

**CITY OF OAK HARBOR  
PARK BOARD MEETING MINUTES  
September 11, 2023**

This hybrid meeting was hosted from the Mayor’s Conference Room in City Hall and recorded through RingCentral.

Prior to beginning the meeting, Executive Assistant Macalle Finkle informed the board that: (1) Board Member Kate Rose would be joining virtually; (2) the City received an email on 9/10/23 from Chair Jana Warner who indicated she is resigning from the board; (3) the board is currently seeking two positions – one regular board member and one alternate; and (4) Vice-Chair Stucky will chair today’s meeting.

**1. CALL TO ORDER/ROLL CALL:** Vice-Chair Stucky called the meeting to order at 10:00 a.m.

<b>Position and Board Member</b>	<b>Attendance</b>		
Position 1 – Carrie Stucky, Vice-Chair	In person ✓	Online	Absent
Position 2 – Jana Warner, Chair - Resigned	In person	Online	Absent ✓
Position 3 – Kate Rose – Just listening/left early	In person	Online ✓	Absent
Position 4 – Eric Dipzinski	In person ✓	Online	Absent
Position 5 – Tom Jones	In person ✓	Online	Absent
Alternate – vacant	In person	Online	Absent
Ex-Officio Councilmember Jim Woessner	In person	Online	Absent ✓

**CITY STAFF PRESENT:** City Administrator Blaine Oborn, Parks and Recreation Director Brian Smith, Parks Operation Lead Tally Hucke, Recreation Manager Liz Lange, Executive Assistant Macalle Finkle, Senior Administrative Assistant Kim Perrine, and Communications/IT Manager Sabrina Combs (online).

**OTHERS PRESENT:** n/a

**2. APPROVAL OF AGENDA:**

**MOTION:** Board Member Dipzinski MOVED to approve today’s agenda as submitted, SECONDED by Board Member Jones. MOTION CARRIED UNANIMOUSLY.

**3. APPROVAL OF THE MINUTES:**

**a. Regular Meeting of August 14, 2023**

**MOTION:** Board Member Jones MOVED to approve the August 14, 2023 minutes as submitted, SECONDED by Board Member Dipzinski. MOTION CARRIED UNANIMOUSLY.

**4. PUBLIC COMMENT PERIOD:** No public present at meeting and no comments were submitted electronically.

**5. PRESENTATIONS, REPORTS AND DISCUSSION ITEMS:**

**a. Windmill Plans Review.** Parks and Recreation Director Smith indicated that Brian Jones is off-site every Monday and suggested the board have a sub-committee meeting on a different day of the week to address the windmill plans. He also asked that board members submit any questions they may have to

him. Vice-Chair Stucky and Board Member Dipzinski volunteered to attend the sub-committee meeting. Vice-Chair Stucky has questions regarding the size of the windmill and asked if the City still has the plaque from the original windmill that could be put on display. Board Member Dipzinski would like to know definition of “locked in”. Parks and Recreation Director Smith will try and schedule a site visit soon.

- b. Request for Proposals (RFP) – Pickleball Courts. Parks and Recreation Director Smith presented this item. He indicated the RFP is leaning towards eight (8) courts with a footprint for future growth. For now, location is not tied down. The City will leave some of the details for the consultants to make recommendations. The RFP will include items such as parking, restrooms, noise attenuation, fencing between courts, wind barrier, spectator seating area, walking corridors, and consideration for expansion.
- c. Site Visit Reports – Gate of Inspiration (Scenic Heights Trailhead) and Three Totems (Oak Grove).
  - Gate of Inspiration. Board Member Jones discussed his site visit with some of the Arts Commission members and Board Member Rose regarding the Gate of Inspiration. They looked at possible locations and discussed the possibility of rotating art. Board Member Dipzinski asked about removing invasive species in the area.
  - Three Totems. It’s being proposed that this art piece be placed at Centennial Park (Oak Grove). Board Member Dipzinski questioned the location and whether there would be a better place where people could admire the art piece – possibly somewhere between Flintstone Park and Catalina Park.
- d. Accessible Playground. Parks and Recreation Director Smith stated that Jeremy Webb has provided a quote for an accessible playground – Estimate \$271,285. This quote does not include site prep. The cost for this project could easily be \$400,000-\$500,000. Fort Nugent Park (replacing existing wooden equipment), the west end of Windjammer Park, and Neil Park were discussed as possible locations.
- e. Sub-Committee Meetings. Sub-committee assignments were discussed. Each sub-committee will consist of two board members and one staff person. The sub-committees and assigned board members are listed below:
  - Accessible Playground. Vice-Chair Stucky and Board Member Rose were assigned. A sub-committee meeting was scheduled for October 4<sup>th</sup> from 10:00 a.m. – Noon at the Parks and Recreation Office.
  - Sports Facilities/Dog Park. Board Member Jones and Board Member Dipzinski were assigned. A sub-committee meeting was scheduled for September 27<sup>th</sup> from 10:00 a.m. – Noon at the Parks and Recreation Office.
  - Programming/Partnership. Vice-Chair Stucky and Board Member Rose were assigned.
  - Opportunities/Unutilized Lands. Board Member Dipzinski and Board Member Jones were assigned.
  - Safety Issues/Demographics. Board Member Jones and Board Member Rose were assigned.
  - Economic Impact/Updated Master Plan. Vice-Chair Stucky and Board Member Rose were assigned. Communications/IT Manager Combs will attend this sub-committee meeting as the staff member representative.
- f. Parks and Recreation Director Report.
  - Smith Park Historical Designation. On September 1, 2023, the Washington State Advisory Council on Historic Preservation unanimously nominated Smith Park on the register. Parks and Recreation Director Smith asked the board where the “Tree Tour” sign should be placed. He indicated he will also be meeting with the Garry Oak Society. The park identifier sign is to go by the granite signs and

they're aiming to have this completed prior to the centennial celebration. Board Member Dipzinski recommended that the font be large enough for the visually impaired.

