



# KIRKLAND PARK BOARD REGULAR MEETING

Date: August 11, 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. **APPROVAL OF MINUTES**
  - a. June 9, 2021
  - b. July 14, 2021
5. **BUSINESS ITEMS**
  - a. Training Presentations
    - i. Parks and Community Services Department Financial Overview
  - b. PROS Plan Check In
  - c. Joint Meeting with City Council Introduction
6. **COMMUNICATIONS**
  - a. Correspondence
  - b. [Department Monthly Report](#)
  - c. Staff Updates and Information
    - i. Neighborhood Liaison Updates
  - d. Park Board member reports
  - e. Comments from the Chair

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# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **June 9, 2021**

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

June 9, 2021, Park Board Regular meeting was called to order at 7:01 p.m. by Chair Amanda Judd.

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

Members Present: Chair Amanda Judd, Uzma Butte, Tammy Cohen, Alison Cunningham, Tessa Hansen, Mike Holland, Roshan Parikh

Members Absent: Crystal Thimsen

Staff Present: Lynn Zwaagstra, John Lloyd, Mary Gardocki, Jason Filan, Sara Shellenbarger, Sarah Rock

Recording Secretary: Heather Lantz-Brazil

#### **3. WELCOME AND INTRODUCTION OF NEW PARK BOARD MEMBERS**

#### **4. ITEMS FROM THE AUDIENCE**

#### **5. APPROVAL OF MINUTES**

Mr. Parikh moved to approve the April 14, 2021 meeting minutes. Motion seconded by Ms. Butte. The motion passed unanimously.

Ms. Judd moved to approve the May 12, 2021 meeting minutes. Members were given an opportunity to object. No objection given. The motion passed by unanimous consent.

#### **6. BUSINESS ITEMS**

##### **a. Training Presentations**

- i. Parks and Community Services Department Overview  
Jason Filan, Parks Operations Manager and Sara Shellenbarger, Recreation Manager gave a presentation on an overview of the department. Staff answered questions from the Board.
- ii. Park Board 101  
Lynn Zwaagstra, Director of Parks and Community Services gave a presentation on the role of Park Board.

**PARK BOARD RECESSED AT 7:50 PM FOR 10 MINUTES**

**PARK BOARD RECONVENED AT 8:00 PM**

b. Park, Recreation, and Open Space (PROS) Plan Check-In

Mary Gardocki, Park Planning and Development Manager gave an update on the PROS Plan focusing on the current timeline related to the process and opportunities that will be coming. Staff answered questions from the Board.

c. Neighborhood Liaison Assignments

The Board discussed neighborhood liaison assignments and appointed representatives.

d. Election of Vice-Chair

Ms. Judd opened nominations for the Vice-Chair position. Ms. Butte nominated Mr. Holland for the Vice-Chair position. Mr. Holland accepted the nomination. Mr. Holland nominated Ms. Butte for the Vice-Chair position. Ms. Butte declined the nomination. No further nominations were received for this position and nominations were declared closed. Mr. Holland was declared elected to Vice-Chair position by unanimous vote.

## **7. COMMUNICATIONS**

a. Correspondence

b. Department Monthly Report

Staff answered questions from the board related to the Parks Maintenance tasks data and appreciation events and activities for volunteers.

c. Staff Updates and Information

- i. John Lloyd, Deputy Director of Parks and Community Services referenced the memo on the Active Amenity Program.
- ii. Mr. Lloyd provided information on the Plaza of Champions Induction Ceremony on July 24, 2021 at 1:30 p.m.
- iii. Mr. Lloyd announced the scheduled park tour on July 14, 2021 at 6:00 p.m. and City Council's decision to accept the Juanita Beach Park art donation.

d. Park Board member reports

Chair Judd reported on participating in a Focus Group for the PROS Plan with GreenPlay.

e. Comments from the Chair

Chair Judd welcomed the new Park Board members and extended an invitation to the Board and staff to contact for one-on-one conversations for feedback and thoughts. Vice-Chair Holland echoed the invitation. Chair Judd highlighted the department monthly report, PROS Plan resources, and possible mentor opportunities for the Board's success.

