

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE MEETING  
April 7<sup>th</sup>, 2026  
4:45 P.M. – 6:45P.M.  
Virtual Teams Meeting

Roll Call

Adoption of the Meeting Agenda for April 7<sup>th</sup>, 2026

Adoption of Meeting Minutes from February 3<sup>rd</sup>, 2026

Commissioner Report

Parks Director Comments

Council Liaison Comments

Citizen Comments

ACTION

Silver Lake Boat Regatta - Hold Public Hearing – Emily

Silver Lake Boat Regatta - Close Public Hearing

Silver Lake Boat Regatta - Recommendation

INFORMATION

Arboretum Update – Eileen Simmons

Spring Event Update – Andie

Volunteer Update – Andie

Urban Forest Management Plan and Tree Policy – Kimberly

Clark Park Gazebo Update – Kimberly

Capital Improvement List Review – Ruben

New Business

Adjourn

Next Meeting  
Park Tour – June 2<sup>nd</sup> 2026

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 AND TREE COMMITTEE MEETING  
February 3<sup>rd</sup>, 2026  
4:45 P.M. – 6:45P.M.  
Virtual Teams Meeting

**Board Members Present:** Erica Dias, Emma Stone, Erin Knight, Will Kaage

**Board Members Absent:** Jacob Close, Tari Hayes, Bill Quinlan

**Staff Present:** Kimberly Moore, Parks and Facilities Director, Cory Rettenmier, Parks and Facilities Assistant Director, Ruben Sanchez, Parks and Facilities Planning and Capital Development Manager, Emily Young, Administrative Coordinator

**Guests Present:** None

**Acceptance of Meeting Agenda:** Motion/Second/Approved **(m/s/a)** unanimously to accept the agenda for February 3<sup>rd</sup>, 2026.

**Review and Acceptance of Minutes:** Motion/Second/Approved **(m/s/a)** to approve November 18<sup>th</sup>, 2025, Meeting Minutes.

**Commissioner Reports**

Commissioner Will Kaage reported on the condition of the Wiggums Hollow playground following the recent fire that destroyed a significant portion of the play surfacing. He also noted continued public inquiries regarding the status of the Forest Park Swim Center. Director Moore reiterated that the Forest Park pool closed in 2020 due to the COVID-19 pandemic and the City's structural deficit. She reviewed findings from a feasibility study, which estimated reopening costs at \$4–6 million, primarily due to the facility's age and required ADA upgrades, and identified full reconstruction costs at approximately \$27 million. The study also evaluated alternative uses for the building—such as a daycare center, racket courts, a skate park, and an athletic gym—but none were feasible under \$6 million. Since the closure, the City has issued annual RFPs seeking an operating partner, but no proposals have advanced due to the facility's condition and associated costs. Director Moore added that typical pool cost-recovery in Washington State is 50–66%, and reopening Forest Park pool would likely achieve only 50% cost-recovery, resulting in an annual City subsidy of \$500,000–\$800,000, or roughly one-tenth of the Parks budget. Commissioner Erin Knight emphasized the importance of making the feasibility study publicly accessible. The study is available online, and a copy will be distributed following this meeting.

**Director Reports**

Director Moore announced several leadership transitions within the Parks and Facilities Department, including Bob Leonard's promotion to Executive Director; Kimberly Moore's promotion to Parks and Facilities Director; Cory Rettenmier's promotion to Assistant Parks and Facilities Director; Euan Robertson's promotion to Park Manager; and Darcie Byrd's appointment as Real Property Manager, succeeding Paul McKee. Director Moore also provided an update following the close of the general RFP process. Five proposals have moved forward for further consideration. She noted that a memorandum of understanding is being developed with Everett Little League, which is losing its location at Madison Elementary School. The league plans to begin fundraising in mid-February to construct a new facility at Cemex, north of the Phil Johnson ball fields. Director Moore emphasized the community value of this partnership. She also announced that Everett's State of the City address is scheduled for March 5, 2026.

## **Citizen Comments**

None

## **Council Liaison Comments**

Council Liaison Luis Burbano introduced himself to the Board. Originally from Ecuador, he has lived in Everett for eight years and works as an engineer at Boeing, where he has been employed for 14 years. As an avid bicycle commuter, he hopes to bring this perspective to his role as the City Council District 4 Liaison to the Park Board. He shared his academic background, which includes an associate degree, a master's degree in engineering, a master's degree in electrical engineering, and a bachelor's degree in sustainable practice. Council Liaison Burbano also spoke about his personal interest in maintaining a small food forest in his backyard and expressed concerns about the limited number of playgrounds in South Everett, noting that the area has only two small play spaces. He underscored the importance of prioritizing playground development in South Everett.

