



KIRKLAND PARK BOARD REGULAR MEETING

January 11, 2023; 7:00pm

Meeting to be held virtually, via Zoom

<https://kirklandwa.gov.zoom.us/j/88650999390?pwd=THV0YmZMeExXaTVJbEcyZUJuSTA3QT09>

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. December 14, 2022
6. **BUSINESS ITEMS**
 - a. 2023 Preview
 - b. Park Board Neighborhood Liaison assignments
 - c. Park Board member reports
7. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff Updates and Information
 - d. Comments from the Chair
8. **ADJOURNMENT**

Next Park Board Meeting: February 8, 2023

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KIRKLAND PARK BOARD
Minutes of Regular Meeting
December 14, 2022

1. CALL TO ORDER

The December 14, 2022 Park Board regular meeting was called to order at 7:01 p.m. by Chair Amanda Judd.

2. ROLL CALL

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

Members Absent: Board member Amy Ambrosini

Staff Present: 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

Chair Amanda Judd 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 Cohen volunteered to read the Local Land Acknowledgement at the next Park Board meeting.

4. ITEMS FROM THE AUDIENCE

5. APPROVAL OF MINUTES

The November 9, 2022 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

6. BUSINESS ITEMS

a. Park Board Member Reports

Board member Parikh presented the Parks, Recreation and Open Space (PROS) Plan to the Market Neighborhood Association and reported on the meeting discussions.

Vice-Chair Holland reported attending the Highlands Neighborhood Association meeting and is scheduled to present the PROS Plan and information on the PFEC on January 7th. Vice-Chair

Holland also shared David Barnes spoke on government rebates and incentives for heating systems, Katie Hogan spoke on new rules for protecting trees in our city, and Susan Vossler promoted the anti-idling campaign.

Board member Hansen reported the Houghton Neighborhood Association was focused on the La Quinta site.

Chair Judd gave feedback on winter community recreation events.

b. Ballot Measure Update

Hillary De La Cruz, Management Analyst gave an update about the potential 2023 Parks Ballot Measure(s) Initiative work during November and December. Staff answered questions from the Board.

c. KTUB Update

Sara Shellenbarger, Recreation Manager and Jen Boone, Human Services Manager gave an update on the Kirkland Teen Union Building Request for Proposals process. Board members provided feedback and staff answered questions from the Board.

PARK BOARD RECESSED AT 8:43 PM FOR 5 MINUTES
PARK BOARD RECONVENED AT 8:48 PM

d. Chair/Vice-Chair Election

Chair

Chair Judd opened nominations for the Chair position. Board member Thimsen nominated Vice-Chair Holland for the Chair position. Vice-Chair Holland accepted the nomination. No further nominations were received for this position and nominations were declared closed. Vice-Chair Holland was declared elected to Chair by unanimous vote.

Vice-Chair

Chair Judd opened nominations for the Vice-Chair position. Board member Hansen and Board member Cohen were nominated for the Vice-Chair position. Board member Hansen accepted the nomination, and Board member Cohen declined the nomination. No further nominations were received for this position and nominations were declared closed. Board member Hansen was declared elected to Vice-Chair by unanimous vote.

7. COMMUNICATIONS

a. Correspondence

No comments.

b. Department Monthly Report

Chair Judd encouraged Board members to read and use the monthly report for talking points at neighborhood association meetings.

c. Staff updates and information

Jason Filan, Parks Operations Manager shared that Rob Martinson has been promoted to Parks Maintenance Supervisor.

d. Comments from the Chair

8. ADJOURNMENT

Chair Amanda Judd adjourned the meeting at 9:07 PM.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Amanda Judd, Chair
Park Board



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: John Lloyd, Deputy Director of Parks and Community Services
Date: 1/11/2023
Subject: 2023 Preview

RECOMMENDATION

It is recommended that Park Board discuss 2023 meeting topics and provide recommendations for future meeting discussions.

BACKGROUND DISCUSSION

Although the year just began, 2023 is already ramping up to be a very busy year for the Parks and Community Services Department. Several large projects from 2022 will continue into 2023, including the completion of construction at 132nd Square Park. The Parks Ballot Measure Initiative will continue to be the largest project and top priority for the department in 2023.

