimated during the planning of the new park addition.

End of Clark County Parks and Lands Memorial Policy

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Clark County Parks and Lands Memorial and Tribute Policy 2024 Pricing (Supercedes pricing in the 2014 policy)

- | | |
|---|-----------------------|
| <p>1. Memorial or Tribute Tree</p> <ul style="list-style-type: none"> • Species and location to be determined by a Park and Lands Landscape Architect and the donor • Species based on approved list • Location based on need | <p>\$2,500</p> |
| <p>2. Memorial or Tribute Bench Renovation</p> <ul style="list-style-type: none"> • Replace or renovate existing park bench • Materials and colors based on park development standards • Includes bronze engrave plaque set in adjacent concrete or bench back if bench not set in concrete | <p>\$2,500</p> |
| <p>3. Memorial or Tribute Picnic Table Renovation</p> <ul style="list-style-type: none"> • Replace renovate existing park picnic table • Materials and colors based on park development standards • Includes bronze engrave plaque set in adjacent concrete or table top if table not set in concrete | <p>\$2,500</p> |
| <p>4. Memorial or Tribute Bench w/o Concrete Pad New</p> <ul style="list-style-type: none"> • New Columbia Cascade Parkway bench on existing ADA surface • Location to be determined by Parks and Lands Landscape Architect and donor • Location to be determined by need | <p>\$3,800</p> |
| <p>5. Memorial or Tribute Bench w/Concrete Pad New</p> <ul style="list-style-type: none"> • New Columbia Cascade Parkway bench on ADA concrete pad • Location to be determined by Parks and Lands Landscape Architect and donor • Location to be determined by need | <p>\$5,800</p> |
| <p>6. Memorial or Tribute Table w/o Concrete Pad New</p> <ul style="list-style-type: none"> • New Columbia Cascade Parkway table on existing ADA surface • Location to be determined by Parks and Lands Landscape Architect and donor • Location to be determined by need | <p>\$6,000</p> |



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7. Memorial or Tribute Table w Concrete Pad New **\$8,000**

- New Columbia Cascade Parkway table on ADA concrete pad
- Location to be determined by Parks and Lands Landscape Architect and donor
- Location to be determined by need

8. Other Memorial or Tribute Elements **\$ TBD**

All of memorial and tribute items or park improvements will be developed in collaboration with Parks and Lands Planning Staff and donor. Costs, design, materials schedules, etc. will be determined during the design process. Park improvements proposed as a memorial or tribute must be a part of an approved master plan.

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5:18 PM New Business

Date: 1/09/2024

Agenda Item: Gate Agreement Policy Discussion

Action Item
Informational **X**
Item

Overview:

In the past, Parks and Lands has granted access gate agreements to private property owners adjacent to park and opens space parcel. The gate provides an access point for an individual property as opposed to an entire community. This practice has occurred without a clear set of policy guidelines, allowing access private access to developed and undeveloped parcels. In some cases, these access points may not be appropriate and may have habitat or maintenance implications. Parks and Lands staff proposes the development of a policy that ensures future private access gate agreements do not violate environmental regulations nor state and county regulations. The proposed policy would also seek to clarify a clear process for making a gate access request by an adjacent property owner followed by a clear process for consideration and ultimately approval.

Prior Action by PAB: None
Action Requested: None at this time
Attachment: None
Prepared By: David Stipe
PAB Action: No action – this was an informational item. Rocky and David discussed this will go through the new process for implementing policies and procedures and that the goal is to develop guidelines for future agreements. David discussed the types of agreements the county has now, and Tonya, Rocky, Jim, Teresa, and John discussed the terms and conditions of this type of agreement.

5:34 PM Roundtable Discussion

Jim, Rocky, Teresa and David discussed the 2024 convention that the WRPA (Washington Recreation and Park Association) is holding in May 2024. Jim wondered if the Parks Advisory Board should attend and Rocky discussed the registration process and fees.



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Teresa, Rocky and David discussed the bathrooms that were vandalized at Captain William Clark Park, as well as other vandalism that has occurred at other locations and how to rectify that situation.

Don, Tyler, Janis, Rocky and David discussed Whipple Creek again and its trails. David indicated that the county would need to cross reference the various maps in the master plan to make sure all the trails are accounted for.

5:47 PM Adjourn

Respectfully submitted, Amy Arnold