## **Elect New Chair/Co-Chair**

The board conducted its annual election, with Emma Stone nominated and confirmed as the new Board Chair and Erica Dias volunteering as Co-Chair. All members voted in favor of these appointments.

## **Rules of Procedure**

Administrative Coordinator Emily Young reviewed the 2026 Rules of Procedure which included meeting structure, attendance expectations, and annual schedule. Emily outlined the advisory nature of the board, the conduct of meetings, and the process for signing the Rules of Procedure document. Also emphasized were the five annual meetings, including the in-person park tour in June and expectations for attendance. It was requested that commissioners miss no more than one meeting annually.

## **2026 Park Board Plan**

Director Moore presented the 2026 Park Board Plan, outlining the planned quarterly topics and associated meeting schedules.

Quarter 1 (First Tuesday in February):

Topics include welcoming new Park Board and Tree Committee member(s); election of the Chair and Co-Chair (held every even year); initiation of the Silver Lake Boat Regatta public hearing process; review of the annual Park Board Plan; review and signing of the Board Rules of Procedure; an update on the Snohomish Conservation District Tree Grant; and an abbreviated capital project review.

Quarter 2 (First Tuesdays in April and June; June meeting designated as the in-person park tour):

Topics include conducting the Silver Lake Boat Regatta public hearing and recommendation; event updates (Arbor Day and Kids in Parks); annual Arboretum update; annual volunteer update; the scheduled park tour; and an abbreviated capital project review.

Quarter 3 (First Tuesday in September):

Topics include National Night Out updates, the annual grant update and extended capital projects review, the annual tree report, and the kickoff of the Parks, Recreation, and Open Space (PROS) Plan process.

Quarter 4 (First Tuesday in November):

Topics include the annual golf update; golf fee adjustment and recommendation; annual budget update; abbreviated capital project review; and recognition of outgoing Commissioners concluding their terms.

Director Moore noted that the plan serves as a template and may be adjusted as needed throughout the year.

## **Action Item: Silver Lake Boat Regatta – Open Public Hearing**

Assistant Director Cory Rettenmier discussed the Mini Hydroplane Race event at Silver Lake as well as an overview of the ordinance and requirements for water use at Silver Lake and the city's special use application process. He explained that this event has been a staple on Silver Lake since the 1950's. This event, which takes place the first weekend in June, is the only motorized event on Silver Lake. Cory shared that

attendance ranges from 500-1000 people each year. He reviewed the details of the current Silver Lake Ordinance which outlines requirements for motorized boats on the lake. This ordinance outlines specific requirements for the permitting of such an event including a minimum 30-day public process, a public hearing to be held within the 30-day public hearing process, a recommendation by the Park Board, and lastly, approval of the Park Board recommendation at Council.

Cory went on to explain that for most events in which the event itself takes up the majority of a park, a special use agreement (SUA) is required. Parks staff review all submitted SUA's to determine if an event can happen. Considerations for a potential event include the impact on the park, the type of event, the times in which the event will take place, park rules/park codes, and the impact on park staff and resources. Once an SUA is reviewed, it can be approved, denied, or requested to be modified. If approved, the applicant is given the permit with detailed requirements.

The Seattle Outboard Association's SUA includes exclusive use of the majority of the beach, parking lot, Silver Hall, and the Beach Shelter at Thornton A. Sullivan Park. In addition, they have requested areas of the park for staging, tournament official area, and storage. Cory commented that this permit does outline that a certain section must be reserved for public beach access and it was noted that the Camp Patterson area of the park as well as the playground are intended to remain open for public use during the event. The permit does also stipulate that public access be allowed in designated areas after the races conclude on Saturday. The Seattle Outboard Association's SUA requests the use of Thornton A. Sullivan Park all day on Friday, June 5th for staging, as well as Saturday, June 6th and 7th from 7:00 AM to 6:30 PM for the event itself.

It was discussed that public feedback is requested annually. Generally, this event is supported and enjoyed as a free community event with only a few complaints typically received. Concerns that do arise are typically regarding noise levels, water and shoreline health, and loss of public access. In response to these concerns the SOA holds their adult races in the afternoon to minimize disruption and noise levels are monitored. Water quality has remained good according to recent reports, and race organizers are required to have a section of public beach available for public access during the event.

After some discussion, the Board approved a motion to open the public hearing process for this event. Parks will begin soliciting for and collecting public feedback. During the April Park board meeting, a public hearing will take place that will provide the public with an opportunity to provide live feedback. Also at the April meeting, any feedback received during the open public hearing process will be reviewed with the Board. Once all feedback has been heard, Park Board members will make a motion to either approve or deny the request. If approved, the recommendation will be presented to Council at the end of April. If approved by Council, Parks will issue the Seattle Outboard Association the permit for their event.