## **ADJOURNMENT**

Mr. Parikh moved to adjourn the meeting. Ms. Butte seconded. The motion passed and the meeting was adjourned at 8:58 p.m.

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Heather Lantz-Brazil, Recording Secretary  
Parks and Community Services

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Amanda Judd, Chair  
Park Board

DRAFT

# **KIRKLAND PARK BOARD**

## **Minutes of Special Meeting**

### **July 14, 2021**

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

July 14, 2021, Park Board Special meeting was called to order at 6:30 p.m. by Chair Amanda Judd.

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

Members Present: Chair Amanda Judd, Uzma Butte, Tammy Cohen, Alison Cunningham, Mike Holland, Roshan Parikh, Crystal Thimsen

Members Absent: Tessa Hansen

Staff Present: Lynn Zwaagstra, John Lloyd, Mary Gardocki, Jason Filan, Sara Shellenbarger, Brian Baker

Recording Secretary: Sarah Rock

#### **3. TEAMBUILDING AND PARK TOUR**

Brian Baker and Mary Gardocki lead the Park Board on a tour of Totem Lake Park. Staff answered questions about the park.

Lynn Zwaagstra lead a teambuilding activity.

#### **4. COMMUNICATIONS**

a. Correspondence

b. Department Monthly Report

c. Park Board member reports

i. Park Board Member Cohen reported she has visited the pop-up dog park at Heritage Park and received positive feedback from park visitors about the amenity.

ii. Park Board Member Parikh provided information on the Plaza of Champions Induction Ceremony on July 24, 2021 at 2:00 p.m.

d. Staff Updates and Information

i. John Lloyd, Deputy Director of Parks and Community Services provided information on the Totem Lake Projects Ribbon Cutting event on July 28 at 4:00 p.m.

ii. Mr. Lloyd also mentioned the 2020 Annual Report will be shared with council next week.

d. Comments from the Chair

Chair Judd announced that July was proclaimed Park and Recreation Month in Kirkland by City Council on July 6, 2021.

**ADJOURNMENT**

The meeting was adjourned at 7:57 p.m.

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Sarah Rock, Recording Secretary  
Parks and Community Services

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Amanda Judd, Chair  
Park Board



## **MEMORANDUM**

**To:** Park Board

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

**Date:** August 11, 2021

**Subject:** Park and Community Services Financial Overview Training

## **RECOMMENDATION**

That Park Board receive a training on the Parks and Community Services Department budget and service levels.

## **BACKGROUND DISCUSSION**

With several new Park Board members appointed over the past two years, staff recognized the brief orientation previously provided to Park Board members did not adequately prepare new members for the breadth of information discussed by the Board. Rather than schedule a longer training retreat, it was decided to include educational sessions into regular Park Board meetings to ensure all Board members have the knowledge needed to serve on the Board.

Staff provided a high level overview of the Parks and Community Services department and a training on the Role of the Park Board at the June 9, 2021 meeting. Continuing this training and education effort, staff will provide a training on the department budget and associated service levels at the August 11, 2021 Park Board meeting. This includes a summary of how City funds work and discussion on how that applies to the financial structure of the Department and corresponding operating budget impacts.

Additional training topics identified for future meetings include a training on Robert's Rules of Order and how this translates into Park Board meetings as well as the park planning and design process. The goal of these training presentations is to provide Park Board members with knowledge of our department and to inform Board members about the operations of the Parks and Community Services Department, laying the groundwork for future discussions.



## **MEMORANDUM**

**To:** Park Board

**From:** Heather Lantz-Brazil, Management Analyst  
Mary Gardocki, Park Planning and Development Manager

**Date:** August 11, 2021

**Subject:** PROS Plan Update

## **RECOMMENDATION**

That Park Board receive an update on the Parks, Recreation and Open Space (PROS) Plan process and upcoming milestones.

## **BACKGROUND DISCUSSION**

Each month staff will provide the Park Board with a monthly progress report. July was spent with outreach initiatives such as the "Catch the Butterfly" campaign. The purpose of this outreach was to align with NRPA's July Park and Recreation Month theme "Our Park and Recreation Story" and to collect stories from the community, specifically the youth. The Butterfly crew attended 6 events and talked to 118 youth. We heard from the little ones about their joy of parks and explained the PROS Plan process to parents and caregivers, alerting them to upcoming survey opportunities. Photos can be found at [kirklandwa.gov/PlayItForward](http://kirklandwa.gov/PlayItForward). We also collected numerous stories from our youth day camp participants.

