



KIRKLAND PARK BOARD REGULAR MEETING

Date: June 8, 2016

Time: 7:00 p.m.

Place: Peter Kirk Room, City Hall

The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **WELCOME AND INTRODUCTIONS**
Lynn Zwaagstra, Director of Parks & Community Services *30 minutes*
4. **APPROVAL OF MINUTES**
May Park Board Meeting Minutes *5 minutes*
5. **ITEMS FROM THE AUDIENCE** *5 minutes*
6. **REVIEW OF ACTION ITEMS**
No items
7. **PRESENTATIONS**
No items
8. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports – June update
 - c. Committee Reports
 - d. Comments from the Chair

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9. UNFINISHED BUSINESS

- a. Joint Meeting with City Council *30 minutes*
Topic: Debrief of joint meeting with City Council
Action: Discussion only

- b. 2015-2016 Work Plan Update *20 minutes*
Topic: Review status of 2015-2016 Work Plan
Action: Discussion only

- c. July Park Tour *10 minutes*
Topic: Finalize itinerary for July tour
Action: Discussion only

10. NEW BUSINESS

No items

11. GOOD OF THE ORDER

5 minutes

12. ADJOURNMENT

Estimated meeting completion: 9:00 p.m.

Next meetings:
July 13, 2016
September 14, 2016

KIRKLAND PARK BOARD

Minutes of Regular Meeting

May 11, 2016

1. CALL TO ORDER

The May 11, 2016, Park Board Regular Meeting was called to order at 7:00 p.m. by Vice Chair Rosalie Wessels.

2. ROLL CALL

Members present: Vice Chair Rosalie Wessels, Jason Chinchilla, Richard Chung, Sue Contreras, Kelli Curtis, Jim Popolow and Adam White.

Staff present: Michael Cogle, Jason Filan and Linda Murphy

Chair Kevin Quille was excused

Recording Secretary: Cheryl Harmon

3. APPROVAL OF MINUTES

The minutes of the March 9, 2016, meeting were reviewed. Ms. Contreras moved to approve the minutes as presented. Mr. White seconded. Motion carried (7-0).

The minutes of the April minutes were reviewed. Ms. Curtis moved to approve the minutes as presented. Ms. Contreras seconded. Motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

No items

5. REVIEW OF ACTION ITEMS

Ms. Murphy presented a summary of recreation revenues over the last five years and answered related questions.

6. PRESENTATIONS

a. Kirkland Parks Foundation

Sally Otten and Dana Nunnelly of Kirkland Parks Foundation gave a presentation on projects proposed at McAuliffe Park.

7. COMMUNICATIONS

a. Correspondence

No items

b. Staff Reports

Mr. Cogle reported on the fencing at Peter Kirk Park, Waverly Beach Park renovation. Comments were made about the recreation waitlist and Doris Cooper Houghton Beach Park. Questions were asked about Harbormasters, pickle ball courts at Van Aalst and cleaning of the courts.

c. Committee Reports

Ms. Contreras reported on work parties on the Cross Kirkland Corridor, South Rose Hill/Bridle Trails neighborhood meeting, WRPA Awards Banquet, a Bainbridge Island park, Little League Festival and the storage at Everest Park.

d. Comments from the Chair

Ms. Wessels commented on the WRPA Awards Banquet.

8. UNFINISHED BUSINESS

a. Juanita Beach Bathhouse Replacement Project

Mr. Cogle reintroduced Erik Barr of Patano Studio Architecture and Amy Summe of Shannon & Wilson. The team shared an update of findings regarding the wetland delineations related to the project and presented three siting options for the proposed bathhouse and picnic structures.

Ms. Curtis moved to recommend that the City pursue Option 1 for the Juanita Beach Bathhouse replacement. Mr. Chinchilla seconded. Motion carried (6-1; Yes: Mr. Chinchilla, Mr. Chung, Ms. Curtis, Mr. Popolow, Ms. Wessels, Mr. White; No: Ms. Contreras)

b. 132nd Square Park Playfield Improvement Project

Mr. Cogle shared an update on an earlier grant for wetland improvements at 132nd Square Park and discussed project timing for non-wetland-related improvements.

