

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE MEETING
April 2nd, 2024
4:45 P.M. – 6:45P.M.
Virtual Teams Meeting

Roll Call

Adoption of the Meeting Agenda for April 2nd 2024

Adoption of Meeting Minutes from February 6th 2024

Commissioner Report	10 minutes
Parks Director Comments	5 minutes
Council Liaison Comments	5 minutes
Citizen Comments	5 minutes

INFORMATION

Arboretum Presentation	20 minutes
Volunteer Program Presentation	15 minutes
Arbor Day/Earth Day Invitation	10 minutes
Everett Rowing Association Agreement	5 minutes

ACTION ITEM

Silver Lake Boat Regatta – Close Public Hearing	10 minutes
Silver Lake Boat Regatta SUA Recommendation	10 minutes
Capital Improvement List Review	15 minutes

New Business

Adjourn

Next Meeting
Park Tour – June 4th, 2024

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 6th, 2024
4:45 P.M. – 6:45P.M.
Virtual Teams Meeting

Board Members Present: Emma Stone, Erica Dias, Jacob Close, Sergiy Ryzhonkov, Tari Hayes, Bill Quinlan

Board Members Absent: Will Kaage

Staff Present: Bob Leonard, Parks and Facilities Director, Kimberly Moore, Assistant Parks Director, Cory Rettenmier, Park Business Program Manager, Ruben Sanchez, Capital Projects Manager, Emily Young, Administrative Coordinator

Guests Present: Andrea Tucker, Ashley Nash, and Jene, an Everett resident.

Acceptance of Meeting Agenda: Motion/Second/Approved **(m/s/a)** unanimously to accept the agenda for February 6th, 2024.

Review and Acceptance of Minutes: Motion/Second/Approved **(m/s/a)** to approve the November 7th, 2023, meeting minutes. Two new members Bill Quinlan and Tari Hayes abstained.

Park Board/Tree Committee Member Reports:

Bill Quinlan inquired about different ways to be informed on community activities throughout Everett. It was discussed that the Everett webpage and Everett events calendar are the best places to find this information. Tari Hayes suggested that he sign up for the City's email newsletter which notifies recipients of upcoming events.

Director Report:

Director Leonard shared his appreciation to each of the Board members and welcomed the newest members Tari Hayes, and Bill Quinlan. He shared that Bill previously worked in the parks grounds maintenance workgroup. He currently works as a landscaper and is a certified arborist and pesticide applicator at Snohomish County PUD. Bill is a resident of the Bayside neighborhood. Director Leonard also shared that Tari has been a public employee for over two decades. She previously oversaw parks programs in Albany, Oregon and provided support to the City of Albany Arts Commission and Tree Committee. She resides in the Port Gardner neighborhood. He also welcomed the Board's new Council Liaison Liz Vogeli.

Council Liaison Report:

Council Liaison Vogeli shared that she does not have an update to share and expressed that she is happy to be the Council Liaison to the Park Board. She asked for information on a grant that Parks received to plant trees across the city. It was shared that in partnership with DNR and Snohomish Conservation District, the city received a large grant to plant many trees in lower income areas of Everett. Council Liaison Vogeli commented that Corey Hert from the city's traffic engineering team would love to have more information about this for his work with city bicycle lanes and other designs.

Citizen Comments:

A member of the public, identified as Jean, commented on a story in the Everett Herald which referenced that the mayor is planning to demolish the Clark Park Gazebo or move/recreate it elsewhere. This citizen commented that she believes the gazebo is not in as bad of shape as the article depicts. She inquired about reviewing more information on the estimated cost to repair this structure and commented on the importance of saving, what she believes, is a piece of history. Director Leonard shared that Parks has created several cost estimates on options regarding the Clark Park gazebo including the costs to fix/repair the gazebo, and costs to relocate the gazebo. All potential solutions have led to excessively high dollar amounts. Director Leonard shared that while we are not prepared to share these exact figures right now, we are grateful for the concern voiced by our citizens. Additionally, Parks will be going before the Historical Commission soon to discuss future plans for this structure/site with them. It was discussed that more will be shared on this after discussions with the Historical Commission.

