

**Snohomish City Council Workshop Minutes
May 15, 2018**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council Joint Workshop with the Park and Recreation Board to order at 5:00 p.m., Tuesday, May 15, 2018, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

MAYOR/COUNCILMEMBERS PRESENT

Larry Countryman
Karen Guzak
John Kartak, Mayor
Tom Merrill
Linda Redmon
Jason Sanders
Lynn Schilaty

MAYOR/COUNCILMEMBERS ABSENT

Steve Dana

STAFF PRESENT

Pat Adams, HR Manager/City Clerk
Debbie Burton, Finance Director
Denise Johns, Project Manager
Mike Johnson, Public Works Manager
Steve Schuller, City Administrator

PARK AND RECREATION BOARD

Lya Badgley, Chair
John First
Noah Pylvainen (*late arrival 5:30 p.m.*)

2. **DISCUSSION ITEM: Park and Recreation Board - 2018 Annual Report**

Ms. Johns will provide an overview of current operation and maintenance costs, development opportunities for City's parks and parks recreation, and requests direction from the City Council regarding priorities for future development.

Ms. Johns explained City's parks are defined by Ordinance 2132 as:

- All City parks;
- Public squares and drives;
- Parkways and boulevards, museums, zoos, bathing beaches; and
- Recreation grounds for active or passive recreation under the jurisdictions of the City Council.

Because the City defines parks as arguably all its public land, staff treats public land as parkland, with the potential to fulfill objectives identified in the City's Strategic Plan and the Parks, Recreation and Open Space (PROS) Long Range Plan.

Recent Parks, Recreation and Public Land Projects

Recently, completed projects include the Avenue D roundabout, boat launch, Centennial Trail and pedestrian safety and streetscape enhancements on First Street. Current projects include the Second Street planning and design work. These projects and future streetscape and park developments enhance recreation, quality of life and economic vitality.

Enhanced Streetscape Operation and Maintenance Costs

Maintenance of existing enhanced streetscape landscaping along City roads and trails requires approximately 2,000 hours of staff time, or approximately \$72,380. This work is performed by seasonal and regular parks staff members, but at times is insufficient for a consistent level of maintenance.

Recreation Operation and Maintenance Costs

Although a City recreation department has yet to be formed, staff currently manages and programs various recreation activities to support citizen demands. Typical recreation programming includes active sport field scheduling, field preparation, park shelter reservations, special event management and volunteer management. This work includes about 3,670 hours staff time, or \$128,450 annually. Revenue from rentals and special event

fees equal \$67,300. Currently, the City subsidizes recreation programs and special events at approximately \$61,150 annually.

Community Recommendations

In the last three years, staff has conducted numerous community outreach meetings for park planning efforts. These have included monthly advisory committee meetings for the Hal Moe Pool building, neighborhood meetings for Ludwig Avenue, Fischer Pocket Park, the unnamed 20 acre property, Parks Naming, and the Carnegie Library project. These meetings are used to learn community objectives for public lands and inform staff of development goals to reach those objectives. Community objectives for public land are generally as follows:

- Cost-effectiveness: Use what we have, spend funds appropriately to the community size and need;
- Event space and programming: Need places to gather and for programming (music, dance, art, food, yoga, education, wine, knitting, cooking, etc.);
- Continue to allow volunteerism: Volunteer events attract hundreds of citizens annually; and
- Provide safe sidewalks and roads.

Future Public Land Development

As a means to meet community demands for enhanced parkland, staff has applied for three Washington State Recreation and Conservation Office Grants:

- Carnegie Library Park and Veterans Memorial: Grant request: \$704,900. City match \$281,960.
- Averill Field Master Plan and Development Project: Grant request \$713,311. City match 40% or \$213,993.
- Unnamed Riverfront 20 Acre Park: Grant request: \$671,615. City match 40% or \$268,646 (Aquatic Lands Enhancement Account).

To plan, design, and construct pedestrian safety and bicycle improvements, staff will target five Washington State Department of Transportation Pedestrian and Bike Safety (WSDOT) improvements for the following:

- Pine Avenue between Second Street and Maple Avenue;
- Avenue D between First Street and the Roundabout;
- Tenth Street between Pine Avenue and Avenue D;
- First Street between Second Street and Lincoln Avenue; and
- Second Street construction funding.