9. NEW BUSINESS

a. July Park Tour

Possible sites for the Board's July tour were discussed. Staff will bring a proposed itinerary to the June meeting.

10. GOOD OF THE ORDER

Additional discussion was had about the upcoming joint meeting with City Council, events at the cemetery, signage and a swimming pool in the Bridle Trails shopping center.

11. ADJOURNMENT

Mr. White moved to adjourn the meeting. Mr. Chinchilla seconded. Motion carried (7-0).

The meeting was adjourned at 9:02 p.m.

Michael Cogle, Interim Director
Parks and Community Services

Rosalie Wessels, Vice Chair
Park Board



CITY OF KIRKLAND
Department of Parks & Community Services
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To: Park Board
From: Lynn Zwaagstra, Director
Date: June 3, 2016
Subject: June Staff Update

PARKS & COMMUNITY SERVICES REPORT

- Eagerly anticipated, new Parks & Community Services Director, Lynn Zwaagstra, arrived on the job May 23rd. She is settling into her new position with a number of introductions, orientations and briefings around the department and the City, as well as settling into her new home following her move from Tucson, AZ. Staff are glad she's here.

RECREATION DIVISION

- A number of department staff, including the Director, Recreation Manager and personnel from both the parks and the recreation sides of the operation participated in demonstrations of the new registration and booking software. The City's purchasing process narrowed the field to five prospective vendors. The project committee will be making a recommendation of the top product and the City will enter into negotiations in June. The objective is to have a new software in place August, 2017.
- Summer hasn't even begun, but staff are already planning and producing the brochure for fall 2016/winter 2017. These brochures will be delivered to Kirkland mailboxes in mid-August.
- The division is both happy and sad to announce that after over 30 years in the recreation profession, Program Assistant Lorayne Hendrickson is retiring. She has served the North Kirkland Community Center for 10 years. She will begin enjoying the life of leisure as of June 15th. The Recreation division, the department and the City will miss her greatly, but are extremely happy for her and wish her the best always.
- The posting for the replacement Program Assistant can be viewed at www.govjobstoday.com

Youth Basketball and Aquatics

- Spring and summer Aquatic program registration continues with over 2,400 participants signed up for programs such as Learn-to-Swim Swimming Lessons, Aquarobics, Sailing Camps and Swim Team, generating over \$207,000 in revenue.
- This summer, 84 aquatics staff have been hired to teach Learn-to-Swim swimming lessons, coach swim team, teach American Red Cross Lifeguard and WSI courses, cashier and lifeguard at Peter Kirk Pool, Houghton, Juanita and Waverly beaches. Staff will attend new hire orientation and pre-season skills training on June 4th and 5th.
- The Peter Kirk Pool opens June 6th on a limited schedule. The public will be able to enjoy and participate in a variety of programs such as Learn-to-Swim swimming lessons, swim team prep, weekday and weekend Aquarobics, as well as lap and public swims. The pool will be in full operation beginning June 20th.

- Houghton, Waverly, and Juanita beaches will be guarded July 1st through September 5th. Staff will begin beach prep the week of June 13th and lifeguards will participate in beach lifeguard training on June 24th, practicing beach-specific safety and rescue skills.
- Peter Kirk and Lakeview Elementary 3rd graders will be participating in 3rd grade Learn-to-Swim at the Peter Kirk Pool the week of June 6th. Students walk to the pool each day to participate in a 30-minute swim lesson. Swimming skill development and safety around water are the focuses of each lesson. The final day students enjoy a fun open swim. This is a great way for students to get excited for summer, practice and develop their swimming and water safety skills, as well as give each individual student a measure of their own individual swimming ability so they have a safe summer around pools and lakes.

