



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

NOTICE OF REGULAR MEETING

PARK AND RECREATION BOARD

WEDNESDAY
February 24, 2021
5:00 p.m.

**NOTE: Community Town Hall on Averill Field
to begin at 6:00 p.m.**

AGENDA ON NEXT PAGE

Remote On-Line/Telephone Access ONLY Via "Zoom"

Pursuant to City of Snohomish's **Resolution 1408** adopting procedures for holding public meetings consistent with State law, and in accordance with the Governor's Proclamation 20-25, "Stay Home Stay Healthy" order to reduce the risk of exposure and the spread of contagious viruses through social interactions, the February 24, 2021 meeting of the Park and Recreation Board will be held utilizing remote access. The public is invited and encouraged to participate by calling in, and listening to the live meeting. Instructions for calling into the live meeting are provided below.

**To access the ONLINE Zoom remote meeting, please use the following link
(external/internal speakers required): <https://us02web.zoom.us/j/83773021534>**

Meeting ID: 837 7302 1534

**To PHONE-IN without a computer, or if your computer does not have an audio feature,
dial:**

+1 253 215 8782 or
+1 669 900 6833 or
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**YOU WILL BE PROMPTED TO ENTER THE MEETING ID# --
Meeting ID: 837 7302 1534**

**THEN, YOU WILL BE PROMPTED TO ENTER A PARTICIPANT NUMBER -- ENTER
THE # SYMBOL**



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WEDNESDAY
February 24, 2021
5:00 p.m.

**Note Start
Time**

AGENDA

- 5:00 1. **CALL TO ORDER** - Roll Call
2. **APPROVE** the meeting summary of the January 27, 2021 meeting (P.5)
3. **CITIZEN COMMENTS** on items not on the agenda
4. **PROJECT MANAGER UPDATES**
5. **PUBLIC WORKS MANAGER/PARK UPDATES**
6. **PARK BOARD MEMBER UPDATES**
7. **OTHER BUSINESS/INFORMATION ITEMS**
- 6:00 8. **SPECIAL DISCUSSION ITEM:**
- **Community Town Hall:** Averill Field Master Plan (P.7)
9. **ADJOURN**

NEXT MEETING: The next regular meeting is tentatively scheduled for Wednesday, March 24, 2021 at 5 p.m., Town Hall at 6 p.m., via online remote access.

Meeting Guidelines

The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.

- ◆ Meetings end at 8:00 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 – 2021 Wishlist

<p>January Election of Chair Meeting Calendar</p>	
<p>February Short meeting, 5-6. Discuss tentative year plan, set 6 months Plan times for March and April meetings due to Town Halls Project Mgr Updates (Carnegie, Averill Field lights, EV charging stations, native growth planting, Brennan 2021 Workplan Discuss and prepare for Town Hall. Benches (brief update, AArmstong) Gazebo update? Tree City; John First interest; Garden Club/Green Snohomish/St. Johns call out in meeting minute. Eco club at SHS; they lead this/coop (youth council) Friends of Snohomish Park 501c3 pitched at town hall (Tom K)</p> <p>Town Hall – Master Plan Averill Field, 6-8</p>	<p>TOPICS ALL YEAR: PROS Plan</p>
<p>March Short meeting, Time TBA Review Town Hall February and prepare for Town Hall March. Project Mgr Updates Park Impact Fees, timeline, amount, etc. clarify Benches (brief update, AArmstong) Arbor Day? April 30th Tree City? Review of Tree policy (CC agenda), etc. Vandalism – Process/policy? city ordinance? Consequences if caught? Cameras? Trail cams via police or neighboring jurisdictions? Wendy on feature on parks; pitch for friends of library</p> <p>Town Hall – Master Plan TBA</p>	
<p>April Short meeting – Time TBA Review Town Hall March and prepare for Town Hall April. Project Mgr Updates Benches and Kiwanis Legacy recreation area (brief update, AArmstong) Start conversation on Restroom policy review. Data collection for Parks use – MPD data, Wifi ping counts, LexisNexis heat map? PROS Plan review Monroe template</p> <p>Town Hall – 6-8 Master Plan - Homestead Park, Cady Connector ?</p>	
<p>May (resume regular meeting 6-8 pm) Review Town Hall meetings and action steps Start work on PROS plan, determine process, etc. Gazebo update Signage: Each board member takes photos at “x” parks</p>	

<p>June work on PROS plan Consider GRANTS to request – Lighting, Carnegie Park, Landscaping Cady extension, etc.. Benches and Kiwanis Legacy recreation area (brief update, AArmstong) Signage review & update; clarity/consistency, dog restrictions, name/address for emergencies, etc.</p>
<p>July - Meet at Park if possible? Public open house? Project Mgr Updates work on PROS plan Review and discuss design standards information, request update City council review of committee</p>
<p>August Project Mgr Updates Benches and Kiwanis Legacy recreation area (brief update, AArmstong) Meeting at Hill Park Review of Glyphosate Use (school district also?) alternatives? Budget process</p>
<p>September Project Mgr Updates Budget review</p>
<p>October Project Mgr Updates Work on Year in Review Benches and Kiwanis Legacy recreation area (brief update, AArmstong)</p>
<p>November/December – Combine 2021 Year in Review</p>



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Park and Recreation Board Meeting Summary January 27, 2021

1. **CALL TO ORDER:** The meeting was called to order by Chair Rich Patton at 6:04 p.m.

ROLL CALL:

Park Board:

Alice Armstrong
John First
Tom Kreinbring
Rich Patton
Jesse Podoll

Staff:

Brennan Collins
Tim Cross
Brandi Whitson

Other:

Councilmember Donna Ray

NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Park and Recreation Board held its meeting via remote participation.