### **Snohomish Conservation District Tree Grant Update**

Community Outreach Coordinator Alberto Vazquez provided an update on the Urban and Community Forest Program funded through the Snohomish Conservation District Tree Grant. He outlined recent planting events, outreach activities, program goals, and strategies to increase residential participation, as well as upcoming partnerships and educational initiatives. The program focuses on specific neighborhoods, including Twin Creeks, Westmont-Holly, Evergreen, Pinehurst, Riverside, Port Gardner, and Delta. Its overall goal is to plant 3,799 trees between 2024 and 2028; to date, 509 trees have been planted, representing 13.4% of the goal. Alberto reported that six planting events were held in 2025 with strong turnout and positive feedback. Notable installations included 10 trees at Wiggums Hollow Park, 43 along the Riverside/Port Gardner Bridges Trail, 22 along the Interurban Trail, 5 at Foxglove Park, and 18 at Kasch Park (with significant support from LISC). The program has also been showcased at community events such as Arbor Day/Earth Week at Everett Community College, Coffee with a Cop at Casino Square, Sorticulture, the City's annual plant sale, Wintertide, and activities at the Carl Gipson Center.

To accelerate progress toward planting targets, Alberto plans to expand direct outreach and emphasize that trees and planting services are provided at no cost. He hopes to increase participation in the Adopt-a-Tree program and noted that the introduction of edible species—such as apple and cherry trees—

may boost engagement. Additional plantings are planned at Legion Park and Langus Park this year. He is also working to take the guess work out of the tree selection process for residents by connecting them with City staff with plant expertise to offer more guidance on selecting appropriate tree species for available space.

Alberto shared that partnerships with Mariner High School and Everett Community College are interested in incorporating tree-planting opportunities into educational programs. He also referenced reaching out to Fluke regarding potential planting sites along Evergreen Way near Casino Road. In conjunction with the Urban and Community Forest Program, Alberto explained that an Urban Forest Management Plan is being developed with other departments, including Public Works and Planning.

Council Liaison Burbano asked about food forests and community gardens, and Alberto described ongoing and planned collaborations with local gardens, housing organizations, and neighborhood associations to support tree planting and edible landscaping.

### **Capital Improvement List Review**

Ruben Sanchez, Parks and Facilities Planning and Capital Development Manager, presented a summary of completed and ongoing capital projects across Everett parks, including playground renovations, trail improvements, disc golf expansions, restroom upgrades, and repair schedules. Ruben listed several completed projects from the previous year, including renovations at Kiwanis Park, Clark Park off-leash area, Loganberry Trails, Wiggums Hollow playground (initial installation), Phil Johnson playground, Walter E. Hall shade shelters, Thornton A. Sullivan Disc Golf area, and Drew Nielsen Park playground.

Current projects include Forest Park pickleball court construction (delayed until spring), Edgewater Park renovation (pending bridge work), Eclipse Mill water amenities, Lowell Riverfront Trail work, Jackson Park lighting repairs, Lions Park Skate Dot installation, Lowell Park playground replacement, and multi-park restroom renovations with automated controls. Ruben shared that this automatic control upgrade aims to assist in security and decrease in labor needs in our parks. The Thornton A. Sullivan Park disc golf expansion is also underway with volunteer support, and floating dock repairs are scheduled to proceed as funding and bids are finalized. The Walter E. Hall utility trail is also proceeding forward. He shared that repairs to the playground at Wiggums Hollow Park, necessitated by fire damage, are scheduled to begin March 9th, including turf and equipment replacement, with completion expected within a month.

### **Other Business**

Assistant Director Cory Rettenmier commented on the golf fee recommendation public meeting. He reported that two people attended with no comments heard.

### **Meeting Adjourned: 5:55P.M.**

Respectfully Submitted  
Emily Young  
Parks and Facilities Administrative Coordinator

**Planning & Projects News**  
**April 2026**

**City Projects Currently in Design or Under Construction**

- **Completed Projects**
  - Loganberry Trails Improvements
  - Lowell Park Playground Replacement
  
