



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

December 1, 2011
7:00 p.m.

Shoreline City Hall
Room 301

1. Call to Order

The meeting was called to order at 7:00 p.m. Attendance was taken.

Park Board Members Present: Chairman William Clements, Boni Biery, Joseph Neiford, Kevin McAuliffe, Carolyn Ballo, Kayla Caldwell

Excused: Katie Beth, Ellen Anderson, Vice-Chair Jesse Sycuro

City Staff Present: Dick Deal, Director; Kirk Peterson, Park Superintendent; Maureen Colaizzi, Park Project Coordinator; Nora Smith, Neighborhoods Coordinator; Lynn Peterson, Administrative Assistant.

2. Approval of Minutes

Ms. Biery asked that the minutes be amended to clarify that the recommendation to appoint the Park Board as the City's Tree Board came *to* the Council rather than *from* the Council. **Mr. Neiford moved that the minutes be approved as amended. Mr. McAuliffe seconded the motion. The motion carried.** The October 27th minutes will be amended to reflect this clarification.

3. Approval of Agenda

Mr. Deal proposed that the agenda be amended to add a potential lease agreement with King County to store material at James Keough park during a period of construction. This item will precede agenda item 6 as 6a. **Ms. Biery moved to approve the agenda as amended. Mr. McAuliffe provided the second. The motion carried.**

4. General Public Comment

No public comment

5. Volunteer Orientation

Nora Smith attended the meeting to provide an overview of volunteer processes and procedures. A PowerPoint presentation included an organizational chart, City Council values, Shoreline demography, key workplace policies, reporting volunteer hours and volunteer recognition. Chairman Clements reminded the Board to always copy the Parks Department into emails exchanged between Board members so as to avoid complications related to unauthorized meetings. The same principle applies to face to face conversations outside of an authorized meeting.

6a. James Keough Park Facility Lease Agreement

King County has requested permission to store soil on roughly an acre of the Park during construction for the duration of about 6 months. Revenues would equal approximately \$5,000 per month. Pedestrian and maintenance access would be preserved and the rest of the park would be usable. The road they would use would not disrupt park activity. The area would be fenced off.

Park Board questions involved whether or not there would be public notice, whether the tennis court fencing would come down and whether some agreement with the county to make some park improvements could be negotiated.

Chairman Clements called for a motion to approve the lease agreement with King County for James Keough Park. Ms. Biery moved, Mr. McAuliffe seconded. Motion carried.

6. Tobacco Free Parks

Mr. Deal attended the Great American Smokeout involving several cities that have declared their parks smoke free. Tobacco Free Parks will go to Shoreline City Council for discussion in January. The King County Health Department has contracted with several groups in Shoreline (Ridgecrest neighborhood and YMCA included) to pick up cigarette butts in parks, collect them in containers, count and display them to illustrate the magnitude of the issue.

7. Update on Tree City USA

Mr. Deal informed the Board that Tree City USA is intended to be an educational tool that reinforces the value of trees for a community. A Tree City designation guarantees at least \$2 per citizen will be dedicated to tree maintenance and planting, and requires an ordinance and oversight by a Tree Board. Our Tree City USA policy is intended for the oversight of public trees only. The Shoreline development code regulates the trees on private property. At this point further discussion about Tree City USA has been moved to the first of the year for continued discussion at the Council level. When it comes back from the Council Mr. Deal will update the Board.

8. Park at Town Center

Ms. Colaizzi and Mr. Deal presented schematic drawings for the current Park at Town Center Proposal. The plan takes into account the property currently owned by the City and emphasizes creative use of land owned by the City and not encumbered by Seattle City Light. Ms. Colaizzi relayed the Council's concern that there hadn't been enough physical amenities, not enough detail identified in prior plans. Staff response to this concern was the creation of a Phase 1 that allows the City to develop the Park without concern for Seattle City Light's requirements. It outlines in more detail what the uses may be. It might be a place for public gatherings for things like concerts and Farmer's Markets and contains amenities like benches and public art.

In the next five years visible changes will be fairly minimal. With the exception of landscaping and temporary art, there isn't likely to be funding for major change until 2014.

Ms. Biery asked for clarification of grade related to the seawall and for more specific text referring to large evergreen tree plantings. The suggestion was also made to include benches outside of the city-owned area. Mr. Neiford likes the way the red brick road rolls back and reveals rail tracks underneath rather than the brick path dying into Aurora.

Chairman Clements called for the motion to approve the Park at Town Center Draft Master Plan and recommend it to Council. So moved by Ms. Biery; Mr. Neiford seconded. Unanimous approval.

9. Proposed Community Garden at Twin Ponds

The 2012 budget has been approved with \$30,000 budgeted for the development of a community garden. A meeting was held on Nov. 5th at Twin Ponds Park involving Mr. Deal, Ms. Smith, interested neighbors and Diggin Shoreline. The area identified for the garden is the old basketball court at Twin Ponds Park next to the tennis court.