Sports and Fitness

- The division has wrapped up the summer tennis staff recruitment, hiring 10 staff to cover all four locations of the tennis program including Juanita Beach, Peter Kirk, and Lake Washington and Juanita High School. Camps and classes will start the week of June 20th and will run through the end of August.

Peter Kirk Community Center

- PKCC will kick off their 13th year of the Kirkland Steppers on June 7th. This program encourages an active lifestyle as well as a health and wellness goal for adults aged 50+ in Kirkland. Fairwinds Redmond and EvergreenHealth are the major sponsors for this program. Because of these sponsorships, each participant is outfitted with a t-shirt identifying them as a Kirkland Stepper and given several other perks throughout the 16-week program. Most weeks a local business that sponsors the Tuesday walks offers discounts and freebies along the walking route. This program will run through the end of September.
- Peter Kirk Day camp is filling up fast. At the end of May there were fewer than 60 spots left for this popular 10-week summer program. Several weeks are full and have waiting lists. This camp is always fun and adds a great energy to PKCC during the summer months.
- In May, the members of the Washington Association of Senior Centers re-elected PKCC Recreation Coordinator, Betsy Maxwell, as secretary of their executive board.

COMMUNITY SERVICES

Youth Services

- This spring the Kirkland Youth Council were involved in the following activities:
 - Staffed two water stations along the Mother's Day ½ Marathon route on May 8th.
 - Leadership met with City Manager Kurt Triplett for the last time this school year on May 19th
 - Teen Traffic Court heard five cases on May 6th.
 - Assisted with Lake Washington High's DUI reenactment on May 20th.
 - Reviewed and selected the 2016 Eileen Trentman Memorial Scholarship recipient. Annalise Ellefsen will be presented with the award at the June 7th Council meeting.

MAINTENANCE DIVISION

Notes from the Field

- Waterfront picnic shelters are a hot item. Currently, there are no available openings for any weekend days at these reservable sites. Additionally the waiting list is beginning to grow for Waverly Beach's new shelter which will be available to the Community beginning mid-July.

- Special thanks to Kudos! Kirkland volunteers and Parks operations staff for their work in preparing the Cemetery for Memorial Day. A little over 400 flags and crosses were placed with those who have served our country. It was a team effort for sure, but special thanks to staff members Tracy Fish and Oscar Chavez for their attention to detail and tireless work in making sure the place looked great.
- King County Water and Land Resources division kicked off their Swim Beach Monitoring program this month. The lakes and streams program, managed by their Science and Technical Support Group, oversee the program. Monitoring and testing is done weekly at beaches and streams around the region. Kirkland has four locations that are tested weekly, including: Marina Park, and Houghton, Juanita and Waverly beaches. More information about the program is available at <http://green2.kingcounty.gov/swimbeach/default.aspx>
- Over the next several weeks, ArtSiteLTD will be cleaning the City's 26-piece collection of public sculpture.
- Congratulations to the Lake Washington High School baseball team for their accomplishment in winning the 2016 State 3A Baseball Championship this past month. It is fun for staff to see this group reach the pinnacle of their sport. Most of these young people started their baseball careers playing on the at Crestwoods, Everest and Peter Kirk parks.



Kirkland Cemetery, Memorial Day 2016

GREEN KIRKLAND PARTNERSHIP

- The Green Kirkland Partnership hosted 13 volunteer events in May. Two events were led by EarthCorps contractors, one by staff, and the remaining 10 events were led by volunteer Green Kirkland Stewards.
- On May 5th, an EarthCorps crew, funded by the *Melody S. Robidoux Foundation Fund held at the Community Foundation for Southern Arizona*, worked to grub out blackberry roots in a portion of Juanita Bay Park east of Forbes Creek Fire Station.
- On May 11th, GKP staff member Katie Cava presented at the King County Noxious Weed Workshop on using volunteers for invasive plant management on public lands.
- The following table summarizes GKP events and other activities conducted by volunteers in April 2016. It includes volunteer information from ongoing volunteering and events led by Stewards, staff, and contractors.

