



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

## NOTICE OF REGULAR MEETING

### **PARKS AND RECREATION BOARD**

City Hall Conference Room  
116 Union Avenue

**WEDNESDAY**  
**February 24, 2016**  
**7:00 p.m.**

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the January 27, 2016 meeting (*P.1* )
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
- 7:15 4. **DISCUSSION ITEM** – NRPA Membership and Logo (*P.7*)
- 7:45 5. **OTHER BUSINESS/INFORMATION ITEMS**
- a. Parks Website, Park Reservation and User Fee Changes (*P.9*)
  - b. Ferguson Park (*P.13*)
  - c. Union Avenue Street Tree/Streetscapes
- 8:45 6. **ADJOURN**

**NEXT MEETING:** The next regular meeting is scheduled for Wednesday, March 23, 2016 at 7 p.m. in the Snohomish City Hall Conference Room, 116 Union Avenue.

### **Meeting Guidelines**

*The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.*

- ◆ Meetings end at 9:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each Agenda will have time allocations for each item.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

### **Parks and Recreation Board Meeting Calendar – 2016**

<b>Month</b>	<b>Agenda Topics</b>
January	<ul style="list-style-type: none"> <li>a. Focus Review of Pilchuck Park – Long Term Park Planning Needs</li> <li>b. NRPA Membership and Logo</li> <li>c. Parks Website</li> <li>d. 2016 Meeting Calendar</li> </ul>
February	<ul style="list-style-type: none"> <li>a. NRPA Membership and Logo</li> <li>b. Parks Website</li> <li>c. Ferguson Park</li> <li>d. Union Avenue Street Tree/Streetscape</li> </ul>
March	<ul style="list-style-type: none"> <li>a. 20 Acre Park – Open House Forum Discussion</li> <li>b. Fisher Park</li> <li>c. Volunteer Updates</li> </ul>
April	<ul style="list-style-type: none"> <li>a. Ludwig Property Master Planning</li> <li>b. Cady Park</li> </ul>
May	<ul style="list-style-type: none"> <li>a. Off Leash Dog Parks (Frisbee Golf)</li> <li>b. Kla Ha Ya</li> </ul>
June	<ul style="list-style-type: none"> <li>a. Morgantown</li> <li>b. Maple Avenue</li> </ul>
July/August	<ul style="list-style-type: none"> <li>a. Walking Tours – Interurban Trail and Centennial Trail</li> </ul>
September	<ul style="list-style-type: none"> <li>a. Averill Field</li> </ul>
October	<ul style="list-style-type: none"> <li>a. Hill Park</li> </ul>
Nov/Dec	<ul style="list-style-type: none"> <li>a. Wildlife Refuge</li> <li>b. 2015 Year in Review</li> </ul>

**AGENDA ITEM 2**



# CITY OF SNOHOMISH

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**Parks and Recreation Board  
Meeting Summary  
January 27, 2016  
City Hall Postmaster Conference Room  
116 Union Avenue**

1. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m.

**Roll Call:**

**Present:**

**Park Board:**

Lya Badgley, Chair  
John First  
Chris Harper  
Noah Pylvainen  
Lea Anne Burke

**Staff:**

Denise Johns  
Mike Johnson  
Angela Evans

**Citizens/Others:**

Derrick Burke, Council

**Parks Foundation:**

Ed Poquette

**Absent:** None

Newly appointed Boardmember Noah Pylvainen introduced himself to the Board, summarizing his experience and desire to work with Parks Board. Board members, City staff and Councilmember/board liaison Burke introduced themselves to Mr. Pylvainen.

2. **APPROVE MEETING SUMMARY:** The December 16, 2015 summary was approved.
3. **CITIZEN COMMENTS** - None.

Mr. Poquette handed out new flyers for the Parks Foundation. The flyers will also be available in various City locations and events and also online.

