

**KIRKLAND PARK BOARD**  
**Minutes of Special Meeting**  
**December 18, 2024**

**1. CALL TO ORDER**

The December 18, 2024 Park Board regular meeting was called to order at 7:05 PM by Chair Holland.

**2. ROLL CALL**

Members Present: Board member Juliana Born, Board member Anika Joshi, Board member Jared Silvia, Board Member Paul Stull, Vice Chair Amy Ambrosini, Chair Mike Holland

Members Absent: Board member Katherine Kearny, Board member Crystal Thimsen

Staff Present: Deputy Director John Lloyd, Parks Maintenance & Operations Manager Jason Filan, Recreation Manager Sara Shellenbarger, KTUB Program Coordinator Andrew Bylow, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

**3. AGENDA ADDITIONS/CHANGES**

Deputy Director Lloyd & Chair Holland welcomed new Park Board Member Paul Stull to the Board. The Board and Staff introduced themselves.

No further additions or changes were noted.

**4. ITEMS FROM THE AUDIENCE**

Luci Johnston

**5. APPROVAL OF MINUTES**

The October 23, 2024 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

**6. BUSINESS ITEMS**

**a. Kirkland Teen Union Building (KTUB) Update**

KTUB Program Coordinator Andrew Bylow presented an update on the KTUB facility and current teen programming. Currently, KTUB hosts up to 49 teens for drop-in during the week, where they can participate in art programs, cooking classes, sewing classes, and receive homework help and free mental health services.

Staff answered questions from the Board about advertising, revenue-generating programming, and KTUB partners Youth Eastside Services (YES) and 4 Tomorrow.

**b. Neighborhood Liaison Assignment Review**

Deputy Director Lloyd reviewed the current neighborhood liaison assignments with the board. Board Member Joshi agreed to attend the Norkirk Neighborhood Association meetings, and Board Member Stull agreed to attend the Moss Bay Neighborhood Association meetings.

**c. Chair/Vice-Chair Election**

Deputy Director Lloyd facilitated the Board Chair and Vice-Chair elections.

Chair Holland nominated Board Member Silvia for Board Chair. Board Member Silvia nominated Vice Chair Ambrosini for Board Chair. All nominees accepted their nomination.

**Vote Results:**

Board Member Born – Vice Chair Ambrosini

Board Member Joshi – Vice Chair Ambrosini

Vice Chair Ambrosini – Board Member Silvia

Chair Holland – Vice Chair Ambrosini

Board Member Stull – Board Member Silvia

Board Member Silvia – Vice Chair Ambrosini

Board Member Kearny and Board Member Thimsen were not present for the vote.

Vice Chair Amy Ambrosini was elected as Chair.

Vice-Chair Ambrosini nominated Board Member Silvia for Board Vice Chair. Chair Holland nominated Board Member Born for Board Vice Chair.

**Vote Results**

Board Member Born – Board Member Silvia

Board Member Joshi – Board Member Born

Vice Chair Ambrosini – Board Member Silvia

Chair Holland – Board Member Silvia

Board Member Stull – Board Member Silvia

Board Member Silvia – Board Member Born

Board Member Kearny and Board Member Thimsen were not present for the vote.

Board Member Jared Silvia was elected as Vice Chair.

**d. Park Board Member Reports**

Chair Holland reported he attended the Project 100 AED ribbon cutting.

Board Member Silvia also reported on attending the Project 100 AED ribbon cutting. He also invited Recreation Manager Shellenbarger and the Recreation division to table at the Juanita Elementary School summer camp fair, which will be attended by elementary school students and their families in the area.

No further reports were presented.

**7. COMMUNICATIONS**

**a. Correspondence**

Betsy Lewis

Jennifer Loy

Deputy Director Lloyd noted that no Parks & Community Service department response was included for these, as the communications were originally directed to the City Council or to the City Manager's Office, with Park Board copied. City Council or the City Manager's Office will therefore provide the response to those communications.

b. Department Monthly Report

The department monthly report was emailed to Board members and posted online.

Board Member Silvia asked about the impacts from windstorm. Parks Operations Manager Filan reported that staff was still addressing clearing pathways, treating downed trees, and assisting public works, and that the department estimates about 900+ labor hours on cleanup. In addition to debris clean up, staff will be continuing to work on the future of the Carillon Woods playground, which received major damage during the storm.

c. Staff Updates and Information

Parks Operations Manager Filan reported on the first winter bonfire of the season. Staff is continuing to complete trainings in the off-season, and they are all continuing with storm clean up.

Recreation Manager Shellenbarger reported that the Recreation division is actively in program planning for Summer 2025, and beginning to prepare the Spring / Summer 2025 Recreation Guide, with summer hiring to begin soon.

Deputy Director Lloyd reported on the change in staffing, noting that a previous position, the Communications Program Specialist would be converted into an Education & Outreach Coordinator position. This will cause a break in service (this position drives the Department Monthly Report process), and department reports may change a bit.

No further reports were presented.

d. Comments from the Chair

Chair Holland extended his congratulations again to Vice Chair Ambrosini and Board Member Silvia on their new roles.

**8. FUTURE AGENDA ITEM REQUESTS**

Board Member Silvia requested more information on the department budget, including a review into operating expenses and capital, especially as it relates to the break in service for the Education & Outreach Coordinator position.

Board Member Stull suggested a review of where the department is our Work Plan.

Vice Chair Ambrosini suggested the start time of the Park Board meetings be revisited.

**9. ADJOURNMENT**

Chair Holland adjourned the meeting at 8:30 PM by unanimous consent.

*Emily Lima Welch*

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Emily Lima Welch, Recording Secretary  
Parks and Community Services

*Amy Ambrosini*  
Amy Ambrosini (Feb 7, 2025 22:17 PST)

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Amy Ambrosini, Chair  
Park Board









# 2024-12-18 Park Board Meeting Minutes

Final Audit Report

2025-02-08

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