



Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

The purpose of these minutes is to capture a high-level summary of the Board's discussion and action. This is not a verbatim transcript. Meeting audio is available on the [City's website](#) (in the 'Event' column, select a meeting to listen to).

Call to Order/Attendance/Welcome

The meeting was called to order at 7:00 p.m. by Chair Franklin.

Board members present: Chair William Franklin, Vice Chair Dustin McIntyre, Genny Arredondo, Jean Hilde, Jeff Potter, Sara Raab McNerny, Student Representative Hayley Berkman

Absent: Student Representative Millie Wang

City Staff present: Recreation, Cultural and Community Services (RCCS) Director Colleen Kelly, Recreation and Cultural Services Superintendent Mary Reidy, Parks, Fleet and Facilities Manager Nick Borer, Parks Superintendent Kirk Peterson, Public Art Coordinator Mylinda Sneed, RCCS Administrative Assistant III Lori Henrich.

Land Acknowledgment read by Hayley Berkman

We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.

Approval of Agenda

Chair Franklin called for a motion to approve the agenda. So moved by Mr. Potter and seconded by Ms. Arredondo. All were in favor, the motion carried.

Approval of December 1, 2022, Meeting Minutes

Chair Franklin called for a motion to approve the meeting minutes. So moved by Ms. Hilde and seconded by Mr. Potter. Ms. Arredondo abstained as she was not at that meeting. The remaining five board members were in favor, the motion carried.

Public Comment

No members of the public signed up to speak. An archive of written comments submitted to the Board are available on the [City's website](#).

January 26, 2023

Hybrid Meeting

Director's Report

Colleen Kelly, Recreation, Cultural and Community Services (RCCS) Director

Mary Reidy, Recreation and Cultural Services (RCS) Superintendent

Nick Borer, Parks, Fleet and Facilities Manager

[\(See Attachment A for the presentation\)](#)

Ms. Kelly reported on several Council updates regarding ordinances that were significant to the Board, ongoing PROSA plan engagement efforts, Council Dinner Meeting recap, CAPRA reaccreditation, and the Board recruitment timeline.

Recreation and Cultural Services

Mary Reidy, Recreation and Cultural Services Superintendent

Ms. Reidy reported on various events, programs and recruitment efforts for summer camps.

Park Operations

Nick Borer, Parks, Fleet and Facilities Manager

Jacob Bilbo, Parks Bond Project Manager

Mr. Borer reported on garden plot repairs, pilot soap dispenser installation, dog off leash signage, and Paramount Open Space adjacent land acquisition.

Street trees have been ordered, storm damage clean up continues, a park steward event was held, and Green Shoreline partnership changes.

Mr. Bilbo provided updates on permit and SEPA checklist submittal status, public input survey data analysis, and new signage installation projections.

Questions/Comments:

- Specific to James Keogh Park, where will new signs be placed in the Prop 1 parks?
 - Generally, the signs will replace current signs however, if the sign is hidden as it is at James Keough, a better place for them will be found.
- Are we still going to call these Prop 1 parks?
 - No, they will be referred to as Parks Bond Projects to minimize confusion for the public.
- Is there opportunity for current Board members to participate in the Board interview and selection process for new members?
 - It is a Council owned process. Ms. Kelly can pass along this request to the Council subcommittee.
- Which survey concluded?
 - The Parks Bond survey was bundled with the PROSA Plan survey with an online open house. The interactive map showed six Park Bond Project sites seeking public input. Participants clicked on a icon and were taken through survey that asked certain questions. That concluded in early January.
 - The online open house is still open for PROSA Plan input.
- A Board member will email staff feedback on the interactive map.
- Is there a better way for camp registration to be more equitable? Are there other ideas to consider?

