



# KIRKLAND PARK BOARD REGULAR MEETING

Date: December 11, 2019

Time: 6:30 p.m.

Place: Parks Maintenance Center  
12006 120th PI NE  
Kirkland WA 98034

*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. **BUSINESS ITEMS**
  - a. Tour of Maintenance Center
  - b. Teambuilding Activity
  - c. Training Presentations
    - i. The Role of Park Board
    - ii. Parliamentary Procedures and Robert's Rules of Order
    - iii. Parks, Recreation and Open Space Plan Overview
  - d. Election of Chair and Vice-Chair
5. **APPROVAL OF MINUTES**
6. **COMMUNICATIONS**
  - a. Correspondence

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

## **ADJOURNMENT**

### **Next Park Board Meetings:**

January 8, 2020

February 12, 2020

### **Upcoming Neighborhood Meetings\*:** [www.kirklandwa.gov/neighborhoods](http://www.kirklandwa.gov/neighborhoods)

<b>Neighborhood</b>	<b>Typical Schedule/Frequency</b>	<b>December Meetings</b>	<b>January Meetings</b>
Central Houghton <i>Heather McKnight</i>	Second Tuesday of odd months (No summer or December meetings)	No December Meeting Scheduled	January 14 7PM, Houghton Fire Station
Everest <i>Mike Holland</i>	Fourth Tuesday odd months (No summer meetings)	No December Meeting Scheduled	January 28 7PM, Houghton Fire Station
Evergreen Hill <i>Rosalie Wessels</i>	Third Wednesday of every month (No meetings in November, December, July, and August)	No December Meeting Scheduled	January 15 7pm, Friends of Youth
Finn Hill <i>Amanda Judd</i>	meets as needed	No December Meeting Scheduled	No January Meeting Scheduled
Highlands <i>Richard Chung</i>	Third Wednesday odd months (November–May)	No December Meeting Scheduled	January 15 7PM, Public Works Maintenance Center
Juanita <i>Rosalie Wessels</i>	Second Monday of odd months (No summer meetings)	No December Meeting Scheduled	January 13 7PM, Kirkland Justice Center
Lakeview <i>Unassigned</i>	Inactive - No meetings at this time.	No December Meeting Scheduled	No January Meeting Scheduled
Market <i>Uzma Butte</i>	Third Wednesday odd months (No summer meetings)	No December Meeting Scheduled	January 15 7PM, Heritage Hall
Moss Bay <i>Richard Chung/ Amanda Judd</i>	Second Monday odd months (No summer meetings)	No December Meeting Scheduled	January 13 7PM, Heritage Hall
Norkirk <i>Daniel Triplett</i>	First Wednesday even months (No summer meetings)	December 4 7PM, Heritage Hall	No January Meeting Scheduled
North Rose Hill <i>Uzma Butte</i>	Third Monday of every month (No July or December meetings)	No December Meeting Scheduled	January 20 7PM, Fire Station 26
South Rose Hill/Bridle Trails <i>Susan Baird-Joshi</i>	Second Tuesday odd months (No summer meetings)	No December Meeting Scheduled	January 14 7PM, Lake Washington Methodist Church
Totem Lake <i>unassigned</i>	Inactive - No meetings at this time.	No December Meeting Scheduled	No January Meeting Scheduled

\*Meeting schedule is subject to change



**CITY OF KIRKLAND**  
**Department of Parks and Community Services**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board

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

**Date:** December 11, 2019

**Subject:** Park Board Training

## **RECOMMENDATION**

That Park Board receive training on the role of Park Board; the Parks, Recreation, and Open Space (PROS) Plan; and Robert's Rules of Order.

## **BACKGROUND DISCUSSION**

Staff have prepared several presentations that will be used as a part of the orientation process of new Board members in the future. With several new Park Board members appointed this year, staff recognized the brief orientation provided did not adequately prepare new members for the breadth of information discussed by the Board. In the future, detailed training and orientation will be provided when new Board members are appointed. Conducting the training for all Board members at this time will ensure all members are on the same page and have the knowledge needed to serve on the Board.

Staff will provide training on the role of the Park Board; the Parks, Recreation, and Open Space (PROS) Plan; and Robert's Rules of Order and meeting facilitation. These training presentations will provide a greater background on Park Board and will inform Board members about the operations of the Parks and Community Services Department, laying the groundwork for future discussions. Additional training topics, which will be provided in the future, include Parks and Community Services funding and service levels and the park planning and design process.