4. **PRESENTATION** – Overview of Current Park Master Plans and Existing Conditions

January is normally when the Board establishes goals for the remainder of the year. Ms. Johns suggested each month the Board focus on a specific park by looking at current conditions, its existing master plan, surveys, photos and sketches, and brainstorm about each property. With the Metropolitan Park District (MPD) proposition failing, the City is focusing on identifying park maintenance needs using available, albeit limited, resources. Staff briefly summarized the City's

## **AGENDA ITEM 2**

parks which will be addressed each month throughout the year. Tonight's focus will be Pilchuck Park because it is our largest, very popular, heavily used, and well-loved park.

### **5. DISCUSSION ITEMS:**

Chair Badgley suggested that future agendas include a brief summary of the discussion items.

#### a. Focus Review of Pilchuck Park – Long Term Park Planning Needs

Accessibility: There is an accessible route at the end of the parking lot, but it is not where the most access is needed. The area around the restroom, up from the field and down from the parking lot, is the area in need of modification for ADA accessibility. The restroom also needs to be brought up to code. In addition, the access way ramps from the parking lot to the fields need to be improved.

Irrigation pump system and enclosure: This system, which was designed to pump water from the Pilchuck River for park irrigation, was installed in the 1970's and not functioning for 4-6 years. Sprinkler heads placed throughout the park, at 200 ft increments, are being broken off by mowing equipment. The irrigation system needs to be re-designed, possibly using big water cannons with spigots along the edge and out of the way of the fields.

Erosion Control of Pilchuck River at 88<sup>th</sup> Street Bridge: The park needs engineering, design and study in order to find out how to better control the serious erosion issue. Solutions may include additional plantings along the river bank, adding more or moving the existing ecology blocks, and adding mature tree plantings along the river's edge.

Playground Improvements: When the playground was relocated to its existing location some equipment was removed and not replaced. Mr. Johnson stated the structures are fine, but new play features need to be added to improve use. Staff and playground equipment manufacturer has researched and provided different scenarios which meet current setback regulations.

Civic Events/Recreation: Last summer the City indicated a successful *Movies in the Park* program at Pilchuck Park, and intends to continue this program again this summer. The group discussed interest in food truck events and said Pilchuck Park would be a great location for this and outdoor concerts as well. The City is fortunate to be able to partner with local groups/organizations for the planning of civic events. City staff serves as support for these events, for example doing the set-up and tear-down of tents or stages.

As for sporting use, Mr. Johnson said this year will be the best rental year yet. Mr. Johnson informed the Board the Mill Creek Little League has taken on the maintenance of Field #1. They will install 20 yards of topsoil-type mix and sand. The material is purchased by the City, in the outfield. The City mows the park once a week, and the little league maintains it. The little league pays a \$11,000 fee to use the field throughout the season.

## **AGENDA ITEM 2**

Mr. Johnson informed the Board there is a grant pending for improved, energy-efficient field lighting. Adding more light poles is not an option for this park; the lights limit what types of sports can be played at this park.

Mr. Pylvainen asked if there was a way to see when a park is rented or available on-line? Mr. Johnson said during summer months reservations are listed on the City's website as well as posted at the park itself.

Ms. Johns stated after the MPD was not approved by voters, she researched communities, such as Seattle and Portland, to learn how they communicated park maintenance or repair needs and passed bonds or district measures. Ms. Johns explained these cities were very visual about repairs needed at each park location. Websites, for example, included a park map showing repairs needed and associated costs. It is important the community is well-informed about maintenance and repair needs. She said the community will likely benefit from additional information and will be working on methods to update the website.

b. NRPA Membership and Logo - This topic was postponed until next month's meeting.

c. Parks Website - This topic was postponed until next month's meeting.

d. 2016 Meeting Calendar

Staff reminded the Board the first meeting of Hal Moe Pool Committee will be held tomorrow night. Future meetings will take place the last Thursday of the month, 5:30 pm at the Snohomish Senior Center. Meetings will likely be held for two years.

Ms. Johns would like to schedule an open-house planning meeting for the riverfront 20-acre property and send out notice soon (giving ideally 30 days notice). The open-house will likely be held at the Aquatic Center separate from the Parks Board Meeting. After Board discussion and agreement, the planning meeting will possibly be held on March 3<sup>rd</sup> at 6:00 pm or prior to the Park's Board March meeting.