- Ms. Reidy said staff has worked hard to improve the process and the team is focused on making it as equitable as possible. She is open to discussing other ideas.
- No matter how many spots are open, they fill quickly. Some spots will be held back, and staff will work with family advocates at the schools for referrals to help fill those spots with scholarship recipients. Other cities struggle with the same issue.
- She will reach out to Ms. Arredondo to discuss her ideas.
- Will there be a Park Bond Project presentation to the Board before the April milestone?
 - Forma Mithun is scheduled to present at the March PRCS Board meeting. Mr. Bilbo clarified that the milestone in April is for permitting.

Committee Updates

Bill Franklin, Chair

Arts and Culture Committee

Dustin McIntyre, Chair

The committee met recently and expect to establish a monthly cadence with staff and produce reports.

Highlights from committee discussions include:

- A representative from Shoreline in Olympia is interested in sharing a piece of public art in their office; this is currently being negotiated.
- The Artist in Residence Program has reduced the residency to three per year.
- Mr. McIntyre attended recent PROSA Plan engagement events and listened for community interest in public art and more broadly for what the community wants.
- Ms. Sneed and Mr. Daum are in preliminary conversations with Sound Transit regarding station opening events and programming.

Questions/Comments:

- Are the changes to the Residency Program a new process implemented this year or changes anticipated for the coming year?
 - This a decision for the coming year -- to host three residencies throughout the year instead of hosting one each quarter. The new program will start in April.

Park Committee

Sara Raab McInerney, Chair

The committee debriefed after the City Council dinner meeting and were pleased to hear the feedback regarding some of the ideas the committee has brought forward, like exploring minimum baseline

amenities at parks and how it will interface with the PROSA Plan. New members of Council may not be familiar with the PROSA Plan, and this may be an opportunity to include some of the things the committee is passionate about. Council also talked about equity that aligns with some of the conversations the committee has had about integrating equity measurements into the plan.

Questions/Comments: None

Public Engagement Committee

Jean Hilde, Chair

Ms. Arredondo asked if there was an opportunity to display more 'Your Voice Matters' campaign signs in the parks and other places.

Mr. Peterson said he would double check on the amount and email the Board with the number of signs installed in the community.

Staff clarified that to encourage participation, information regarding the 'Your Voice Matters' signs and the Board recruitment can be shared on personal social media.

The web-based survey with the Board adopted questions will be implemented after the PROSA Plan effort concludes. It should be made clear what constitutes public comment and what is informal input.

Questions/Comments:

- Regarding the durability of the signs, some are looking ragged and water damaged. Are they holding up?
 - The hope was to ensure that they would last through the winter. Let staff know which signs are damaged.
- Will there be more opportunities for in person public PROSA Plan engagement events that Board members could potentially attend? Some Board members are interested in having a visible presence in the community at various upcoming public engagement events.
 - Yes, the PROSA Plan Focus Group presentation will provide detail on upcoming engagement events. Staff could also work with the Board to create additional opportunities within the coming weeks.
- Chair Franklin requested a list of which parks the 'Your Voice Matters' signs are in.

PROSA Plan Focus Group

Frana Milan, Stepherson and Associates

[\(See Attachment B for the presentation\)](#)

Ms. Milan updated the Board on engagement activities around the PROSA Plan, including feedback from constituent interviews, current data from the online open house, interactive map and survey, upcoming engagement, and tabling events. The information gathered from these activities will be given to the technical consultant, Beckwith Consulting Group, for analysis.

During the presentation and ensuing discussion, Ms. Milan conducted an exercise in real time to gather specific information from the Board regarding PROSA Plan priorities.

Questions/comments:

- A few parks were not labeled on the interactive map, was that intentional? The data may be skewed because of that.
 - It was unintentional to leave out the labels, the base map used excluded commercial information and was a cleaner interface than Google maps. The team was unaware that the labels were missing.