- **Forest Park Pickleball Complex**
  - Project Team is in the preliminary planning phase for the installation of a pickleball court complex that will add to the existing sport courts.
  - Existing courts are to be repainted and re-stripped for pickleball usage.
  - Main sport court will be multiuse (Pickleball, Basketball).
  - New regulation pickleball court is to be approximately 9,300 Square Feet.
  - Horseshoe pits are to be renovated to include both Horseshoe and Corn Hole amenities.
  - Design consultant has been selected and awaiting on scope of service and proposal.
  - Project Team is in the process of bringing a funding Ordinance to Council and hiring Professional Services to proceed into design.
  - Project Team will bring to Council a request for Call for Bids. Once bids are received a funding Ordinance will be presented to Council.
  - Call for bids: uploaded Oct '24; 12/04/2024-Bid Authorization.
  - Call for bids has been authorized.
  - Proposed Schedule: Bidding process Spring 2025.
  - Bids received. Contract awarded to Diverse Earthworks for construction.
  - Construction to start fall 2025 with completion target date of June 2026.
  - Pickleball, horseshoe, and corn hole, complex renovation is in progress.
  - Construction work halted due to weather conditions until March 2026.
  
- **Eclipse Mill Park**
  - The private riverfront developer will construct a new park in 2026.
  - City to maintain after completion.
  
- **Eclipse Mill Park Water Amenities**
  - A consultant has been selected, and a Professional Services Agreement is nearing completion. Design and permitting for water amenities will occur in 2022.
  - Funding Ordinance and Design Contract went to Council in December for approval.
  - KPFF (Consultant) is mobilizing to conduct geotechnical study.
  - Design is 60% complete with permit documents in production.
  - 90% permit drawings to be completed by end of 2023. All permit applications have been submitted. Permits expected to be approved by May 2025.
  - Project out for bids. Bid opening extended to be opened and read April 8, 2025.
  - Working on required Department of Ecology permit.
  - Department of Ecology has provided letter of requirements.
  - Anticipate start of construction in 2026.
  
- **Edgewater Park Renovation**
  - The replacement of the Edgewater Bridge is anticipated to start in June 2022 and be completed in June 2023. The Edgewater Park Renovation is anticipated to start

construction after the bridge has been completed. Community outreach for the design of the park occurred in October 2021.

- Design consultant has been selected and is waiting for the proposal.
- Cultural Resource Assessment Notice to Proceed has been issued.
- Park renovation design will soon begin with the renovation of the park which consists of playground replacement, relocating and constructing a new sport court, and open space work. Design phase will begin March 2023 – December 2023. Phase 1 will be the construction of a new sport court, relocated to the east side of the park. The balance of the park renovation will occur upon the completion of the Public Works Bridge repair project.
- Schematic design is in progress.
- Sport Court Renovation is being designed and is scheduled to commence as phase one.
- 60% design review presentation provided by Capital Projects Coordinator- Katherine Phillips.
- Sport Court bid target estimated for 2025.
- Drawing set updated to include a half-court basketball area.
- Bridge closure end of November, West side of park will be closed.
- Phase 1 and 2 will be combined with the new sport court featuring one tennis court and net, 2 basketball goals with halfcourt striping, and striping for 2 pickleball courts. Phase 2 construction will provide renovation of the playground, accessible parking spot and entry, informal basketball play surface, interior circulation, stormwater site improvements, and landscaping. Anticipated start of construction Spring 2026.
- Conducting first neighborhood outreach informing of any possible interruptions that may occur during construction.

▪ **Garfield Playground Renovation**

- 2026 Plan to replace playground - Install target date May 2026.
- Park Playground Demolition to start week of 5/11/2026
- Turf installation 6/8/2026
- Proposed soft opening week of 6/22/2026.

▪ **Jackson Park Lighting**

- Parks and Facilities project team is working on increasing the lighting at Jackson Park.
- Specifications have been added to increase lighting to two parking lots and improvements to path lighting adding motion sensors.
- Working with COE Procurement office with bidding process.
- Contractor has been selected, and contract documents are being processed.
- Notice to proceed has been provided, Awaiting on Contractor schedule.
- Construction is in progress.
- Contractor terminated due to ineffective performance.
- Parks and Facilities will work with Procurement office to procure quotes to correct deficiencies through surety.

▪ **Lion's Park Skate Dot:**

- In 2025, The City of Everett will construct a first-of-its-kind Skate Dot within Lion's Park. This innovative Skate Dot strategy will maximize available resources by distributing a fun and challenging skate opportunity within an existing park and green space. In doing so we will help meet the ever-growing popularity of skating.

At approximately 2,000 square feet, the Skate Dot will include a half pipe, quarter pipe, grinding curb, and 150 lineal feet of dedicated meandering skate sidewalk.