After some discussion, the Parks Board decided to tentatively schedule this year's meetings as follows (see next page):

## **AGENDA ITEM 2**

### **Parks and Recreation Board Meeting Calendar – 2016**

<b>Month</b>	<b>Agenda Topics</b>
January	a. Focus Review of Pilchuck Park – Long Term Park Planning Needs b. <del>NRPA Membership and Logo</del> - moved to February c. <del>Parks Website</del> - moved to February d. 2016 Meeting Calendar
February	a. NRPA Membership and Logo b. Parks Website c. Ferguson Park d. Union Avenue Street Tree/Streetscape
March	a. 20 Acre Park – Open House Forum Discussion b. Fischer Park c. Volunteer Updates
April	a. Ludwig Property Master Planning b. Cady Park – Pedestrian Bridge
May	a. Off- Leash Dog Parks (Frisbee Golf) b. Kla Ha Ya Park
June	a. Morgantown b. Maple Avenue Property
July/August	a. Walking Tours – Interurban Trail and Centennial Trail
September	a. Averill Field
October	a. Hill Park
Nov/Dec	a. Wildlife Refuge b. 2015 Year-in-Review - Accomplishments

#### **6. OTHER BUSINESS/INFORMATION ITEMS:**

The Board discussed the naming committee. Council passed the Resolution creating a Park Naming Committee and its policies. This committee will be separate from the Parks Board and used as needed.

Mr. Pylvainen asked if street trees, including small pocket parks and gardens, are part of the Parks Board's duties and should be included on the calendar. Mr. Johnson reminded the Board during the work for the MPD, it was found that street plantings and street trees are a part of street functions, not parks. The Board and staff agreed these types of topics should be addressed and discussed by the Parks Board and inserted into the meeting calendar.

**AGENDA ITEM 2**

Councilmember Burke spoke of his goals for the Board and he looks forward to returning to Council with well thought-out ideas showing how City parks can generate revenue for parks.

Ms. Johns let the Board know the model project street tree planting on Union Avenue will be further discussed in February. Staff will also be looking for comments from the Design Review Board.

Mr. Johnson requested the Board, when discussing these park projects, keep in mind not only where the funding will come from but the level of maintenance required be realistic with the current shortage of staff that the City has.

Mr. First asked staff for a map of the 20-acre property.

7. **ADJOURN:** Meeting adjourned at 9:10 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_, Chair  
Lya Badgley

**AGENDA ITEM 2**

## **DISCUSSION ITEM 4**

**Date:** February 24, 2016  
**To:** Parks and Recreation Board  
**From:** Denise Johns, Project Manager  
**Subject:** **National Recreation and Parks Association (NRPA) Logos**

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The purpose of this item is to provide information about the benefits of joining the National Recreation and Parks Association (NRPA) and using its conservation, health and wellness and social equity logos on documents.

### **Background**

(From their Website) *National Recreation and Park Association (NRPA) is the leading non-profit organization dedicated to the advancement of public parks, recreation and conservation. Our work draws national focus to the far-reaching impact of successes generated at the local level. Leveraging their role in conservation, health and wellness, and social equity to improve their communities NRPA's members of park and recreation professionals and citizen advocates are 50,000 strong and represent public spaces in urban communities, rural settings and everything in between. NRPA brings strength to our message by partnering with like-minded organizations including those in the federal government, nonprofits, and commercial enterprises*

The City's parks long range goals align with and are supported by the work, advocacy, and research provided by the NRPA, including the following:

PRO 1.0; Provide a High Quality System of Parks, Recreation, and Open Space, PRO 2.0; Provide Non-Motorized Trail and other outdoor Opportunities that Connect, PRO 7.0; Coordinate with other entities to provide recreation facilities of services not provided by the City.

Because of its standing as authority and advocate for conservation, health and wellness, and social equity, staff uses their resources for trend research, educational opportunities, and news to learn best methods to promote City Park goals. For example, along with Washington State RCO, the PROS used NRPA standards to define parks types.