2024 Park Board Plan Review

Kimberly Moore, Assistant Park Director, shared the 2024 Annual Park Board plan. She outlined topics to be covered in quarter one of the year as the election of Board Chair and Vice Chair, review of board rules of procedure, opening of the public hearing for the mini hydroplane races at Silver Lake, a review of the Board's annual work plan, the annual budget report, and the annual tree report. Topics to be covered in quarter two include consideration of recommendation of the mini hydroplane races at Silver Lake, Arbor Day plans, an Arboretum update, annual volunteer

update, and a park tour scheduled in June. The Board can expect an in-depth review of capital projects and encouragement to attend local National Night Out events in quarter three. And lastly, the Park Board meeting in quarter four will host topics such as the golf fee adjustment presentation, the annual golf update, the annual grant update, and the annual Colby tree update.

Annual Tree Report – Urban Forester

Director Leonard introduced the City's Urban Forester, Stuart Chadwick, to the Board. Stuart, a former seasonal horticulturist, and lifelong Everett resident began with the city full time in April of 2023. His work and commitment to our city's parks and open spaces has been incredible and we are so lucky to have him on board.

Stuart shared that he is thrilled to have this awesome opportunity as the City's Urban Forester. He went on to outline his talking points for the annual tree report as discussion of the Sycamore trees between the 1000 block and the 1800 block of Colby Avenue, our city partnerships, the new tree inventory, and Arbor Day plans. He shared that he performed an assessment on the 65 remaining Sycamore trees on Colby Avenue in August of 2023. At this time, he identified that 20 of these 65 trees are in some stage of decline. It was mentioned that this does not mean that they need to be removed right away but they are deteriorating. Of these 20, Stuart identified that 7 did need to be removed within a year's time. With the remaining months of 2023, we were able to get 3 of those 7 removed leaving 4 slated for removal in 2024.

In March of last year, the parks grounds workgroup completed Phase I of the replanting of the 1700 block of Colby Avenue. They planted 1 European Beach tree, 2 Jefferson Elm trees, and 1 Northern Pin Oak tree. This workgroup plans to keep a close eye on these new plantings through this summer by watering, replenishing chip mulch, and keeping the tree rings clear. Stuart went on to explain that next week, his workgroup will begin Phase II of this replanting process. Two more Jefferson Elm trees and one more Northern Pin Oak tree will be planted on the 1800 block of Colby Avenue. He shared that he is really looking forward to getting more trees in the ground! He explained that it has been almost five years since our last third-party tree assessment was completed and therefore the city will look have an outside source evaluate the trees again. It was commented that the Sycamore trees are a London Plane/Sycamore hybrid and that the new trees are more appropriate for the space and therefore, a root barrier is not needed when planting the new species.

Stuart shared that prior to his start of employment last year, the City received a grant to fund a tree inventory software. In 2016 Davey Resource Group was hired to do a partial inventory of approximately 1800 total trees. He shared that since then, we have added another 3500 trees to this data as well as resurveying the originally surveyed trees from the 2016 study to made updates and reflect removals or replantings. Treekeeper, the tree inventory software, contains a significant amount of data points on each tree including location, common name, species, size and health, and maintenance needs of the tree. The system has the ability to schedule future work, log work done to a tree, and keep notes. This organized software gives estimates on storm water mitigation, air pollution removal, and carbon dioxide uptake. He shared that the ability to know what species we have in our inventory and the distribution of ages, sizes, and types of trees we have can help us to develop our management plans and goals moving forward. A good example of this is when developing a tree management plan, it is ideal that no more than 10% of one type of tree make up your total population in the event that a species-specific disease/pest/fungus is present it won't decimate your whole inventory. Stuart shared that the city currently has three species making up 49% of our total inventory (Douglas Fir, Western Red Cedar, and Red Alder). He plans to make a serious effort to incorporate many new species into the inventory in the coming years. At this moment a total of 5550 trees have been inventoried which includes 120+ different species. Director Leonard made mention that a future Heritage Tree Program has been a topic of discussion through parks' work on our Tree Policy and Tree Ordinance. As we continue to develop these documents it will remain on our minds as we believe a Heritage Tree Program is a great idea.

