



KIRKLAND PARK BOARD REGULAR MEETING

Date: April 14, 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. February 10, 2021
 - b. March 31, 2021
5. **BUSINESS ITEMS**
 - a. Meeting Facilitation
 - b. Recreation Summer Programming Update
 - c. Park Board Work Plan Introduction
6. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff Updates and Information
 - d. Park Board member reports
 - e. Comments from the Chair

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

February 10, 2021

1. CALL TO ORDER

February 10, 2021, Park Board Regular meeting was called to order at 7:02 p.m. by Chair Susan Baird-Joshi.

2. ROLL CALL

Members Present: Chair Susan Baird-Joshi, Vice-Chair Amanda Judd, Uzma Butte, Tammy Cohen, Mike Holland, Roshan Parikh

Members Absent: None

Staff Present: Lynn Zwaagstra, John Lloyd, Jason Filan, Sean Conway

Recording Secretary: Heather Lantz-Brazil

3. ITEMS FROM THE AUDIENCE

4. APPROVAL OF MINUTES

Mr. Parikh moved to approve the January 13, 2021 meeting minutes. Motion seconded by Ms. Butte. The motion passed unanimously.

5. BUSINESS ITEMS

a. Chair/Vice-Chair Elections

Mr. Parikh moved to Take Up from the Table the Chair and Vice-Chair Elections. Motion seconded by Ms. Butte. The motion passed unanimously.

Chair

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

Vice-Chair

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

b. Pet Waste Bacteria Monitoring, Outreach, and Education Campaign

Aaron Hussmann, Environmental Education and Outreach Specialist presented the results of the 2019 Pet Waste Bacteria Monitoring, Outreach and Education campaign that took place for 11-weeks from September – November 2019. Mr. Hussmann and Staff answered questions from the Board.

c. Juanita Beach Park Art

Anneke Davis, Capital Improvement Program Project Manager and Dana Nunnelly, Cultural Arts Commission Chair presented the art concept “Three Limbs” by UrbanRock Design for Juanita Beach Park to the Board seeking a formal recommendation to City Council. Ms. Davis and Ms. Nunnelly answered questions from the Board.

Mr. Parikh moved to formally recommend the art concept “Three Limbs” by UrbanRock Design for Juanita Beach Park to City Council. Motioned seconded by Ms. Judd. The motion passed unanimously.

d. Park, Recreation, and Open Space (PROS) Plan Process Overview

Lynn Zwaagstra, Director of Parks and Community Services presented the PROS Plan update process to the Board. The process is estimated to take approximately 12-18 months to complete. Staff answered questions from the Board.

e. Neighborhood Liaison Assignments

The following neighborhood liaison assignments were assigned:

Neighborhood	Park Board Member	Frequency
Central Houghton	Tammy Cohen	Second Tuesday of odd months (No summer or Dec meetings)
Everest	Mike Holland	Fourth Tuesday odd months (No summer meetings)
Evergreen Hill	Susan Baird-Joshi	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)
Finn Hill	Amanda Judd	Meets as needed
Highlands	Mike Holland	Third Wednesday odd months (Nov–May)
Juanita	Amanda Judd	Second Monday of odd months (No summer meetings)
Lakeview	Unassigned	Inactive - No meetings at this time
Market	Roshan Parikh	Third Wednesday odd months (No summer meetings)
Moss Bay	Uzma Butte	Second Monday odd months (No summer meetings)
Norkirk	Tammy Cohen	First Wednesday even months (No summer meetings)

North Rose Hill	Uzma Butte	Third Monday of every month (No July or Dec meetings)
South Rose Hill/Bridle Trails	Susan Baird-Joshi	Second Tuesday odd months (No summer meetings)
Totem Lake	Unassigned	Inactive - No meetings at this time

6. COMMUNICATIONS

- a. Correspondence
- b. Department Monthly Report
- c. Staff Updates and Information

Ms. Zwaagstra recommended the Board attend the February 16, 2021 City Council study session and regular meeting for important updates.

- d. Park Board member reports

Ms. Baird-Joshi shared information on regional transportation station issues and a survey with King County at the South Rose Hill/Bridle Trails Neighborhood Association meeting.

