

*Kelso Parks & Recreation Department*

*1606 Tam O'Shanter Way*

*P.O. Box 819*

*Kelso, WA 98626      Ph: 360-577-7119      Fax: 360-425-8503*



**AGENDA  
PARK BOARD MEETING  
January 20, 2011  
7:00 PM-Kelso City Hall**

1. Call To Order – Scott DeRosier
2. Read and approve November 18, 2010 Meeting Minutes
3. Discuss League Agreement Responsibilities – Tim Mackin
4. Proposed rate changes for use of parks and recreation facilities – Tim Mackin
  - Draft Resolution – attached Proposed Schedule of Fees
  - Outdoor Facility Request Application Revisions
5. Parks Update – Tim Mackin
6. Park Board Comments
7. Comments From Audience
8. Adjourn Meeting

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### **Park Board Meeting**

November 18, 2010

#### **Call to Order:**

Jerry Phillips called the meeting to order at 6:59 p.m. at City of Kelso City Hall Council Chambers, 203 S. Pacific Ave.

#### **Those present were as follows:**

##### **Park Board Members**

Jerry Phillips

Bob Smith

Pamela Jo (PJ) Enbusk

Excused Absence: Scott DeRosier

##### **Staff**

Tim Mackin, Park Superintendent

Stephanie Helem, Recording Secretary

##### **Also in attendance:**

Gary Schimmel, City of Kelso Council Member

#### **Approval of Minutes:**

**MOTION:** PJ Enbusk made the motion, seconded by Bob Smith to approve the minutes of September 16, 2010.

Motion carried, all in favor.

#### **Business:**

1. **New Park Board Member** – An application was received October 29, 2010 from Dan Jones for Park Board Position No. 1, currently vacant as previous member, James Webb became a City Council Member. Introductions were made and a brief summary was given of the Park Board responsibilities as an advisory committee.

MOTION: Bob Smith made the motion, seconded by PJ Enbusk, "to send application on to council for approval".

Gary Schimmel expressed his appreciation of the Park Board's service to Kelso and the community.

2. **Tam O'Shanter Park**
  - a. Restrooms have been locked down.
  - b. Looking at roll down doors for sprinkler system, "rainbird", under Rister's first base bleachers.
  - c. Tim Mackin will be the only park employee until April. After April, one part-time employee will be hired for approximately 4 months for mowing only.
  - d. With parks being short handed due to budget constraints, the following items were discussed:

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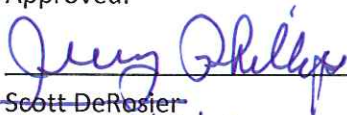
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- i. Asking the League to help maintain their garbage cans and restrooms on a nightly, weekly, or weekend basis dependent on league activities. City to provide supplies. Tim suggested meeting with the presidents of each league and discuss changes.
      - ii. Park reservations to be transferred to Stephanie in the Engineering Department.
    - e. For the Preliminary budget Tim has included six hand dryers to help solve the problem with theft and vandalism of current paper towel dispensers. Restrooms they would be installed in are as follows: (1) Rister, (1) little league, (1) boxing club, (3) covered area.
3. Rotary Skate Park Update –
  - a. New Skate Park Rule sign placement. New fabricated garbage can with concrete base works well. No issues reported.
  - b. Discussed Rick Roberson's previous comments regarding landscaping.
  - c. Bob Smith brought up the possibility of a future BMX Bicycle Park.
4. League Agreements – Discussed yearly review League Agreements. Jerry suggested contacting League Presidents to attend Park Board Meeting to discuss agreements.
5. Tree Removal Contracts – Tim Mackin discussed current tree removal process using the Small Works Roster for each project. Working on the possibility of using a tree removal company on a yearly basis.
6. Verizon Tower – Tim Mackin
  - a. Verizon wireless tower contract has been signed. Contractor has not yet contacted Tim Mackin with construction start date. Tim Mackin to meet with Bob Smith to discuss specifics on asphalt work.

Meeting adjourned at 7:53 pm.

