

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

Roll Call

Adoption of the Meeting Agenda for February 3<sup>rd</sup>, 2026

Adoption of Meeting Minutes from November 18<sup>th</sup>, 2025

Comissioner Report

Parks Director Comments

Council Liaison Comments

Citizen Comments

Elect New Chair/Co-Chair

Rules of Procedure – Emily

2026 Park Board Plan Review - Kimberly

Action Item: Silver Lake Boat Regatta - Open Public Hearing - Cory

Snohomish Conservation District Tree Grant Update – Alberto

Capital Improvement List Review - Ruben

New Business

Adjourn

Next Meeting  
April 7<sup>th</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  
November 18<sup>th</sup>, 2025  
4:45 P.M. – 6:45P.M.  
Virtual Teams Meeting

**Board Members Present:** Emma Stone, Bill Quinlan, Erin Knight, Jacob Close, Will Kaage

**Board Members Absent:** Erica Dias, Tari Hayes

**Staff Present:** Kimberly Moore, Assistant Director, Cory Rettenmier, Recreation and Golf Manager, Ruben Sanchez, Project Manager, Emily Young, Administrative Coordinator

**Guests Present:** Sonja Bodge

**Acceptance of Meeting Agenda:** Motion/Second/Approved **(m/s/a)** unanimously to accept the agenda for November 18<sup>th</sup>, 2025

**Review and Acceptance of Minutes:** Motion/Second/Approved **(m/s/a)** to approve the September 2<sup>nd</sup>, 2025, Meeting Minutes.

### **Commissioner Reports**

Members expressed condolences regarding the recent fire that destroyed the renovated playground at Wiggums Hollow Park. Commissioner Bill Quinlan thanked Parks staff for the prompt repair of a garbage receptacle at Doyle Park. He also offered to assist by restocking dog waste bags in the parks.

### **Director Reports**

Assistant Director Kimberly Moore reported that there will be no board member recruitment for the start of 2026, noting the continuity this will provide. She announced that the city will host the Volunteer Appreciation Dinner on Thursday, December 12, at 6:00 p.m. at a new venue, The Apex on Everett Avenue, and encouraged all members to attend.

Kimberly provided an update on the recent fire at Wiggums Hollow Park, stating that the incident remains under investigation. The fire destroyed the main playground structure, much of the surfacing material, and several adjacent features. Due to the \$500,000 insurance deductible and repair costs, funding will come from Capital Improvement Budget 3, which will require delaying other projects. Kimberly noted that the city has agreements with Everett School District to allow public access to school playgrounds after hours. Nearby Hawthorne Elementary is included in this agreement, along with Eisenhower Middle School, Emerson Elementary, Garfield Elementary, Jefferson Elementary, Lowell Elementary, View Ridge Elementary, Madison Elementary, Monroe Elementary, and Whittier Elementary.

### **Council Liaison Report**

Council Liaison Vogeli thanked the Board for the farewell card and expressed appreciation for her time serving as liaison to the Park Board. She noted that although this was her final meeting in that role, she remains available for questions and comments.

### **Citizen Comments**

Sonja Bodge inquired about lighting work at Jackson Park, asking whether it was new or a continuation of a previous project. It was noted that the current work is intended to enhance lighting in the parking lot areas.

She also asked about the bathroom lock and security automation project. Staff explained that the project, which is nearing completion, is designed to deter illicit use of park restrooms outside of operating hours and will alert staff if a door is left open. If someone remains inside after hours, the system will have features to discourage occupancy.

Ms. Bodge further inquired about the status of replanting trees in the medians on East Marine View Drive. Administration reported that discussions with Delta neighborhood leadership are planned in the coming months to develop a plan for this area. There are currently 44 trees, but challenges to increasing the number of trees by replanting them include working in heavy traffic areas. Also under consideration is the prudence in creating future maintenance needs in heavy traffic areas. Administration did comment on the importance of maintaining the neighborhood's tree canopy.

She mentioned that the neighborhood intends to propose a new location for a replacement Delta neighborhood sign, which was previously damaged in a traffic incident.

