

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS MEETING  
Tuesday, April 12, 2016  
6:00 P.M.  
Spruce Hall

Roll Call

Adoption of Meeting Agenda

Acceptance of Minutes:

- February 23, 2016 Workshop
- March 8, 2016
- March 29, 2016 Workshop

Member Reports

Parks Director Comments

Council Liaison Report

Citizen Comments

DISCUSSION ITEMS

3-Acre Riverfront Park Naming Process Update

Annual Arboretum Report

Lori Cummings

John Petersen

INFORMATION ITEMS

Projects/Programs Highlights Q & A

Legion Park Arsenic Clean Up Photo Review

Lori Cummings

John Petersen

Other Business

Next Meeting

Adjourn

Next Meeting—SPECIAL MEETING  
Tuesday, April 26, 2016  
PROS Plan Final Recommendation  
Spruce Hall  
6:00 PM

**MISSION STATEMENT:**

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS WORKSHOP  
Tuesday, February 23, 2016  
6:00 P.M.  
Spruce Hall

Present: Michael Swanson, Ryan Taylor, Joel Taylor, Tina Hokanson  
Staff present: Paul Kaftanski, Lori Cummings, John Petersen

DISCUSSION ITEM

PROS Plan Workshop—Draft Plan Development for City-Wide Surveying

**Citizen Comments**

Shelley Weyer

- Questioned whether or not the parks department is considering a possible play area at Grand Avenue Park and a shelter at Drew Nielsen Park.

Holly Gibson

- Asked about the concept of benches in the vicinity of 13<sup>th</sup> and Oakes

Bob Reese

- Gave a synopsis of the community center project as it relates to southern Everett and its proposed location at Walter E. Hall Park.

**January 26, 2016 Comments on Board Workshop Minutes**

- Michael Swanson noted that there are no picnic tables at 13<sup>th</sup> and Oakes, thought there are benches.
- With respect to a possible recreation/community center, it was noted that the board expressed a desire to further explore this as a concept as opposed to supporting it as a project at this juncture.

**Community Outreach**

Paul Kaftanski summarized comments received to date. This included a reminder of the community outreach approach, major programming themes, major amenity themes, major structures' themes and recurring general comments.

**Draft Capital Facility Developments – 2016 thru 2035**

Paul Kaftanski “walked” the board through the latest iteration of draft capital projects for plan consideration. This included their proposed phasing, total development cost in 2016, funding gaps and potential revenue sources (and required tax rates based on funding sources).

### **Draft Voter Survey**

Tom Beckwith of Beckwith Consulting Group reviewed the draft voter survey. This survey, open to anyone, is designed to determine draft capital project list priorities and also glean comments regarding various funding sources to help develop potential capital projects.

Board discussion included the following:

- Consider the addition of contextual information regarding the financial questions.
- Increase the size of map graphics.
- Consider additional gift certificates as an incentive to fill out the survey.
- Provide a hyperlink to the survey off of the voter survey postcard.
- Make the survey available in Spanish.

The workshop adjourned at 8pm.

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS MEETING  
Tuesday, March 8, 2016  
6:00 P.M.  
Spruce Hall

Chair, Michael Swanson called the meeting to order at 6:00 PM

Roll Call

Present: Michael Swanson, Tina Hokanson, Joel Taylor, Marcia Isenberg, Megan Burger and Tom Norcott.

Absent: Ryan Taylor

Staff present: Lori Cummings, John Petersen, Scott Pool, Jeff Price and Sue Stimson.

Approval of agenda: Tom motioned to move the Public Hearing item to the start of the meeting, seconded by Megan. All approved.

Hearing/Recommendation

Silver Lake Boating Regatta

Scott Pool introduced Jim Nilsen representing the Seattle Outboard Association who provided a brief history of this annual event. The only change this year from the many previous years is in regards to the concession providers. Marcia motioned to move this forward to city council for approval, seconded by Joel. All approved.

Approval of minutes February 9, 2016.

Tom motioned to approve the minutes of February 9, 2016, seconded by Joel. All approved except Tina and Marcia who abstained.