Ms. Colaizzi reminded the Board about prior discussions about the Council's desire for a community garden. Mr. Deal met with Diggin Shoreline who was very excited about the prospect and had already considered the Twin Ponds site as a good place for a garden. In early November the City contracted to have the broken asphalt removed. The next community meeting is scheduled for December 15th. This includes Ms. Colaizzi, Ms. Smith, Mr. Peterson, Ms. Peterson and Park Board members, Ms. Biery and Mr. McAuliffe.

Staff will return to the board in January with a summary of the public meetings and designs to review.

10. Echo Lake Park Improvements Update

Ms. Colaizzi summarized the community meeting held on Oct 18th. Meeting notes are available in the agenda packet. The next community meeting will be held on January 17th where designs will be vetted. Wetland areas and buffers have been identified for a clearer understanding of parameters. Property on the north end of Echo Lake has been identified for purchase and Mr. Deal has been in conversation with the owner. Staff will come back to the Board with more detail if the owner maintains interest.

11. Eastside Off-leash Dog Area Update

The Board was directed by Ms. Colaizzi to the online packet if they wish to view the entire history of the off-leash area process. The availability of water, restrooms and ability to be open during normal park hours were of primary concern in determining a new site. The monastery on 147th and 22nd and Cedarbrook are the sites the committee will be viewing prior to their next meeting on December 12th. Other sites under consideration are: Aldercrest Annex, North City Park, City Light ROW, Sunset Elementary, Boeing Creek Open Space, Boeing Creek Park, James Keough Park, SPU Purchase at Hamlin Park, Northcrest Park, Metro North Base Open Space, Fircrest, Shoreview Park Lower Field, SCC Greenwood.

Ms. Biery encouraged the committee to consider spaces that are not connected to parks at all.

12. Review of Updated By-Laws

Mr. Deal directed the Board's attention to the ordinances that have modified the composition of the Board; in particular, the addition of youth members and elimination of alternate members. In order to reflect these changes the by-laws need to be updated. Upon review the Board requested further changes to the language to more accurately reflect current practices. Staff will update the by-laws for further review and approval in January.

13. Staff Reports

Mr. Peterson began with a Park Maintenance Report

- Kruckeberg: EarthCorps has moved plants where the parking lot will go in, graveled pathways and provided habitat clean up of the wetlands at Cromwell.
- Twin Ponds Park: photos illustrating limbing cuts, removal of Lombardy poplars, and woody debris left for habitat.

Ms. Biery inquired about whether there is a park policy regarding public notice when tree work will be done in a public park. At this point, there is no such policy. If someone asks to have a tree evaluated, a hazardous assessment is conducted by staff arborists. If the tree is considered hazardous it has to come down which was the case in this situation. In this instance, the neighbors have been pleased with the work.

Ms. Biery asked whether there has there been any conversation about staging the removal of blackberries. Mr. Peterson responded that one of the challenges is that there are six maintenance workers available to provide widespread maintenance. Mr. Deal explained that extensive maintenance may be conducted in one park at a time and it may be several years before staff is able to return for other significant work.

Mr. Neiford recommended a brief policy of standard practices that could be posted on the website or mailed to invested neighbors.

Chairman Clements recommended that conversation about potential maintenance policies be conducted in conjunction with the conversation scheduled for the January Board meeting with park volunteers to coordinate and clarify efforts.

Chairman Clements moved to extend the meeting to 9:25. Mr. Neiford moved, Ms. Biery seconded. Motion carried.

Mr. Deal gave the recreation update in Ms. Cheeney's absence.

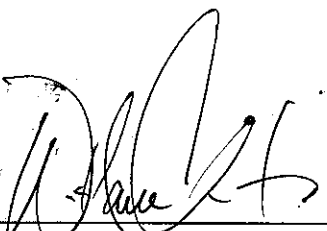
- Over 2000 people attended the Holiday Craft Market and the review from the vendors was positive.
- Breakfast with Santa is coming up on December 10th.
- Other events include the Christmas Ship on December 13th and Holiday Camp.
- Winter program registration begins the first week of January.

Ms. Colaizzi provided an update on park development projects:

- Nov. 5th Community Garden meeting
- South Woods—over 200 trees and shrubs planted.
- Revegetation of Hamlin—1150 plants installed by volunteers
- Students from the UW Restoration Ecology Network will be working at Saltwater Park. Staff will bring their work proposal to the Board in January
- Off leash area at Shoreview. New gate allows more available parking earlier in the day.

14. Meeting Adjourned

Hearing no further business, Chairman Clements called for the motion to adjourn the meeting. So moved by Ms. Biery. Seconded by Ms. Ballo. Motion carried. The meeting adjourned at 9:27 pm



Signature of Park Board Chair

1/26/12
Date



Signature of Minute Writer

1/26/12
Date