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## **MEMORANDUM**

**To:** Park Board

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

**Date:** December 11, 2019

**Subject:** Election of Chair and Vice-Chair

## **RECOMMENDATION**

That the Park Board conduct elections to fill the positions of Chair and Vice-Chair for 2020.

## **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, Rosalie Wessels, will have served two years as Chair as of the Board's December meeting. No such term restriction is applied to the position of Vice-Chair.

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 preparation for this election, staff 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

When thinking about the upcoming election, Board members should consider the demands of the position in addition to the identified skills and abilities. 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 Park Board follow 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 December Park Board meeting.

# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **November 13, 2019**

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

November 13, 2019, Park Board Regular meeting was called to order at 7:00 p.m. by Chair Rosalie Wessels.

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

Members Present: Chair Rosalie Wessels, Vice-Chair Susan Baird-Joshi, Amanda Judd, Mike Holland, Richard Chung, Heather McKnight

Members Absent: Uzma Butte, Daniel Triplett

Staff Present: John Lloyd, Mary Gardocki

Recording Secretary: Heather Lantz-Brazil

#### **3. APPROVAL OF MINUTES**

Ms. Baird-Joshi moved to approve the September 11, 2019 meeting minutes. Motion seconded by Ms. McKnight. Motion passed.

Mr. Holland moved to approve the October 9, 2019 meeting minutes. Motion seconded by Ms. Baird-Joshi. Motion passed.

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

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

##### **a. Off-Leash Dog Area Report and Recommendation**

Mary Gardocki, Park Planning and Development Manager presented a report and recommendation on off-leash dog area options. Staff answered questions from the Board.

##### **b. December Park Board Meeting Preparation**

Staff provided a preview of the upcoming December 11, 2019, meeting that will be held at the new Park Maintenance Center, located at 12006 120th PL NE, Kirkland, WA 98034.

#### **6. COMMUNICATIONS**

##### **a. Correspondence**

##### **b. Department Monthly Report**

Staff and the Board discussed the department's monthly report.

c. Staff Updates and Information

Staff provided an update on the Athletic Field Use Pilot Program and the ribbon cutting ceremony for the new Parks Maintenance Center scheduled for December 9, 2019.

d. Park Board member reports

Board members reported on attending neighborhood meetings.

e. Comments from the Chair

**7. ADJOURNMENT**

Ms. Baird-Joshi moved to adjourn the meeting. Seconded by Ms. McKnight. The motion passed and the meeting adjourned at 9:33 p.m.

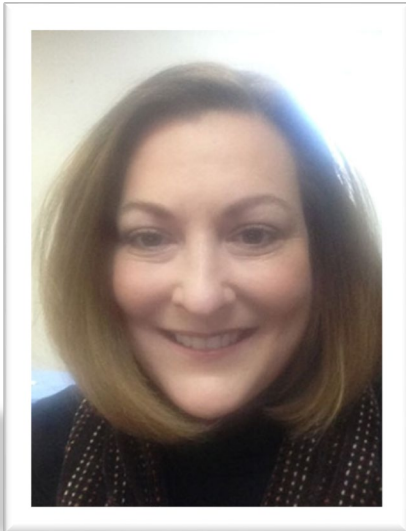
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Lynn Zwaagstra, Director  
Parks and Community Services

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Rosalie Wessels, Chair  
Park Board

# KIRKLAND PARKS & COMMUNITY SERVICES NOVEMBER 2019



**M**ary Gardocki joined the City of Kirkland in May 2018 as the Parks Planning and Development Manager. Right out of the gate, she entertained the hiring committee with stories of Adam Levine, otherwise known as “Grand Champion Great Black Adam Levine of Rokstarr.” Adam is a show cat with years of experience collecting ribbons, breeding and being photographed as a beautiful Bombay with a sleek, panther-like black coat.

“As a crucial member of our team, it’s important to know about Mary’s tremendous experience in the park planning field,” said Lynn Zwaagstra, Director of Parks and Community Services. Mary has a master’s degree in Landscape Architecture and 14 years of experience in positions such as park planner, senior planner and project manager. In these roles, she has completed countless master plans, park acquisitions, design and development projects, and park improvements. She is versed in handling

complex issues related to zoning, easements and use of GIS. Other accomplishments include creating and implementing ADA transition plans and comprehensive plans.

