



KIRKLAND PARK BOARD REGULAR MEETING

Date: November 9, 2022; 7:00pm

Meeting to be held virtually, via Zoom

<https://kirklandwa.gov.zoom.us/j/99839295557?pwd=SlIldTE1eXVlYWlpMmtta2N0TXcxdz09>

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. **LOCAL LAND ACKNOWLEDGEMENT**
4. **ITEMS FROM THE AUDIENCE**
5. **APPROVAL OF MINUTES**
 - a. October 12, 2022
6. **BUSINESS ITEMS**
 - a. Ballot Measure Update
 - b. KTUB Update
 - c. Chair/Vice-Chair Election Prep
7. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff updates and information
 - d. Park Board member reports
 - e. Comments from the Chair
8. **ADJOURNMENT**

Next Park Board Meeting: December 14, 2022

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

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KIRKLAND PARK BOARD

Minutes of Regular Meeting

October 12, 2022

1. CALL TO ORDER

The October 12, 2022 Park Board regular meeting was called to order at 7:00 p.m. by Chair Amanda Judd.

2. ROLL CALL

Members Present: Chair Amanda Judd, Vice Chair Mike Holland, Board member Amy Ambrosini, Board member Tessa Hansen, Board member Crystal Thimsen

Members Absent: Board member Roshan Parikh, Board member Tammy Cohen

Staff Present: Parks and Community Services Director Lynn Zwaagstra, Deputy Director John Lloyd, Park Planning and Development Manager Mary Gardocki, Parks Operations Manager Jason Filan, Recreation Manager Sara Shellenbarger, Human Services Manager, Jen Boone, Management Analyst Hillary De La Cruz

Recording Secretary: Administrative Assistant Heather Lantz-Brazil

3. LAND ACKNOWLEDGEMENT

Board member Tessa Hansen read aloud the Local Land Acknowledgement:

"We acknowledge that the Southern Salish Sea region lies on the unceded and ancestral land of the Coast Salish peoples, the Duwamish, Muckleshoot, Puyallup, Skykomish, Snoqualmie, Snohomish, Suquamish and Tulalip tribes and other tribes of the Puget Sound Salish people, and that present-day City of Kirkland is in the traditional heartland of the Lake People and the River People. We honor with gratitude the land itself, the First People – who have reserved treaty rights and continue to live here since time immemorial – and their ancestral heritage."

Board member Amy Ambrosini volunteered to read the Local Land Acknowledgement at the next Park Board meeting.

4. ITEMS FROM THE AUDIENCE

5. APPROVAL OF MINUTES

The September 14, 2022 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

6. BUSINESS ITEMS

a. Ballot Measure Update

Hillary De La Cruz, Management Analyst gave an update about progress of the 2023 Parks Ballot Measure Initiative including the Parks Funding Exploratory Committee (PFEC) Process

Roadmap. Vice Chair Mike Holland gave an update on his role and experience as a PFEC member.

b. Recreation Summer Review

Sara Shellenbarger, Recreation Manager gave a review of the Recreation division's summer 2022. Staff answered questions from the Board.

c. KTUB Update

Jen Boone, Human Services Manager and Sara Shellenbarger, Recreation Manager gave an update on the future of the Kirkland Teen Union Building including a presentation on the City's vision for its use. Staff answered questions from the Board.

7. COMMUNICATIONS

a. Correspondence

None presented.

b. Department Monthly Report

No comments.

c. Staff updates and information

Mary Gardocki, Park Planning and Development Manager invited the Board to attend the site tour of 132nd Square Park with City Council on October 24, 2022, from 4:30-5:30 PM.

John Lloyd, Deputy Director highlighted the report on upcoming events and talking points for the Board's liaison role.

d. Park Board member reports

Board member Tessa Hansen shared feedback heard from PFEC members on the level of professionalism, meeting structure, and their experience being on the committee.

e. Comments from the Chair

Chair Amanda Judd shared members from the organization of Livable Kirkland had questions on service levels. Chair Judd was able to share information from the Parks, Recreation and Open Space (PROS) Plan. Chair Judd reported a resident reached out expressing interest in the Holmes Point boat launch being open year-round for kayaking. Chair Judd shared positive feedback on the Harvest Festival, pilot programs centered around teens, and Peter Kirk Community Center's oil painting class. Chair Judd shared the Recreation guide as a useful tool to engage with the community.

8. ADJOURNMENT

Chair Amanda Judd adjourned the meeting at 8:33 PM.