Member Reports

Michael—welcomed Marcia back to the board.

Joel—while traveling he witnessed a Frisbee golf event and suggested this be offered locally.

Tom—reported that he viewed Paul Kaftanski's report to council. He also patrols Howarth Park regularly.

Megan—no report

Marcia—no report

Tina—provided Evergreen Arboretum volunteer report.

#### Parks Director Comments

Lori Cummings shared organizational updates following Paul Kaftanski's new position. The board member park tour is scheduled on April 16<sup>th</sup>.

#### Council Liaison Report

No report

#### Citizen Comments

Bob Reese of Volunteers of America spoke representing the interests of Casino Road Stakeholders. He looked at the on-line survey and appreciates the work staff did in order to provide these materials in multiple languages..

#### DISCUSSION ITEMS

##### Annual Tree Committee Report

John introduced Donna Gleisner and Grant Hopper from the Tree Committee. Tina complimented Donna on tree data work represented in the report. Donna reviewed the process citizens are expected to follow regarding tree care. Feedback from a business community survey was beneficial in creating the business tree brochure which is provided when new businesses apply for their business license. Recommended actions include the expectation of educational opportunities for tree committee members, updating the recommended tree list and providing public outreach. Michael asked for a list of top recommended trees.

##### Annual Stewardship Report

Jeff Price provided this annual stewardship and volunteer report, highlighting the fact that 2015 showed record high numbers in terms of number of volunteers and subsequent volunteer hours. Board members stated appreciation for the opportunity provided to neighborhoods to participate and noted improvement with the use of social media over previous years.

##### Projects/Programs Highlights Q & A

Lori provided updates on Senator Jackson Park, Howarth Park Pedestrian Bridge, Kasch Park Fields, the naming process for Three Acre Riverfront Park and the PROS Plan.

##### Other Business

Tom asked about the Everett Foundation. Lori explained the original parks foundation evolved into the Greater Everett Community Foundation which maintains support for parks. This now is the Community Foundation of Snohomish County which oversees a parks endowment providing support to parks scholarships. The Joe Richer program supports the junior golf program.

Tina suggested a salsa class be offered.

## Next Meeting

### Adjourn

Joel motioned to adjourn at 7:30, seconded by Tom.

Next Meeting—WORKSHOP—Voter Survey Results/Final PROS Plan Direction  
Tuesday, March 29, 2016  
Spruce Hall  
6:00 PM

#### MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS WORKSHOP  
Tuesday, March 29, 2016  
6:00 P.M.  
Spruce Hall

Chair Michael Swanson called the workshop to order at 6:00 PM.

Present: Michael Swanson, Ryan Taylor, Joel Taylor, Tom Norcott, Tina Hokanson and Marcia Isenberg.

Not present: Megan Burger.

Council liaison Brenda Stonecipher was present.

Staff present: Lori Cummings, John Petersen, Jeff Price, Sue Stimson and Paul Kaftanski.

Tom Norcott motioned to adopt the agenda as presented, seconded by Marcia Isenberg.

Lori Cummings, Director explained the need for the board to hold a special meeting in order to allow time for the members to thoroughly review PROS Plan materials before making a recommendation to council. In order to meet grant funding deadlines it is highly desirable for the Commissioners to recommend to city council the final plan before the end of April. Ryan motioned to hold a special meeting on April 26<sup>th</sup>. Tom seconded the motion. All approved.

CITIZEN COMMENTS

There were no citizens present.

DISCUSSION ITEM

PROS Plan Workshop—Review Community Survey Data

Tom Beckwith of Beckwith Consulting Group reviewed the results obtained from the nearly 900 community surveys received to date.

Survey results suggested the community places high value on:

- Waterfront access
- Dog parks
- Trails
- Swim center
- Picnic shelters

Board discussion included the following:

- Plan could include support for a 6 year or 20 year plan to finance improvements & M/O.
- Recommendation to council should include support for projects.
- Focus on strategy and choose options and projects that are realistic to accomplish.
- The possibility of a park impact fee was considered.
- Once completed the board recommends a cover document (transmittal letter) be included to provide clarity to council. Park staff will draft the cover document/transmittal letter after the April 26<sup>th</sup> special meeting.