- Recreation Conservation Office (RCO) Grant for Ballfields. We have a \$100,000 Local Parks Maintenance Grant going in through the RCO. We have received approval from the grant manager to redirect \$45,000 that we have for shoreline restoration into this fund as well. The focus will be on repair and replacement of dugouts, replacement of bleachers and backstops, etc. Parks and Recreation Director Smith indicated he's getting a letter of support from Little League and he's also looking for a couple families who use the park to write letters of support as well. Parks and Recreation Director Smith indicated that the City received a letter from the tennis users at Sumner Park because people are using the courts for dog training which is a conflict of use, and they are requesting language on signs be changed. Parks and Recreation Director Smith read the letter to the board members who then suggested the issue regarding off leash dog parks/areas be addressed.
- Tree Inventory Mapping. Tree inventory mapping is being conducted along with the Department of Natural Resources (DNR). Revisions to certain OHMC sections regarding street trees will need to be prepared and go to Council for approval.
- RFP Responses. The City has received six responses to the RFP regarding federal government relations. City Administrator Oborn, several council members, and staff will be reviewing those. Parks and Recreation Director Smith indicated this is for several different areas including infrastructure, public works, and the marina. He's had great success utilizing these firms for getting art funding for development, acquisition, improvement of parks, etc.
- Hiring for Open Positions.
  1. Applications are being reviewed regarding the Park Supervisor position.
  2. Once the Park Supervisor is brought on, the City will post for two additional Park Maintenance positions.
  3. Recreation Coordinator position has been posted and will be under Recreation Manager Lange.
  4. The Assistant Harbormaster position has also been posted.
- Request from Board Member Dipzinski. Board Member Dipzinski asked to receive information/highlights regarding job openings, grants, etc. This will assist him in being more informed when citizens ask him questions. City Administrator Oborn discussed some grants and will have Executive Assistant Finkle provide the board members with the list of the top 10 grants. Parks and Recreation Director Smith said that he used to put together a newsletter/update at other cities. City Administrator Oborn suggested the board prepare an annual year-end report. Parks and Recreation Director Smith indicated he will send out an email with information for board members.
- Field Use Agreement. The Field Use Agreement is being updated and will be handed out to soccer clubs soon. The fee increases \$.50 to \$9.00 per participant/per season. The City needs to review its cost recovery methodology. A flat rate doesn't keep in mind whether the participant uses the field one time or 100 times. Recreation Manager Lange also spoke regarding the Field Use Agreement. She is putting together the application process and getting dates/times fields will be used by various organizations so she then has a good idea when parks/fields will be available for additional programming.
- Resource Fair. A Resource Fair is being held at The Center for those over 50 years of age on September 20<sup>th</sup> from 10:00 a.m. – 2:00 p.m. This is an opportunity for The Center to build partnerships with community businesses.

- Quilt Show. The Quilt Show is being held at The Center on September 23<sup>rd</sup> (10:00 a.m. – 4:00 p.m.) and September 24<sup>th</sup> (10:00 a.m. – 2:00 p.m.). The Center mails flyers out to other quilt groups and stores in the region which brings in people from off island. This is put on by The Center’s Senior Bees.
- The Center Newsletter. Recreation Manager Lange is working this month on the next quarterly newsletter. The newsletter that will come out at the end of December for January 2024 will be broader. Recreation Manager Lange will be meeting with the sub-committee for programming.
- Downtown/Pioneer Christmas Tree. The old Christmas tree downtown on Pioneer Way is being removed because it is diseased. The City is currently looking at a 22-foot tree (approximately 4,000 pounds) that’s being recommended as the replacement. Parks and Recreation Director Smith has met with Margaret Livermore (Oak Harbor Main Street). This tree comes in a pot so it’s moveable and possible locations are being discussed.

**6. MEMBER COMMENTS:**

- a. Board Member Jones had a comment regarding Parks and Recreation Director Smith’s selection on the state level grant program committee. He also commented about the new, fresh look of the story time signs at Windjammer Park.
- b. Board Member Dipzinski asked about adding additional trash cans at Ft. Nugent Park along the perimeter of the sports fields because people are throwing trash on the ground. Parks Operation Lead Hucke indicated that getting City vehicles to certain areas is difficult or not possible and suggested the possibility of having the City construct a gravel pathway for City vehicle access. He also discussed the illegal dumping issue at parks.
- c. Board Member Dipzinski asked about mounting of signs. It was suggested that the signs be on a slant (similar to a podium), and also at a height which is more readable and ADA compliant.

**7. DETERMINATION OF FUTURE AGENDA ITEMS:**

- a. Vote on Chair for board.
- b. Posting of position openings (1 regular/1 alternate) on the website. Note: Applications are available online.
- c. Sub-committee updates.

**8. ADJOURNMENT:** Vice-Chair Stucky adjourned the meeting at 11:32 a.m.

Minutes taken by Sr. Administrative Assistant Kim Perrine.