

City of Pacific Park Board  
Minutes for January 22<sup>nd</sup> 2020

Members: Chairperson; Kate Hulls-Pease, Planning Commission liaison; Jim Meier, Members Mark Bowns and Gina Lisak

City Staff: Jack Dodge, Community Development Manager

Guests: Mayor Leanne Guier and Ronald Robinson

Discussion items:

1. Approving of Meeting Minutes: December 17, 2019 - approved

2. Introduction of new Park Board Commissioner - Gina Lisak

Gina introduced herself. Gina moved to Pacific in the Fall. She found out about the Parks Board through volunteering on the interurban trail

3. Discussion on moving the February Meeting to 2/19 due to council meeting

Mark Bowns moved to move the February meeting to the Wednesday the 19<sup>th</sup>  
Jim Meier seconded  
Voice Vote taken and carried

4. Introduction of Mayor of Pacific

Kate Hulls-Pease introduced Mayor Guier to the Board. Stating that she was there to help answer questions brought up at the Council Meeting on January 6<sup>th</sup>.

5. Discussion / Answers from the Questions from January Park Board Presentation

While setting up the PowerPoint Mark Bowns made a motion to amend the agenda to add discussion item Changing of Section 2 of the Municipal Code (Chapter 2.38). Inserted as item 7 and the succeeding items moved down.

Katie Halls moved forward with the Agenda as amended and came back to discussion item 5.

6. Discussion of Park Board Commissioner Recruitment

Katie Halls asked for ideas to get more people to join the Park Board. The Park Board is down two adults and one youth member. Some ideas included recruiting friends, City employees, and advertising to local High Schools in the area.

7. Changing of Section 2 of the Municipal Code

Mark Bowns suggested using Edgewood's Municipal Code in place of the City of Pacific's. City of Edgewood's code is attached as Attachment A.

5. Revisited: Discussion / Answers from the Questions from January Park Board Presentation

Question and Answer sheet provided as Attachment B City Council Q&A

8. Plaques for Parks - Art Hollinsworth, Pacific Park picnic tables Mr. Profit, Stage Mr. Ray, Baseball

Jack took pictures of the plaques in the City Park.  
A new plaque for Mr. Profit if the stage is refurbished.

The Baseball diamond could have a plaque for Mr. Ray.

9. 4 Culture Art for Trailheads

There is a workshop in March, Gina will attend the workshop and come back with information for the Board in April. Also discussed was the need for signage.

10. Review of Park Board Priorities

A discussion was held about the Park Board priorities:

Proper signage

The review of priorities was moved to February 19, 2020.

11. Update 2020-2023 Work Plan

The review of the 2020-2023 work plan was moved to February 19, 2020.

Meeting was adjourned at 8:37 pm.

Next meeting will take place on Wednesday, February 19, 2020

Meeting Minutes prepared by Nicole Schunke, Administrative Assistant.

Attachment A  
City of Edgewood Municipal Code  
Chapter 2.31 Parks and Recreation Advisory Board

Sections:

[2.31.010 Created – Membership.](#)

[2.31.020 Appointment of members – Terms.](#)

[2.31.030 Powers.](#)

[2.31.040 Organization.](#)

[2.31.050 Summary preparation.](#)

[2.31.060 Removal and vacancies.](#)

2.31.010 Created – Membership. 

A parks and recreation advisory **board** (**board**), consisting of seven members who are residents of the city of Edgewood, has been established. The city council shall seek a diverse membership that includes residents from each geographic region of the city. (Ord. 08-304 § 2; Ord. 06-272 § 1).

2.31.020 Appointment of members – Terms. 

A. Members of the newly established seven-member **board** shall be appointed by the mayor and confirmed by the council, in accordance with the process set forth in the Council Rules of Procedure, by position number, and shall serve staggered terms as follows: positions one through three will initially serve a three-year term expiring on September 30, 2009, with two-year terms being assigned thereafter, and positions four through seven will be assigned two-year terms expiring on September 30, 2008, with two-year terms being assigned thereafter, in order to create staggered terms of overall membership.

