



KIRKLAND PARK BOARD

December 13, 2023; 7:00 p.m.

Rose Hill Room, City Hall

123 5th Ave. Kirkland WA 98033

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.

Mission Statement

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 15, 2023
- 5. BUSINESS ITEMS**
 - a. Chair and Vice Chair Election
 - b. Future Meeting Schedule
 - c. Park Board Member Reports
- 6. COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff Updates and Information
 - d. Comments from the Chair
- 7. ADJOURNMENT**

Next Regular Park Board Meeting: January 10, 2024

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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To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

KIRKLAND PARK BOARD
Minutes of Regular Meeting
November 15, 2023

1. CALL TO ORDER

The November 15, 2023 Park Board regular meeting was called to order at 7:00 PM by Chair Mike Holland.

2. ROLL CALL

Members Present: Board member Amy Ambrosini, Board member Tara Bobbarjung, Board member Tammy Cohen, Board member Katherine Kearny, Board member Roshan Parikh, Board member Crystal Thimsen, Vice Chair Tessa Hansen, Chair Mike Holland

Members Absent: None

Staff Present: Deputy Director John Lloyd, Recreation Manager Sara Shellenbarger, Park Planning & Development Manager Mary Gardocki, Park Planning & Development Intern Mitchell T Fransen, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

3. ITEMS FROM THE AUDIENCE

None presented.

4. APPROVAL OF MINUTES

Motion to approve the September 13, 2023 Park Board meeting minutes as amended:

"2. Roll Call

~~Members Present: ...Board member Katherine Kearny,...~~

~~Members Absent: Board member Katherine Kearny...."~~

Moved: Katherine Kearny; Seconded: Tessa Hansen

The motion passed with 8 votes in favor and 0 against and 0 abstentions. All Board members were present for the vote.

5. BUSINESS ITEMS

a. Plaza of Champions Nomination

John Lloyd, Deputy Director presented a brief history of the Plaza of Champions, and provided an overview of the nomination for the Sno-King Hockey 16U Tier II Girls National Champions. The Board discussed, and Park Staff answered questions from the Board.

Motion to recommend the Sno-King Hockey 16U Tier II Girls National Champions to City Council for induction into the Plaza of Champions.

Moved: Tammy Cohen; Seconded: Katherine Kearny

The motion passed with 6 votes in favor and 2 against and 0 abstentions. All Board members were present for the vote.

b. Chair and Vice Chair Election Preparation

John Lloyd, Deputy Director gave a brief review of the Chair & Vice Chair election process in preparation for elections occurring next month.

d. Ballot Measure Update

John Lloyd, Deputy Director reported on the current status of the Parks Ballot Measure Proposition 1. Though the proposition has failed, the City Manager and City Council will consider other potential future options. Park Board and Park Staff discussed the community response and feedback on Proposition 1.

PARK BOARD RECESSED AT 8:15 PM. PARK BOARD RECONVENED AT 8:20 PM.

c. Park Board Member Reports

None reported.

6. COMMUNICATIONS

a. Correspondence

Patrick H.

John Lloyd, Deputy Director addressed the specific comments of the correspondence directed to the Parks & Community Services department. Staff answered questions from the Board.

b. Department Monthly Report

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

Staff answered questions from the Board regarding the removal of the poplar trees along Peter Kirk Park at Lee Johnson Field.

c. Staff Updates and Information

John Lloyd, Deputy Director provided information regarding the scheduling of time, date, and location of future Park Board sessions. Board and Staff discussed alternatives.

Mary Gardocki, Planning & Development Manager reported on the status of active CIP projects, including the Marina Park repair, Juanita Beach Park bathhouse ADA installation, Houghton Park improvements, and Everest Park improvements.

Sara Shellenbarger, Recreation Manager reported on the Light Up Kirkland event would be moving from Juanita Beach Park to Marina Park this year.

John Lloyd, Deputy Director reported on behalf the Operations & Maintenance division that all water fountains have now been winterized, and that there is upcoming work scheduled at Snyder's Corner.

d. Comments from the Chair

No additional comments.

7. ADJOURNMENT

Chair Mike Holland adjourned the meeting at 8:56 PM by unanimous consent.

Emily Lima Welch, Recording Secretary
Parks and Community Services

Mike Holland, Chair
Park Board

DRAFT



MEMORANDUM

To: Park Board

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

Date: December 13, 2023

Subject: Election of Chair and Vice-Chair

RECOMMENDATION

That the Park Board conduct elections to fill the positions of Chair and Vice-Chair for 2024.

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, Mike Holland, is completing her first year as the Chair and is eligible for one more term as Chair. 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. All board members present at the meeting are eligible to vote.

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.



MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services
Emily Welch, Administrative Assistant

Date: December 13, 2023

Subject: Park Board Meeting Schedule

RECOMMENDATION

That the Park Board discuss the location, day, and time of future Board meetings.

BACKGROUND DISCUSSION

Kirkland Municipal Code 3.36.040 states that the Park Board shall meet at least once per month. Historically, this meeting has been held on the second Wednesday of the month, typically in Council Chambers. Occasionally the meeting location and/or day has varied due to room availability, subject matter of the meeting, staff availability, or other any similar conflict. Most recently, the November 2023 Park Board meeting was rescheduled from the second Wednesday to the third Wednesday of the month because City Council changed their meeting date due to the election. Additionally, the location of the meeting was changed to the Peter Kirk Room in City Hall because Council Chambers was already booked for another meeting. Similarly, the December Park Board meeting will be held in the Rose Hill Room due to schedule conflicts.

At the November Park Board meeting several Board members had positive comments about holding the meeting in the Peter Kirk Room, rather than Council Chambers. Staff agreed to analyze potential meeting locations, days, and times for Park Board's consideration. Staff have evaluated the current meeting schedule and room availability and will present a variety of options for discussion at the December meeting. An overview schedule of various board/commission and neighborhood meetings is shown on the following page. Park Board may choose to change the standard meeting day/time or location of the meeting based on this information, or they may stick with the current schedule. Additionally, staff will work with individual Board members to accommodate remote attendance as needed.

	1st Monday	1st Tuesday	1st Wednesday	1st Thursday
Council Chambers Peter Kirk Room Other / Virtual	7p, Design Review Board	7.30p, City Council 9a, Tourism Dev Committee		
<i>Neighborhood Meetings</i>			7p, Norkirk	

	2nd Monday	2nd Tuesday	2nd Wednesday	2nd Thursday
Council Chambers Peter Kirk Room Other / Virtual		4p, Civil Service Commission 1.30p, Senior Council	7p, Park Board 6p, KAN Meeting 6p, Library Board (Rose Hill)	7p, Planning Commission
<i>Neighborhood Meetings</i>	7p, Juanita 7p, Moss Bay	7p, Houghton 7p, South Rose Hill/Bridle Trails	6p, KAN Meeting	

	3rd Monday	3rd Tuesday	3rd Wednesday	3rd Thursday
Council Chambers Peter Kirk Room Other / Virtual	7p, Design Review Board	7.30p, City Council 4.30p, Disability Board	5:45p, Cultural Arts Commission	
<i>Neighborhood Meetings</i>	7p, North Rose Hill		7.30p, Evergreen Hill 7p, Highlands 7.30p, Market	

	4th Monday	4th Tuesday	4th Wednesday	4th Thursday
Council Chambers Peter Kirk Room Other / Virtual	7p, Youth Council	6.30p, Human Svcs Commission	6p, Transportation Commission	7p, Planning Commission
<i>Neighborhood Meetings</i>		7p, Everest		