- e. Comments from the Chair

ADJOURNMENT

Ms. Judd moved to adjourn the meeting. Mr. Parikh seconded. The motion passed unanimously, and the meeting was adjourned at 9:10 p.m.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Susan Baird-Joshi, Chair
Park Board

KIRKLAND PARK BOARD

Minutes of Special Meeting

March 31, 2021

1. CALL TO ORDER

March 31, 2021, Park Board Special Meeting was called to order at 7:00 p.m. by Chair Susan Baird-Joshi.

2. ROLL CALL

Members Present: Chair Susan Baird-Joshi, Vice-Chair Amanda Judd, Uzma Butte, Tammy Cohen, Mike Holland, Roshan Parikh

Members Absent:

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

Recording Secretary: Heather Lantz-Brazil

3. SPECIAL PRESENTATION

Karen Lightfeldt introduced artist Andrew Carson to present a proposed art donation for Juanita Beach called the *Glassinator*. Presenters and staff answered questions from the Board.

4. ITEMS FROM THE AUDIENCE

5. BUSINESS ITEMS

a. 132nd Square Park Art

Brian Baker, Senior Capital Project Coordinator and Dana Nunnelly, Cultural Arts Commission Chair presented information on the proposed art concept *Individually We Transform, Together We Soar*.

Ms. Butte moved to recommend City Council adopt the concept *Individually We Transform, Together We Soar* by Cobalt Design Works to be incorporated into 132nd Square Park. Motion seconded by Ms. Judd. The motion passed unanimously.

b. Art Donation for Juanita Beach

The Board discussed the proposed art donation for Juanita Beach Park. Staff answered questions from the Board.

Ms. Cohen moved to request staff to evaluate the art concept's durability, sustainability, and proposed location within Juanita Beach Park while respecting the donor's intent and bring findings back to the Board. Motion seconded by Ms. Butte. The motion passed unanimously.

6. COMMUNICATIONS

- a. Correspondence
- b. Department Monthly Report
- c. Staff Updates and Information

Staff shared spring recreation programming registration is open and summer programming registration opens May 4, 2021.

- d. Park Board member reports

Ms. Judd reported on the neighborhood safety program panel; two community projects in the safety program were voted on by the panel to move forward for proposal to City Council. Both program proposals were directly improving accessibility to Kirkland parks.

Mr. Holland, Mr. Parikh, Ms. Butte, and Ms. Baird-Joshi reported on attending neighborhood association meetings.

- e. Comments from the Chair

ADJOURNMENT

Mr. Parikh moved to adjourn the meeting. Ms. Cohen seconded. The motion passed unanimously, and the meeting was adjourned at 9:16 p.m.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Susan Baird-Joshi, Chair
Park Board



CITY OF KIRKLAND
Department of Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Sara Shellenbarger, Recreation Manager

Date: April 14, 2021

Subject: Recreation Services Summer 2021 Programming

RECOMMENDATION

That the Park Board receive a presentation about summer 2021 programming and re-opening plans for the Recreation Division.

BACKGROUND DISCUSSION

The Recreation Division has not held in-person programs since the beginning of the COVID-19 pandemic and social gatherings became unsafe.

Over the past year, the Recreation Division has continued to provide meaningful community services and programming. Staff have supported critical human services needs such as to-go lunches for seniors and have pivoted to provide virtual programs and do-it-yourself adventure games in the community.

At the February 16, 2021 City Council meeting, Parks and Community Services Director Lynn Zwaagstra presented reopening plans for recreation services and programs, including athletic fields, facility rentals, and summer programs. As discussed with City Council, and in accordance with state guidelines, the Recreation Division is preparing for in-person summer programs to resume on June 21, 2021, with registration opening May 4, 2021. Due to the unknown nature of the pandemic and the need to remain nimble, a printed brochure will not be produced this year. Rather, a postcard will be mailed to all Kirkland addresses promoting the registration date and the scholarship program. Additional flyers promoting summer programs will be shared with Lake Washington and Northshore School District Schools and other community organizations. An example of these marketing materials can be found in **Attachment A**. All programs are viewable online at Kirklandparks.net.