Event Type	Number of Events	Number of Volunteers	Volunteer Hours	Dollar Equivalent ¹
April Steward Led Events	9	115	296.75	\$8,172.50
April Contractor Led Events	3	274	1,157.5	\$31,877.55
April Staff Led Events	2	28	84	\$2,313.36
April Ongoing Volunteering	NA	32	256.9	\$7,075.03
All April Volunteering	14	449	1,795.15	\$49,438.44

Groups Engaged: High school students, EarthCorps, UW-REN, Fulbright Scholars, Seattle Prep, the Green Penguins, ATG Store, Starbucks, Kirkland Youth Council, Saudi Club of UW, U.S. Bank, A.G. Bell students, Comcast, Eastside Preparatory Academy, Social Gaming Network

1 Dollar Equivalent = Hours x \$27.54

Event Highlight

- On May 21st, 54 volunteers braved rainy weather to lend a hand with the removal of invasive plants from Everest Park. This event was led by EarthCorps staff and UW Restoration Ecology Network (UW-REN) students. Work focused on the maintenance of previously cleared areas and planting and mulching of the UW-REN restoration area.

Community Highlight

- On May 14th, six current and prospective Green Kirkland Stewards and Seattle Tilth Master Composter and Recyclers gathered at McAuliffe Park to attend a Native Plant Training. The training was done by Van Bobbitt, retired teacher from South Seattle College's horticulture program.

Restoration Highlight

- For two weeks of May, a Washington Conservation Corps (WCC) crew from Washington State Department of Ecology conducted restoration activities in Watershed Park, Heronfield Wetlands, and O.O. Denny Park. Professional crews are needed to conduct restoration activities that are not suitable for volunteers and where Green Kirkland Stewards are not active.

What's Coming up

- Upcoming Events:
 - Monday, June 6, 13, 20, and 27, 10am-noon at O.O. Denny Park. RSVP at greenkirkland@kirklandwa.gov
 - Wednesdays, June 1, 8, 15, 22, and 29 at 9:30am-11:30am at Cotton Hill. RSVP at greenkirkland@kirklandwa.gov
 - Fridays, June 17 at 10am-noon at Juanita Bay Park. RSVP at greenkirkland@kirklandwa.gov
 - Saturday, June 4, 10am-2pm at Crestwoods Park. Register at www.earthcorps.org/volunteer.php
 - Wednesday, June 8, 3pm-5pm at Crestwoods Park. Register at www.greenkirkland.org
 - Saturday, June 11, 9am-noon at O.O. Denny Park. Register at www.greenkirkland.org
 - Saturday, June 11, 9am-noon at Kiwanis Park. Register at www.greenkirkland.org
 - www.greenkirkland.org
 - Saturday, June 25, 10am-1pm at Juanita Bay Park. Register at www.greenkirkland.org
- Photos of recent volunteer events can be viewed at www.facebook.com/GreenKirkPartnership



WCC Crew at Heronfield Wetlands

**CITY OF KIRKLAND****Department of Parks & Community Services**

505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300

www.kirklandwa.gov

To: Park Board

From: Michael Cogle, Deputy Director

Date: June 3, 2016

Subject: Debrief and Discussion: Joint Meeting with City Council

RECOMMENDATION:

That the Park Board review its joint meeting with the City Council.

BACKGROUND DISCUSSION:

The Park Board is scheduled to meet with the City Council on Tuesday, June 7th. Scheduled topics include ARC next steps, designated off-leash areas, funding major maintenance needs for the park system's facility assets, and the Houghton Landfill.

A portion of the Board's June 8th meeting will be used to debrief and discuss outcomes from the joint meeting.



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To: Park Board

From: Michael Cogle, Deputy Director

Date: June 3, 2016

Subject: 2015-2016 Park Board Work Plan Update

RECOMMENDATION:

That the Board review the status of the adopted 2015-2016 Work Plan.

