



KIRKLAND PARK BOARD REGULAR MEETING

Date: December 8, 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. November 10, 2021
5. **BUSINESS ITEMS**
 - a. Human Services Division Overview
 - b. PROS Plan Update
 - c. Joint Meeting with City Council preparation
 - d. Election of Chair/Vice Chair
6. **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
November 10, 2021**

1. CALL TO ORDER

The November 10, 2021, Park Board Regular meeting was called to order at 7: p.m. by Chair Amanda Judd.

2. ROLL CALL

Members Present: Chair Amanda Judd, Vice Chair Mike Holland, Tammy Cohen, Tessa Hansen, Roshan Parikh, Crystal Thimsen

Members Absent: Alison Cunningham, Uzma Butte

Staff Present: John Lloyd, Mary Gardocki, Heather Lantz-Brazil, Leslie Miller, Sara Shellenbarger, Regula (Regi) Schubiger joined after Item 4, Lynn Zwaagstra joined during Item 5b.

Guests: Laney Brackett and Addison Goldberg from Kirkland Youth Council

Recording Secretary: Sarah Rock

3. ITEMS FROM THE AUDIENCE

None

4. APPROVAL OF MINUTES

Roshan Parikh moved to approve the October 13, 2021 meeting minutes as presented. The motion was seconded by Tammy Cohen. The motion passed unanimously.

Chair Judd gave a reminder of the importance of adhering to Roberts Rules of Order.

5. BUSINESS ITEMS

a. Teen Programming and Services

Laney Brackett and Addison Goldberg from the Kirkland Youth Council along with Regi Schubiger, Program Coordinator, gave a presentation on the 2021 Kirkland Youth Needs Assessment Survey. Sara Shellenbarger, Recreation Manager, gave an update on teen programming and services. Kirkland Youth Council and PCS Staff responded to comments and questions from the Board.

b. PROS Plan Update

Heather Lantz-Brazil, Management Analyst, 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.

6. COMMUNICATIONS

a. Correspondence

- i. Deputy Director John Lloyd gave an update on how correspondence to the Park Board email address is handled.

b. Department Monthly Report

- i. Park Board Chair Amanda Judd reminded everyone to review the monthly report.

c. Staff Updates and Information

- i. Deputy Directory John Lloyd gave an update that Park Board meetings would continue in a virtual format.
- ii. Human Services Supervisor Leslie Miller gave an update on the City of Kirkland Health Fair that was held on November 6, 2021 at Juanita High School.

d. Park Board member reports

- i. Roshan Parikh commented on the need to think carefully about level of service for parks and the need to innovate in future plans for parks and recreation services.
- ii. Tessa Hansen asked about the best ways to prepare for the joint session with City Council.
- iii. Crystal Thimsen reported that Evergreen Hill Neighborhood did not meet in October but has reached out to the neighborhood chair to ask to be included.
- iv. Roshan Parikh asked that the 85th Station be covered as an agenda item for a future meeting.

e. Comments from the Chair

Park Board Chair Judd thanked everyone for the work they do on behalf of the community.

ADJOURNMENT

Roshan Parikh moved to adjourn the meeting. Tammy Cohen seconded. The meeting was adjourned at 8:30 p.m.

Sarah Rock, Recording Secretary
Parks and Community Services

Amanda Judd, Chair
Park Board



CITY OF KIRKLAND
Department of Parks & Community Services
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MEMORANDUM

To: Park Board
From: Leslie R. Miller, Human Services Supervisor
Date: December 1, 2021
Subject: HUMAN SERVICES DIVISION OVERVIEW

RECOMMENDATION:

That the Park Board receive a presentation on the Human Services Division.

BACKGROUND DISCUSSION:

Human Services Supervisor Leslie Miller will provide an overview of the scope of work of the Human Services Division which includes both Human Services and Youth Services. The Division's main web page is located [here](#).