Mary had a career as a technical writer and adjunct professor in Science, Technology, and Society before becoming a park planner which creates diverse and rich life experiences. She also has noteworthy accomplishments in the art of cooking. She challenges herself with complex recipes in Julia Child’s “Mastering the Art of French Cooking”. Some of her favorite dishes to cook are ethnic dishes from her Polish and Romanian background.

“Mary is a wonderful person to work with. She is so knowledgeable, capable and accomplished” said Jason Filan, Parks Manager. “Her depth of experience filled a gap in our department skill set and she has already created efficiencies and brought new professionalism to our planning processes,” said Lynn Zwaagstra.



**Mary is a wonderful person to work with. She is so knowledgeable, capable and accomplished.”**  
**- Jason Filan, Parks Manager**

Mary oversees the Park Planning and Development Division which is responsible for park master planning, facility design, land acquisition, capital projects, construction management, grant preparation, and long-range strategic policy planning for Parks.

Visit our [PARK PLANNING AND DEVELOPMENT](#) website for the latest information on our [ACTIVE PROJECTS](#), [PAST PROJECTS](#), and [COMPREHENSIVE AND MASTER PLANS](#).



## SPECIAL EVENTS

### SPECIAL EVENT PERMITS

Staff supported the events listed below through permitting; coordination with other City departments for street closures, fire and police support, safety and sanitary regulations and banners; City facility use such as parks, parking lots and streets; evening and weekend on-call logistical support as needed; and communication with the public.

### LAKE WASHINGTON HALF MARATHON

Nearly 700 athletes descended on Juanita Beach Park for Washington Multi-Sport's 4th annual Lake Washington Half Marathon. The race is known for its' picturesque route along the Kirkland waterfront and hearty finish line chili feast. The event also hosts a food drive benefiting Hopelink and raises money for several local non-profits.

Congratulations to Devin Wulff (23) of Redmond who snatched up first place in the men's division with a time of 1:13:41 and Carly Wilczynski (26) of Issaquah who took first place in the women's division with a time of 1:24:41.



### TURKEY TROT 5K FUN RUN

Hopelink's 19th annual Turkey Trot 5K and Kids Dash were held at Marina Park on a beautiful winter morning. More than 1,400 supporters participated in the long-running holiday tradition that raises money to help support local families and individuals during the challenging winter months. It takes more than 150 volunteers and event personnel to pull off this great event which includes a family fun fair complete with balloon animals, face painting, fun photos, giveaways, treats and more.



### UPCOMING EVENTS

DATE/TIME	EVENT	LOCATION	OTHER INFO
Friday, December 6, 2019 1 pm – 3:30 pm	Washington Youth Climate Strike	Marina Park	<a href="http://STRIKEWITHUS.ORG">STRIKEWITHUS.ORG</a>
Saturday, December 7, 2019 3 pm – 6 pm	Kirkland Winterfest	Marina Park	<a href="http://KIRKLANDDOWNTOWN.ORG/KIRKLAND-WINTERFEST-SMALL-BUSINESS-SATURDAY">KIRKLANDDOWNTOWN.ORG/KIRKLAND-WINTERFEST-SMALL-BUSINESS-SATURDAY</a>
Friday, December 13, 2019 4:30 pm – 6:30 pm	Google Lights	Feriton Spur	<a href="http://KIRKLANDDOWNTOWN.ORG/GOOGLE-LIGHTS">KIRKLANDDOWNTOWN.ORG/GOOGLE-LIGHTS</a>
Sunday, December 15, 2019 8 am – Noon	12Ks of Christmas	Marina Park	<a href="http://SRC12KSOFCHRISTMAS.COM">SRC12KSOFCHRISTMAS.COM</a>
Sunday, December 22, 2019 4 pm – 5:30 pm	Grand Menorah Lighting	Marina Park	<a href="http://JEWISHKIRKLAND.COM">JEWISHKIRKLAND.COM</a>

## HUMAN SERVICES

### HUMAN SERVICES COMMISSION RESIGNATION

The Human Services Commission said a big thank you and best wishes to Amy Falcone at their November meeting. Amy served as an original member of the Human Services Commission and as co-chair since the spring. We appreciated her thoughtful leadership and commitment to creating a more just community. Amy was recently elected to the City Council and will begin in this role in December.

### HUMAN SERVICES COMMISSION NOTIFICATIONS

You can stay informed on Human Services Commission meeting information via e-mail or whenever the HSC page is updated by subscribing to our [EMAIL UPDATE SERVICE](#).