Park Board has received updates on the 2023 Parks Ballot Measure initiative, and associated recreation and aquatic center feasibility study at each meeting starting with the [September 14, 2022 meeting](#). These updates have primarily been focused on the work of the Parks Funding Exploratory Committee (PFEC). To date, most of the work with PFEC has been educational, providing necessary background information about department operations, highlights of the Parks, Recreation, and Open Space (PROS) Plan, the City's financial structure, funding mechanisms available, and the recreation and aquatic center feasibility study. Beginning in January, PFEC will use the information provided during the educational sessions to begin the deliberation and decision-making process to identify the capital and operating elements and the funding mechanisms to be included in the potential ballot measure(s). PFEC will present its recommendations to City Council in the first quarter of 2023. City Council will ultimately decide whether to place a measure(s) on the ballot and what elements will be included, using PFEC's recommendation to inform their decision making.

Upcoming PFEC Meeting Schedule

January 12, 2023: Potential ballot measure elements costing information

- PFEC will be provided detailed capital and operating cost estimates for all potential ballot measure elements
- Discussion about PFEC decision making process

January 26, 2023: Feasibility Study Results, Project Selection and Funding Mechanism Conversation

- Opsis Architects will present the results of the recreation and aquatic center feasibility study including two options for each potential site (Houghton Park & Ride and North Kirkland Community Center & Park)
- Continue discussion on ballot elements and funding mechanism options

February 9, 2023: Project Selection and Funding Mechanism Conversation

- Continued discussion on ballot elements and funding mechanism options

February 23, 2023: Finalize recommendations for City Council

March 7 or 21, 2023: Tentative date for PFEC to present recommendations to City Council

Park Board members are strongly encouraged to visit the Parks Ballot Measure Initiative website at <https://www.kirklandwa.gov/parks2023ballot> to view all the meeting agendas, handouts, and select presentation recordings. At the February Park Board meeting staff will share the potential ballot measure elements costing information and feasibility study results. Park Board feedback will be shared with PFEC by Mike Holland, the Park Board representative on the committee.

As always, Park Board members are encouraged to engage their fellow community members to share educational information about the potential ballot measure(s) and to provide feedback to fellow Park Board members and staff about what the community is saying. If City Council decides to place a ballot measure(s) on the ballot, City Staff, City Council, and members of Boards and Commissions cannot use City time or resources to advocate that community members vote a certain way on a ballot measure. City Staff would develop and provide educational materials to community members.

While the ballot measure will continue to be a focus at Park Board meetings, staff are seeking Park Board feedback about what other discussion topics or information should be covered in future meetings. A tentative schedule of meeting topics is shown below.

2023 Meeting Schedule

Meeting Date	Topic(s)
1/11/2023	2023 Preview, Neighborhood Liaison assignment review
2/8/2023	Ballot measure project cost information and Feasibility Study results, KTUB Update, Prep for joint meeting with City Council
3/8/2023	Ballot measure project updates, Prep for joint meeting with City Council
4/4/2023*	Joint meeting with City Council
4/12/2023	Ballot measure project updates
5/10/2023	Ballot measure project updates, additional topics to be determined
6/14/2023	Ballot measure project updates, additional topics to be determined
7/12/2023	Park Tours – Locations TBD
8/9/2023	Typically, the August Park Board meeting is cancelled
9/13/2023	Ballot measure project updates, additional topics to be determined
10/11/2023	Ballot measure project updates, additional topics to be determined
11/8/2023	Ballot measure results
12/13/2023	Chair/Vice-Chair Elections

*Tentative Date



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MEMORANDUM

To: Park Board
From: John Lloyd, Deputy Director of Parks and Community Services
Heather Lantz-Brazil, Administrative Assistant
Date: January 11, 2023
Subject: Neighborhood Liaison Updates

RECOMMENDATION

That the Park Board discuss neighborhood liaison assignments and make representative appointments.