Stuart shared that, as mentioned earlier in the meeting, the city worked with the Snohomish Conservation District and League of Women Voters to acquire a grant that funded the planting of more trees in the Delta neighborhood to increase canopy. In collaboration with the conservation staff, both Jackson Park and Wiggims Park were considered for planting sites, but it was determined that since Wiggims will be receiving a new playground soon this area will be largely trafficked and may not support the growth of new plantings well. Therefore, it was determined to prioritize the planting at Jackson Park first. 17 trees were planted in total including 4 along the parking lot and 13 around the playground. These trees were an assortment of Gary Oak trees, Paperbark Maple trees, Shamrock Linden trees, and Tulip trees. Stuart then shared that the city also received a tree equity grant which will help fund the planting of 8,000 trees over the next five years. Discussion is still in progress about the intended locations of these future plantings, but these will take place on both public and private land in the city. A portion of Stuart's wages will also be covered through this grant as will the salary for a full-time outreach coordinator to help engage the community throughout this work.

Stuart gave an overview of the 2023 Arbor Day event which occurred at Madison Morgan Park. He shared that this event hosted great weather and 8 mature deciduous trees were planted which included Veinous Dogwood, Pacific Fire, and Vine Maple varieties as well as dozens of native perennials and shrubs. This year the Arbor Day Event will be hosted at Garfield Park where we will give attention to the existing trees as well as plant new trees. Other attention will soon go towards putting trees in some of the empty tree wells downtown. Additionally, we will be looking to do some plantings which will eventually provide more shade on some of our playgrounds.

Throughout our tree work last year we have teamed up with Mike's Affordable Tree Service and Grey Owl Tree Service on a few projects and it has been great building these relationships with them for our large and hazard tree removals. Stuart ended his presentation by sharing that 159 trees were planted in 2023, 99 trees were removed, and 650

trees were pruned. Parks aims to prune 800-1000 trees this year as well as plant many more trees. He shared that with the conservation district project alone, the plan is to plant 800 trees in the fall of 2024!

Annual Budget Review

Assistant Director Kimberly Moore reviewed the Parks (101) budget and Golf (440) budget for 2023. She shared that parks is part of the general government account while golf is an enterprise fund meaning that it is expected to recover all of its expenses. She went on to review a PowerPoint presentation with the Board depicting that 78% of parks overall budget in 2023 was spent on labor costs, 18% was spent on supplies/M&O, and 4% was spent on motor vehicle expenses. In 2023 the annual budget for parks was nearly 7 million dollars and the revenue budget was \$921,000. She shared that we experienced a cost recovery of around 18%, and we made about \$260,000 extra dollars in revenue from the rental's facilities and athletic programming, and preschool. She shared that parks underspent by about \$400,000 in 2023. Overall, the totality of Everett's 45 parks are only costing about five million dollars to run and operate.

Kimberly shared that Golf had another stellar year with over 116,000 rounds played between both courses. Golf earned over six million dollars in revenue and the expenses to operate golf were about 4.7 million. This means that golf's cost recovery was 128% in 2023! She shared that green fees made up a huge portion of golf's revenue and commented that this is a direct result of the requests for fee increases we bring to the Park Board for recommendation. Golf has a fairly large backlog of capital projects that need to be accomplished at the courses including new roofs, new cart paths, and updates to the food and beverage areas. Implementing these types of fees really helps us to address these needs and maintain the quality of play that our golfers expect as well as ensure our golf staff have adequate facilities to operate out of. Over the course of 2023 the new facility improvement fee made \$326,000. She mentioned that we reimburse our partner Premier for their operation expenses while our city staff manage the course maintenance. She shared a breakdown of M&O expenses which includes utilities like water usage on the course and motor vehicle expenses.

Board member Tari Hayes asked if there is any concern with the underspending of the parks budget and Kimberly stated that this is largely due to wage savings of vacated positions that take many months to fill because we follow the Civil Service process. Additionally, we underspent in our seasonal staff budget as our 2023 seasonal staff wages did not prove to be competitive and several positions went unfilled. Director Leonard commented that we take our responsibility to the citizens and the taxpayers of Everett seriously and we are very conscientious about how we spend those dollars. Even when we have a vacancy, we really look at that role and determine if this is still a need. We have built up a great trust with finance and the city who recognize how responsible we are with our dollars.