Approved:



~~Scott DeRosier~~

Jerry Phillips



Tim Mackin



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**OUTDOOR FACILITY REQUEST APPLICATION**

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) Requested (month, day, year): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

(Includes set up, take down & cleaning)

**FACILITY REQUESTED** (Please Check):

Tam O'Shanter Park:  
 Covered Picnic Area

Rotary Park:  
 Covered Picnic Area

Other Park or Park Area(s) Requested (please list): \_\_\_\_\_

**APPLICATION AGREEMENT:** The permittee agrees to defend, indemnify and hold harmless the City of Kelso and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the facility rules and regulations and agrees to abide by and enforce same.

\_\_\_\_\_  
Signature of Applicant/Permittee

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

Facility Use \$ \_\_\_\_\_  
Deposit \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Non-Res Fee \$ \_\_\_\_\_

Approval: \_\_\_\_\_

Distribution: \_\_\_\_\_ Parks Division  
\_\_\_\_\_ Police Department

Rental Fee Paid \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Receipt# \_\_\_\_\_

(CONTINUED – PLEASE TURN OVER)

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## OUTDOOR SUPPLEMENTAL FACILITY USE INFORMATION

1. Estimate attendance? \_\_\_\_\_ Kelso Resident? \_\_\_\_\_
2. Name of Organization: \_\_\_\_\_
3. Non-Profit Organization: \_\_\_\_\_ State ID#: \_\_\_\_\_
4. Charging a fee or accepting donations? \_\_\_\_\_
5. Is event open to the public? \_\_\_\_\_
6. Is event a fundraiser? \_\_\_\_\_
7. Selling products or merchandise? \_\_\_\_\_
8. Will alcoholic beverages be served? \_\_\_\_\_ If yes, during what time? \_\_\_\_\_
9. Will there be amplified music/sound? \_\_\_\_\_ If yes, during what time? \_\_\_\_\_
10. Will there be: \_\_\_\_\_ Band \_\_\_\_\_ DJ \_\_\_\_\_ Portable Music System
11. Is food being served? \_\_\_\_\_ Sold? \_\_\_\_\_
12. Will electrical outlets be needed? \_\_\_\_\_ (not available at some locations)
13. Will tents, canopies or other structures be set up? \_\_\_\_\_
14. Will there be any candles, fire or other open flame? \_\_\_\_\_
15. Please list other specific information or details about your event that are important:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

Groups must inform the Kelso Parks and Recreation Department of any special equipment or activity that may be used or occur during your facility rental. The city reserves the right to require additional insurance and additional fees depending on the type of activity planned.

Additional requirements may be required for special or community events such as security, additional garbage cans, city staff, or other measures that will ensure safety and be compatible with the facility and other park use. Thank you.



## OUTDOOR FACILITY USE PROCEDURES

1. Complete facility use application and include the deposit and rental fee to hold the facility date, if available. Use is not approved until an approved facility permit is issued.
2. Reservations for facilities may be made no more than one year in advance.
3. Facility use agreements may not be entered into by minors (17 years & under).
4. No announcements, publicity or advertising is to be done on events at park facilities until you have received the approved "Facility Rental Permit".
5. The person signing the application is responsible for any loss or damage during the use of the facility.
6. Groups must do their own set up and clean up. Set up and clean up is to be included in your park use time.
7. Facility user shall only use the designated area rented. Exclusive use of public park areas is not allowed (playgrounds, restrooms, sports fields).
8. Items brought into the facility are to be taken out at the end of the facility use. Structures must have prior approval. All structures must comply with fire codes and planning and building codes.
9. People are to stay out of planting beds and areas where plants can be damaged by foot traffic. Climbing trees is not allowed.
10. Overnight camping is not allowed.
11. Do not subcontract facility use or rental without prior Kelso Parks and Recreation Department approval.
12. By dusk or no later than 9:00pm park rentals are to end, and cleanup is to be completed by 10:00pm.
13. Report facility safety concerns immediately to the Kelso Parks and Recreation Department. In an emergency call the Police Department by dialing 911.
14. You must follow all other policies, procedures, and rules for park use and conform to all applicable State, County and Local codes and laws.

## FACILITY USE PAYMENT INFORMATION

1. All facility fees are to be paid, and other requirements must be met, two weeks prior to the event or the rental is canceled. Park rental fee and deposit must be paid at time of booking by the person signing the application. Use is not approved until an approved facility permit is issued.
2. Canceled facility or park rental prior to 30 days before the event will be refunded the rental fee only. Cancellations within 30 days of the use will not receive the rental fee back.
3. Intended for single facility use with ongoing/regular use arranged through an agreement.
4. The fee charged/requirements set to the user is based on the following categories:
  - a) **Nonprofit** – Those groups, organizations or agencies with 501(c)(3) or schools which sponsor activities for the good of the community, which do not generate a profit. Intended for organization member use. Excludes fundraising events and events open to general public (activities, events, programs, services, ceremonies, or other gatherings – see events below).
  - b) **Private** – Individual or family weddings, birthdays, anniversaries, parties, gatherings and other use not open to the public.