Administration also discussed a recently acquired seven-acre parcel of park land which Sonja inquired about. While this property is currently accessible as is, future improvements such as paths and park features will be considered once park impact fees from nearby development are received.

### **Annual Golf Update**

Recreation and Golf Manager Cory Rettenmier provided an update on golf operations and 2026 fee rates. He reported that both golf courses continue to generate annual profits. Parks recently made its final debt service payment for the Legion Golf Course remodel from the 1990s, paying off the debt several years early through larger principal payments! This achievement will enhance the sustainability and profitability of golf operations. Cory emphasized that golf operates as an enterprise fund, meaning all expenses are covered by golf revenues rather than the General Fund.

He reviewed the City's partnership with Premier Golf LLC, which has managed operations at Legion and Walter Hall courses since 2007. Premier oversees all aspects of golf operations except maintenance, which is handled by Parks staff. The partnership was renewed in June 2021 for a 10-year term through 2031. Golf rounds have steadily increased, with 110,000 rounds recorded in 2020 and an anticipated 123,000 rounds in 2025.

Cory also discussed the Facility Improvement Fee implemented in January 2023, adding \$3 per round specifically to fund capital projects. Since inception, the fee has generated over \$900,000, supporting projects such as new roofs, cart paths, bunker repairs, and tee box replacements. Planned future use of these Capital funds include annual cart path repairs, new flooring, updated audio systems, and replacement of the irrigation system at Legion Golf Course.

In response to a board member question, Cory confirmed that contracting Premier Golf LLC is much more cost-effective than managing operations in-house. Additional benefits include marketing support, loyalty programs, and increased visibility through Premier's platforms.

### **Golf Fee Adjustment**

Recreation and Golf Manager Cory Rettenmier presented proposed adjustments to golf fees for 2026 and shared a PowerPoint outlining the pricing strategy. He explained that golf operations utilize two pricing seasons: off-peak (November through February) and peak (March through October). The overall goal is to maintain a competitive and reasonably priced structure to keep golf accessible and affordable for Everett

golfers. Cory emphasized the use of a dynamic pricing model, similar to airline and hotel industries, which adjusts rates based on demand to optimize revenue and rounds played. A visual comparison of Legion Memorial and Walter Hall rates against other local public and private courses was provided, showing Everett's courses positioned at mid-market levels. The proposed adjustment of a \$2.00 increase to the rack rate for 2026 was displayed. Cory noted that this is separate from the existing \$3.00 Facility Improvement Fee which will continue in 2026. Cory acknowledged that while rates are increasing, operating expenses have also risen significantly in recent years, and demand for golf remains strong. He plans to present the proposed fees to the golfing public in January for feedback. Board members discussed the proposal and expressed support. Board member Will Kaage commented that golfers have noticed improvements funded by the Facility Improvement Fee, such as upgraded facilities and course enhancements.

Motion/Second/Approved (m/s/a) unanimously to recommend the 2026 golf fee adjustments of a \$2.00 increase to the rack rate.

### **Annual Budget Update**

Assistant Director Kimberly Moore provided an update on the 2026 City budget, noting that it has completed the first reading process, with the final vote scheduled for November 19. She stated that the 2026 budget will be similar to the previous year, with notable change related to golf operations. Following the payoff of the golf course debt, 1.3 full-time equivalent (FTE) positions have been allocated to the golf enterprise fund. This adjustment reflects the significant amount of staff time dedicated to golf operations by administrative staff, including the Assistant Director, Financial Analyst, Administrative Coordinator, and Recreation and Golf Manager. The reallocation will reduce salary expenses in the General Fund and more accurately represent time spent supporting golf.

Kimberly reported that the Parks expense budget will increase slightly from \$6.93 million in 2025 to \$7.03 million in 2026. Revenue from picnic shelter rentals, hall rentals, and athletic field rentals totaled \$1.07 million in 2025 and is projected to increase to \$1.27 million in 2026. She noted challenges with Program 52 funding, which covers emergency or unexpected expenses such as fence repairs and tree removals. This fund decreased from \$232,000 in 2024 to \$40,000 in 2025 and will remain at \$40,000 in 2026.

