



# KIRKLAND PARK BOARD REGULAR MEETING

Date: May 12, 2021

Time: 7:00 p.m.

Place: Meeting to be held virtually, via Zoom

*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. **ITEMS FROM THE AUDIENCE**
4. **SPECIAL PRESENTATION**
  - a. Lego Ninjas - Innovation Project
5. **APPROVAL OF MINUTES**
  - a. April 14, 2021
6. **BUSINESS ITEMS**
  - a. Sustainability Master Plan Briefing
  - b. Park Board Work Plan Approval
  - c. Art Donation for Juanita Beach
  - d. Park Board Retreat
  - e. PROS Plan Update
7. **COMMUNICATIONS**
  - a. Correspondence
  - b. [Department Monthly Report](#)
  - c. Staff Updates and Information
  - d. Park Board member reports
  - e. Comments from the Chair

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# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **April 14, 2021**

#### **1. CALL TO ORDER**

April 14, 2021, Park Board Regular meeting was called to order at 7:00 p.m. by Chair Susan Baird-Joshi.

#### **2. ROLL CALL**

Members Present: Chair Susan Baird-Joshi, Vice-Chair Amanda Judd, Uzma Butte, Mike Holland

Members Absent: Roshan Parikh, Tammy Cohen

Staff Present: John Lloyd, Mary Gardocki, Sara Shellenbarger

Recording Secretary: Heather Lantz-Brazil

#### **3. ITEMS FROM THE AUDIENCE**

Kristin Terpstra

#### **4. APPROVAL OF MINUTES**

Ms. Judd moved to approve the February 10, 2021 meeting minutes. Motion seconded by Ms. Butte. The motion passed unanimously.

Ms. Judd suggested the following revision to the minutes of the March 31, 2021 meeting section 6d. Park Board member reports:

"...two three community projects in the safety program were voted on by the panel to move forward for proposal to City Council. Both Two program proposals were directly improving accessibility to Kirkland parks."

Ms. Baird-Joshi suggested the revision to add "None" after "Members Absent:" in the Roll Call section of the minutes of the March 31, 2021 meeting.

Mr. Holland moved to approve the March 31, 2021 meeting minutes with the two suggested revisions noted. Motion seconded by Ms. Judd. The motion passed unanimously.

#### **5. BUSINESS ITEMS**

##### **a. Meeting Facilitation**

Ms. Baird-Joshi, Chair presented the Board meeting facilitation process for discussion.

b. Recreation Summer Programming Update

Sara Shellenbarger, Recreation Manager provided an update on summer 2021 Recreation program plans, including how staff are addressing COVID-19 related changes, marketing plans, and the updated and enhanced scholarship program. Staff answered questions from the Board.

c. Park Board Work Plan Introduction

John Lloyd, Parks and Community Services Deputy Director introduced the 2021-2022 Park Board Work Plan for discussion. Staff answered questions from the Board.

**PARK BOARD RECESSED at 8:00 PM FOR 5 MINUTES**

**PARK BOARD RECONVENED AT 8:05 PM**

**6. COMMUNICATIONS**

- a. Correspondence
- b. Department Monthly Report
- c. Staff Updates and Information
- d. Park Board member reports
- e. Comments from the Chair

**ADJOURNMENT**

Ms. Butte moved to adjourn the meeting. Ms. Judd seconded. The motion passed unanimously, and the meeting was adjourned at 8:22 p.m.

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Heather Lantz-Brazil, Recording Secretary  
Parks and Community Services

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Susan Baird-Joshi, Chair  
Park Board



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## **MEMORANDUM**

**To:** Park Board

**From:** John Lloyd, Deputy Director, Parks and Community Services

**Date:** May 12, 2021

**Subject:** Sustainability Master Plan

## **RECOMMENDATION**

Park Board receive a briefing on the recently adopted Sustainability Master Plan.

## **BACKGROUND DISCUSSION**

City Council adopted the [Sustainability Master Plan](#) (SMP) on December 8, 2020. The plan sets environmental goals for the community, many of which overlap with Parks and Community Services. The SMP is the culmination of two year's work. It is intended to identify best practices that allow Kirkland's many sustainability strategies to be implemented and measured, along with other actions needed to achieve a livable and sustainable community. The project manager, David Barnes, will provide a brief background of the SMP and answer any questions from the Board. You can learn more about the SMP on the [project website](#).



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## **MEMORANDUM**

**To:** Park Board

**From:** John Lloyd, Deputy Director, Parks and Community Services

**Date:** May 12, 2021

**Subject:** 2021-2022 Park Board Work Plan Approval

## **RECOMMENDATION**

Staff recommends that Park Board approve the 2021-2022 Park Board work plan.