Elect New Chair/Co-Chair

A motion was made to elect Erica Dias as Chair. Motion/Second/Approved **(m/s/a)** unanimously. A motion was made to elect Emma Stone as vice chair Motion/Second/Approved **(m/s/a)** unanimously.

Review Board Rules of Procedure

Emily Young, Administrative Coordinator, reviewed the 2024 Park Board Rules of Procedure document with Board Members. This document was provided to the board ahead of this meeting for their review. At the close of this review, Board members were asked to send the signature page to Emily with their respective line signed. Emily will compile and send back as a finished document once all members have signed the document.

Silver Lake Boat Regatta – Open Public Hearing

Cory Rettenmier, Golf and Park Program Manager introduced himself and shared a presentation on 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. For decades, this event was a one-day event but in the last few years it has been approved to run as a two-day event. This change from a one-day event to a two-day event allows racers to qualify for national events and is a larger draw for non-local racers and spectators. Cory shared that attendance ranges from 1000-1500 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 application deadlines, park access to the public during the event, 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 decision 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 and neighbors, the type of event, the hours 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 in order to be approved. 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, south dock, 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.

It was discussed that the public generally supports this event as a free, family-friendly event but some Silver Lake residents have expressed varying levels of support. While most residents tolerate the event, some do not support it as a two-day event. Some neighbors have voiced concerns about the noise of the race, but most are supportive.

Cory shared that the outboard engines on the boats in this race can reach 90mph and produce a sound rate of 93 decibels. The majority of the noise is mostly contained to the pit area prior to the races. The Seattle Outboard Association (SOA) organizers have agreed to operate the higher noise heats later in the day as well as spread out race heats, so the noise is not constant. Cory commented that readings show noise for this event in the acceptable range.

Cory explained that the next steps in this process are for the Park Board to open the public process for this event. Once this process has been opened, Parks will begin to collect public comments. At the April Park Board Meeting, parks will hold a public hearing where members of the public can provide their feedback or concerns and the public comments collected during the open public process will be heard. At the April meeting, the Park Board can make a motion to approve the two-day event, deny the request, or recommend an alternative such as the approval of the event as a one-day event. If/when a recommendation is made, it will be presented at an April Council Meeting to ensure compliance with the requirements of the ordinance.

Discussion post presentation included an inquiry about working with City's safety teams like Police and Fire on this event. Cory communicated that park works closely with those departments on this event.

Motion/Second/Approved (m/s/a) to open the public process for the Silver Lake Mini Hydroplane Race Event.

Capital Improvement List Review

Ruben Sanchez, Facilities Planning and Capital Development Manager, reviewed recently completed and in-progress projects on the Capital Improvement List with the Board.