The Board welcomed new member, Tom Kreinbring.

2. **ELECT** Chair for 2021. Mr. First nominated Mr. Patton, Ms. Armstrong seconded. Mr. Patton accepted the nomination, and was unanimously elected Chair for 2021, (5-0).

3. **CITIZEN COMMENTS** on items not on the agenda: None

4. **PROJECT MANAGER UPDATES:**

- a. Averill Field Improvement Project - Proposed Town Halls. Mr. Collins announced a series of three Town Hall meetings for the community to provide input on Averill Field improvements. The first is scheduled for February 24, 2021 at 6 p.m. Ms. Armstrong questioned the chance for the Park Board to meet prior to discuss regular business. The Board discussed, and decided to meet from 5 to 6 on the 24th, before the Town Hall. Dates and times for the March and April meetings will be discussed.
- b. Project Updates. Mr. Collins provided updates on the following projects:
 - Carnegie Building - The building received a temporary certificate of occupancy. Final occupancy will be awarded after landscaping and parking lot improvements are completed. The Board discussed replacing the flagpole and moving the Veterans' Memorial back from the GAR. Mr. Podoll indicated he would research and report back.
 - EV Charging Stations - Meter poles have been installed and PUD is working on the hookup.
 - Native Growth Plantings at Pilchuck Julia Landing - Plantings have been delayed until this spring due to the Conservation District's difficulty in finding nurseries to supply plants.
 - Averill Field/Cady Landing/Homestead Park - Test sites have been excavated at Averill Field, and geotechnical reports and surveying will be focused on Cady Landing soon.
 - City Hall/Annex Roof - On hold until spring.
 - Pilchuck Park Lights - Staff is reviewing cost estimates of new lights. Park impact fees cannot be used for the lights, as they are not new construction. The Board discussed the benefits of replacing the lights, including less staff time needed for maintenance. Mr. Podoll commented on the challenge to schedule night-time field use, which

reduces revenue from field rentals. He suggested renting portable light banks as an alternative. Ms. Armstrong queried an opportunity to discuss this and potential budget options with the Council. Councilmember Ray concurred, and explained the budget was adopted but can be amended.

5. **PUBLIC WORKS MANAGER/PARK UPDATES:** Mr. Cross reported on the following:

- An arson fire in June resulted in a total loss of the restroom at Ferguson Park. Cleanup and reconstruction are currently taking place.
- Park vandalism and graffiti have been problematic this year, as Parks staff is limited. Staff is considering security cameras in strategic areas, as well as requesting additional police patrols.
- Garbage accumulation continues to increase as people use outdoor spaces and take-out food containers; a result of limited social activities brought on by the COVID pandemic. Staff has placed dumpsters to help stem overflowing garbage cans.

6. **PARK BOARD MEMBER UPDATES:**

Ms. Armstrong reported the Kiwanis and other area organizations have worked to gather plastics to forward to Trex®, who would then recycle the plastics into a bench to donate back to the organization. These organizations are moving quickly forward on securing six benches to be placed throughout the City. The Board discussed with staff on locations and installation, including possible locations within the Historic and Midtown Districts. Other options included contacting the School District, as well as the Food Bank, as they were a major contributor to the plastics collected.

Mr. Podoll questioned the City's intention of a public clean-up day. Mr. Cross responded nothing was scheduled yet, but perhaps later in the summer. Until then, groups that would like to do community service may be able to volunteer in the parks, as long as proper distancing and other requirements were followed.

Mr. First questioned a cherry tree recently planted near the Centennial Trail. He also asked about long range master plans. Mr. Collins remarked that reviewing the PROS plan will commence later this year. Mr. Kreinbring suggested utilizing MRSC resources to help with that process.

7. **OTHER BUSINESS/INFORMATION ITEMS:** Councilmember Ray commented on the Council's goal to review its Boards and Commissions. She requested Board members provide feedback on how they feel the Park Board is going, as its reauthorization is due in July. She suggested this as a topic for the March meeting. Ms. Armstrong questioned the meeting calendar in general. After a brief discussion, she and Mr. Kreinbring volunteered to work on a draft of topics.

8. **ADJOURN:** Meeting adjourned at 8:15 p.m.

Approved this 24th day of February, 2021.

Chair

DISCUSSION ITEM 9.

Date: February 24, 2021

To: Park and Recreation Board

From: Brennan Collins, Project Manager

Subject: Community Town Hall #1 - Averill Field Master Plan

The Park and Recreation Board has discussed finalization of master plans for Averill Field, Homestead Park, and a bridge connecting the Riverfront Trail to Pilchuck Julia Landing (a project often referred to as “Cady Landing”). Staff selected Otak to assist with this process, with Averill Field as the initial focus.

Tonight is the first of three planned Town Hall events, to share details and gather community input. The intention and goals of the three Town Hall meetings are to:

- Meeting 1 -- February 24, 2021 Present and establish baselines for the project
- Meeting 2 -- March 24, 2021 Collect feedback from the community, and investigate incorporating those ideas into the scope of the project
- Meeting 3 -- April 28, 2021 Present updated design

Anticipated Schedule for Tonight’s Town Hall:

- 6:00 p.m. Begin Town Hall and Introduce City Project Manager, Park Board Members, City Council Liaison, and Otak Staff
- 6:10 p.m. Otak Presentation on Averill Field
- 6:40 p.m. Otak Presentation Ends
- 6:40 p.m. Otak Introduces a Community Survey
- 6:50 p.m. Opportunity for Community to Comment on the Project/Presentation
- 7:00 p.m. Closing Comments by City Staff