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Park Board
Meeting: 12/08/2021
Agenda: Business Items
Item #: 5b

MEMORANDUM

To: Park Board

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

Date: December 8, 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

The PROS (Park, Recreation and Open Space) Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services in Kirkland. It provides a vision for Kirkland's park and recreation system and establishes a path forward for providing high-quality, community-driven parks, trails, open spaces and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities and recreation programs meet the needs of Kirkland's residents, employees, and visitors now and into the future. Since June, more than 3,500 Kirkland residents and stakeholders have provided input into the planning process through various means.

The most noteworthy milestone completed in November has been the statistically valid survey (667 received) and the open-link survey (2,524 received). The survey closed November 15th and the number of responses represents a significant response from the community. This survey data is one of the elements that will be shared in the Findings Presentation on December 15.

Other components of the plan in progress include:

- Athletic Field Use and Demand Analysis Study – All sites were visited and evaluated. A follow-up meeting with athletic field stakeholders is being scheduled during the 2nd week of January. This will include recommendations and will incorporate the survey results.
- Park Inventory Assessment Reports – Staff have received and approved the park inventory reports that include data the consultant collected from park visits. Reports 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 – Staff are continuing their review of the ADA reports on all relevant facilities, programs, and

services to identify existing and future accessibility needs. These reports include summary tables of identified barriers with associated costs.

NEXT STEPS

The 2nd Community Conversation will be held virtually on **Wednesday, December 15, at 6:30 PM**. It is the next significant step in the PROS Plan process for the Park Board and community to participate. This forum will be structured as a Findings Presentation to provide an overview of all information collected to date: preliminary community needs assessment survey results; summary of outreach efforts, stakeholder interviews and focus groups; park assessments, ADA report summary and level of service. The forum will be conducted via Zoom and will provide opportunities for the public and Park Board members who choose to participate to confirm the findings and provide additional input.

The forum is expected to go approximately 90 minutes and participants will have the opportunity to take part in polls, ask questions in the chat room and participate in a question-and-answer period.

Park Board members can register as a community member participants for the 2nd Community Conversation at https://us06web.zoom.us/webinar/register/WN_nngtMuT6RKYJ0ildITwkRQ.

The remaining schedule to reach the end goal of adoption of the PROS Plan by City Council is as follows:

February 9	Park Board training on Public Hearings in preparation for the March 9 Community Conversation and Public Hearing.
March 9	3rd Community Conversation and Public Hearing: The consultant will present the draft PROS Plan as a Public Hearing to receive feedback from both the public and the Park Board.
April	Presentation of Final draft of PROS Plan to Park Board and City Council. Park Board recommendation to City Council.
May	City Council Adoption



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MEMORANDUM

To: Park Board

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

Date: December 8, 2021

Subject: Joint Meeting with Council

RECOMMENDATION

That the Board discuss potential topics for the joint Park Board and City Council meeting scheduled for February 15, 2022.

BACKGROUND DISCUSSION

Each year, the Park Board typically has a joint meeting with City Council which provides Park Board the opportunity to provide direct feedback to City Council about the priorities and concerns being raised in the community. The joint meeting is scheduled to occur during the Study Session prior to the February 15, 2022 City Council meeting.

Historically topics for joint meetings have focused on top City Council priorities and Park Board work plan items. Past discussion items have included park acquisition strategies, growth, and development strategies, off leash dog opportunities, and the desire for an indoor aquatics/recreation center in Kirkland. Over the past several months Park Board has been asked to think about other potential discussion items. Some items mentioned include the outcome of the Parks, Recreation and Open Space (PROS) Plan, park level of service, and artificial turf fields. In January, staff will provide an overview of the current level of service as defined in Chapter 10 of the [2015 PROS Plan](#).

At the January Park Board meeting the list of discussion items will be finalized to allow staff time to write the memo and prepare any materials needed for the joint meeting in February. Additionally, staff will discuss how the meeting will be facilitated. It is recommended that Park Board members review the previous materials and watch the most recent joint meetings with City Council to get a feel for the flow of the meeting. Links to the memos and the video recording from both meetings are included below.

