

City of Olympia

*City Hall
601 4th Avenue E
Olympia, WA 98501*



Meeting Minutes - Draft

Wednesday, May 7, 2025

6:00 PM

Room 207

Metropolitan Park District Advisory Committee

1. CALL TO ORDER

Meeting called to order at 6:00 p.m.

Present: 4 - Chair James Reddick, Vice Chair Jamie Gerken, Committee member Caroline Mellor and Committee member Jamie Milletary

Excused: 1 - Committee member Randy Gunderson

OTHERS PRESENT:

Parks, Arts and Recreation Interim Director Sylvana Niehuser
Parks Finance & Policy Coordinator Tammy LeDoux
Senior Budget and Finance Manager Joan Lutz
Finance Analyst Owen Thompson

2. APPROVAL OF AGENDA

Agenda was approved.

3. APPROVAL OF MINUTES

3.A Approval of October 9, 2024 Metropolitan Park District Advisory
Committee Meeting Minutes

Attachments: [Minutes](#)

Minutes were approved.

4. PUBLIC COMMENT

Karen Messmer spoke.

5. BUSINESS ITEMS

5.A Election of Olympia Metropolitan Parks District (OMPD) Advisory
Committee Chair and Vice Chair

Sylvana Niehuser, Interim Director, explained the roles of the Chair and Vice Chair.

Motion to elect James Reddick for Chair and Jamie Gerken for Vice Chair.
The motion passed unanimously.

5.B Prepare Draft Annual Compliance Report Letter to Olympia Metropolitan
Park District (OMPD) Board and City Council Regarding 2024 Funding
Levels

Attachments: [2024 Annual Compliance Report](#)

Owen Thompson reviewed the 2024 OMPD Compliance Report. Committee asked clarifying questions. The Committee asked for a footnote to be added to explain the purpose of the Parks & Recreation Sidewalk Utility Tax Transfer noted in Addendum 1.

The report and letter will be posted online for public comment, and reviewed at their meeting on October 8, 2025.

Move to authorize the Chair to prepare a draft annual compliance report letter to the Olympia Metropolitan Park District (OMPD) Board and City Council regarding 2024 funding levels. Motion passed unanimously.

5.C Briefing on Debt Package for Yelm Highway Community Park Phase I Construction and the Armory Arts Center Phase I Renovations

Attachments: [PRAC Recommendation Letter](#)
[Armory Project Summary](#)
[Yelm Highway Park Project Summary](#)

Sylvana Niehuser briefed the Committee on the debt package funding proposal for Yelm Highway Community Park Phase I Construction and the Armory Arts Center Phase I Renovations. Committee asked clarifying questions.

5.D Receive Open Public Meetings Act (OPMA) Training

Attachments: [Link to Training](#)

Committee members viewed an Open Public Meeting Act training, which is required of members every 3 years.

6. ADJOURNMENT

Meeting adjourned at 7:30 p.m.

Upcoming

Next regular meeting scheduled for October 8, 2025.

Accommodations