(CONTINUED – PLEASE TURN OVER)



- c) **Business** – Those individuals, groups, organizations, agencies and businesses that sponsor activity for the purpose of conducting business. Intended for members and not events open to the general public. No profit generating, marketing or promotion, sales products or merchandise is permitted.
  - d) **Special or Community Event** – Activities, events, programs, ceremonies, meetings, services, or other gatherings conducted by qualifying nonprofit organizations or government agencies that are described above and open to the general public. Submit for considerations. Additional requirements may be required (trash service, restroom service, security, insurance and other items).
5. A refundable cleanup/damage deposit **is may be** required. If facility or park area is left clean and undamaged and user does not exceed approved time or conduct activities that have not been approved, the deposit will be refunded. Deposits are not refunded for canceled rental. If policies, procedures or rules are not followed, **or if security or maintenance is required**, the refund may not be returned. Refunds may take up to 30 days to receive.
  6. Residents are people residing or owning property within Kelso city limits. Non-residents are assessed an additional fee.
  7. If fundraising event is held or a fee, charge, or donation is collected, rental fee is based on the nonprofit fundraising rate.
  8. Checks may be made out to City of Kelso by the person signing the application and only debit cards are accepted at this time.

## FACILITY USE FEE INFORMATION

### Rental Deposit

~~\$50.00~~ **Standard**

Special or Community Events – to be determined based on impact to facility and liability.

### Outdoor Day Use Areas

Prices are for four (4) hours of use.

- **Designated Park Area, Picnic Area or Shelter at Rotary Park**

Non-Profit	Private/Business	Community/Special Events
<del>\$25.00</del> <b>\$30.00</b>	<del>\$50.00</del> <b>\$60.00</b>	To be determined based on use and impact.
- **Designated Park Area, Picnic Shelter Area at Tam O'Shanter Park**

Non-Profit	Private/Business	Community/Special Events
<del>\$40.00</del> <b>\$50.00</b>	<del>\$75.00</del> <b>\$100.00</b>	To be determined based on use and impact.

### Additional Non-Resident Fee is \$10.00.

~~\$5.00~~ **for Rotary Park**

~~\$10.00~~ **for Tam O'Shanter Park**



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## OUTDOOR PICNIC & DAY USE FACILITY AMENITIES

### Tam O'Shanter Park (up to 150 people):

Covered Shelter Area

Tables – 18 (bolted down)

Electricity Available

Trash Cans

Restrooms Available

ADA Accessible

Parking

Near Playground

### Rotary Park (up to 50 people):

Covered Area

6 Picnic Tables

Playground

Trash Cans

Restrooms Available

Parking

(PLEASE TURN OVER FOR PARK RULES)



## PARK RULES AND REGULATIONS

1. ALCOHOL  
Alcohol beverages are prohibited in parks. Unless otherwise approved in writing.
2. LITTERING  
It is unlawful to throw, drop, or otherwise dispose of litter in parks, except by deposit into garbage receptacles. Glass containers are prohibited in parks.
3. CONDUCT & NOISE  
Disorderly conduct and unnecessary noise are unlawful. Amplified music and sound is not permitted unless designated for such use and permit is obtained.
4. CONDUCTING BUSINESS  
Business activity including nonprofit groups, religious organizations, commercial/profit businesses are not allowed to market, promote, or sell products, merchandise or services.
5. MOTOR VEHICLES  
Motor vehicles are prohibited except in parking areas or roadways.
6. FIREWORKS & FIRES  
All fireworks and open fires are prohibited. Portable propane barbeques are allowed. No portable charcoal barbeques. No open flame or fires including candles.
7. TENTS & CANOPIES  
Tents and canopies 20' x 20' and over are required to meet fire code, and a permit and approval must be obtained by the Fire Department.
8. CARE OF PROPERTY  
It is unlawful to vandalize, deface, cover, damage, or destroy any public building, fence, table, artwork, statues, playground equipment or other structure. It is unlawful to destroy, break, damage or deface any flowers, shrubs or trees.
9. ANIMALS  
Large animals and horses are prohibited. Animals must be under control. No dogs in playgrounds or sports fields. Dog and animal excrement must be cleaned up.
10. FOOD & PRODUCT SALES OR ADMISSION CHARGES  
No product or merchandise sales except by permission and applicable requirements met.
11. PARK HOURS  
The parks are open from 5:00am to 10:00pm daily, or 11:00pm in summer months.
12. OTHER  
No generators or carnival type equipment is allowed (bounce units, climbing walls, dunk tanks, mechanical rides, gas powered equipment).