CITY OF KIRKLAND
Department of Parks & Community Services
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Hillary De La Cruz, Management Analyst
Mary Gardocki, Parks Planning and Development Manager

Date: November 9, 2022

Subject: 2023 Parks Ballot Measure(s) Initiative Update

RECOMMENDATION:

It is recommended that the Park Board receive an update about the potential 2023 Parks Ballot Measure(s) Initiative work during the month of October, including highlights from the presentation given at the October 27 Parks Funding Exploratory Committee (PFEC) meeting about the facility feasibility study.

BACKGROUND DISCUSSION:

At the [September 14, 2022 Park Board Meeting](#), Director Lynn Zwaagstra provided an update about the status of the potential 2023 Parks Ballot Measure Initiative, specifically highlighting the three bodies of work happening during the coming months: Costing Analysis, Facility Feasibility Study, and the Community input process with PFEC. At the [October 12, 2022 Park Board Meeting](#), Management Analyst Hillary De La Cruz shared an update about the first two PFEC meetings and the PFEC Process Roadmap. This memo provides a brief update about the two PFEC meetings in October.

PFEC is comprised of forty-five members who have been either appointed by groups or selected as at-large members to give voice to many aspects of the Kirkland community. Park Board is represented by Vice-Chair, Mike Holland. PFEC members continue to be deeply engaged in the material and excited about their work ahead. Each PFEC meeting starts with time for PFEC members to connect with one another over food, or in a Zoom room when meeting virtually.

PFEC Meeting 3 - October 13: Parks & Rec 101: Current Operations & Future Possibilities: Maintenance Focus

Forty-one PFEC members received an overview of the 2022 Parks, Recreation and Open Space (PROS) Plan from Mary Gardocki, Parks Planning and Development Manager. This presentation highlighted PROS Plan information about park level of service measures (Section V), community survey key findings (Section IV), park maintenance analysis key findings (Section VI), and Athletic Field Strategic Plan (Section VII). The PROS Plan is a foundation document for PFEC's work, and PFEC members were engaged in understanding the findings and asking questions to shape their future recommendations.

Deputy Director John Lloyd and Park Operations Manager Jason Filan shared an overview of the Parks Management Division and what it takes to maintain parks in Kirkland. This presentation highlighted the distribution of parks management staff hours and tasks as shared in a handout with [2021 Parks Maintenance Data](#). PFEC members enjoyed watching three short videos about [Ballfields Maintenance](#), [Playgrounds Maintenance](#), and [Dog Parks](#).

After hearing about current Parks Management and the PROS Plan findings and recommendations, PFEC members received a sneak preview of potential ballot measure(s) elements related to parks. These items are included in the PROS Plan and unfunded CIP list. Potential ballot measure(s) elements related to recreation and administration will be shared during a similar sneak preview at the November 10 meeting that focuses on recreation.

See videos of these presentations:

- [PROS Plan Overview and Findings for Park Maintenance and Operations](#)
- [Park Management Overview and Service Levels](#)
- [Athletic Field Strategy and Park Elements Preview](#)
- [PowerPoint Presentation](#) slides for all presentations combined

PFEC Meeting 4 - October 27: Facility Feasibility Study Update

Forty-one PFEC members started the evening by listening to a presentation from John Lloyd and Recreation Manager Sara Shellenbarger, [Existing Aquatics in Kirkland and Future Possibilities](#). Then Opsis Architecture consultants presented on progress of the Facility Feasibility Study focusing on site and size of potential facilities. They shared their analysis to date and provided a recommendation of options to be moved to the next phase of the Facility Feasibility Study, during which consultants will create detailed concept designs of potential options.

After the presentation, PFEC members discussed the consultant's recommendation and provided input to the consultants and City Staff. PFEC's feedback was shared with the Ballot Action Team (comprised of City and Department staff), and Councilmember Curtis, for next steps, which are currently being worked out.

At the November 9 Park Board Meeting, Mary Gardocki will show Park Board the presentation slides to provide Park Board with the same information PFEC members received. This presentation is to keep you informed on the PFEC process and its role in determining the potential ballot measure options.

PFEC Meeting Materials and Future Meetings

Materials from all PFEC meetings, including meeting handouts and select presentation recordings, can be found at <https://www.kirklandwa.gov/parks2023ballot>. Attachment A provides the schedule of upcoming PFEC meetings and topics.

Attachment A: PFEC Roadmap and Schedule

PFEC Roadmap & Schedule

**On
your
marks**

**Get
Set**

GO!