- Funding has been authorized.
- Permit drawing uploaded to Permitting Portal for final approval.
- Anticipate start of construction Spring of 2026.
- Construction began on March 23, 2026, estimated completion early Summer 2026
- Community outreach emails sent to Pinehurst-Beverly Park Neighborhood and Cascade Boys and Girls Club. Further information is available on City Park's Website.
- **Lowell Park Playground Replacement:**
  - Conducted a neighborhood outreach to inform neighborhood of proposed playground renovation of the 22-year-old Lowell playground.
  - The playground is currently in the design phase. Community outreach has been successfully completed, gathering valuable feedback to inform the design process. Once the designs are finalized, a presentation of the approved drawings will be made to the leadership team and the community to solicit comments.
  - Presented design and replacement process November 2024.
  - Survey group voted on the custom raised platform design which won by a 60/40 margin.
  - Community outreach was greatly appreciated by attendees since it began at the August National Night Out event in the park.
  - Playground replacement work includes demolition of the existing playground, removal of the engineered wood fiber surfacing system, construction of a new forever lawn surfacing system, installation of the new playground equipment and certification of the design and installation.
  - Proposed start of construction, Fall 2025.
  - Playground renovation is substantially complete.
  - Soft opening was March 27, 2026.
- **Multiple Park Restroom Renovations**
  - Restrooms at Legion Park, Forest Park, and Thornton A. Sullivan Park are at their end of life, and need to be renovated.
  - Restroom improvements are needed to bring the restrooms up to code and provide the public with needed family style restrooms.
  - All restrooms will have multi-stall restrooms with the addition of ADA family style restrooms.
  - Anticipate going out for bid in October 2024 with estimated completion in approximately 6 months.
  - Contractor has been awarded.
  - Renovation is in progress with an estimated completion date of Fall 2025.
  - Awaiting final automation control programming.
- **Thornton A. Sullivan Park Disc Golf Expansion**
  - The proposed project will design, permit and provide construction to improve and construct the Disc Golf amenities within the park's disc golf course.
  - Improvement will occur to the existing nine-hole course. Improvements to course play include replacing tee-boxes and baskets, improved wayfinding, awareness (particularly for other park and trail users through the park) and rules signage. These improvements will promote a better experience for all park users and enhance the disc golf course experience, and safety, for players.

- Improvement to the existing nine-hole course has been completed.
  - Parks will introduce 3 new disc golf units within the underutilized seven-acre portion of T.A. Sullivan Park to the west of Silver Lake Drive. Activating this area of the park and expanding disc golf opportunities have been long-held Park’s Department and community goals.
  - Brush clearing is in progress.
  - Volunteer work parties continue throughout 2026. Temporary greens and baskets are planned to be donated.
  - Next Step: coordinate a time this Spring to have our City Arborist walk through and determine which trees should or shouldn’t be removed
- **Thornton A. Sullivan Park Floating Dock Repairs**
  - This project will provide preliminary design, engineering specifications, and permitting requirements for repairs to three floating docks.
  - An assessment of the Silver Lake docks was conducted and provided recommendations for a series of needed repairs.
  - Needed repairs include: resurfacing to remedy significant spalling and delamination of the concrete surfaces that pose trip hazards and render the docks non-ADA compliant; replacement of rotting bull rails, perimeter walers and edge/rub boards; replacement of missing through-rods connecting and stabilizing float sections; pin pile replacement; mooring system upgrades; shore re-grading where the docks and access gangways meet the beach to minimize grounding and excessive lateral pitch of the docks.
  - Project requires rebid due to unresponsiveness of contractor.
  - Anticipate start of construction 2026.
  - Estimate completion of repairs at the end of May 2026.
- **Walter E. Hall Park Utilities/Community Connections Trail Pathway**
  - Project Team is working on improving non-vehicular access to Walter E. Hall Park by constructing a multi-use path between the park and 90<sup>th</sup> St. SW.
  - Approximately 1800 LF of pathway will link the right-of-way of 90<sup>th</sup> Street SW to existing amenities within Walter E. Hall Park. This path reduces the walking distance into Walter E. Hall Park for residents of the Westmont and Holly neighborhoods to the east of the park.
  - This project is in alignment with the Mayoral Directive on Climate Action and Sustainability, and with the Parks Recreation and Open Space Plan.
  - Preliminary environmental review complete.
  - Trail design work to begin mid-April 2024.
  - COE to submit PW permit – at 90% DWG set- Winter 2024 (no Stormwater General required); Set up early Permit review
  - Project will go to bid for construction in 2026.
- **Wiggums Hollow Park Playground Repair**
  - Project team is working on major repairs to the playground turf and equipment due to damage caused by the October 2025 fire.
  - Replacement equipment requisition approved and processed through City Procurement Department.
  - Replacement of damaged playground surfacing and equipment has begun.
  - Estimate completion for end of May 2026.