2019 Joint Council and Park Board Meeting [memo](#)
2019 Joint Council and Park Board Meeting [video recording](#)
2018 Joint Council and Park Board Meeting [memo](#)
2018 Joint Council and Park Board Meeting [video recording](#)

At the February 9, 2022 Park Board meeting, staff will conduct final prep for the joint meeting including reviewing the list of discussion topics, discussing how the meeting will likely be facilitated, and answer any remaining questions that may arise.



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Park Board
Meeting: 12/08/2021
Agenda: Business Items
Item #: 5d

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services
Mary Gardocki, Park Planning and Development Manager

Date: December 8, 2021

Subject: Election of Chair and Vice-Chair

RECOMMENDATION

That the Park Board conduct elections to fill the positions of Chair and Vice-Chair for 2022.

BACKGROUND DISCUSSION

Kirkland Municipal Code 3.36.040 states that the Park Board Chair and Vice-Chair will be elected annually to a one-year term and elections will be held at the Board's final meeting of the year. Due to the COVID-19 pandemic, Park Board only held two meetings in 2020. When the pandemic began, it was not known that the Board would not hold any further meetings in 2020. As such, no elections were conducted in 2020 for 2021 positions.

The Chair is responsible for presiding over Park Board meetings. The Chair may be called on to attend other meetings with City Council, the community, or staff. The Vice-Chair is responsible for performing the duties of the Chair in the event the Chair is not present. Should the Chair be unable to complete their term, the Vice-Chair will assume the Chair position for the remainder of the year. The Chair and Vice-Chair may be asked to represent the Park Board by speaking at events, such as park dedication ceremonies or naming events. The Chair and Vice-Chair meet with Parks and Community Services staff to discuss issues and to assist in setting the agenda for upcoming meetings.

The Chair may be re-elected once to serve a maximum of two years. The current Chair, Amanda Judd, is completing her first year as the Chair. No such term restriction is applied to the position of Vice-Chair.

In the past, staff have sought and received feedback from Park Board members about the skills and abilities needed in the next Chair and Vice-Chair. Common responses include the following:

- Strong organizational skills
- Meeting facilitation skills
- Time management/keeping discussions on topic
- Finding a balance between ensuring everyone has a chance to speak yet ensuring discussions do not drag on unnecessarily
- Ability to interpret and understand the thoughts and feelings of other Board members

- Knowledge of department

Board members should consider the demands of the position in addition to the identified skills and abilities when evaluating nominees during this election procedure. Board members should think about who possesses these skills and abilities, and who would make a good Chair/Vice-Chair.

The Chair will conduct the election process. During the election process, any Board member may nominate any other Board member, including themselves, for the position being elected. Nominations do not need to be seconded by another Board member; however, a nominee may decline the nomination if desired.

Staff recommend the process outlined below for elections.

1. Conduct the election for the Chair position first, followed by the Vice-Chair position.
2. The Chair begins the election procedure by calling for nominations for the open position being considered.
3. Once all nominations have been made, the Chair closes the nomination period and gives each nominee the opportunity to speak toward their desire for the position.
4. Once each nominee (who has accepted the nomination) has been given the chance to speak, the Chair shall ask the Recording Secretary to call the vote.
5. The election will be conducted via roll call vote, in which the Recording Secretary will call on each Board member to announce their vote. The Recording Secretary will repeat the vote to ensure accuracy.
6. The nominee with the most votes will be declared the winner.
7. In the event of a tie, the voting process will be repeated with the tied nominees until there is no longer a tie. The Chair may choose to provide a second opportunity for the tied nominees to speak toward their desire for the position.

The new Chair/Vice-Chair will assume these positions following the adjournment of the Park Board meeting in which the election is conducted.