



**Minutes for the Parks, Recreation
and Cultural Services Board / Tree Board
Regular Meeting**

**September 24, 2015
7:00 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

The meeting was called to order by Chair Sycuro at 7:01 p.m.

Park Board Members Present: Jesse Sycuro, William Franklin, Katie Schielke, Lauren Smith, John Hoey, Betsy Robertson, Cindy Dittbrenner

Absent: Christine Southwick, Vadim Dolgov

City Staff Present: Eric Friedli, Director; Mary Reidy, Recreation Superintendent; Maureen Colaizzi, Parks Projects Coordinator; Lynn Gabrieli, Administrative Assistant III

2. Approval of Agenda: Chair Sycuro called for a motion to approve the agenda as written. So moved by Ms. Robertson and seconded by Ms. Schielke. The motion carried.

3. Approval of Minutes: Chair Sycuro called for a motion to approve the August, 2015 Board minutes as written. So moved by Ms. Dittbrenner and seconded by Mr. Hoey. The motion carried.

4. Public Comment

None

5. Director's Report

- A South Woods work party on Sunday, September 27 will honor Charlie Brown, one of the original leaders of the South Woods Preservation Group who passed away in December, 2014.
- A summary sheet of the preliminary 2016 Parks Department budget was distributed and Mr. Friedli explained the process for budget approval and particular budget recommendations affecting the Parks Department. By the October PRCS Board meeting the budget proposal will be finalized and ready for final review by the Board. The Citywide budget will be introduced to the Council on October 12. The Parks Department budget will be presented to the Council on October 19th and 26th followed by a public hearing in early November and budget adoption on November 23rd.
- No requests have been received for donor benches at newly renovated Echo Lake Park.
- Fifteen Piano Time pianos plus some parts are being stored in a unit at Storage Court on Midvale. The City has declared the pianos surplus which allows the City to dispose of them or sell them. The Board will discuss Piano Time 2016 at a future date.
- The first phase of the Veterans Recognition Plaza is complete. The Veterans Association will be carving names in the pavers for those who have contributed to the project. The purchase of obelisks to complete the second phase is contingent on grant funding.

- A King Conservation District Grant was received for Twin Ponds vegetation management and ongoing restoration work at Richmond Beach Saltwater Park. The grant will also fund a neighborhood urban forestry program.
- The Echo Lake project is complete and will remain fenced until the newly planted grass is established.
- Youth and Teen Development is sponsoring an “After the Game” party for high school students tomorrow night following the football game.
- Multiple janitorial issues at the pool have resulted in the City looking at alternatives.
- The greenhouse at the Richmond Highlands Recreation Center will be under construction next month. A grant and private donations have funded this project for the Specialized Recreation program.
- The south border of Twin Ponds Community Garden will be replanted with native - edibles by mid-October.

6. Review of New Policies and Procedures

- a. *Recreation Program Refund Policy* – Finance and Parks have collaborated to develop a mutually agreeable policy that is enforceable and manageable. This policy proposal has been the standard operating procedure for Parks over the past year and it has worked very well. Staff has endorsed this as a viable practice going forward.

The Board asked for clarity about the following points:

1. How would a person request a refund—who would they notify?
2. What happens if a teacher doesn’t show up because of bad weather or another reason?
3. Clarify “Cancellation” in the definition of terms.
4. Section 4.8: fees “may be” prorated after the start date: how is that decision made? What are the conditions? Can it be changed to “will be?”
5. Sections 4.7, 4.11, and 4.13: What is “inclement?” Add “severe weather” to definitions and include who makes the decision.

Staff requested approval of this policy with the provision that the following points will be clarified:

1. all refund requests must be submitted in writing,
2. “Cancellation” shall be defined,
3. “May be” or “will be prorated” will be clarified,
4. Clarify the use of “inclement” and “severe” weather throughout.

Chair Sycuro called for a motion to approve the policy as amended. So moved by Ms. Robertson and seconded by Mr. Franklin. The motion carried as amended.

- b. *Donor Equipment Policy* –This policy would allow more flexibility for individual requests to place benches in any Shoreline Park pending staff/donor agreement. One change to the policy from the draft included in the packet would allow for refurbishment only of existing picnic tables. References to new picnic tables would be removed.