- The options to fix the map are to maintain it as is or switch to Google maps. The team opted to not switch to Google maps to exclude the commercial aspects.
- It was suggested that in the summary report, it could be acknowledged that there were unlabeled parks on the map and if there was no feedback on those specific parks (Westminster, Edwin Pratt, Rotary, Sunset, South Woods, Interurban Park) it may be because they were not identified on the map.
- How do we capture all the voices, specifically youth?
 - Ms. Berkman commented that the biggest effort to get the word out was during morning announcements and physically handing out flyers. There is no cell service in school so the QR code on the flyer was not engaged. There are posters at the Teen Center and youth are encouraged to participate, noting that now is the time to complete the survey and make their voices heard.
- Ms. Kelly was interested in Board members bringing her ideas for specific community connections and to talk with Ms. Berkman about ideas to reach youth school wide and materials available at upcoming Teen Center events. Ms. Kelly will send the Spanish text to Ms. Arredondo to provide to her connections in Spanish speaking communities.
- Have we put posters in playgrounds or where families would gather?
 - Yard signs have been installed in the parks.

Comments from the Board

Bill Franklin, Chair

- Could student volunteers be considered for staffing during mid-winter and spring break camps?
 - Staff have considered this in the past, but the safety and training requirements have made this not workable.
- Chair Franklin thanked staff for fixing the sport court at Richmond Highlands Recreation Center (RHRC).
- He also thanked staff for middle school activities and events offered at RHRC. They are appreciated.

Hearing no further business, Chair Franklin called for a motion to adjourn. So moved by Ms. Raab McInerney and seconded by Mr. Potter. All voted in favor, the motion carried. The meeting adjourned at 9:00 pm.

Board Approval / February 23, 2023

Lori Henrich / February 23, 2023

Signature of Chair
Bill Franklin

Date

Signature of Minute-Writer

Date

Lori Henrich, Administrative Assistant III

ATTACHMENT A

PRCS/TREE BOARD

JANUARY 26, 2023

Council Updates

Board compensation--Ordinance 978

PRCS/Tree Board Code Updates--Ordinance 979

- Change to maximum of two terms

- Change “leisure” to recreation and add reference to Public Art

- Update to identify RCCS as lead staffing department

- Remove requirement to forward meeting minutes to the City Council

Noise Ordinance Updates—Reviewed with Council Jan 23; will be on future consent calendar for approval

GENERAL UPDATES

PROSA Plan Engagement Continuing

Holiday Farmer's Market—Dec 17

Lantern Festival—Jan 28

Online Open House Extended through Feb 5

Rack Cards, Rec Center Displays, Yard Signs

Targeted Focus Groups

Virtual and In-person Open House gatherings TBD



GENERAL UPDATES

What's a word that best describes Shoreline's parks, natural areas, and rec & cultural programs?

Mentimeter



Dinner Meeting Recap

Board members encouraged to participate in PROSA Plan engagement activities

Council interest in ideas related to minimum standards

Interest in creating a defining vision or “Shoreline identity” in relation to art and cultural services

Emphasis on importance of equity especially as it relates to access to parks

City Council offer to send a representative to Board meetings on a quarterly basis

GENERAL UPDATES

Board Recruitment Timeline

January 23 - February 10

Recruitment open

February 10

Application deadline

March 3-8

Candidate Interviews

March 27

Council Appointment of new Board Members

April 17

Recognition of outgoing members

April 27

First PRCS/Tree Board meeting for new members

GENERAL UPDATES

- Winter quarter registration started January 3rd.
- Spring and Summer programs, events and activities are being finalized. We will be taking lessons learned from the SEEK grant last year and hiring bilingual staff.
- Public Art and Public Works are developing an internal team to structure how the ongoing interface with Public Works projects will embed Public Art input.
- Community gardeners have registered for the 2023 growing season, with anticipated start for many in late February.
- The RCS team has been working hard to build up the pool of instructors and courses after the long COVID closures, increasing programs offered in Winter quarter by 40% and registrations by 57% from 2022 to 2023!