Additional costs were incurred in 2025 for portable restroom rentals as a result of no longer having Park Ranger staff as well as major restroom renovations at Legion Memorial, Forest Park, and Thornton A. Sullivan Park. Parks also experienced higher-than-usual tree cleanup expenses. Kimberly reiterated that golf operations are projected to generate approximately \$1 million in profit across both courses in 2026.

### **Capital Project Review**

Project Manager Ruben Sanchez provided an update on capital projects. He reported that several projects have been completed, including improvements at Kiwanis Park, Clark Park, and Loganberry Trail, the renovation of Phil Johnson Playground, installation of a shade shelter at Walter Hall Park, disc golf enhancements at Thornton A. Sullivan Park, and the Drew Nielsen Park playground renovation. Ruben noted that several projects are currently in progress. Construction of the new pickleball and horseshoe complex at Forest Park is underway, with completion anticipated shortly after spring. Lighting enhancements at Jackson Park are ongoing to improve parking lot visibility, and three major restroom renovations at Legion Memorial Park, Forest Park, and Thornton A. Sullivan Park are nearing completion. Permitting for the Eclipse Mill project continues, and planning for a formal grand opening of Drew Nielsen Park is scheduled for spring 2026.

Upcoming projects include development at Edgewater Park, which is expected to begin next spring following the bridge opening, and construction of the Lions Park skate dot, anticipated this fall. Additional projects planned for 2026 include floating dock repairs at Thornton A. Sullivan Park and development of the Walter E. Hall utility trail, with funding and route details still under discussion. Capital Project Coordinator Kat Phillips is leading this effort. Ruben also addressed plans to replace amenities and turf damaged by the recent fire at Wiggums Hollow Park as soon as possible. In response to a question regarding fire-resistant playground materials, Ruben explained that most playground components, including surfacing, are made of plastic, which is not fire-resistant.

### **New Business**

An inquiry was raised regarding the status of the Adopt-a-Park program and whether parks are adequately maintained or if additional attention is needed. Recreation and Golf Manager Cory Rettenmier noted that volunteers are always welcome in parks, and participation varies depending on park needs. He explained that the program does not typically receive many direct inquiries; instead, a core group works closely with established volunteer organizations such as Green Everett and JROTC. Following discussion, members suggested increasing awareness of the Adopt-a-Park program through additional outreach, such as advertising on the City's Facebook page or website.

### **Meeting Adjourned: 6:05P.M.**

Respectfully Submitted

Emily Young

Parks and Facilities Administrative Coordinator

**Rules of Procedure 2026**  
**City of Everett Board of Park Commissioners and Tree Committee**

**The City of Everett Charter identifies in Article V Section 5 the establishment of the Advisory Board. Ordinance 2924-06 establishes position terms.**

**The Rules of Procedure are intended to codify meeting details such as length, day/time, agenda, conduct and responsibilities.**

Meeting Terminology:

Regular Meeting – Quarterly, regularly scheduled meetings to conduct most business. These meetings may include informational, discussion and action/recommendation items.

Retreat – The purpose of a retreat is to provide board members an opportunity to discuss issues in more depth. No formal minutes or actions are taken at retreats.

Special Meeting - A special meeting is intended to address a need to have a meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting

Workshop – Workshops only include discussion items. Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled for a workshop.

<b>Number</b>	<b>Rule of Procedure</b>	<b>Rationale</b>
<b>1.0</b>	<b>Meeting Length</b>	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension past two hours.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings and retreats will be jointly determined by the Parks and Facilities Department Director (“Director”) and the Board of Park Commissioners’ Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
<b>2.0</b>	<b>Meeting Day, Time, and Location</b>	
2.1	The regular meeting day shall be the first Tuesday of any month in which a meeting has been determined to occur. Unless otherwise agreed upon by the majority of the Board, meeting time will begin at 4: 45P.M.	The first Tuesday has been the traditional day for the regular meeting.

