



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

New Boat Launch
20 Lincoln Avenue

NOTE LOCATION

WEDNESDAY
June 22, 2016
7:00 p.m.

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the May 25, 2016 meeting (*P.1*)
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
4. **DISCUSSION ITEMS**
- 7:15 a. Value Statement Template – Refine/modify Form (*P.3*)
- 7:30 b. Fischer Park Neighborhood Meeting – 6/18/22
- 7:35 c. Pilot Parking Program – Review of Paid Parking Pilot Program (*P.5*)
- 7:45 d. Park Signage Update – Review of Proposed Park Sign Using New Logo and City Identity Graphic (*P.9*)
5. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:00 a. Naming Committee – Meeting at City Hall on June 29th, 5:00 p.m.
- b. Hal Moe Pool Progress
- c. Hill Park Rain Garden Modifications – (1) Rain Garden and Sign
(2) Path Accent Fence
- 8:30 6. **ADJOURN**

NEXT MEETING: The next regular meeting is to be determined.

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

Month	Agenda Topics
January	a. Focus Review of Pilchuck Park – Long Term Park Planning Needs b. NRPA Membership and Logo c. Parks Website 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. Fisher Park c. Volunteer Updates
April	a. Kla Ha Ya b. Cady Park
May	a. Off Leash Dog Parks (Frisbee Golf) b. Maple Avenue c. REET Funding
June	a. Morgantown
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

AGENDA ITEM 2



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**Parks and Recreation Board
Meeting Summary
May 25, 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

Citizens/Other:
None

Parks Foundation:
Ed Poquette

Absent: None

2. **APPROVE MEETING SUMMARY:** Mr. First noted in part b, line 2, the date should be June 2017, not June 2018. The summary approved as amended.

3. **CITIZEN COMMENTS** - None

4. **DISCUSSION ITEMS**

- a. Review 1103 Maple Avenue

Staff and Board discussed possible uses for the approximate 1/3 acre property at 1103 Maple Avenue, which is adjacent to the heavily used Centennial Trail. Ms. Johns showed pictures of the current interior conditions. Due to restrictions on the property, it must be used for outdoor recreation purposes only. Ideas discussed included a visitor center, book store or interpreter center, parking with ADA parking, restroom facilities, exercise park, or a climbing boulder. It was agreed an open house with the neighbors this summer would be the next step, followed by master planning.

- b. Value Statement Template

Board members were given a template vision statement form to take home and revise for discussion at next month's meeting. The City would like all boards and commissions to adopt a value statement which guides their work.

AGENDA ITEM 2

5. OTHER BUSINESS/INFORMATION ITEMS:

Denise Johns, Project Manager, Public Works, informed the Board of the following:

- a. Fischer Park Playground Grant – Staff went to Olympia last Friday for a preliminary presentation to the Recreation Conservation Office Committee and final presentation will be in August.
- b. Naming Committee – at the May 17, 2016 City Council meeting, four citizens were appointed to this Committee. Councilmember Lynn Schilaty was designated as Council liaison.
- c/d. Interurban Trail/Second Street Grant Applications – The City has applied for two pedestrian bicycle grants through WDOT and will learn results of this effort winter of 2016.
- e. Hal Moe Pool Progress – the goal of the 5th committee meeting tomorrow, is to establish a decision making process.

Mike Johnson, Facility Manager, updated the Board on the following:

- a. Lions Club 100 Anniversary Project –Lions Club contacted staff to discuss their 100th Anniversary in 2017 project efforts; ideas suggested were Fischer Park redevelopment project, exercise equipment along the Centennial Trail, and Avenue A gazebo refurbishment.

OTHER ITEMS:

Ms. Burke advised the Board after 11 years on the Board, she will not be renewing her term. Next month's meeting will be her last. Ms. Burke was thanked for her contribution.

Mr. Johnson received a phone message from a citizen asking for a RC car track at Pilchuck Park. It was agreed amongst Staff and the Board Pilchuck Park would not be the best option for this activity. Suggestions of other locations were discussed; such as the RC airplane field off of Machias Road, at the 20-acre river property, or by the airport.

6: ADJOURN: Meeting adjourned at 7:50 p.m.

Approved this _____ day of _____, 2016

_____, Chair
Lya Badgley

DISCUSSION ITEM 4a

**City of Snohomish
Boards and Commissions
Values Statement Template**

_____ = Specific Board or Commission Name

Purpose:

The _____ is a citizens advisory committee appointed by the City Council dedicated to...*(to be completed by the individual board or commission)*

Respect:

The _____ believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The _____ honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The _____ embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The _____ endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Regional Perspective:

The _____ advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Respect for the Decision-Making Process:

The _____ seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The _____ strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

DISCUSSION ITEM 4a

DISCUSSION ITEM 4c

Date: June 22, 2016
To: Parks Board
From: Denise Johns, Project Manager
Subject: **Proposal to Initiate a Paid Parking Pilot Program at the New Boat Launch**

Staff will be recommending Council review its proposal to initiate a Paid Parking Pilot Program (Pilot Program) for the New Boat Launch Facility (Facility) and direct staff on next steps.

BACKGROUND:

Upon completion of the Facility, the new boat launch will become a City-owned and maintained recreation facility surrounded by unimproved parkland. Annual maintenance costs are currently estimated at \$24,485.00 and cash management operating costs estimated at \$20,048.00; and these costs are likely to be refined with experience and actual use. Other than the proposed parking fees, the City has not identified additional funding to maintain this new parkland and facility. Master planning for future new uses at the park is underway with one meeting held March 2016 and second planned for summer 2016.

