



PARKS & RECREATION ADVISORY BOARD AGENDA

Date: Monday, April 14, 2025 ~ 5:00 p.m.

PARKS & RECREATION ADVISORY BOARD

Mark Dulin, Chair
Term Ends: 5/2027

Cary Erickson
Term Ends: 7/12/2026

Mary Dawn Kurtzbein, Vice Chair.
Term Ends: 1/2026

Lorna Shelton
Term Ends: 5/2027

Ray Sills
Term Ends: 3/29

Hallie Ralls
Term Ends: 3/29

Owen Sharp
Student Representative
Term Ends: 3/29 or upon graduation

City Staff

ABuckler@cityofcentralia.com
360.330.7674

- 1. CALL MEETING TO ORDER – Parks Board Chair**
 - A. Roll Call
(must have 4 of 7 members present for a quorum)
 - B. Approval of Minutes from February 10, 2025
- 2. COMMENTS BY THE GENERAL PUBLIC**
(on non-agenda items)
- 3. REPORTS & DISCUSSIONS & ACTION ITEMS**
 - A. Introduction to New Board Members
 - Owen Sharp
 - Ray Sills
 - Hallie Ralls
 - B. 2025 Parks Work Plan
 - C. Hub City Greenways Update
 - Hayes Lake Trail Grant
 - Thriving Communities Grant
 - Main Street Corridor Plan
 - Trail Design Guildlines
- 4. OTHER BUSINESS**
 - Next meeting will be May 12 , 2025
- 5. ADJOURNMENT**

Please contact Community Development at 360-330-7662 or by email at ABuckler@cityofcentralia.com if you are unable to attend the meeting. Thank you.

1 **Centralia Park Board Minutes**

2 **Monday, February 10, 2025**

3 Time: 5:00 PM – 6:08 PM (approximately)

4
5 **1. CALL MEETING TO ORDER – CHAIR MARK DULIN**

6 Chairman Mark Dulin opened the meeting officially at 5:00 pm.

7
8 **A. Roll Call**

9
10 **Members Present:** Mark Dulin (Chair), Mary Dawn Kurtzbein (Vice-Chair), Bill Luond, Lorna Shelton

11
12 **Member Absent:** Cary Erickson

13
14 **Also Present:** Amy Buckler, Deputy City Manager (Parks Director), Kyle Markstrom (Parks and Buildings
15 Operations Manager)

16
17 **B. Approval of Minutes:**

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19 Lorna Shelton moved, seconded by Dawn Kurtzbein, to approve minutes from January 10, 2025. All in
20 favor.

21
22 **2. Public Comments on non-agenda items**

23
24 None

25
26 **3. Other Business**

27
28 **A. Update on Tree/DNR Grants**

29
30 Staff provided an update about two forestry grants received from Dept. of Natural Resources, each for
31 \$125,000. The first one involves several improvements to the Borst Park Arboretum, including hazard tree
32 assessment and removal, new plantings, mulch, public information signs and brochure. The second involves
33 development of a master site plan and planting ninety trees at Riverside and Bridge St Parks. All tree
34 projects will be completed by May 30, 2025. The information was received.

35
36 **B. Wheeler Field Improvements**

37
38 The Committee was asked to approve two donation requests:

39
40 1) Lorna Shelton moved, seconded by Bill Luond, to preapprove the donation from Centralia Athletic Fund
41 (CAF), the Wheeler Committee and Lakeside Industries to repave an existing gravel area by Wheeler 3rd
42 base valued at \$12,750.

43
44 2) Mark Dulin moved, seconded by Lorna Shelton, to accept the donation of labor to remove and dispose of
45 the bleacher stand by Wheeler 1st base by community volunteers (Kyle Markstrom and Friends), valued
46 at \$999.00.

47
48 Staff invited the Parks Board to attend the Community Turf Celebration at the Borst Park Sports Complex on
49 March 14, from 4:30-6:30 PM.

50
51 **ADJOURNMENT:**

52
53 The meeting adjourned at 6:08 PM.