Paul Kaftanski pointed out that the number of projects considered and the value is less than in the prior strategic plan.

The workshop adjourned at 8pm.

Next Meeting  
Tuesday, April 12, 2016  
6:00 PM  
Spruce Hall

**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|  |   |              |                       |
|--|---|--------------|-----------------------|
| <b>TITLE:</b><br><b>Three Acre Riverfront Park<br/>Naming Update</b> | <input type="checkbox"/> <b>Adoption</b>              | <b>Staff</b> | <b>Lori Cummings</b>  |
|  | <input type="checkbox"/> <b>Recommendation</b>        | <b>Phone</b> | <b>425-257-8353</b>   |
|  | <input checked="" type="checkbox"/> <b>Discussion</b> | <b>Date</b>  | <b>April 12, 2016</b> |
|  | <input type="checkbox"/> <b>Information</b>           |              |                       |
|  | <input type="checkbox"/> <b>Other</b>                 |              |                       |

**DESCRIPTION SUMMARY:**

City Council approved a funding ordinance on January 13, 2016 for the first phase of development of what is commonly referred to as the Riverfront's "three acre park". Department staff sent a recommendation to the Mayor's office in February for the city parcel to initiate the "naming process." The name recommended is "Riverview Park." The attached memorandum from the previous park director to the mayor is provided for your review.

Under the city's "naming policy" as established by Resolution No. 6537 the Historical Commission has the primary responsibility to recommend the park name to city council.

At the April 12, 2016 meeting Park Commissioners will be asked to discuss and consider submitting suggestions to the Historical Commission prior to their April 26, 2016 meeting. The Historical Commission will provide park name recommendations for discussion and to seek input at the Board of Park Commissioners Meeting on May 10, 2016. Park Commissioners will be asked to provide recommendations to the Historical Commission. The recommendation will be considered by the Historical Commission at its May 24, 2016 meeting and subsequently submitted to City Council. City Council will hold a public hearing and take action by resolution to complete the naming process.

**RECOMMENDATION**

Engage in discussion regarding the name of the park parcel.



## **PARKS & RECREATION**

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To: Ray Stephanson, Mayor

From: Paul Kaftanski, Parks, Recreation and Community Services Director PK

Subject: Naming of the Three (3) Acre Riverfront Park Parcel

Date: February 22, 2016

### **Background**

City Council approved a funding ordinance on January 13, 2016 in the amount of \$2,500,000 (CIP4) for the first phase development of what is commonly referred to as the Riverfront's "three acre park". The master plan for the park was adopted by City Council in 2009. The plan included public amenities in addition to the plan for the three acre park. The adopted master plan is known as the Riverfront Development Public Amenities Master Plan.

The private sector development of the Riverfront property is now at a stage that the first phase of the park, situated generally at the Snohomish River and north of 36<sup>th</sup> Street is progressing into final design. The public works department has, and continues to be, the lead department for the coordination of the larger Riverfront Development and for the development of the park. Park development has been coordinated and continues to be coordinated with the Parks, Recreation and Community Services Department.

The project's construction and final bid documents may be ready as early as the late spring/early summer 2016. Prior to document finalization, staff recommends that an official name be established for the park parcel. The name would then be placed onto the city's bid documents.

### **Proposed Name**

The proposed name submitted for consideration under the city's "naming policy" as established by Resolution No. 6537 is the following: "Riverview Park."

The proposed name reflects the following two key points:

- 1) The name takes into consideration its location adjacent to the Snohomish River. This is similar to "Harborview Park," located along Mukilteo Boulevard. That park provides for expansive views of the Possession Sound and the Olympic Mountains. Riverview Park would provide views of the Snohomish River and Cascade Mountains.
- 2) The park will be connected through the Lowell Riverfront Trail to Lowell Riverfront Park to the south. Riverview Park would be consistent with the "river" theme of the existing park.