B. Future members and reappointments shall be selected and made in accordance with the Council Rules of Procedure.

C. The parks and recreation advisory **board** shall serve the city council as an advisory body with power to recommend policy to the council. The **board** shall not take binding action on behalf of the city. (Ord. 18-531 § 3; Ord. 08-304 § 3; Ord. 06-272 § 1).

2.31.030 Powers. 

The parks and recreation advisory **board** of the city shall have the following duties:

A. The **board** shall study the recreation needs of the citizens of Edgewood and make recommendations to the council concerning those needs. In that regard the **board** shall:

1. Acquaint itself with the recreation needs of the citizens of Edgewood;
2. Evaluate existing programs, activities and facilities in relation to current and projected recreation needs of Edgewood residents;

Attachment A  
City of Edgewood Municipal Code  
Chapter 2.31 Parks and Recreation Advisory Board

3. Recommend programs and activities to meet the needs of all segments of the population;
  4. Strengthen coordination for recreation programs between agencies, including but not limited to coordination with the school districts serving Edgewood;
  5. Encourage and stimulate citizens to become involved in neighborhood and civic activities;
  6. Research and recommend the development of newly acquired and undeveloped **park** properties within the Edgewood city limits; and
  7. Consider the needs of plant and animal life during open space and **park** planning activities;
- B. The **board** shall periodically have the responsibility of advising and making recommendations to the appropriate staff for the beautification, improvement, management and control of all parks and recreation grounds, facilities, and open space;
- C. The **board** shall periodically review whether the lands being used for **park** and recreation purposes are adequate, and shall recommend to the city council what additional lands and grounds should be acquired and used for **park** and recreation purposes and long-range capital budget necessary to support the recommendations;
- D. Review, discuss and analyze such products and projects as may be referred to the **board** by the council;
- E. The **board** shall, on a regular basis, be available for citizens' input concerning any matter which the **board** is considering or may consider;
- F. The **board** shall make recommendations to the council regarding adoption of or amendments to the parks, open space and recreation element of the comprehensive plan. (Ord. 06-272 § 1).

2.31.040 Organization. 

- A. City staff will be assigned as deemed necessary by the mayor in support of the **board**.
- B. The mayor may appoint a chair and vice chair from the membership or choose to allow the **board** to elect them from its members. The chair and vice chair terms of office shall be for one year beginning October 1st and ending September 30th. The elected vice chair shall preside in the absence of the chair. The chair and vice chair shall be voting members of the **board**. The mayor may create and fill other such offices as is determined necessary.
- C. At least once each year, the **board** shall meet with the council at a joint study session to discuss the **board**'s work plan for the coming year and other issues of general interest.

Attachment A  
City of Edgewood Municipal Code  
Chapter 2.31 Parks and Recreation Advisory Board

D. The **board** shall adopt such rules and regulations as are necessary for the conduct of its business, including rules of procedure.

E. A simple majority of **board** members shall represent a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

F. The **board** shall conduct meetings in accordance with the Open Public Meetings Act, and shall, whenever possible, keep an audio recording and/or written record of its meetings, business transactions, findings and determinations.

G. The **board** chair shall provide monthly reports to the city council at the second regular council meeting of the month. (Ord. 15-447 § 1 (Exh. A); Ord. 06-272 § 1).

2.31.050 Summary preparation. 

A. A sufficient record must be kept to furnish evidence that the parks and recreation **board** has complied with the rules by which it is governed.

B. Summaries shall show exactly what actions were taken and decisions made at the **board** meeting(s). The following is a list of information to be included in the summaries:

1. Date of meeting;
2. Location of meeting;
3. Type of meeting (regular, continued, public hearing, etc.);
4. Time of meeting;
5. Time meeting commenced;
6. Officials/members present\*;
7. Officials/members absent or excused\*;
8. Topics of business;
9. Actions taken on each business matter;
10. Record of motions;
11. Record of voting;

Attachment A  
City of Edgewood Municipal Code  
Chapter 2.31 Parks and Recreation Advisory Board

12. Date and time of next scheduled meeting; and

13. Time of adjournment.

\*If a **board** member leaves during a meeting, note time of departure and time of return, if applicable. If a **board** member arrives after commencement of the meeting, note time of arrival.