There will be further outreach in August tailored towards adults, as well as diverse and underrepresented voices as we promote the mail-in survey coming in September. A postcard with information on the statistically valid survey will be mailed in August to 5,000 randomly selected homes. They will then receive a mail-in survey in early September that can be completed and mailed back or can be taken online with a unique login and password.

Additionally, we have made progress on the following:

- Athletic Field Use and Demand Analysis Study – 60+ stakeholders and athletic field user groups have been sent a survey designed to identify their needs and uses regarding athletic fields in the City. This survey closes on Sunday, August 22.
- Park Inventory Assessment Reports – Staff have received and are currently reviewing data the consultants have collected from park visits that include an inventory of each park's design and ambiance, comfort and convenience amenities, and the number and quality of park components.

- Americans with Disabilities Act (ADA) Evaluation and Transition Plan – Once received by the consultants, staff will review the ADA reports on all relevant facilities, programs, and services to identify existing and future accessibility needs.

The following schedule outlines major milestones to reach the end goal of adoption of the PROS Plan by City Council.

Aug	Internal Stakeholder Meetings ( <i>Public Works/CIP/Transportation, Surface Water, Volunteers/stewards, Planning/Building</i> ) Diversity, Equity and Inclusion (DEI) Focus Groups Athletic Field Demand survey Human Services Commission – public meeting Prepare mailer for online survey Supplemental interviews Media push for a mail-in survey opportunity
September	Mail statistically valid survey to 5,000 homes Park Board special meeting – focus group Athletic Field Demand – focus group
October	Mail postcard to every resident for online survey Media push for online survey Online survey goes live ADA Transition Plan – outreach
December	2nd Public Forum – results presentation
Late January	3rd Public Forum – draft presentation
March	Park Board recommendation to City Council
April	City Council

## **NEXT STEPS**

Staff has set up the webpage [kirklandwa.gov/PlayItForward](http://kirklandwa.gov/PlayItForward) where you can direct the community for information as well as sign up for our mailing list. Lastly, this planning process is being fueled by a campaign strategy known as Play It Forward – imagine the future of Kirkland’s parks, recreation, and open spaces. It is a means to celebrate this process and engage our community. There is also a dedicated email ([playitforward@kirklandwa.gov](mailto:playitforward@kirklandwa.gov)) and a phone number (425-587-3315) that people can reach us.



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 · 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board

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

**Date:** August 11, 2021

**Subject:** Joint Meeting with Council – October 19, 2021

## **RECOMMENDATION**

That the Board begin considering topics for the joint Park Board and City Council meeting scheduled for 6pm on October 19, 2021.

## **BACKGROUND DISCUSSION**

Each year, the Park Board typically has a joint meeting with City Council. Park Board is scheduled to meet with City Council at the study session prior to the City Council Meeting on October 19, 2021. Topics often focus on top City Council priorities and priorities for Park Board. Historically, topics have included park acquisition, growth and development strategies and other specific areas of interest to the Board, such as the desire for an indoor aquatic/recreation center in Kirkland and off leash dog opportunities.

While the joint meeting with City Council is not for another few months, staff ask that Park Board begin to consider discussion items now. There will be limited time for discussion at the next Park Board meeting due to a planned focus group as a part of the update to the Parks, Recreation, and Open Space (PROS) Plan. Following the focus group, staff will seek input from the Board on other discussion items of interest.

Staff will develop a memo for Council that outline the identified discussion items and will provide some background information as appropriate. At the October 13, 2021 Park Board meeting, staff will review the final agenda and prep the Park Board for the joint meeting with City Council.



## **MEMORANDUM**

**To:** Park Board  
**From:** John Lloyd, Deputy Director, Parks and Community Services  
**Date:** August 11, 2021  
**Subject:** Park Board Liaison Assignments

## **RECOMMENDATION**

That the Park Board receive the updated neighborhood liaison assignment list. It is recommended that the Park Board update the community about various ongoing programs and projects associated with the Parks and Community Services Department.