RECREATION AND CULTURAL SERVICES UPDATES

PLEASE HELP SPREAD THE WORD

OPEN NOW

Application is open for **2 Extra Help Day Camp Directors** that will oversee camp at Spartan Recreation Center and Ridgecrest Elementary School during the summer months. That job application is OPEN NOW on www.shorelinewa.gov/jobs. We welcome qualified candidates from all ages (at least 18) and backgrounds. Great opportunity for college students or teachers/para-educators who are looking for additional work over the summer months.

COMING SOON

- **6 Assistant Director** positions to work with the directors to plan and lead camps and camp staff. This person can be 16 years or older. Again, we welcome all ages and backgrounds with these positions historically attracting college students, teachers, or high school students with years of camp leader experience ready to take the next leap.
- **20 day camp leaders/counselors** who will be staffing all of our camps alongside our current roster of returning camp leaders.

RECREATION AND CULTURAL SERVICES
UPDATES



HANG TIME NEWS

The YTDP will receive 10K a year from LFP to help offset the costs of offering the very successful Hang Time after school program at Kellogg Middle School. The team is excited for this new revenue source to help continue offering such a high-level program to our youth in the community.

**RECREATION AND CULTURAL SERVICES
UPDATES**

YOUTH AND TEEN DEVELOPMENT—RECENT FUN



December Middle School Night



YOLO Karaoke Night



January Ice Castle Dodgeball

RECREATION AND CULTURAL SERVICES
UPDATES

YTDP SUPPORT

The teen center is hosting a free thrift store for teens February 10

Staff are requesting coats, shoes and 'teen worthy' gently used clothing. Items can be dropped off at the Shoreline Teen Center (16554 Fremont Avenue N) during regular operating hours (M-Th 2:30-6:00pm, F 2:30-11:00pm, Sa 6-11pm)

100% FREE!!!

THRIFTING EVENT!

looking for donations!

What we are looking for...

- Winter Coats!
- Winter boots!
- Waterproof clothing such as rain coats or water proof shoes!
- Jackets and hoodies that are in good condition.
- Fashion forward jackets, tees, pants and shoes.

Donations can be dropped off the Shoreline Teen Center M-F 2:30 to 6PM

Event Day: February 10th

Richmond Highlands Recreation Center
16554 Fremont Ave N

Presented by SHORELINE TEEN CENTER

Contact Mary at mhale@shorelinewa.gov for more information!

OTHER PROGRAMS IN ACTION



Essentrics Class



Indoor Playground

RECREATION AND CULTURAL SERVICES
UPDATES

Lantern Festival hosted by ShoreLake Arts is this Saturday at North City Elementary School from 12:00-3:30pm. City staff and PROSA Plan consultants will be on hand to get input on the plan from the community



**RECREATION AND CULTURAL SERVICES
UPDATES**

Twin Ponds Community Garden

Spring is just around the corner, staff are refurbishing numerous garden plots in preparation for the growing season



- Shoreline Park - Pool site construction fence removed
- Richmond Beach Saltwater Park
 - Pilot soap dispensers installed in upper restrooms
 - Dog off leash signs
- Paramount Open Space - House demolition project in process



PARK OPERATIONS UPDATES

TREES



- 75 ball and burlap, larger caliper street trees on order
- 50 Cascara and 50 Gary Oak in 2-gallon pots on order for placement in parks
- Continuing with December storm clean-up and hazard tree mitigation
- MLK steward event - Planted 20 Lodgepole Pines in North City Park
- Green Shoreline Partnership - Forterra



- Pull/Plan meeting held 1/13
- Ridgecrest, Kruckeberg, Shoreview are being bundled together
- Permit sets to be submitted Mid-April
- SEPA checklists for all parks to be submitted beginning February
- Public Survey concluded on 1/2
- New signage will be installed at each park this month



PARK BOND UPDATES

QUESTIONS ?

