



City of Medical Lake
Parks & Recreation Advisory Board
January 21, 2025

Regular Meeting

City Hall Annex Building
124 S Lefevre Street
Medical Lake, WA 99022

5:30PM

1. CALL TO ORDER

- a. Meeting called to order at 5:33pm by Parks and Recreation Director Glen Horton. Motion to approve Mr. Smith absence made by Mrs. Nicoles, 2nd by Mr. Senn. Carried 4-0.

2. ADOPT AGENDA

- a. Motion to approve minutes made by Board Member Senn, 2nd by Board Member Nichols. Carried 4-0.

3. OFFICER ELECTIONS

- a. Board Members elected a continuation of Officers from 2024. Motion made by Board Member Mellott, 2nd by Chair Ronholt. Carried 4-0.
 - i. Chair: Board Member Ronholt
 - ii. Vice Chair: Board Member Senn
 - iii. Seceretary: Board Member Mellott

4. REGULAR BUSINESS

a. PROGRAM ATTENDANCE UPDATE

- i. Mr. Horton informed Board Members of the participation number for Youth Recreation and Sports programs, Adult Programs, and Senior Programs.
- ii. Board Members discussed potential time adjustments for Adult Programs. No action taken with discussion.

b. PROGRAM BUDGETS

- i. Mr. Horton provided board members with examples of budget sheets used to decide the costs of programs.
- ii. These budget sheets will be provided for discussions on fee schedules so board members can see how Recreation Staff determined the suggested price of each program offered.

c. CAPITAL IMPROVEMENTS

- i. Mr. Horton discussed the 2025 capital improvements scheduled to be completed this year and their set budgets for each.

d. COMMUNITY OUTREACH

- i. Mr. Horton informed the board that the department plans to have more outreach efforts this year.
- ii. All board members will be informed when the department will have a booth at an event and be asked if they would like to volunteer some time to talk with our community members.

5. CITY COUNCIL PARKS COMMITTEE

- a. Mr. Horton informed the board that City Council voted to absolve the Parks and Recreation Committee and that Mr. Horton would now be providing updates on Parks and Recreation Directly to the Council instead of the Chair of the Committee.

6. FEE SCHEDULE

- a. Mr. Horton informed board members that moving forward the board will recommend updates to the fee schedule instead of approving a fee schedule.

7. QUESTIONS AND ANSWERS

- a. Board Member Nichols informed Mr. Horton that the Park sign for Sheperd Field needed to have the tree timed as it is getting hard to see.
- b. Board Member Nichols also stated that she has been asking local youth around the Fox Hollow and Fox Ridge area about what they would like to see. Some of the input was building a pool/water park and another park north of Highway 20 for those who live in those areas.
- c. Board Member Mellott requested via phone before the meeting that the Board allow DNR to present at the next meeting about potential grants available to the City.

8. ADJOURNMENT

- a. Motion to adjourn meeting at 6:17pm made by board member Smith, second by board member Ronholt. Carried 4-0.