Staff will provide an overview of upcoming programs and services, and what is being done as a result of the COVID-19 restrictions. Additionally, staff will discuss updates to the scholarship program for those in need.

Attachment A: Example Marketing Materials

ATTACHMENT A

Example Summer Marketing Materials

We're Back!

Kirkland Parks & Community Services is preparing our facilities and programs to welcome you back for in-person summer programs!

**Registration opens on
Tuesday, May 4th, 2021 at 7:00am**

**Visit us at www.KirklandParks.net
to explore programs, and register online
or by phone at (425) 587-3336.**

Browse Aquatics, Adult Sports,
Summer Camps, Virtual Programs
& more online!



Kirkland Parks and Community Services strives to offer recreation programs that are welcoming and inclusive for all.

Recreation Scholarships are available to Kirkland residents. Scholarship applications can be submitted at any time during the year, with limited enrollment beginning on Tuesday, April 27, 2021.

NEW FOR 2021: To provide greater benefit, scholarship limits have been increased to \$450 per Kirkland resident per year and may be used for multiple programs throughout the year.

**To learn about income eligibility requirements
or to apply for a Recreation Scholarship, please visit
www.kirklandwa.gov/RecreationScholarships.**



We're Back!



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Tuesday, May 4th at 7am**

www.KirklandParks.net | (425) 587-3336



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MEMORANDUM

To: Park Board

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

Date: April 7, 2021

Subject: 2021-2022 Park Board Work Plan Introduction

RECOMMENDATION

Staff recommends that Park Board review and discuss the 2021-2022 work plan before recommending adoption at the May 2021 meeting.

BACKGROUND DISCUSSION

A draft of the Park Board Work Plan for 2021-2022 is included as **Attachment A**. As advisory body to City Council, the work plan is based on the priorities set by City Council and the City Manager. Additional work plan items include Park Board projects, and high priority Parks and Community Services Department needs. Park Board can make limited recommendations to modify the work plan based on the priorities of the city and the department.

Staff will incorporate any feedback received and will bring back a final version of the plan for approval during the May 12, 2021 Park Board meeting. The approved work plan will then be adopted by City Council.

Attachment A: 2021-2022 Draft Park Board Work Plan

Parks and Community Services: Work Plan Items for Park Board

Developed March 2021

Council approved xx

Task	Topic	Description	Staff Lead	2021				2022
				Q1	Q2	Q3	Q4	
1	Park Board Retreat/Orientation	Onboard new Park Board members and hold retreat with all Board members to provide additional training sessions	Lloyd		X			X
2	Summer marketing and communication plan - Briefing	With the suspension of the recreation brochure, create a communication process for summer 2021 programming	Lloyd		X			X
3	PROS Plan	Provide input for this 6-year required plan that serves as the parks and recreation chapter of the City's comprehensive plan	Gardocki	X	X	X	X	X
4	Community Needs Assessment	Assist with the Department's outreach and surveying of community interests	Gardocki		X	X		X
5	ADA Self Evaluation and Transition Plan	Review of parks and recreation facilities assessment for accessibility and corresponding plan to increase accessibility	Gardocki		X	X		X
6	Synthetic Turf Strategic Plan	Review of the assessment of all ballfields in the city in comparison with sports needs and corresponding plan	Gardocki		X	X		X
7	Off-leash dog area outreach as part of PROS plan process	Updates on efforts to date and next steps	Gardocki		X	X		X
8	Totem Lake Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki			X		
9	132nd Square Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
10	David Brink Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
11	Update City codes for parks, recreation and community services	Based on results of planning and assessment processes, update pertinent City codes	Zwaagstra					X
12	Park volunteer program input	GKP style program for non-restoration events, such as park clean-up projects	Ball				X	
13	KTUB Briefing	Evaluation of KTUB service levels and non-profit operators	Miller			X	X	
14	Department diversity and gender equity policy	Provide input for this inclusive policy to ensure equitable access to programs and services	TBD					X
15	132nd Square Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki					X
16	David Brink Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki				X	X