Equitable Engagement Strategy: Parks, Recreation, Open Space, & Arts Plan Update



Update for:
Shoreline Parks, Recreation
& Cultural Services/Tree Board
January 26, 2023



Engagement activities

	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023
Constituent interviews	X	X		
Virtual open house/survey	X	X	X	(Closes Feb. 5)
Engagement events*			X	X
Tabling	X	X	X	



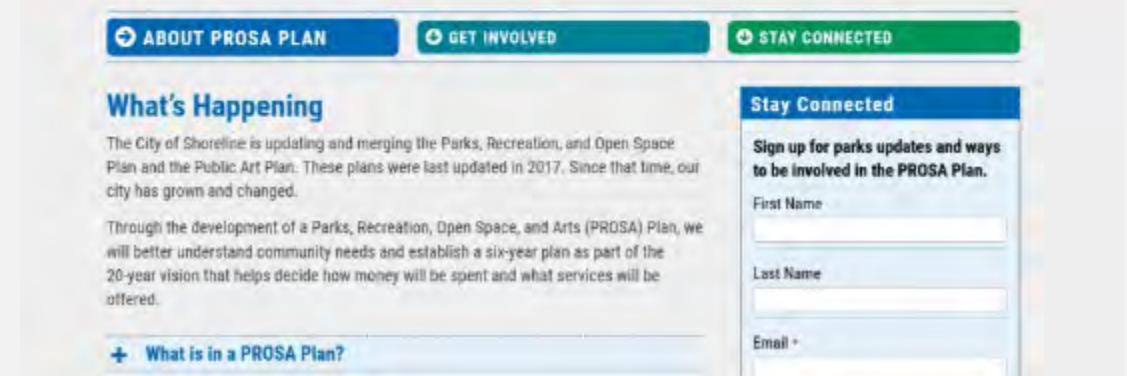
Constituent Interviews

- Completed 6 interviews
- Scheduled 6 (no show)
- Total invited: 17 people
- Compensated offered
- Several interested in helping with additional outreach to their communities
- Nearly all expressed appreciation that City of Shoreline is engaging in this way.



Online open house + survey

- Open through Sunday, Feb. 5
- Features survey and interactive map
- Translated into 4 languages
- Promotional efforts:
 - News release | Shoreline Area News
 - Currents | Recreation Guide
 - Social media
 - Posters / yard signs on site in parks, community centers, other locations
 - Asked partners, user groups, other organizations to share in their social media, among their networks
 - Engagement events / tabling



Upcoming Engagement Events

- Tabling and stand-alone displays
 - Indoor playground
 - Lantern Festival
 - Shoreline Library
 - Spartan Recreation Center
- Events
 - Ballinger Homes youth and families
 - People and their families who participate in Shoreline's special populations program
 - Horn of Africa community
 - Spanish-speaking community



Questions?



What's a word that best describes Shoreline's parks, natural areas, and rec & cultural programs?



What has been going well since the last PROS Plan (adopted in 2017)?

Property acquisition; new equipment

Acquisition of new parkland

Green Shoreline Partnership Kick-off

Park acquisition

property acquisition for parks
increasing recreational opportunities
reclamation or re-wilding of natural areas
helping youth and families during the pandemic
artist residencies
volunteer participation

Considering what's been accomplished since the last plan, what should be prioritized moving forward?

Aquatic Center, Develop Parks

Build a regional aquatic and recreation center.

Improving park quality

Provide opportunity and access in high density parts of town

Improved quality of urban forest

protection of our mature urban canopyplanting new trees for our future urban canopyassuring every resident is within a 15-minute walk of a park or natural spaceachieving an equitable balance of parks/natural spaces/recreation across the City

When thinking about gathering input from Shoreline residents for the PROS Plan, what is most important to learn?

What services people want access to and what is currently available to them.

How many people are traveling out of our city to enjoy parks and recreation services (e.g. going to Mountlake Terrace for swimming)

They 'whys' behind opinions

Future needs - recognize the time lag behind surveys, planning and action.

What residents like and don't like about their neighborhood park
Whether residents feel safe and comfortable using parks or participating in recreational opportunities (and, if not, why not)