BACKGROUND DISCUSSION:

Attached is a status update for the adopted 2015-2016 Work Plan. Looking towards the remainder of the year, the following are some major work plan items to appear on the Board's meeting agendas:

July:

- Annual Park Tour

August:

- Meeting CANCELLED

September – December:

- Designated Off-Leash Areas Public Outreach (pending City Council direction)
- Terrace Park Renovation Plan
- Spinney Homestead Park Renovation Plan
- Juanita Beach Bathhouse Design
- Juanita Bay Park to Juanita Beach Shoreline Trail Assessment
- Trail Signage Standards and Wayfinding
- Indoor Recreation and Aquatic Space (pending City Council direction)

Other projects that staff will be working on and will provide the Board with periodic updates include:

- Edith Moulton Park Construction
- Forbes Lake Park Right-of-Way (ROW) Improvements
- O.O. Denny Park Irrigation System Installation
- O.O. Denny Park Picnic Shelter Design
- Marina Dock and Boat Launch Renovations
- ADA Transition Plan

Attachment

**Adopted Kirkland Park Board 2015 – 2016 Work Plan
Status June 2016**

Attachment 1

1. THRIVE – Active Places and Programs for All Ages		
Objective	Description	Status
1.1: Work with the community and project partners to secure funding for a new Aquatic, Recreation, and Community (ARC) Center	Conduct community outreach and provide technical analysis and policy guidance to City Council on the facility components, siting, and funding options for a new community recreation facility.	November 2015 ballot measure was not approved by voters; Next steps if any to be determined by Council
1.2: Complete phase 1 renovations to Waverly Beach Park	Complete improvements including shoreline renovation, lawn restoration, new pathways, and playground replacement.	Construction underway; Completion June 2016
1.3: Complete Edith Moulton Park Master Plan and construct Phase 1 improvements	Complete long-range master plan and implement first phase of improvements.	Completed master plan. Construction start in 4 th quarter of 2016
1.4: Complete improvements to Juanita Beach Park including new bathhouse and group picnic shelter	Project includes bathhouse replacement, new group picnic shelter, and relocation of existing playground.	Design underway. Construction start in 4 th quarter of 2017
1.5: Complete improvements to Spinney Homestead Park	Consult with neighborhood on desired improvements; develop and implement renovation plan.	Initiate design process in 3 rd quarter of 2016
1.6: Complete improvements to Terrace Park	Consult with neighborhood on desired improvements and seek to integrate park with CKC as shown in CKC Master Plan; develop and implement renovation plan.	Initiate design process in 3 rd quarter of 2016
1.7: Complete improvements to Forbes Lake Park	Complete improvements including accessible pathway, parking lot, wetland enhancements, and street improvements.	Permitting in progress. ROW improvements to be completed in 4 th quarter of 2016
1.8: Complete improvements to O.O. Denny Park	Complete FHPRD-funded improvements including irrigation system and picnic shelter.	Complete irrigation system improvements in 4 th quarter of 2016; begin picnic shelter design permitting in 4 th quarter of 2016

**Adopted Kirkland Park Board 2015 – 2016 Work Plan
Status June 2016**

Attachment 1

Objective	Description	Status
1.9: Implement Totem Lake Park Master Plan	Seek ownership transfer from KCD and secure funding for Phase 1 implementation.	Phase 1 design in progress; Submitted State grant application in 2 nd quarter of 2016; Negotiations with KCD are ongoing
1.10: Expand opportunities for off-leash dog activity in City parks	Assess and make recommendations on allowing limited off-leash hours at certain parks on a pilot basis. Implement as directed by City Council.	Initiate public engagement process in 3 rd quarter of 2016 to assess community interest
1.11: Complete renovations to Marina Park dock and boat launch	Complete structural improvements and new decking for dock and renovate boat launch to improve access and functionality.	2015/2016
1.12: Complete design of replacement restroom/storage building at Everest Park	Develop schematic design for replacement of Everest Park Restroom/Storage Building.	Project deferred until 2017
1.13: Complete ADA Transition Plan in compliance with Americans with Disabilities Act	Complete assessment and develop strategies to ensure access to facilities, programs, and information.	City-wide plan to be completed by 4 th quarter of 2016
1.14: Renovate/replace playgrounds at select sites.	Complete playground upgrades at Forbes Creek Park (2015) and Van Aalst Park (2016) as funded in the CIP.	Construction to occur in 1 st and 2 nd quarters of 2016
1.15: Replace boiler at Peter Kirk Pool	Replace boiler to improve user comfort, increase energy efficiency, and reduce maintenance.	Completed