	All meetings of the Board are open to the public.	
2.2	Workshops, if scheduled, shall be held on the fourth Tuesday of a month unless otherwise agreed in advance by a simple majority vote of the board. All workshops of the board are open to the public.	Provides consistency of a meeting date, regardless of the type of meeting.
2.3	Special meetings may be called by the Director, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.4	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time for the following year will be decided at the last set meeting of each year.	This gives the board flexibility to balance a variety of factors that can affect attendance.
2.5	All meetings and workshops shall be held online, unless otherwise agreed to by the Director and Chair, and posted in the city's website and social media pages at least one week in advance of the meeting date. Any change in meeting type or location will be decided at the regular meeting in October for the subsequent year.	This gives the board the ability to move its meetings and workshops around the community on an annual basis and allows for a different location to have a meeting and/or workshop due to a special circumstance.
2.6	Unless otherwise agreed to in advance by a simple majority vote of the board a board retreat may be held no more than twice yearly at a Parks facility. The decision to hold a retreat will be made at a regular meeting at least one month prior to a retreat.	A retreat provides board members an opportunity to discuss issues in a more in-depth level of detail, if desired.
2.7	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Director and Chair shall jointly determine if the	Necessary because occasionally, a conflict will occur.

	regular meeting or workshop will be canceled or re-scheduled.	
<b>3.0</b>	<b>Meeting Agenda</b>	
3.1	All regular meetings, workshops, special meetings, and retreats shall have an agenda prepared by the Director to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting. A retreat agenda shall be distributed no later than five business days before said retreat.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings, and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda prior to adoption of the meeting agenda by the Board.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) acceptance of minutes from a workshop that falls between the current and immediate past regular meeting; 4) adoption of the meeting agenda; 5) board member comments; 6) director comments; 7) city council liaison report; 8) public comment on any item not on the agenda; 9) board action items (adoption, public hearings and/or recommendation to city council); 10) discussion items; 11) information items; 12) new business as time allows and as allowed by the Chair; and 13) adjournment. Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The	<p>This order closely aligns with the order of the city council meetings. An opportunity is also provided to discuss board member-initiated ideas, observations, and/or concerns more fully as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section.</p> <p>Additionally, the time between workshops can be long. In order to minimize the possibility of "not remembering" most discussion details, approval of workshop minutes at the next regularly scheduled meeting helps to mitigate this issue.</p> <p>There are usually several meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific</p>

	only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	time to the public when the hearings/forums will begin.
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to city council). No other item is discussed.	By its nature, a special meeting is for a narrower purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
3.6	Retreat agenda will be jointly developed by the Director and Chair in consultation with all board members.	Issues may vary from year to year. Potential retreat topics may be suggested from board members for consideration and discussion prior to agenda finalization.

<b>4.0</b>	<b>Meeting Conduct</b>	
4.1	In all practical cases, Robert’s Rules of Order will govern the conduct of meetings, special meetings, workshops, and retreats.	It is the boards desire to generally follow Roberts Rules of Order. This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure, and recommendations to city council) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison, and public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 25 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Director and Chair. Information items shall not exceed 20 minutes in length unless otherwise arranged ahead of time between the Director and Chair.	This is to help ensure that the gist of the comment is identified, and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework are utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.

4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the eighth agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. <i>Each member of the public is also limited to three minutes.</i>	This follows city council meeting protocol.
4.7	The Parks and Facilities Department shall keep minutes of all regular meetings, special meetings, workshops, and retreats, including actions of the board, all of which shall be housed in the Parks and Facilities Department. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today’s common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
<b>5.0</b>	<b>General Meeting Responsibilities</b>	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting, special meeting, workshop, and/or retreat.	Board members cannot discharge their responsibility without reading, absorbing, and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair “officiates” (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in

	ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting past two hours.	light of any constraints as may be identified by the Chair and/or Director.
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting that the Chair and Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn't realize what was associated with the vote.
5.5	Board members commit to frame discussion around the department's vision, mission, the magnitude of benefits, costs, and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Director to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas, and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea, or initiative outside of a meeting.