A modest City grant match is acceptable for WSDOT's program (for example, \$2,000 for the recent Second Street grant of \$323,000).

Park Impact Fees available to date are approximately \$319,429. The 2000 Ludwig Avenue parcel is an eligible project to use these funds for park design and property development.

Park and Recreation Board Chair, Lya Badgley asked the Council to consider supporting the Board's objectives, as follows:

- Finalize plans for the Ludwig property park on the underserved west side of town, and start phasing in public use of the property.
- Finalize the Master Plan for redevelopment of Averill Field, including amenities for the new area.
- Link Cady Park to the 20-acre boat launch property and start planning for increased uses.
- Create a Park and Recreation Coordinator position.

Ms. Badgley encouraged the Council and community to attend the Park and Recreation Board meetings held at 6:00 p.m. on the fourth Wednesday of each month at Snohomish City Hall.

Councilmember Sanders noted Councilmember Dana was unable to attend tonight's meeting. Councilmember Dana had previously requested consideration be given to RV facilities at Ferguson Park.

Councilmember Sanders asked about the proposed Recreation Coordinator position and how the position aligns with the Economic and Communications Manager position. He surmised some of the possible functions of the Recreation Coordinator would be the role of the Economic and Communications Manager. Ms. Badgley explained there is some overlap in duties. However, the Public Works Services Manager and his crew are spending dozens of hours managing current park programs, such as gazebo rentals. When the Carnegie building becomes available, it will increase the need for additional management of City facilities. She would like to discuss future impacts of development on parks staffing and prepare for those impacts.

Councilmember Guzak asked Mr. Johnson about current staffing challenges and was informed staff is handling the workload. Mr. Johnson indicated sometime in the future, there may be a need for a coordinator.

Councilmember Schilaty commented there will be a better sense of what is needed once the Carnegie building is available. She doesn't see this as an imminent issue.

Ms. Badgley noted the City is entering into a two year budget cycle, and the Carnegie will be online and available to the public during this time period. She would like to have a planning discussion.

Councilmember Schilaty commented, for the most part, it appears the current scheduling of City facilities, fields and parks is being handled effectively by staff.

Park and Recreation Boardmember John First sees value in the Recreation Coordinator position. However, he is waiting to see if there is a large enough need to satisfy filling the position. He believes this function may also be handled by the YMCA or Boys and Girls Club.

Councilmember Redmon has spoken with Economic Development and Communications Manager Wendy Poischbeg about ideas to bring more youth activities to Snohomish and more fully utilize the parks and open spaces within the City. There could be more community centered activities for the youth in town. Ms. Poischbeg doesn't view this as her purview. The Recreation Coordinator could be a forward thinking position which would allow the City to fully utilize existing parks and also address future park and activities needs.

Councilmember Merrill stated having someone to coordinate parks and recreation is a good idea. However, there could be an increase in cost and decline in income to the City. He would like to find ways for the position to generate additional revenue.

Councilmember Schilaty stated if the new position could sustain itself or generate revenue, it would be an excellent idea. She would like an efficient process to address this issue.

Councilmember Merrill would like to see a projection of costs and related potential revenue sources.

Councilmember Sanders agreed with Councilmember Merrill. He would like additional information to evaluate. He asked the Park and Recreation Board to identify potential

revenue sources and define the roles and responsibilities of the Recreation Coordinator and provide this information to the Council.

Mr. Johnson suggested the assessment should be completed by an outside consultant, with the goal of establishing solid projections and potential revenue sources.

Project Manager Johns supports a comprehensive study being completed by a consultant and noted recreation, parks and public lands are an essential service. It's an investment in the lifestyle and livability of the community.

In addition, Mayor Kartak would like an assessment concerning what the City is charging for facility rentals and events. He would like to know what it costs in staff time to schedule and coordinate these events when compared with the fees being charged.

Mr. Schuller stated staff will provide those fee schedules to the City Council for their review.

Councilmember Sanders would like the youth involved and engaged in any proposed programming amenities related to park and recreation programs.

Councilmember Merrill would like an economic proposal related to the stated Park and Recreation Board's objectives.

Mayor Kartak thanked the Park and Recreation Board for their presentation.

3. **ADJOURN** at 5:59 p.m.

APPROVED this 5th day of June 2018

CITY OF SNOHOMISH

ATTEST:

John Kartak, Mayor

Pat Adams, City Clerk