## **BACKGROUND DISCUSSION**

Park Board reviewed a draft of the work plan at their April 14, 2021 meeting. Staff made minor revisions to the work plan based on Park Board feedback. The 2021-2022 Park Board Work Plan can be found in **Attachment A**. If approved by Park Board, the work plan will be presented to City Council for final adoption at the May 18, 2021 City Council Meeting.

The work plan is based on the priorities set by City Council and the City Manager. Additional work plan items include Park Board projects, and high priority Parks and Community Services Department needs.

**Attachment A:** 2021-2022 Draft Park Board Work Plan

**Parks and Community Services: Work Plan Items for Park Board**

Attachment A

Developed March 2021

Council approved xx

Task	Topic	Description	Staff Lead	2021				2022
				Q1	Q2	Q3	Q4	
1	Park Board Retreat/Orientation	Onboard new Park Board members and hold retreat with all Board members to provide additional training sessions	Lloyd		X			X
2	Summer marketing and communication plan - Briefing	With the suspension of the recreation brochure, create a communication process for summer 2021 programming	Lloyd		X			X
3	PROS Plan	Provide input for this 6-year required plan that serves as the parks and recreation chapter of the City's comprehensive plan	Gardocki	X	X	X	X	X
4	Community Needs Assessment	Assist with the Department's outreach and surveying of community interests	Gardocki		X	X		X
5	ADA Self Evaluation and Transition Plan	Review of parks and recreation facilities assessment for accessibility and corresponding plan to increase accessibility	Gardocki		X	X		X
6	Synthetic Turf Strategic Plan	Review of the assessment of all ballfields in the city in comparison with sports needs and corresponding plan	Gardocki		X	X		X
7	Off-leash dog area outreach as part of PROS plan process	Updates on efforts to date and next steps	Gardocki		X	X		X
8	Totem Lake Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki			X		
9	132nd Square Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
10	David Brink Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
11	Active Amenity Replacement Plans	Provide staff feedback on potential active amenity replacement projects	Gardocki		X			X
12	Update City codes for parks, recreation and community services	Based on results of planning and assessment processes, update pertinent City codes	Zwaagstra					X
13	Park volunteer program input	GKP style program for non-restoration events, such as park clean-up projects	Ball				X	
14	KTUB Briefing	Evaluation of KTUB service levels and non-profit operators	Miller			X	X	
15	Department diversity and gender equity policy	Provide input for this inclusive policy to ensure equitable access to programs and services	TBD					X
16	132nd Square Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki					X
17	David Brink Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki				X	X



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## **MEMORANDUM**

**To:** Park Board

**From:** Lynn Zwaagstra, Director of Parks and Community Services  
John Lloyd, Deputy Director of Parks and Community Services

**Date:** May 12, 2021

**Subject:** Proposed Donation of Artwork for Juanita Beach Park

## **RECOMMENDATION**

That the Park Board make a recommendation to accept or reject the proposed donation of artwork from Ms. Karen Lightfeldt for Juanita Beach Park.

## **BACKGROUND DISCUSSION**

At the March 31, 2021 [Park Board meeting](#) the Board received a presentation about and discussed a proposed donation of artwork at Juanita Beach Park. The presentation discussed the proposed location, size, height, and materials, the piece's durability, and ongoing maintenance/cleaning needs of the artwork. The artist highlighted the fact that similar pieces have been installed in many public spaces throughout the country with little to no reported damage or vandalism. Staff noted that the art located in Marsh Park has had components bent at least two times over the past 10 years. As an alternative to glass, the artist proposed the possibility of using copper bowls for the upper part of the sculpture. The Park Board was very appreciative of the donation but sought more feedback before making a final recommendation. Specific concerns mentioned by the Park Board included placement of the artwork, overall durability/materials of the artwork, and how the piece would fit in with the park and the City's full collection of art. The Park Board asked staff to further analyze these issues and to seek feedback from the Kirkland Cultural Arts Commission (KCAC) before bringing the issues back to Park Board for further discussion.

Following the Park Board meeting, Parks and Community Services (PCS) staff discussed the potential locations for the artwork, addressing the concerns identified by the Park Board in preparation for the KCAC meeting. Due to concerns of vandalism and loss of open space within the park, staff recommend placement of the artwork in a location with less foot traffic. A comparison of the artist/donor's recommended placement and the staff recommendation can be found in **Attachment A**.