C. Standard Format. Use of standardized format to create uniformity of summary entries and to save time in composing the record shall be developed by the city clerk. Composition of the meeting summaries shall require the input of only specifics, such as verbiage of motions made, maker of motions and second, and results of voting. Other statements, discussion, and remarks of individual commissioners and commentators will not be noted in the summaries. Written statements may be submitted to the city clerk and will be retained in the appropriate meeting file.

D. Summaries of each meeting will be prepared by staff, approved by the **board**, and placed on the council consent agenda for approval. (Ord. 06-272 § 1).

2.31.060 Removal and vacancies. 

The city council may remove any appointed member of the **board**. The **board** may, by a vote in favor thereof by a majority of its members, recommend to the city council removal of an appointed member upon such grounds as inefficiency, neglect of duty, or malfeasance in office. Three consecutive unexcused absences by any **board** member from both regular and special meetings shall constitute grounds for removal. Attendance of any **board** member that falls below 80 percent due to unexcused absences during any 12-month period shall also be grounds for removal. Any **board** member may resign at any time by delivering written notice to the city clerk. Vacancies occurring other than by expiration of term shall be filled for the unexpired term in the manner used for regular appointment to the **board**. (Ord. 06-272 § 1).

**Attachment B  
City Council Q&A**

**Communication**

- Q. Who is our main point of contact (staff) with the City of Pacific?
- A. Community Development Manager Jack Dodge until a new Planner is hired. All questions are asked to be sent electronically.
- Q. Does the Council have a documented vision for the Pacific Parks & Trail system?
- A. There is not one from this current Council. Chapter 7 of the Comprehensive Plan was updated in 2011. Mayor Guier suggested the Board Presented their own vision for Council to approve.
- Q. May the Park Board have a representative at the Park Public Works Job Interview?
- A. As an observer only, they would not be able to participate in the interview. The position is based off of getting funding from the Levy. Katy Hulls asked to skip questions about the position until it is confirmed that there will be funding for it.
- Q. Has the Park Dedicated Public Works Job Description been finalized?
- A. The Job Description has been accepted by Council.
- Q. Is it true that Parks will have 1.8 dedicated FTEs in addition to the 1 FTE seasonal worker for the months of May, June, July, August and September? Who is responsible for overseeing the work and reporting to the Park Board?
- A. There will be one full time FTE dedicated only to Parks and one seasonal person to help mow.
- Q. What is the plan for Clint Steiger Park and the parcels to the east? We have been told that the Park Board should develop a plan for all three parcels and told not to touch it?
- A. Back at the City Council Strategic Planning Meeting the Council's 5 Year Plan was to upgrade the Civic Campus. The Civic Campus includes the footprint for all of City property. Mayor Guier asked to not put anything permanent in the park as it may end up changing. Mayor Guier did say that they are looking into leaving the park, the Goal is December 31, 2022.
- Q. What is the plan for the City of Pacific Park? Should the Park Board only plan for April 1<sup>st</sup> – October 1<sup>st</sup> usage? The City of Pacific Website currently says that Fishing is permitted on the White River during the month of October.
- A. The park will be maintained like in years prior. January 28<sup>th</sup> from 10am–11am King County Flood Control District will be meeting with City Staff to discuss the City Park; a Park Board member is welcome to observe the meeting.  
Fishing is permitted on the White River just not at the park since it's closed in October. The website will be updated.
- Q. What is the plan for the Interurban Trail? (trail heads, art work, schedule)
- A. The Interurban Trail should be finished in the Summer of 2020. The dedication for the trail will be handled by City Staff. The trail head by the reservoir will have five parking spots, Mayor would like it to be a Veterans Memorial Park.