2025 Parks Work Plan

Ongoing Tasks	
KM	Procurements
Varies	Oversee Leases & Contracts
KM	Staff Management
AB	Parks Board Management
KM	Participate in Sports Commission Meetings
AB	Participate in Sports Complex Governance Meetings
AB	Attend Indoor Pool Meetings
AB	Grant Reporting
Varies	Process Donation Requests
KM	Participate in Rotary Meetings
KM	Manage Website
AB	Oversee Budget
KM	Oversee Splash Pad Permit
Varies	Work with Volunteers
TBD	ULC LEAD Building Reporting
KM	Tree City USA Application
Varies	Responding to Citizen Inquires
AB	Special Event Applications
AB	Help to Plan Summerfest
KM	Cemetery Plot Assistance
AB/KM	Troubleshooting various issues (hazard trees, ballfields, etc.)
CK	Coordinate Ballfield Scheduling
CK	Coordinate Borst Lights

AB =Amy Buckler, Parks Director

KM = Kyle Markstrom, Parks and Buildings Operations Manager

CK = Chelsea Kane, Park Technician (with Special Roles)

Lead	Project Name	Facility	Est. Cost	Funding Source	Timing	Description/Notes
AB	Purchase New Chairs for the Train Depot	Depot			Q1	DONE. Existing chairs are in disrepair
AB	Establish Field Use & Maintenance Contract with Centralia Youth Soccer	Borst	\$ -		Q1	DONE. Agreement to share cost of field routine maintenance in 2025 and 2026
AB	Plan Community Celebration of Turf Investments	Borst			Q1	DONE. Work with School District and Sports Hub
KM	Hire a new Park Tech	Various	\$ -	2025 Parks	Q1	DONE
AB	Procure Contract for Hazard Tree Removal	Borst	TBD	DNR Grant. Commerce Grant	Q1	DONE. Must spend the funds/ complete projects by May 30, 2025
AB	Procure cemetery vault lids	Greenwood	\$81k	Leg. Appro	Q1	DONE. Must spend remaining Greenwood funds by June 30, 2025
AB	Plan & Execute Annual Arbor Day Planting	Borst	\$ 1,500		Q2	DONE. April 19 Planting is Arbor Day
AB	Field Turf Project	Borst	\$ -	ARPA	Q2	April 22. Close out the project
AB	Develop Public Info Brochure & Signs for Borst Park Arboretum	Borst		DNR Grant (\$125k)	Q1-Q2	In progress. Must spend the funds/ complete projects by May 30, 2025
EP/ AB/ KM	Tree Planting at Bridge/Riverside	Bridge/Riverside		DNR Grant	Q2	Underway. All items procured. Coordinate with Emil - he's leading a tree planting and Parks needs to procure the trees. Must spend the funds/ complete projects by June 30, 2025
KM	Install new bleachers at Wheeler Stadium	Borst	TBD	RCO Grant (\$96k)	Q2	Underway. Must spend the funds/ complete projects by June 30, 2025