The NRPA three pillar logos align with and summarize City's goals for parks and recreation. Using NRPA logos on documents communicate both the goals and alliance with a national parks and recreation organization:



**RECOMMENDATION:** That the Parks and Recreation Board **DISCUSS** the use of NRPA Logos and **DIRECT** staff regarding next steps.

**DISCUSSION ITEM 4**

**INFORMATION ITEM 5a**

**Date:** February 24, 2016  
**To:** Parks and Recreation Board  
**From:** Mike Johnson, Services Manager Parks, Facilities, Fleet and Streets  
**Subject:** **Park Reservation and User Fee / Website changes**

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On February 2, 2016, City Council passed the new fee schedule that includes the park reservation and user fees. Most of the fee changes are due to increased hard cost like electricity, staff wage increases and staff overtime. Other changes are the areas in yellow. These changes are due to non-use and a plan to simplify the fee schedule itself. The City of Snohomish parks system is and all ways will be a first-come, first-serve park system with the added bonus of being able to reserve an area of the park for personal needs when desired. Staff has noticed a large decrease in the amount of unutilized scheduled reservations since fees were introduced to the park system in early 2011. This is the first park reservation and user fee increase since 2011. All City fees are reviewed annually.

**ATTACHMENT:** Approved Fee Schedule (in blue)

**INFORMATION ITEM 5a**

<b>CHAPTER 13</b>	<b>Park Facilities</b>	<b>past</b>	<b>new</b>	<b>reason for change</b>
<b>13.04.155</b>	Ferguson Park picnic shelter	\$35	\$45	staff cost to manage
	Hill Park small picnic shelter (gazebo)	\$35	\$45	staff cost to manage
	Hill Park large picnic shelter	\$50	\$65	staff cost to manage
	Resident Use of ball field, basketball or tennis court/hour - Youth	\$5	\$10	remove - not used
	Non-Resident Use of ball field, basketball or tennis court/hour - Youth	\$10	\$10	remove - not used
	Single use reservation of ball field, basketball, volleyball or tennis court per hour	\$10	\$10	reservation fee only
	Non-Resident Use of ball field, basketball or tennis court/hour - Adult	\$15	\$15	remove - not used
	Pilchuck Field 1, with or without lights per hour	\$20	\$10	change from 3 hour increments to per hour - actual lighting cost
	Non-Resident Field 1, outfield only (tackle football not permitted)	\$30	\$30	remove - not used
	Pilchuck Field 2, (tackle football permitted) per hour	\$20	\$8	change from 3 hour increments to per hour reservation fee - split fields
	Pilchuck Field 3, (tackle football permitted) per hour	\$20	\$8	change from 3 hour increments to per hour reservation fee - split fields
	Carnegie Education Center use fee per hour	\$5	\$5	same
	Carnegie Education Center user fee per day	\$30	\$30	same
	Carnegie Education Center Local User Per Hour	\$10	\$10	remove
	Carnegie Education Center Local User Per Day	\$60	\$60	remove
	Carnegie Education Center Non-Local User Per Hour	\$20	\$20	remove - never used
	Carnegie Education Center Non-Local User Per Day	\$120	\$120	remove - never used
	League application fee - youth, 1-25 games/practices -1 time seasonal fee	\$25	\$50	additional Staff time it takes to process applications and schedule
	League application fee - youth, 26-50 games/practices - 1 time seasonal fee	\$50	\$75	additional Staff time it takes to process applications and schedule