Staff presented and discussed the proposed donation at the April 28, 2021 [KCAC meeting](#) to address Park Board's concerns. KCAC members agreed that the donor's proposed location was problematic and support the staff's proposed location. It would allow the art to be placed in a visible location while alleviating some concern about vandalism and loss of open space. They agreed that glass would be a target for vandalism, but noted that glass can be very durable, depending on the design. They suggested exploring using a mix of copper and glass, with the copper on the outside of the glass. Finally, the KCAC had no concerns about the fit with the City's overall art collection. They thought it was a good fit for the park

and appreciated the kinetic design that moves in the wind. If the location and materials could be addressed, the KCAC would recommend accepting the donation.

Staff met with Ms. Lightfeldt to discuss Park Board and KCAC feedback about the location and possible mix of copper and glass. She was open to alternate locations within the park and will review the staff's proposed location. Ms. Lightfeldt strongly prefers the use of colored glass over copper but was open to a mix of both materials. She provided an image of her piece by the artist that has both materials, with the copper material painted in bright colors. This can be seen in **Attachment B**. She recommended staff reach out to the artist to discuss the durability of the glass and the potential mix of both glass and copper.

Staff are seeking a recommendation from Park Board whether to accept or reject this donation. If the Board recommends accepting the donation, staff will seek final acceptance from City Council at a future meeting. Staff will then work with the donor to identify an acceptable location in the park and will work with the artist to ensure the materials used in the sculpture are durable enough for the park setting.

#### **Attachment A – Recommended Location Comparison**

#### **Attachment B – Example of Art with Glass and Copper**



## Attachment A – Recommended Location Comparison

Artist/Donor Proposed Location



Staff Recommended Location





**Attachment B – Example of Art with Glass and Copper**





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## MEMORANDUM

**To:** Park Board  
**From:** John Lloyd, Deputy Director  
**Date:** May 12, 2021  
**Subject:** Park Board Retreat

### **Recommendation**

That the Park Board discuss and select a date for a Park Board retreat.

### **Background**

Over the past several years, staff have provided additional training to Park Board on the operations of the Parks and Community Services Department. These trainings have typically been conducted as a business item during regular meetings. Staff provided some of these trainings at the December 2019 and January 2020 meetings. Unfortunately, due to the COVID-19 pandemic, Park Board met only twice in 2020 and further training did not happen. Two new members were appointed to Park Board in 2020, with another two new members expected to be appointed in May 2021. Staff recommend Park Board schedule a separate retreat where staff can dedicate the needed time to adequately convey this information to all Board members at one time. A dedicated retreat would allow the Board members to focus on the trainings at hand, without the need to address any other regular business items.

Park Board agreed to such a retreat at the January 13, 2021 meeting. The initial plan was to hold this retreat in April when new members are typically appointed to the Board. When City Council delayed the appointment process for all Boards and Commissions, the retreat was postponed. Staff propose holding this retreat on Saturday, June 5, 2021. This will prepare new Board members for the June 9, 2021 Park Board meeting. Staff propose the following topics for this retreat:

<b>Topic</b>	<b>Time</b>	<b>Estimated Time</b>
Introductions and Teambuilding	10:00am	30 minutes
Park Board 101	10:30am	60 minutes
PCS Department Overview	11:30am	45 minutes
Break for Lunch	12:15pm	45 minutes
PROS Plan Overview	1:00pm	45 minutes
Open Discussion	1:45pm	30 minutes



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## MEMORANDUM

**To:** Park Board

**From:** Mary Gardocki, Park Planning and Development Manager

**Date:** May 12, 2021

**Subject:** Parks, Recreation, and Open Space Plan

### **Recommendation**

That the Park Board receive information regarding Park Board involvement during the Parks, Recreation, and Open Space (PROS) Plan update process.

### **Background**

This year we will be updating our Parks, Recreation, and Open Space (PROS) Plan. The PROS Plan will guide our community's efforts in the provision of parks and recreation services and facilities in the future. This process is estimated to take approximately 12 months to complete. The following illustrates the Park Board's role in this process:

1. To function as a focus group and receive key updates from staff throughout the process;
2. To attend one or two outreach events with one other member;
3. To continue to attend the Neighborhood Association meetings and provide updates and point people to the means that people can participate in the process (mail survey/online survey/pop-up events/focus groups);
4. To contribute to and join in support of staff's recommendation of the final PROS plan to be presented to City Council.

A detailed schedule is still being developed and will be provided once solidified. Staff will keep the Park Board informed monthly throughout the process. Two additional components will also run concurrently with the PROS Plan; an ADA Assessment and Transition Plan and the Synthetic Turf Strategic Plan. Both plans will help inform the goals and the capital projects portions of the PROS Plan.