ANALYSIS AND PAID PARKING PROPOSAL:

The Paid Parking Pilot Program is a strategy being considered to evaluate demand, staff time, and overall feasibility of paid parking. The Pilot Program is being recommended as a means to implement City's Parks, Recreation and Open Space 2015-2035 Long Range Plan (PROS) Goal below:

PRO 4.0 Provide for Maintenance of Recreation Sites and Facilities by ensuring Sufficient Parks and Recreation Funding and Staffing.

The Pilot Program will assess the following:

- Parking occupancy before and after pricing implementation
- Changes in parking occupancy as pricing is adjusted
- Identify parking enforcement needs
- Understand staff time requirements for paid parking administration

Conceptual Operating Plan

- Parking will be posted as free until April 2017 and enforced thereafter.
- A metal cash container (See Attachment) will be installed at the Facility to receive cash or check payment for day-use in provided payment envelopes.
- Payment envelopes and seasonal passes will be designed to verify proof of fare payment.
- Day-use rate will be \$7.00 and \$55.00 for seasonal pass (approximate seven months).
- Day-use or seasonal passes will be available for purchase at City Hall.
- Enforcement will be provided by the City's Community Service operator and staff.

DISCUSSION ITEM 4c

Costs for fabrication and installation of the metal cash container will be approximately \$1000 and will be funded from \$35,000 allocated from the City's 2015 Capital Improvement Budget. The estimated cost for printing passes is placed at \$500.

For reference, the following parking fees are in place at similar locations along the Snohomish River:

1. City of Marysville – No charge
2. City of Everett's Langus Riverfront Park and Rotary Park - \$7.00 Single Launch Fee / \$89.00 one year pass
3. WDFW boat launch at Monroe - WDFW Discover Pass required (\$11.50 Discover One-day Pass and \$35.00/ Discover Annual Pass)

DISCUSSION ITEM 4c

ATTACHMENT

Metal Container – Feature Summary

- Pros:
 - Inexpensive
 - Easy to install
 - 70-90% payment compliance
 - Pay and display
- Cons:
 - Vandal-prone
 - Extensive cash management and security



Typical Metal Container



**PORT OF EVERETT
BOAT RAMP**

NO. 24218

Vehicle license number 263-XXX WA

Please enclose
User assumes
responsibility for
to property

Port of Everett
There is a \$3.00 PER DAY fee for PARKING
in effect 7 days a week
**PLEASE PAY AT THE TICKET MACHINE OR USE
THIS ENVELOPE AND DEPOSIT IT IN THE DROP
BOX**
Thank You (425) 259-6001
TICKET MACHINES ACCEPT VISA/MASTERCARD

Sample of Parking Enforcement

DISCUSSION ITEM 4c

DISCUSSION ITEM 4d

Date: June 22, 2016
To: Parks Board
From: Denise Johns, Project Manager
Subject: **Proposed New Signage using**

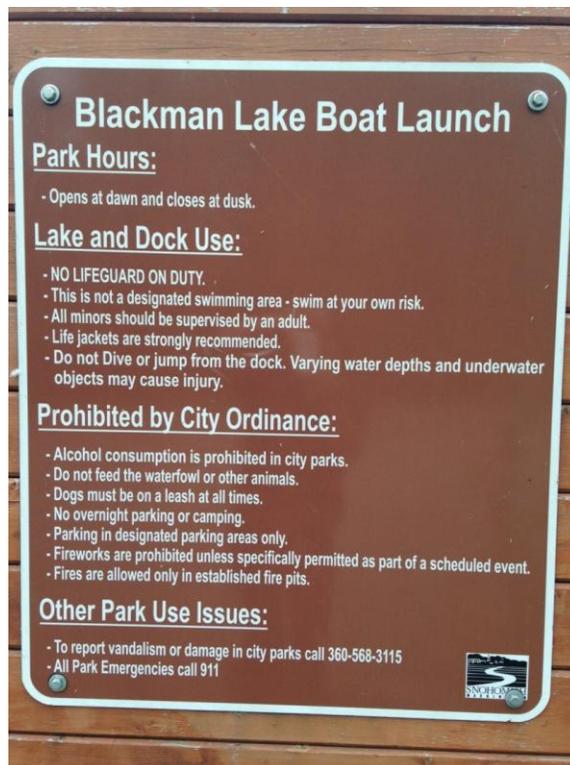
Staff is proposing to update City Park Signage using the City's updated logo.

Background

The City is in the process of updating and standardizing the City's letterheads, presentation materials, and website to provide a coherent identity for the community. Management has asked staff to update park signage to conform to these new standards.

The purpose of this item is for the Parks Board to review the draft park sign (See Attachment) and provide comments and recommendations about its use.

DISCUSSION ITEM 4d



Existing Sign

Snohomish River Boat Launch

Park Hours:

- Opens at dawn and closes at dusk.

Boat Launch Use:

- NO LIFEGUARD ON DUTY.
- This is not a designated swimming area - swim at your own risk.
- All minors should be supervised by an adult.
- Life jackets are strongly recommended.
- Do not dive or jump. Varying water depths and underwater objects may cause injury.

Prohibited by City Ordinance:

- Alcohol consumption is prohibited in city parks.
- Do not feed the waterfowl or other animals.
- No overnight parking or camping.
- Parking in designated parking areas only.
- Fireworks are prohibited.

Other Park Use Issues:

- To report vandalism or damage in city parks call 360-568-3115.
- All park emergencies call 911.

Snohomish *Washington*

Proposed Sign