**INFORMATION ITEM 5a**

Non-Resident League application fee - youth, 1-25 games/practices	\$50	\$50	remove - never used
Non-Resident League application fee - youth, 26-50 games/practices	\$75	\$75	remove - never used
League application fee - adult, 1-25 games/practices	\$50	\$75	additional Staff time it takes to process applications and schedule
League application fee - adult, 26-50 games/practices	\$75	\$100	additional Staff time it takes to process applications and schedule
Non-Resident League application fee - adult, 1-25 games/practices	\$75	\$75	remove - never used
Non-Resident League application fee - adult, 26-50 games/practices	\$100	\$100	remove - never used
Resident League use fee/game - youth, Field 1: Game field for hardball or softball	\$15	\$15	remove - never used
Resident League use fee/game - youth, Field 2: Practice field for softball only	\$5	\$5	remove - never used
Resident League use fee/game - youth, Field 3: Practice field for hardball or softball	\$5	\$5	remove - never used
Non-Resident League use fee/game - youth, Field 1: Game field for hardball or softball	\$25	\$25	remove - never used
Non-Resident League use fee/game - youth, Field 2: Practice field for softball only	\$10	\$10	remove - never used
Non-Resident League use fee/game - youth, Field 3: Practice field for hardball or softball	\$10	\$10	remove - never used
Resident League use fee/game - adult, Field 1: Game field for hardball or softball	\$20	\$20	remove - never used
Resident League use fee/game - adult, Field 2: Practice field for softball only	\$10	\$10	remove - never used
Resident League use fee/game - adult, Field 3: Practice field for hardball or softball	\$10	\$10	remove - never used
Non-Resident League use fee/game - adult, Field 1: Game field for hardball or softball	\$25	\$25	remove - never used
Non-Resident League use fee/game - adult, Field 2: Practice field for softball only	\$15	\$15	remove - never used
Non-Resident League use fee/game - adult, Field 3: Practice field for hardball or softball	\$15	\$15	remove - never used
Tournament application fee (non-refundable) - youth	\$75	\$100	additional Staff time it takes to process applications and schedule
Non-Resident Tournament application fee (non-refundable) - youth	\$100	\$100	remove - never used

**INFORMATION ITEM 5a**

Tournament application fee (non-refundable) - adult	\$100	\$125	
Non-Resident Tournament application fee (non-refundable) - adult	\$125	\$125	remove - never used
Resident Tournament use fee/game - youth, Field 1: Game field for hardball or softball	\$15	\$15	remove - never used
Resident Tournament use fee/game - youth, Field 2: Practice field for softball only	\$5	\$5	remove - never used
Resident Tournament use fee/game - youth, Field 3: Practice field for hardball or softball	\$5	\$5	remove - never used
Non-Resident Tournament use fee/game - youth, Field 1: Game field for hardball or softball	\$25	\$25	remove - never used
Non-Resident Tournament use fee/game - youth, Field 2: Practice field for softball only	\$10	\$10	remove - never used
Non-Resident Tournament use fee/game - youth, Field 3: Practice field for hardball or softball	\$10	\$10	remove - never used
Resident Tournament use fee/game - adult, Field 1: Game field for hardball or softball	\$20	\$20	remove - never used
Resident Tournament use fee/game - adult, Field 2: Practice field for softball only	\$10	\$10	remove - never used
Resident Tournament use fee/game - adult, Field 3: Practice field for hardball or softball	\$10	\$10	remove - never used
Non-Resident Tournament use fee/game - adult, Field 1: Game field for hardball or softball	\$25	\$25	remove - never used
Non-Resident Tournament use fee/game - adult, Field 2: Practice field for softball only	\$15	\$15	remove - never used
Non-Resident Tournament use fee/game - adult, Field 3: Practice field for hardball or softball	\$15	\$15	remove - never used

**INFORMATION ITEM 5b**

**Date:** February 24, 2016  
**To:** Parks and Recreation Board  
**From:** Denise Johns, Project Manager  
**Subject:** **Ferguson Park**

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The purpose of this item is to discuss existing conditions at Ferguson Park.

**Background:**

Ferguson Park has evolved from a campsite to a community park. It currently features a play area, restroom, shade structure, disc golf, shaded woodland, and access to Blackman's Lake.

Staff has identified repairs and potential improvements to the park which include drainage, paving, parking, screening, and access to the lake.

**RECOMMENDATION: That the Parks and Recreation Board DISCUSS Ferguson Park existing conditions and DIRECT staff regarding next steps.**