Kirkland E-Mail Alerts



### KIRKLAND YOUTH COUNCIL PET FOOD DRIVE

On November 16-17, 2019, members of the Youth Council collected pet supply items for Homeward Pet Shelter at Denny's Pet World. The group collected just under \$300 in cash donations and a car full of donations valued at \$500.



### UPCOMING EVENTS

#### DATE/TIME

Tuesday, December 3,  
2019, at 6:30 pm

#### EVENT

Washington Poison Center presents  
*Vaping 101: The Truth Behind the Haze*



#### LOCATION

Kirkland Library

#### OTHER INFO

**EVENT - KING COUNTY  
LIBRARY SYSTEM**



## RECREATION SERVICES

### KIRKLAND YOUTH BASKETBALL COACHES MEETING

On November 16, 2019, recreation staff hosted the Youth Basketball Coaches Meeting for the upcoming season. With 60+ coaches in attendance, we shared the league rosters, practice schedules and goals for the 2020 season with all in attendance. All coaches are volunteers giving time and energy to educate and instruct our future basketball stars. For more information on volunteer opportunities and the youth basketball program, please visit our [YOUTH BASKETBALL](#) webpage.

### USING SOCIAL MEDIA TO CONNECT

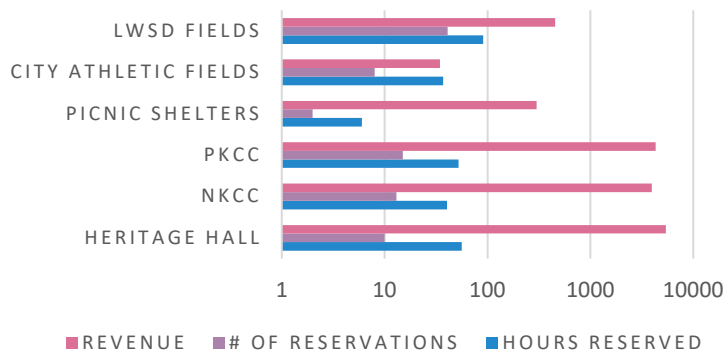
Since 2019, the Kirkland Parks and Community Services Facebook page has increased "Likes" by 367 and has almost doubled since November of 2018. On November 26, 2018, the page had 449 likes compared to 826 likes currently. This growth has been accomplished organically without paying for increased likes. Staff has made a conscious effort to have a bigger footprint on social media and have seen a positive response from the increased posting. Check out our Facebook page to see what we have been up to: [FACEBOOK.COM/KIRKLANDPARKS](https://www.facebook.com/kirklandparks).



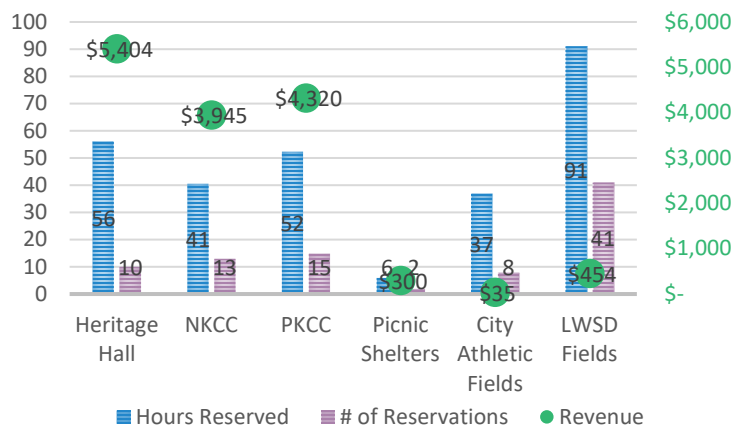
### FIRST PICKLEBALL LEAGUE WRAP-UP

Kirkland's first Pickleball league ended this month after 8 weeks of play with 13 teams participating at the newly renovated courts at Everest Park. "Cool Pickles" and "Dillwithit!" played in the championship round on November 23, 2019, while other teams cheered on the competition. Encouragement, laughter and camaraderie inspired a final group photo with the winning team, "Cool Pickles." Though "Cool Pickles" took home the championship prize, the real win was their sense of sportsmanship that was built within our pickleball community.