New Business: None

Meeting Adjourned: 6:45PM

Next Meeting: April 2nd, 2024

Respectfully Submitted

Emily Young

City of Everett Parks and Facilities

Planning & Projects News
April 2024

City Projects Currently in Design or Under Construction

- **Forest Park Pickleball Complex**
 - Project Team is the preliminary planning for the installation of a pickleball court complex that will add to the existing sport courts.
 - Existing courts are to be repainted and restriped for pickleball usage.
 - Main sport court will be multiuse (Pickleball, Basketball).
 - New regulation pickleball court is to be approximately 9,300 Square Feet.
 - Horse shoe pits are to be renovated to include both Horse Shoe 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.
- **Clark Park – Park Renovation and Off-Leash Dog Area**
 - Community outreach has produced final design options and will be presented to the Bayside Neighborhood and Historic Commission. Additional park scope is being produced for adjacent dog park.
 - Awaiting permit documents from consultant and will submit to the City Procurement Department to solicit bids.
 - Subcommittee is evaluating on the direction and utilization of the Gazebo and the will provide a decision in the near future.
 - Project Team is in the process of bringing a funding Ordinance to Council to proceed with installation of an Off-Leash Dog Area.
- **Eclipse Mill Park**
 - The private riverfront developer will construct the 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 of the water amenities will occur in 2022.
 - Funding Ordinance and Design Contract went to Council in December for approval.
 - KPFF (Consultant) 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.
- **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 waiting for the proposal.
 - Cultural Resource Assessment Notice to Proceed has been issued.
 - Park renovation design will soon begin for the renovation of the park which consists of playground replacement, relocating and constructing a new sport court, and open space. Design phase will begin March 2023 – December 2023. Phase 1 will be the construction of a new sport court relocated at 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 quarterly 2023.
 - Construction of Phase 1 of the project is planned for Q2-3 of 2024.
 - Drawing set updated to include a half-court basketball area.
- **Kiwanis Playground & Sport Court Renovation**
 - Begin neighborhood outreach to inform neighborhood of proposed playground renovation in 2024.
 - Awaiting on playground equipment proposals from vendors.
 - The new 1,200 square foot court will feature and serve basketball including an adjustable height basketball system, painting and re-striping of the court for basketball, and four-square or similar activity.
 - Project Team is in the process of bringing a funding Ordinance to Council to proceed with renovation.
- **Loganberry Trails Improvements:**
 - Project team is working on improving an informal trail network located in the natural area between Loganberry Lane Off Leash Dog Area and Kasch Park. Excessive social trail-making in the area has degraded understory vegetation in wetlands and critical areas buffers. Trails will be enhanced for better accessibility, drainage, and protection of the natural environment.
- **Lowell Riverfront Trail Renovation**
 - Repairs to the asphalt trail are being considered by Public Works.
 - Parks and Facilities is partnering with Public Works to make enhancements to the existing asphalt trail, root prune, and level picnic areas. Parks will add root barrier material alongside the trail to prevent future root invasion.
 - The anticipated start of this work is September 2022.
 - Public Works has completed trail work and Parks Maintenance has will schedule reset of benches at various locations.
 - All trail work has been accomplished; Parks will be replacing park benches as soon as they are received by Procurement.
 - Tree removal and mitigation presentation – Kat Phillips Capital Projects Coordinator.
 - Small Works Roster Request Quotes is in process.
 - Bench solicitation is listed on the Everett Procurement site for bids.
 - Benches have been received and will be installed April 2024.
- **Phil Johnson Playground**
 - Playground scheduled for replacement 2024.
 - Begin neighborhood outreach to inform neighborhood of proposed playground renovation in 2024.
 - Demolition and construction work has begun.

- **Thornton A. Sullivan Park Disc Golf Expansion**
 - The proposed project will design, permit, provide improvements, and construct the Disc Golf amenities within the park's disc golf course.
 - Improvement 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.
 - Parks will introduce 3 new disc golf areas 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 has been a long-held Park's Department community goal.
- **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, and shore re-grading where the docks and access gangways meet the beach to minimize grounding and excessive lateral pitch of the docks.
- **Wiggums Hollow Park Playground Replacement**
 - Project Team is working on playground equipment replacement design.
 - Waiting on obtaining cost proposal from state Cooperative for equipment and installation.
 - Awaiting vender proposal and design options. Proposed design will be published on the Parks Delta Neighborhood site.
 - Playground amenities have been selected and will be processed through City Procurement after funding is established.
 - 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.
 - Estimated park closure for construction January 2024.
 - The work is planned to take approximately six months to complete.
 - Equipment has been ordered and due on site February 2024.
 - Scheduled park closure January 2024 to begin construction.
 - Construction work is in progress with a proposed grand opening May 2024.
- **Walter E. Hall Park Utilities Trail**
 - Project Team is working on improving non-vehicular access to Walter E. Hall Park by constructing a multi-use path between the park and 90th St. SW.
 - Approximately 1800 LF of pathway will link the right-of-way of 90th 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.
- **Walter E. Hall Park Amenities**
 - Installation of shade structure, concrete pad, and site furnishings.
 - This project will add new shade structure and site furnishings to Walter E. Hall Park. These amenities will provide opportunities for Everett residents and visitors to gather and enjoy a picnic area at the park.
 - These additions are supported by the Walter E. Hall Park Master Plan as well as partners within the community.
 - The anticipated start of construction is Spring/Summer 2024.