**Resolution 6537**

City Council adopted a naming policy (Resolution 6537) on September 5, 2012. The policy requires that requests for naming a public space, including a park, be submitted to the Mayor for a determination regarding the proposed name's consistency with the policy. Below is the department's assessment regarding the proposed name's consistency with the policy (Section 3: Eligibility and Criteria):

- 1) Criterion A: Consistent because the naming would occur prior to the project's construction;
- 2) Criteria B, C, D: not applicable;
- 3) Criterion E: The development by Polygon comprises more than 100 acres. This development has generally been referred to in a multi-year planning process as the "riverfront" project. The development may have one or more names that would be established by the project's developer. It is unknown what those names may be or the timing of establishing names. The park is generally situated between higher density residential development to its north and lower density residential and commercial development to its south;
- 4) Criterion F, G: not applicable;
- 5) Criterion H: consistent (see discussion under "Proposed Name"); and
- 6) Criterion I: not applicable (not a name change).

CC: Debra Bryant, Chief Administrative Assistant  
Allan Giffen, Planning and Community Development Director  
Dave Davis, Public Works Director

**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|  |                                     |                       |              |                       |
|--|-------------------------------------|-----------------------|--------------|-----------------------|
| <b>TITLE:</b><br><b>Evergreen Arboretum &amp;<br/>Gardens Report</b> | <input type="checkbox"/>            | <b>Adoption</b>       | <b>Staff</b> | <b>John Petersen</b>  |
|  | <input type="checkbox"/>            | <b>Recommendation</b> | <b>Phone</b> | <b>425-257-8371</b>   |
|  | <input checked="" type="checkbox"/> | <b>Discussion</b>     | <b>Date</b>  | <b>April 12, 2016</b> |
|  | <input type="checkbox"/>            | <b>Information</b>    |              |                       |
|  | <input type="checkbox"/>            | <b>Other</b>          |              |                       |

**DESCRIPTION SUMMARY:**

Libbie Soden, past president of the Board of Directors of the Evergreen Arboretum & Gardens (EA&G), will present an update on Arboretum status and share a brief video. EA&G is a 501c(3) organization that works in conjunction with the Parks Department and area Master Gardeners to provide a significant location of horticultural and artistic interest for citizens of Everett and the surrounding area.

**RECOMMENDATION**

Discuss and provide observations and comments.

**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|  |                                     |                       |              |                       |
|--|-------------------------------------|-----------------------|--------------|-----------------------|
| <b>TITLE:</b><br><b>March 2016 capital projects<br/>and major programs<br/>updates</b> | <input type="checkbox"/>            | <b>Adoption</b>       | <b>Staff</b> | <b>Lori Cummings</b>  |
|  | <input type="checkbox"/>            | <b>Recommendation</b> | <b>Phone</b> | <b>425-257-8353</b>   |
|  | <input checked="" type="checkbox"/> | <b>Discussion</b>     | <b>Date</b>  | <b>April 12, 2016</b> |
|  | <input type="checkbox"/>            | <b>Information</b>    |              |                       |
|  | <input type="checkbox"/>            | <b>Other</b>          |              |                       |

**DESCRIPTION SUMMARY:**

Attached is the monthly update regarding progress for the month of March 2016 regarding current capital projects and initiatives/milestones for key recreational programs.

**RECOMMENDATION**

None. Selected items will be highlighted by staff. Other items will only be discussed if there are questions from Park Board members.

**Board of Park Commissioners  
General Projects/Programs Update  
April 7, 2016  
Activity for the Month of March, 2016**