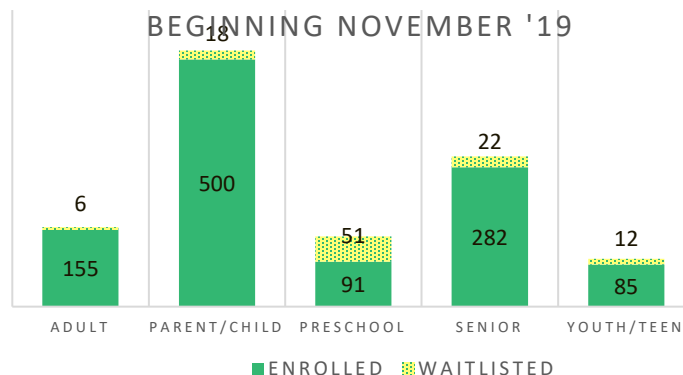
#### NOVEMBER '19 FACILITY RENTALS



#### RENTAL RESERVATION HOURS AND REVENUE



#### PARTICIPATION IN PROGRAMS BEGINNING NOVEMBER '19



## PARKS MANAGEMENT

### NEW FUNDING OPPORTUNITY

King County Councilmembers Balducci and Dembowski have verbally committed to providing grant funding in 2020 (via King County WaterWorks Council Allocated Funding) to support additional habitat restoration along Juanita Creek and an increase in volunteer events with Eastside Prep at Watershed Park!



### WASHINGTON CONSERVATION CORPS

The Green Kirkland Partnership has historically hired Washington Conservation Corps (WCC) crews for a few weeks each year to focus on restoration work not suitable for volunteers. This year, thanks to increased funding levels and partnerships, we were able to contract for a year-round crew. The crew works October 2019 through September 2020.

Earlier this month the Lake Stevens WCC crew joined Kirkland's WCC Crew for a joint day in the field at Watershed Park. Working together, the "super crew" focused on ivy removal and infill planting. The super crew days are when another WCC crew comes to our park to team up on a project. Our crew returns the favor by traveling to one of their sites at a later day/time to help with one of their projects. It is fun for the crews, allows them to learn

from one another, and allows them to tackle big projects that benefit from having up to 12 people in the field working together.

### UPDATES

This time of year, staff focus on preparing for the winter season in a variety of ways.

Staff are removing, recycling, and mulching leaves throughout the park system. Recent rains and cold weather helped encourage the trees to drop their remaining leaves. We are hopeful to be done with the process soon!

Restrooms and irrigation systems were winterized this past month. Honeybuckets were placed at high-use parks for the winter season.

Staff applied de-icer several times this month and will continue to do so as the conditions demand.

Staff continue with their Fall tree plantings. Lots of great specimens and park locations receiving new trees.

Lots of small little projects happening out in the system. Small electrical, plumbing, power-washing, and prep work to keep the infrastructure in good order.

Unfortunately, we were the recipients of an abnormal amount of vandalism at some of our parks this past month. South Rose Hill, Edith Moulton, OO Denny, Peter Kirk, and 132nd were all "tagged" this month. Staff worked to address and correct the damage as quickly as possible to discourage this type of activity.

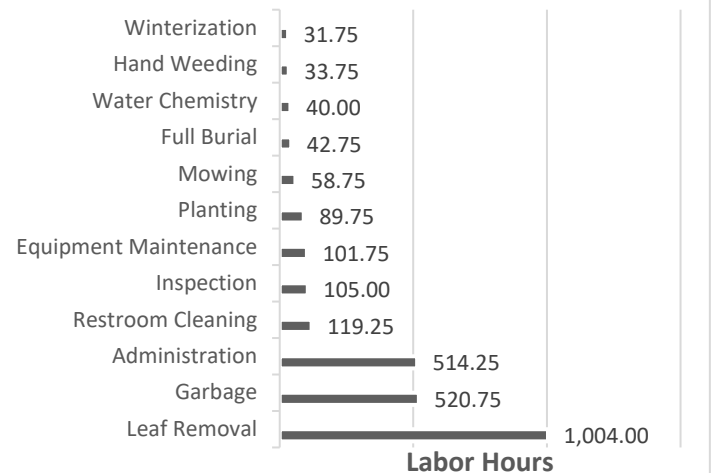
### PARKS MAINTENANCE CENTER CONSTRUCTION

The new Parks Maintenance Center is nearly complete. Lots of preparation around the shop in anticipation of the big move scheduled for early December. Boxes are being packed and a thorough "house-cleaning" is underway. Please join us for the ribbon-cutting ceremony at the new facility on Monday, December 9, 2019, at 12 pm.