Lead	Project Name	Facility	Est. Cost	Funding Source	Timing	Description/Notes
KM	Purchase Restroom Fixtures for Borst/Wheeler Restroom Renovations	Borst	TBD	RCO Grant (\$96k)	Q1-Q2	Underway. Must spend the funds/ complete projects by June 30, 2025
KM	Procure Mulch for Arboretum	Borst		DNR Grant (\$125k)	Q2	Underway. Must spend the funds/ complete projects by May 30, 2025
KM	Fix Well, Pump for Soccer Fields	Borst	TBD	Borst Park Improvements	Q1-2	Underway. Must complete before June so that grass can be watered in summer
KM	Procure Contract for Soccer Maintenance	Borst	\$ 16,000	Parks and CYS	Q2	Underway. Sand, seed, aerate fields in June
KM	Renegotiate Little League Contract	Borst	\$ -		Q1-2	Underway. Contract is expired.
KM	Work with Hub City Disc Golf on Riverside Course Improvements	Riverside	\$ -		Q1-4	Ongoing. Coordinate with Hub City Disc Golf Club
AB/ KM	Establish Maintenance Agreements with ULC Partners	ULC	\$ -		Q1-Q3	Underway United Way/Boys & Girls Club & Discover!
AB	Renegotiate Governance Agreements with CSD and PFD	Borst	\$ -		Q1-Q4	Underway. Next step is a joint Council/CSD Board meeting
AB	Thriving Communities. Main Street and Hayes Lake Trail Planning - Hub City Greenways	Main Street, Hayes Lake Trail	Trail = \$800k	Sandy Williams Connecting Grant	Q1-Q4+	Amy is lead on the public process for Thriving Communities: Hire Intern, Hire Translator/Interpreter, public outreach, coordinate with consultants, manage partner meetings. Patty Page is Lead Project Planner on Trail development.
AB	Tree Policy & Plan Public Open House - Trees		\$ -		Q1-Q4	Work with Andy Oien
AB, PP	Explore and Execute Sports Complex Parking Solutions	Borst	TBD	Turf Project \$	Q1-4	Partners exploring solutions to add more parking to the sports complex
KM	Install HCG Signs	Various	About \$50k	Blue Zones/Choice	Q2-Q4	Waiting to see about Blue Zones/Choice funding

Lead	Project Name	Facility	Est. Cost	Funding Source	Timing	Description/Notes
AB/ KM	Develop Veterans' Community Park Master Plan	VCP	\$ -		Q3-4	Must have a comprehensive plan by March 2026 in order to apply for grants.
AB, KM	Sports Complex Ballfield Lights	Borst	\$1.25m	TransAlta & potential RCO YAF grant	Q2 - grant contract 2026 = project	Replace ballfield lights at Borst Softball Field. TransAlta granted us \$250k (match money for the YAF grant). We are in line to receive about \$1m from YAF - TBD
AB	Procure New Office at Park Maintenance Building	Park Maintenance	\$ 16,000	2024 Parks	Q3	
AB	Procure Contract for Vault Repair Services for Greenwood Cemetery	Greenwood	\$ -	Helen Halloway	Q3	Contract with Jeff Spencer is expired.
KM	Establish building maintenance contracts	CH, Depot, Library	\$ -		Q1-3	To streamline emergency maintenance of systems at City Hall, Train Depot and Library
KM	Procure contract to Repair to Washington Park Lights	Washington Park		Park Improv. Fund	Q1-4	
KM	Develop Routine Maintenance Plan for Parks and Buildings	Various	\$ -		Q1-4	Get a routine maintenance plan on paper
KM	Work with Rotary Club to Plan & Execute a Restroom Renovation	Riverside	TBD	Various	Q3-4	Partnership with Rotary
KM	Explore New Program for Wheeler Stadium Sponsorships	Borst Park	\$ -		Q1-4	Replacing the rotten wooden signs at the back of the stadium
KM	Develop an ADA Improvement Plan	Various	\$ -		Q4	
KM	Explore Options for Library Water Fountain	Library	TBD		Q4	Plan to fix (outdoor and/or indoor drinking fountain at Library
AB	Renegotiate Train Depot Contract with WSDOT	Depot	\$ -		Q4	25 year old contract is expired; old contract said City pays for all maintenance of WSDOT's building

Lead	Project Name	Facility	Est. Cost	Funding Source	Timing	Description/Notes
TBD	Develop Community Center (ULC Building 2)	ULC	\$4m	TBD	2026-2027	Design and construction
KM, AB	Explore Fountain and Other Options to Improve Borst Lake Water Quality	Borst	TBD		2026	
AB	Renegotiate Thorebecks Contract	Borst	\$ -		2026	25 year old contract expires in 2027
AB	Procure Contract to Design & Intall Signs at Greenwood Cemetery	Greenwood	TBD	Commerce Grant	Future Year	
AB, KM	Outreach to Skateboard Stakeholders	Riverside	\$ -		Future Year	
KM	Procure ADA Bench for Seminary Hill	Sem Hill	TBD	Parks	TBD	City agreed to pay for new ADA bench at end of ADA trail.