**Requests for Assistance**

## Attachment B City Council Q&A

- Q. Who is responsible for grant applications?  
A. Community Development Department.
- Q. Could we have the Finance Director prepare quarterly reports for the Park and Trails on the burn rate of the Park & Trail budget and revenues?  
A. Yes
- Q. What is the feedback loop for asking questions?  
A. Direct questions to Jack and CC Mayor Guier on the email she can better understand and help with follow through. Jack is understaffed at the moment so it might take a while to get questions answered.

### City of Pacific Website

- Q. Who should the Park Board work with to
1. update the interactive park and trail map on the website
  2. add how to reserve a park
  3. update the park municipal code chapter 12 Parks & Recreation
  4. update the Park Board charge: *Park Board members are tasked with recommending improvements to City Park and with prioritizing capital projects and land acquisitions that may be funded with park impact fees. Fundraisers conducted by the Park Board promote community involvement with park enhancements. Meets the first Tuesday of each month at 6:30 p.m.*
- A. Nicole Schunke is in charge of updating the Website. Email Mayor Guier CCing Jack with requests and she will send them to Nicole.

### Park Board Priorities

- Q. The board was informed that Parks would have a zero budget for improvements for the fiscal years of 2019 and 2020 due to the trail and therefore has not updated the priorities.  
A. When the Park Board was informed of the budget it was to complete the trail project that was on the capital work plan. Bids came in lower than anticipated. Moving forward with the park levy funds The City can keep the Park Board informed on a quarterly basis.
- Q. Should we update within the next 3 months and present in April 2020?  
A. April 2020 would be a good time.

#### 2018 - 2037 CITY OF PACIFIC CAPITAL FACILITIES PLAN

\*Fund Source: C - General Facility Charges; D - Donation; DF - Developer Funded; G - Grant; L - Loan; LF - Local Funds;

LID - Local Improvement District; PW - Public Works Trust Fund; TIB - Transportation Improvement

Board Grant

\*\*Project Type:

P - Preservation; R - Renovation; D - Development; A - Acquisition

ITEM	PROJECT DESCRIPTION	FUND	PROJECT	ITEM	PROJECT DESCRIPTION	FUND	PROJECT
		SOURCE*	TYPE **			SOURCE*	TYPE **
P1	Interurban Trail-PSE Corridor	G,D,LF	D	P12/P13	Pacific City Park/Warren Trail to Pierce Co Parcel	G,D,LF	A, D
P2	Centennial Park (Play Structure)		R	P14	City of Pacific (Winter Park)		R
P3	New Hope Heritage Park	G,D,LF	D	P15	Milwaukee Creek Coordinator		D
P4	Aspen Lane		R	P16	Interurban Trail - West Hill/Edgewood Seg.	G,D,LF	D
P5	Trailhead Park - Interurban Trail at 3rd SW	G,D,LF	D	P17	Pacific Skate Park	G,D,LF	D
P6	Tree Assessment		P	P19	Dog Park Assessment		D
P7	DNR Park - 3 parcels below Alpac	G	A, D	P20	ADA Assessment		D
P8	Morgan Property Development		D	P21	Pocket Park Irrigation	D,LF	R



## Attachment B City Council Q&A

P9	Passive Nature Park I - City lot on W. Hill	G,D,LF	D	P22	Water Park Assessment	D
P10	Pacific Meadow Assessment		D	P23	Theme Signage	D
P11	Passive Nature Park II: Fancher Property	G,D,LF	A, D			

### Outstanding Code Enforcement

- Q. Who is our main contact for code enforcement issues?  
 A. Fill out a form so there is a record. The requests need to be assigned.
- Q. May we request quarterly updates from them?  
 A. Yes, they will be in the form of an Excel Spreadsheet.