**DIVE IN
NOW**

Create the future of
Kirkland's aquatics,
recreation & open space

PFEC Stage	Date	Topic
Building Blocks: Current operations & complexity; PROS Plan Results	9/15	Welcome, Teambuilding, Overview, Juanita Beach Park Tour
	9/29	Peter Kirk Park & Community Center Tour, PFEC Roadmap, Benefits of Parks & Recreation, Aquatics in Kirkland
	10/13 Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Maintenance Focus
	10/27 Zoom	Facility Feasibility Study Update with Opsis Architecture
Building Blocks: PFEC input on feasibility study direction; all about finance	11/10 Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Recreation and Administration Focus
	12/1	Tour City of Sammamish Community & Aquatic Center
	12/8	Kirkland Budget, Funding Mechanisms & Ballot Measure History
Deliberation & Decision Making	1/12/2023	Investment options to bring Kirkland Community Members Parks Services & Recreation Programs they want! Feasibility Study Results & Costing Information; Project Selection Criteria
	1/26	Project Selection and Funding Mechanism Conversation
	2/9	Project Selection and Funding Mechanism Conversation
	2/23	Final Recommendations for Council & Celebration
<i>Council Presentation</i>	<i>3/7</i>	<i>Tentative date for PFEC to present recommendations to Council</i>



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MEMORANDUM

To: Park Board

From: Sara Shellenbarger, Recreation Manager

Date: November 9, 2022

Subject: Kirkland Teen Union Building Update

RECOMMENDATION:

It is recommended that the Park Board receive an update on the Kirkland Teen Union Building (KTUB) RFP process.

BACKGROUND DISCUSSION:

At the October 2022 Park Board meeting, staff shared the City's vision for KTUB and gave an overview of the RFP process. As part of the November 2022 Park Board Meeting, staff had planned to share the top proposals with Park Board and receive their input. This will instead happen at the December meeting. Staff will provide an update on the progress as well as the next steps during the November meeting.



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MEMORANDUM

To: Park Board

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

Date: November 2, 2022

Subject: Upcoming Chair and Vice-Chair Elections

RECOMMENDATION

That the Park Board discuss the election process for the Chair and Vice-Chair for 2023 to prepare for elections which will be conducted during the December Park Board meeting.

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. The Chair may be re-elected once to serve a maximum of two years. The current Chair, Amanda Judd, is completing her second year as the Chair and is not eligible to be planning to resign from Park Board following the December meeting. There is no term restriction for the Vice-Chair position.

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.

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.



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MEMORANDUM

To: Park Board
From: John Lloyd, Deputy Director, Parks and Community Services
Date: November 2, 2022
Subject: Park Board Highlights

BACKGROUND

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.
- Staff will highlight key updates for use with neighborhoods and community members that would solicit input for consideration. Other items could be related to upcoming Park Board agenda items or be generic in nature.

RECOMMENDED DISCUSSION TOPICS

The following items are possible discussion items to be conveyed to the community. Additional discussion items may be found in the monthly report or may be raised by individual community members.

- **Upcoming PCS Events** – Details and Registration Info at www.kirklandparks.net
 - Outdoor Speaker Series
 - November 8th – Wilderness photographer Andy Porter will detail his adventures capturing night sky images and will share all you need to know to get started
 - December 9th – Award winning guidebook author Craig Romano will take you on a slideshow trail tour around Kirkland, Bellevue, Redmond, Mercer Island, the Issaquah Alps, and Snoqualmie Valley
 - \$5/person at Heritage Hall
 - Light Up Kirkland – December 10th at Juanita Beach Park
 - Enjoy some hot cocoa and cookies as you stroll on the grounds of the park to view a winter wonderland of lights, followed by a bonfire on the beach and music from local students. Argosy Cruises will swing by with their Christmas Ship and provide more musical entertainment from the water.
 - This event is free, no registration is required.

- Holiday Lights Contest
 - Spread the love and cheer this year with lights, inflatables, music, and holiday decorations of all kinds. Decorate your home for the chance to win bragging rights over your neighbors.
 - Photos will be uploaded to the Kirkland Parks and Community Services Facebook page for judging by the community - the home with the most likes in each category will be awarded a victory yard sign!
- **132nd Square Park**
 - Contractors have begun installing synthetic turf on the field which is on track to be completed by the end of the year.
 - Unfortunately, the weather has caused a few delays on the western portion of the park, which will not be open until later this winter.
 - A ribbon cutting event will be scheduled once completed. Stay tuned!
- **Pop Up Dog Parks**
 - The pop up dog parks at Snyder's Corner and Heritage park have been removed for the winter.
 - The pop up dog park at Juanita Beach will remain in place over the winter.
 - Next Spring, the pop up dog parks will reopen.