**Adopted Kirkland Park Board 2015 – 2016 Work Plan
Status June 2016**

Attachment 1

2. <u>SPORT – Athletic Fields and Facilities for a Wide Variety of Sports</u>		
Objective	Description	Status
2.1: Complete playfield improvements to 132 nd Square Park	Renovate playfields to improve playability and safety for participants and reduce maintenance and operational costs.	Project to be coordinated with City stormwater utility project; State grant to be determined in 2017
2.2: Facilitate playfield improvements at Lakeview Elementary School	Conversion of existing playfield to synthetic turf in partnership with Google/SRM, LWSD, and Kirkland Lacrosse.	Completed
3. <u>CONNECT – Trails and Greenways Linking People and Places</u>		
Objective	Description	Timing
3.1: Develop trail signage standards and improve route and wayfinding signage for trails and associated facilities	Work in conjunction with Public Works on a City-wide plan for trail signage and wayfinding for trails and designated pedestrian/bicycling routes.	Ongoing
3.2: Conduct preliminary assessment of a shoreline trail connecting Juanita Bay Park and Juanita Beach Park	Provide a staff report detailing policy implications and technical considerations for creating a shoreline connection between the parks.	Research and analysis to be conducted in 4 th quarter of 2016
4. <u>NURTURE – Environmental Stewardship for a Green Future</u>		
Objective	Description	Timing
4.1: Complete update to Green Kirkland Partnership Forest and Natural Areas Restoration Plan	Work with community and identified stakeholders to update the 20-year plan.	Completed
4.2: Implement agreement with Seattle Tilth to initiate urban agriculture and productive landscape activities at McAuliffe Park and other public spaces	Work with Seattle Tilth and other community partners in implementing activities as identified in McAuliffe Park master plan and PROS Plan.	Partnership at McAuliffe underway;

**Adopted Kirkland Park Board 2015 – 2016 Work Plan
Status June 2016**

Attachment 1

5. SUSTAIN – Institutional Capacity to Realize the Vision		
Objective	Description	Timing
5.1: Update the Parks' Capital Improvement Plan	Develop recommendations for Parks and Community Services capital project funding for the 2017-2022 CIP.	In process
5.2: Complete lifecycle replacement plan for buildings and structures in parks	Commission assessment and replacement plan for park structures including restrooms and picnic shelters and implement budgetary strategy for lifecycle replacement.	Completed
5.3: Update Park Impact Fee Methodology and Fee Schedule	Update park impact fees assessed to new development in a manner that provides maximum flexibility in how impact fees can be used to address the impact of new growth on the community's park and recreation system.	Completed



CITY OF KIRKLAND
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MEMORANDUM

To: Park Board
From: Michael Cogle, Deputy Director
Date: June 1, 2016
Subject: July Park Board Tour

RECOMMENDATION:

That the Park Board finalize the itinerary for the July Park Tour.

BACKGROUND:

The following is the proposed itinerary for the Board's scheduled tour on July 13th:

6:15 pm	Depart 505 Market St Building
6:20 pm	Terrace Park
6:45 pm	Spinney Homestead Park
7:10 pm	Josten Park
7:30 pm	McAuliffe Park
8:45 pm	Arrive 505 Market St Building

Please note the earlier than normal starting time. A boxed meal will be provided.

The tour of McAuliffe Park will include representatives of Seattle Tilth and the Kirkland Parks Foundation.