Any organized use of parks or recreation facilities may be made through the Recreation Office by calling (360) 577-7119. The "Facility Use Permit" holder has priority use of the designated park facility. City parks are for your enjoyment. Please respect these rules so that everyone may continue to enjoy their many benefits.

Thank you.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO AMENDING RESOLUTION NO. 08-959, ADOPTED IN JANUARY 2008, UPDATING RATES FOR THE USE OF KELSO PARKS AND RECREATION FACILITIES.

WHEREAS, the City has certain park and recreation facilities available for use by non-profit organizations, private parties, clubs, commercial and/or profit groups, adult and youth recreation leagues, and others; and

WHEREAS, the users of such facilities should be required to offset a portion of the cost of operating and maintaining the same; and

WHEREAS, the City incurs certain administrative costs to reserve said recreation facilities; and

WHEREAS, the Park Board has reviewed the cost of said operation and maintenance and has by their determination recommended an equitable schedule of fees; now, therefore,

THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE AS FOLLOWS:

**SECTION 1.** That the attached Schedule of Fees and Charges for parks and recreation facilities be and the same is hereby adopted, which rates shall remain in effect until further order of the Council.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

CITY OF KELSO  
PARK FACILITIES

PROPOSED SCHEDULE OF FEES FOR RESERVATIONS

Group Category	Tam O'Shanter Meeting Room	Rotary Covered Area	Tam O'Shanter/Rotary Park Covered Area	Catlin Hall
I. Parks and recreation programs, park co-sponsored programs, other city sponsored events, park department and/or other city department benefit programs.	Fee waived	Fee waived	Fee waived	Fee Waived
II. Non-profit organizations who charge membership fees, request donations and/or schedule fundraisers, including church organizations.	\$10.00 per day	\$30.00* for (4) hours of use or part thereof.	\$50.00* for (4) hours of use or part thereof. 1-50 people—\$50.00 day 51-100 people—\$100 day \$100 per day per 100 people thereafter prorated based on actual number of people	\$25.00 per day
III. Non-profit organizations using other parks facilities for 30 hours or more each month, which provides extension of recreational and cultural service.	Fee waived	\$30.00* for (4) hours of use or part thereof.	\$50.00* for (4) hours of use or part thereof. Same as above	\$25.00 per day
IV. Private parties and/or clubs.	\$15.00 per day	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof. Same as above	\$50.00 per day
V. Commercial and/or profit groups providing recreational and cultural services not otherwise offered by the park and recreation department and using facilities	\$10.00 per day	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof. Same as above	\$40.00 per day
VI. Commercial and/or profit groups providing other than recreation services and/or other groups not covered by category I, II, III, IV, or V. Groups using large covered area will be charged a fee. <del>and a deposit.</del>	1-50 people <del>\$50.00 deposit only</del> <del>\$20.00 per day</del>	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof. Same as above	\$100 per day <del>\$50.00 deposit</del>
VII. Groups using facility less than 4 hours per week. This applies to commercial profit groups only.	\$12.50 per day	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof. Same as above	\$25.00 per day <del>\$50.00 deposit</del>
VIII. Leagues Field Use Annual fees charged for Bambino Annual fees charged for girls softball Annual fees charged for Babe Ruth Annual fees charged for Kelso Soccer Club Boxing Club	Ball Park(s) \$1000 (4 fields) \$850 (3 fields) \$1000 (Rister) \$400 (2 fields) \$225			

\* Non-city resident add \$10.00 fee.

\*\*If maintenance or security people are required, a charge for actual cost incurred will be paid by user, subject to a deposit as deemed appropriate by the Public Works Director.