BACKGROUND DISCUSSION

The Park Board mission statement is as follows:

"The mission of the Park Board shall be to provide advice and assistance to the Department of Parks and Community Services (PCS) 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. Serve as a liaison between the City and the community."

The job description of the Park Board discusses involving the community and meeting with volunteer groups and neighborhoods to determine needs and interests. Some years ago, the Park Board decided to assign each board member to be the liaison with one or more neighborhood organizations. These assignments are typically made just after new Park Board members are appointed by City Council.

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 department monthly report provided by staff and pick out key items to convey to the neighborhoods. This could be followed by questions and feedback.
- Staff will highlight a topic or a discussion question for use with neighborhoods that would solicit community input for consideration. Discussion questions could be related to upcoming Park Board agenda items or be generic.

NEIGHBORHOOD LIAISON ASSIGNMENTS

Current Neighborhood Liaison Assignments are listed below. Following Amanda Judd's resignation, there are several unassigned neighborhoods, including Finn Hill, Juanita, North Rose Hill, and South Rose Hill. The Board may assign representation in any manner desired. This may include opening all assignments and selecting new representatives or only assigning unassigned neighborhoods. Many neighborhood associations are holding meetings virtually. Please visit the City's [neighborhood association website](#) for up-to-date information about each neighborhood.

Neighborhood	Park Board Member	Frequency	Website Kirkland neighborhood association website
Central Houghton	Tessa Hansen	Second Tuesday of odd months (No summer or Dec meetings)	Central Houghton Neighborhood Website
Everest	Mike Holland	Fourth Tuesday odd months (No summer meetings)	Everest Neighborhood Website
Evergreen Hill	Crystal Thimsen	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)	Evergreen Hill Neighborhood Association Facebook Page
Finn Hill	Available	Meets as needed	Finn Hill Neighborhood Alliance Website
Highlands	Mike Holland	Third Wednesday odd months (Nov–May)	Highlands Neighborhood Website
Juanita	Available	Second Monday of odd months (No summer meetings)	Juanita Neighborhood Website
Lakeview	<i>Unassigned</i>	Inactive - No meetings at this time	
Market	Roshan Parikh	Third Wednesday odd months (No summer meetings)	Market Neighborhood Website
Moss Bay	Amy Ambrosini	Second Monday odd months (No summer meetings)	Moss Bay Neighborhood Website
Norkirk	Tammy Cohen	First Wednesday even months (No summer meetings)	Norkirk Neighborhood Website
North Rose Hill	Available	Third Monday of every month (No July or Dec meetings)	North Rose Hill Neighborhood Association Facebook Page
South Rose Hill/Bridle Trails	Available	Second Tuesday odd months (No summer meetings)	South Rose Hill/Bridle Trails Neighborhood Website
Totem Lake	<i>Unassigned</i>	Inactive - No meetings at this time	



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Park Board
Meeting: 01/11/2023
Agenda: Communications
Item #: 7c

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services
Heather Lantz-Brazil, Administrative Assistant

Date: January 5, 2023

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 Topics at Next Council Meeting**
 - PCS department will be giving a presentation on the Kirkland Teen Union Building Proposals at the January 17 City Council Study Session at 5:30 PM
 - At the Regular Meeting at 7:30 PM on the same day, PCS business items include Banner Code Ordinance Update and Legislative Request Memoranda for options to reinstall Snyder's Corner Off-Leash Dog Park
- **Upcoming PCS Events** – Details and Registration Info at www.kirklandparks.net
 - Lunar New Year – January 28
 - Learn about the Lunar New Year and how it's traditionally celebrated at Peter Kirk Community Center. Enjoy activities that include crafts, food, dancing, and cultural demonstrations.
- **Green Kirkland Partnership** – Details and Registration Info at www.greenkirkland.org
 - Habitat Stewardship – January 11, 25
 - Join Green Kirkland for a day of habitat restoration at Juanita Bay Park.
 - MLK Jr. Day Stewardship Events – January 16
 - Volunteer at Watershed, Windsor Vista, or Juanita Open Space #1 Park.
 - Forest Stewardship – January 29
 - Join Green Kirkland for a day of forest restoration at Crestwoods Park.