The Board asked for clarity about the historical practice of the program, management of the program if the program grows, and whether it would be best to master plan the parks to designate bench locations in advance of the requests. The PROS plan will be an opportunity to take a look at additional opportunities for master planning to continue to expand and mature the program. This proposed policy would stand in the gap between current and future practice.

Ms. Dittbrenner moved to approve the policy as presented. Seconded by Ms. Robertson. The motion carried.

7. King Conservation District (KCD) Urban Forest Health Management System

Maureen Colaizzi, Parks Projects Coordinator

The City submitted a letter of interest in early September to participate in an urban forestry program that would include collaborative work with Innis Arden and Ballinger neighborhoods on large scale vegetation management.

KCD has an interest in involving private land owners. Innis Arden was considered to be a good candidate because of the size of the reserves and the mutual desire for a vegetation plan. The Innis Arden Board is reviewing this proposal and considering their response. Ballinger is an area that would benefit greatly from vegetation management to enhance park access. The area is overgrown with invasives and has not been the recipient of park master planning efforts.

8. Parks, Recreation & Open Space (PROS) Plan Schedule Development

Maureen Colaizzi, Parks Projects Coordinator

The components of the PROS Plan were reviewed including the process of hiring a consultant, conducting surveys, and implications for the City budget. There will be many opportunities for the Board and staff to engage the public in Plan development. The intent will be to help the community, especially underrepresented communities, imagine the future of Shoreline. The Parks Board will be soliciting input and playing a leadership role at community events, reviewing surveys and study results, and drafts of the Plan.

Chair Sycuro requested a review of the current PROS Plan 20-year short and long-term goals at the October meeting to assess what was accomplished, what was not, and what should change. A frank discussion about what was not accomplished and why would be welcome.

The City Council adopts the budget in late November. Following successful adoption, a consultant will begin surveying in early 2016, a community outreach plan will be developed, a recreation demand study will be designed, as will the Pool/Recreation Center feasibility study. Ms. Colaizzi reviewed the short and long-term schedule outlined in the agenda packet.

The Board offered some community engagement ideas:

- Solicit feedback from citizens by mail about their closest neighborhood park. Make it as easy as possible using a postcard or web address and multiple avenues to provide feedback.
- Use social media—utilize an expert.
- Make it a priority to reach underrepresented populations and work with nonprofit community partners.
- Emphasize Teen Program participation through social media using headline events, Tweets with pictures, and Instagram pages with pictures of parks.
- The Board expressed interest in participating in survey development.
- The Board asked questions about their role in the development of the PROS Plan: are there projects and/or topics they will focus on in depth?
- Questions were asked about the timing of the next Parks Bond and the relationship between the PROS Plan and the Bond.

There will be more conversation about this at the retreat and beyond. The Shoreline Pool feasibility study and assessing the need for a new community recreation center will rival the PROS Plan in importance, as will the station area planning efforts. The Board will have much to do with all of these major projects.

9. Park Board Retreat Update

Katie Schielke and John Hoey

A draft agenda was distributed and the location at Shoreline Community College was announced. Ms. Schielke described the components of the agenda and solicited questions from the Board for the facilitator to address:

- What expectations does that Board have of itself? What do we expect to be doing?
- Why have a Parks Board? How can we really add value?

Homework and dinner orders will be communicated via email next week. In preparation for the retreat, come up with a newspaper headline announcing one thing the Board achieved five years from now.

10. Comments from the Board

- Ms. Schielke encouraged the Board to attend the next Council of Neighborhood meeting on October 7 at City Hall.
- The suggestion was made to invite the Council of Neighborhoods to a joint meeting, perhaps related to a kickoff of the PROS Plan.
- The Monster Mash Dash is on October 10 at 9:00 a.m.
- Mr. Franklin commented on what a benefit the Aurora Corridor is to Shoreline.
- Is there any way the Board can advocate for a new Pool/Recreation Center? How can the Board show support?
- The Board commented on the positioning of the salvaged wood sculpture on the Interurban Trail and inquired whether there is a standard display requirement.
- Appreciation was expressed for the way that Park Maintenance preserved downed trees in appropriate open spaces during the wind storm.

11. Adjournment

Hearing no further business, Chair Sycuro called for a motion to adjourn. So moved by Ms. Robertson and seconded by Ms. Schielke. The meeting adjourned at 9:02 p.m.

Signature of Chair
Jesse Sycuro

Date

Signature of Minute Writer
Lynn Gabrieli

Date