## **BACKGROUND DISCUSSION**

The Park Board mission statement is as follows:

"The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services (PCS) 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."

The job description of the Park Board discusses involving the community and meeting with volunteer groups and neighborhoods to determine needs and interests. Some years ago, the Park Board decided to assign each board member to be the liaison with one or more neighborhood organizations. These assignments are typically made just after new Park Board members are appointed by City Council.

Park Board members have requested assistance in meeting liaison role expectations. After discussion, it was determined that the following two strategies would be used to prepare Park Board members for neighborhood meetings.

- Park Board members should use the monthly report provided by staff and pick out key items to convey to the neighborhoods. This could be followed by questions and feedback.
- Staff will highlight a topic or a discussion question for use with neighborhoods that would solicit community input for consideration. Discussion questions could be related to upcoming Park Board agenda items or be generic.

## **RECOMMENDED DISCUSSION TOPICS**

The following items are possible discussion items to be conveyed to the community.

- Community interest in various park amenities like tennis, pickleball, sports courts, and disc golf
- Community interest in various types of recreation programs for seniors, adults, youth and preschoolers
- Encourage participation in the October community survey
- Current 132<sup>nd</sup> Square Park and components of the design

Additional discussion items may be found in the monthly report or may be raised by individual community members.

- City facilities (City Hall, Community Centers, etc) reopened to the public on August 2, 2021.
- Registration for fall recreation programs begins on August 17, 2021. Scholarship registration opens August 10, 2021. Please visit [kirklandparks.net](http://kirklandparks.net) for program details.
- Construction on David Brink Park begins in August. The park will be closed during construction, which is expected to be complete in early 2022.

### **LIAISON ASSIGNMENTS**

Neighborhood Liaison assignments were most recently reviewed at the June 9, 2021 Park Board meeting. Current Neighborhood Liaison assignments are listed below. The Board may assign representation in any manner desired. This may include opening all assignments and selecting new representation or only assigning unassigned neighborhoods. Many neighborhood associations are holding meetings virtually. Please visit the City's [neighborhood association website](#) for up-to-date information about each neighborhood.

<b>Neighborhood</b>	<b>Park Board Member</b>	<b>Frequency</b>	<b>Website</b> <a href="#">Kirkland neighborhood association website</a>
Central Houghton	Tessa Hansen	Second Tuesday of odd months (No summer or Dec meetings)	<a href="#">Central Houghton Neighborhood Website</a>
Everest	Mike Holland	Fourth Tuesday odd months (No summer meetings)	<a href="#">Everest Neighborhood Website</a>
Evergreen Hill	<b>Unassigned</b>	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)	<a href="#">Evergreen Hill Neighborhood Association Facebook Page</a>
Finn Hill	Amanda Judd	Meets as needed	<a href="#">Finn Hill Neighborhood Alliance Website</a>
Highlands	Mike Holland	Third Wednesday odd months (Nov–May)	<a href="#">Highlands Neighborhood Website</a>
Juanita	Amanda Judd	Second Monday of odd months (No summer meetings)	<a href="#">Juanita Neighborhood Website</a>

<b>Neighborhood</b>	<b>Park Board Member</b>	<b>Frequency</b>	<b>Website</b> <a href="#">Kirkland neighborhood association website</a>
Lakeview	<i>Unassigned</i>	Inactive - No meetings at this time	
Market	Roshan Parikh	Third Wednesday odd months (No summer meetings)	<a href="#">Market Neighborhood Website</a>
Moss Bay	Uzma Butte	Second Monday odd months (No summer meetings)	<a href="#">Moss Bay Neighborhood Website</a>
Norkirk	Tammy Cohen	First Wednesday even months (No summer meetings)	<a href="#">Norkirk Neighborhood Website</a>
North Rose Hill	Uzma Butte	Third Monday of every month (No July or Dec meetings)	<a href="#">North Rose Hill Neighborhood Association Facebook Page</a>
South Rose Hill/Bridle Trails	Allison Cunningham	Second Tuesday odd months (No summer meetings)	<a href="#">South Rose Hill/Bridle Trails Neighborhood Website</a>
Totem Lake	<i>Unassigned</i>	Inactive - No meetings at this time	