| <u>Major Projects/Programs</u> | <u>Status</u>  |
|--------------------------------|--|
| Senator Jackson Park           | Change order number 5 is tentatively approved. Park re-opened March 31. Grand re-opening ceremony planned for April 30. Community Garden planting started April 1, 2016.   |
| DOE Clean-Up Asarco/Legion     | Park re-opened on March 25.  |
| Howarth Park Ped Bridge        | Construction begins in mid-April.  |
| S. Everett Forest Preserve     | Park open now with exception of the boardwalk.   |
| Kasch Park Fields 2/3          | Contract approval April 6, 2016. Construction is anticipated to begin in early May.  |
| Grand Ave Utility/Ped Bridge   | Final parks related drawings will be submitted the week of March 7. Bidding is anticipated to occur the second half of 2016. (The parks component is part of the larger bridge project under the lead of Public Works.)  |
| Three Acre Riverfront Park     | The naming process in progress. The name of "Riverview Park" was submitted by the department to the Mayor as being consistent with the City's Naming Policy. The Planning and Community Development Department will now staff the process with the Historical Commission and Board of Park Commissioners to recommend a name to the City Council for consideration and adoption. |
| Green Lantern Trail Project    | With extensive permitting requirements, the construction of the improvement has been re-scheduled to early fall.   |
| PROS Plan                      | Park Board of Commissioners Special Meeting to be held April 26 <sup>th</sup> .  |
| Wiggums Hollow Restrooms       | Construction in progress. Should be completed by Memorial Day.   |
| Senior Center Transition       | Staff inventorying, evaluating processes and procedures and integrating staff into parks department.   |
| Forest Park Swim Center        | Final closure work scheduled the week of April 4 <sup>th</sup> . Anticipated opening date of April 11 <sup>th</sup> , 2016.  |

**CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|  |                                     |                       |              |                       |
|--|-------------------------------------|-----------------------|--------------|-----------------------|
| <b>TITLE:</b><br><b>American Legion Memorial<br/>Park Arsenic Cleanup Photo<br/>Review</b> | <input type="checkbox"/>            | <b>Adoption</b>       | <b>Staff</b> | <b>John Petersen</b>  |
|  | <input type="checkbox"/>            | <b>Recommendation</b> | <b>Phone</b> | <b>425 257-8371</b>   |
|  | <input type="checkbox"/>            | <b>Discussion</b>     | <b>Date</b>  | <b>April 12, 2016</b> |
|  | <input checked="" type="checkbox"/> | <b>Information</b>    |              |                       |
|  | <input type="checkbox"/>            | <b>Other</b>          |              |                       |

**DESCRIPTION SUMMARY:**

The Department of Ecology project to remediate arsenic contamination at American Legion Memorial Park is substantially complete. Staff will provide a photo review of the remediation project and results.

**RECOMMENDATION**

None - for information only.

**PARKS AND RECREATION BOARD OF COMMISSIONERS**  
 6:00 pm – 8:00 pm  
 Anticipated Agenda Calendar  
 Revised 4/5/16

| <u>ACTION</u>  | <u>ITEM</u>   | <u>MEETING DATE</u> | <u>LOCATION</u>              |
|--|---|---------------------|------------------------------|
| Discussion<br>Discussion<br>Information<br>Information                   | -3 Acre Riverfront Park Naming Process Update<br>-Annual Arboretum Report<br>-Projects/Programs Highlights/Q&A<br>-Legion Park Arsenic Clean Up Photo Review  | April 12            | Spruce                       |
| Recommendation   | -Special Meeting – PROS Plan final recommendation   | April 26            | Spruce                       |
| Discussion<br>Discussion<br>Information<br>Information<br>Recommendation | -Proposed 2017 Swim Fees<br>-Swim Center Maintenance Closure Photo Review<br>-Projects/Programs Highlights/Q&A<br>-Senator Jackson Park Photo Review<br>-3 acre Riverfront Park Naming Recommendation | May 10              | Spruce                       |
| Recommendation<br>Discussion<br>Discussion<br>Information                | -2017 Swim Fees Public Meeting/Recommendation<br>- Projects/Programs Highlights/Q&A<br>-Howarth Park Pedestrian Bridge Photo Review   | June 14             | Spruce                       |
| Discussion<br>Information  | -Projects/Programs Highlights/Q&A<br>-South Everett Forest Preserve Photo Review<br>-IPM Guidelines Annual Report   | July 12             | Spruce                       |
| Information  | South Everett Forest Preserve Tour  | August 9            | Depart from Spruce at 6 p.m. |
|  |   | Sept. 13            | Spruce                       |

- \* Designates a 'workshop' as needed
- \*\* Designates a retreat
- \*\*\* May require a separate special meeting later in the month