### Outstanding Questions

- Q. What is the status of the lower access to the West Hill Passive Park?  
 A. There is no formal access to the lower West Hill Passive Park. Access is through the 3rd Ave. SW right-of-way which leads to the formers tank site. The access to the tank site is currently overgrown with blackberries. The Park Board will need to prioritize when improvements should be done here vs. other potential projects at other City Park properties.
- Q. What is the status of the upper access to the West Hill Passive Park?  
 A. There upper portion of the park already has access via a narrow access easement. A small area near Jeanne Francher's house is available for parking. The parking area is not improved. The Park Board will need to prioritize when improvements should be done here vs. other potential projects at other City Parks properties
- Q. What is the status on the Alder Lane North open space by Habitat for Humanity?  
 A. There are no plans for improvements on this property at this time. The Park Board will need to prioritize when improvements should be done here vs. other potential projects at other City Parks properties.
- Q. What is the status on the 5<sup>th</sup> Avenue Property which is encroaching on the City Park?  
 A. Until the City determines whether to retain the property or sell the property, no action will be taken at this time. The Park Board could discuss the future use of this property and make a recommendation to City Council.
- Q. What is the status on the Butte Open Space with is being encroached upon by the neighbors and being used as an access point for their business?  
 A. There is no action being taken at this time. The Park Board could discuss the future use of this property and make a recommendation to City Council.

### Outstanding Maintenance Requests Park Maintenance

#### Alder Lane North:

- Plans for a fence
- An estimate of the costs for adding a play toy, bench and picnic tables

#### Aspen Lane:

- Under Swing Play Chips
- Swing Area Barrier Repair

#### Beaver Park:

- An estimate for the cost of fence repair
- An estimate of the cost of a complete rehab (new landscaping, toy repair, bench repair or new bench, and picnic tables)

#### Blueberry Park:

- An estimate for the cost of resetting the ADA table so it is compliant for wheelchair access (sidewalk)

## Attachment B City Council Q&A

- An estimate for the rehab of the trail. It is currently grassed over and if you did not know where to go you would follow the complete trail.
- Need additional play chips and the existing play chips need a good raking.
- Area needs a weeding
- The park has overgrown the native planting and needs to be redone

### Clint Steiger Park:

- Move the bulletin board next to the Yates Cabin so it can be used. (Community group has offered to rehab the board if the city will allow it to be moved.)
- An estimate of the cost of a perimeter trail with adult fitness stations

### City Park:

- Need additional play chips and the existing play chips need a good raking.
- An estimate for the repair of the swinging toy
- An estimate for the repair of the benches, basketball nets, basketball court, stage, BBQs and picnic area

### Eloise Park:

- An estimate for the cost of fence repair or new fence
- An estimate of the cost of a complete rehab (new landscaping, possible play toy, bench repair or new bench, and picnic tables)

### Milwaukee Park:

- An estimate of the cost of a complete rehab (new landscaping, possible play toy repair or new toys, bench repair or new bench, and picnic tables)
- An estimate of the cost of adding a sign on the trail directing people to the park
- An estimate for improving trails around the wetland

### Otter Park:

- An estimate of the cost of a complete rehab (new landscaping, possible play toy repair or new toys, bench repair or new bench, and picnic tables)

### Rhubarb Park:

- Needs general maintenance

### Strawberry Park:

- An estimate of the cost of a landscaping, toys, benches, and picnic tables

### Sunset Park:

- An estimate of the cost of a complete rehab (new landscaping, possible play toy, bench repair or new bench, and picnic tables)

### West Hill Passive Park:

- An estimate for adding signage, new landscaping, benches, trails and picnic tables

### Morgan Retreat:

- An estimate of the cost of a build out new landscaping, benches, trails and picnic tables
- An estimate of the cost of the lake access build out
- Trail Maintenance

### Interurban Trail:

- An estimate for cleaning the trail between Beaver Park and County Line Road; Roy Street South, 3<sup>rd</sup> Avenue SW North

Mayor Guier asked the Park Board to prioritize the list of park maintenance requests.