### UPCOMING EVENTS

DATE/TIME	EVENT	LOCATION	OTHER INFO
Monday, December 9, 2019 at noon	Parks Maintenance Center Ribbon Cutting	New Parks Maintenance Center 12006 120th PL NE	
Monday, January 20, 2019	Martin Luther King Day Events	Multiple	<a href="http://GREENKIRKLAND.ORG">GREENKIRKLAND.ORG</a>

### Top 12 Tasks in November





## PARKS MAINTENANCE BEAUTIFICATION AND SAFETY PROJECTS



McAuliffe Tree Planting



Before and After: Leaf Removal at Windsor Vista



Vandalized Windows repaired at 132nd Sq. Park



Before and After Power-washing at Juanita Bay Park

## GOAL PROGRESS

Progress toward goal of 12 new acres enrolled in 2019\*



Progress toward goal of 5,000 native plants installed in 2019\*



Progress toward goal of 10,973 volunteer hours\*



\*11.67 acres enrolled based on data received from Stewards & crews by 11.27.19

\*4,499 native plants installed based on data received from Stewards & crews by 11.27.19

\*9,787 volunteer hours based on data received from Stewards & crews by 11.27.19

## PARK PLANNING AND DEVELOPMENT

Below is a high-level summary and status update of the active Park Planning and Development projects. Please visit the Park Planning and Development [WEBSITE](#) to learn more about these projects, to access project files, master plans, outreach efforts, and other details.

### JUANITA BEACH BATHHOUSE RENOVATION

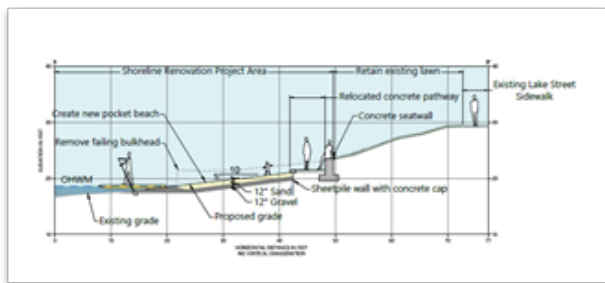
Six bids were received on November 15, 2019. The lowest bid came from Synergy, Inc., a construction company out of Woodinville. The contract award is expected to be approved at the December 10, 2019, City Council meeting with construction anticipated to begin in January. There will be a groundbreaking event sometime in January.

Background of Project: This is phase II of the Juanita Beach Park development project. This phase includes replacing the bathhouse, adding two new picnic shelters and installing an all-inclusive new playground. Numerous environmental improvements will occur throughout the park.

### 132ND SQUARE PARK

Scope and funding options were presented to City Council on November 6, 2019. The Council voted to fund the entire Master Plan estimated at \$5.7M. A 30% design review with the public and Park Board will occur sometime in mid-February.

Background of Project: The City is replacing a non-regulation grass sports field with a synthetic turf field after the installation of a surface water detention structure underneath the field.



### DAVID BRINK PARK SHORELINE RENOVATION

30% design drawings are complete. The design will be shared on the project's webpage and the Park Board sometime during the first part of the year after additional CIP funding is approved in December.

Background of Project: This is part of a larger shoreline infrastructure project conducting major maintenance of docks, piers and shorelines.

### CITY/SCHOOL PLAYFIELD PARTNERSHIP

Finn Hill Middle School playfield has been renovated and will be available for play spring 2020.

Background of Project: This long-standing partnership will continue with the improvement of Peter Kirk Elementary School fields.

### JUANITA HEIGHTS TRAIL PROJECT

Staff continue to explore trail options.

Background of Project: The expanding Juanita Heights Park is envisioned to allow trail connections to the surrounding neighborhoods all the way down to Juanita Bay Park.

### PARK PLAY AREAS AND ACCESSIBILITY ENHANCEMENTS

This fall, outdoor exercise equipment was replaced at Crestwoods Park and will be added to Peter Kirk Park.

Background of Project: This ongoing capital project strives to replace aging playgrounds, improve sports courts in the parks, and improve accessibility throughout the park system.

### TOTEM LAKE PARK

Bidding for this project is anticipated in January with construction beginning in March, pending bid results. There will be a groundbreaking event sometime in March.

Background of Project: With the acquisition of a parcel adjoining Totem Lake Park, the City will create a new neighborhood park. The park will include pathways, an inclusive playground, restrooms, scenic view locations, environmental restoration and a boardwalk connecting the park through the eastern side of the lake property to the Cross Kirkland Corridor.

### WAVERLY PARK PHASE 2

There are no current updates.

Background of Project: The Waverly Park development will continue with additional phases. Phase II will include various improvements to the pier, walkways and accessibility of the site.