



PARKS COMMITTEE MEETING MINUTES July 15, 2024

1. **ROLL CALL:**

Members Present: Mayor; Scott Korthuis, Councilors; Gary Vis, and Nick Laninga

Staff Present: City Administrator; John Williams, Parks Director; Brent DeRuyter, and Parks Admin. Assistant; Nancy Norris

2. **ACTION ITEMS:**

A. **Approval of Parks Committee Minutes- June 17, 2024**

Vis motioned to approve the June 17, 2024, minutes, Laninga seconded the motion.

The Parks Committee approved the motion to approve the Parks Committee June 17, 2024, Minutes.

B. **Approval of Mt. Baker Rotary Club Donation**

The Mt. Baker Rotary Club has graciously offered to purchase a portable outfield fence for youth tournaments and high school games and tournaments to help with a future Bender Fields Upgrades project for approximately \$8,500. This would provide the opportunity for local clubs and schools to host tournaments that require smaller field dimensions to be more successful.

Parks Committee accepted the donation of a portable outfield fence from Mt. Baker Rotary. And recommend the donation to City Council for final approval.

3. **INFORMATION ITEMS:**

A. **Information on Benson Barn**

- Have not received a number from either of the previously interested contractors. The department would still like construction to occur this fall.

B. **Updates on Parks and Trails**

Benson Park

Had not received a cost estimate for at least a 90% DD plan as of agenda deadline.

Schoolyard Park

Work on foundations for both structures has begun and contacts are being made to install sewer infrastructure.



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
(360) 354 - 6717

Have requested a 90% DD Master Plan from CDM and Chris Overdorff.

Successful impromptu Splash Day in the grassy area- ~300 people attended. Thanks, with the help of Volunteers from Manna Insurance and the Fire Dept. and Councilman Wohlrab.

Trails

Final walk-through and details being completed on Phase 3 in preparation for the July 18, 2024, ribbon cutting ceremony at 11:00 AM.

Final numbers for a trail renovation from Bender to Depot not complete.

Parks Department Shop Addition Project

Two contractors still looking at possibilities for a fall or winter project.

Bender Field Announcers Booth/Concessions/Restroom Project

Private donor groups have preliminary drawings completed and are working on costs/savings for materials and labor.

C. Continued Discussion of Potential 2025 Budget Items

Facilities: Bender: Concession Building, Fencing, Backstops, Signage
Schoolyard Park: Restroom Facility,
Million Smiles: Repaint, Wood Shavings, Playground Certification

***CORRECTION Action: Trail Maintenance:** Bridge repairs to the railings, ~~The Homestead Trail that the city acquired from Homestead upgrades~~ "The Jim Kaemingk Sr. Trail from Bender to Depot upgrades and resurfacing".

Equipment- 1-Ton truck, Field Groomer, 4wheel drive pickup, Mini Excavator

Potential FTE and Field Superintendent Options – Additional Employees

4. ITEMS ADDED

A. Staffing Issues Discussion Follow-up from June Meeting

Laniga asked DeRuyter if he had investigated the feasibility of keeping a seasonal worker on longer.

DeRuyter said he is waiting to hear from Finance Director Scholl.

Laniga mentioned that he and Vis spoke and would like some information on the man hours, and cost to maintain city properties that are not Parks. (City Hall,

CITY OF LYNDEN



PARKS DEPARTMENT

Brent De Ruyter, Parks Director
(360) 354 - 6717

Library, Fire Hall, Police grounds and a few rite ways) include benefits, fuel, equipment, vehicle etc. expenses.

The Parks Committee would like to see at least three (3) bids from local Lawncare Contractors to see if it is cost effective to subcontract those properties out like they do for the Water Treatment Plant.

The Parks Committee would like to reevaluate the Park Job descriptions for seasonal and full-time maintenance employees.

Laniga asked with department feeling overwhelmed and stressed are the employees being properly trained? Is there training that is needed. That would benefit the employees.

Laniga mentioned that there is a trend in the workforce the lack of quality work/workers and employers are at their wits end. How can City avoid that scenario?

What is the job description for the Field Superintendent and what does that position all entail?

With the request for another full-time employee, how many seasonal workers would Parks retain?

The Parks Committee would like to see manhours for each park for the last few years. To see where the need is to elevate the OT.

Parks Committee questioned if Parks Department should have an on-call phone like public works has, if man hours are not available to cover the operating hours of the parks.

DeRuyter will work to prepare the request of the Parks Committee members for the August meeting.

Meeting Adjourned 5:08 PM.

NEXT MEETING- Monday, August 19, 2024