5.8	Board members commit to analyzing staff proposals, asking questions, and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
5.9	In discussing issues, board members and staff are asked to respond to comments as opposed to react to comments. In doing so, referring to individuals is strongly discouraged. The reference needs to be the comment.	Responding to comments is a result of expressing an opinion and/or perspective. Reacting is generally a rebuttal and defensive in nature.
<b>6.0</b>	<b>Meeting Attendance</b>	
6.1	Board members commit to respond to the Board's administrative liaison by 5:00 p.m. the day before a meeting, workshop, or special meeting if they cannot attend.	This helps to ensure that the Director and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.2	Board members commit to attending a minimum of 75% of the total of all regularly scheduled meetings, workshops, special meetings, and retreats during a rolling 12-month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.3	In addition to the requirement of 6.2 above, board members commit to not missing more than three consecutive board meetings, in any combination of sequence of regular meetings, workshops, special meetings or retreats.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.4	Board members, whose attendance does not conform to the requirements of section 6.2 or 6.3 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Director and Chair, may be recommended to the Mayor for removal from the board	This is to help ensure that the probability is maximized that there will be full board member attendance.

	by formal action of the board at a regular meeting.	
<b>7.0</b>	<b>Officers</b>	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place bi-annually during the first meeting occurrence with newly appointed members, or in November if no new members will be appointed for the following year. The term of office shall run until the next subsequent election.	It is encouraged that the Chair and Vice Chair are members with <i>at least one year of service</i> on the board.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.



The objective of this draft schedule is to set 2026 priorities for the Everett Park Board and Tree Committee. The Board of Park Commissioners meets quarterly in an advisory capacity with a focus on park planning, project development, community engagement, and citizen stewardship & volunteerism. As part of the Park Board, the Tree Committee is dedicated to protecting, strengthening, and expanding Everett’s urban forest through education, planning and stewardship.

<p><b>Q1 2026</b>  <i>January – no scheduled meeting</i>  <i>February 3, 2026</i>  <i>March – no scheduled meeting</i></p>	<ol style="list-style-type: none"> <li>1. Welcome new Park Board/Tree Committee member(s)</li> <li>2. Elect new chair/co-chair (every even year/bi-annually) – Yes in 2026</li> <li>3. Silver Lake Boat Regatta Set Public Hearing</li> <li>4. Review this plan for additions</li> <li>5. Review Board Rules of Procedure, Sign Rules of Procedure document</li> <li>6. SCD Tree Grant Update</li> <li>7. Capital Project Review - Short</li> </ol>
<p><b>Q2 2026</b>  <i>April 7, 2026</i>  <i>May – no scheduled meeting</i>  <i>June 2, 2026 – Park Tour</i></p>	<ol style="list-style-type: none"> <li>1. Silver Lake Boat Regatta Public Hearing and Recommendation</li> <li>2. Event updates (Arbor Day / Kids in Parks)</li> <li>3. Urban Forest Management Plan and Tree Policy Discussion</li> <li>4. Gazebo Discussion</li> <li>5. Annual Arboretum Update</li> <li>6. Annual Volunteer Update</li> <li>7. Park Tour in June</li> <li>8. Capital Project Review - Short</li> </ol>
<p><b>Q3 2026</b>  <i>July – no scheduled meeting</i>  <i>August – National Night Out events</i>  <i>September 1, 2026</i></p>	<ol style="list-style-type: none"> <li>1. August meeting is National Night Out</li> <li>2. Annual Grant Update</li> <li>3. Capital Project Review – Extended</li> <li>4. Annual Tree Report (including Colby Trees)</li> <li>5. Kick off of Parks, Recreation and Open Space Plan Discussions/Review</li> </ol>
<p><b>Q4 2026</b>  <i>October – no scheduled meeting</i>  <i>November 3, 2026</i>  <i>December – no scheduled meeting</i></p>	<ol style="list-style-type: none"> <li>1. Annual Golf Update</li> <li>2. Golf fee adjustment/Recommendation</li> <li>3. Annual Budget Update</li> <li>4. Capital Project Review - Short</li> <li>5. Say goodbye to board members who are finishing term</li> </ol>

**Planning & Projects News**  
**February 2026**

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

- **Completed Projects**
  - Kiwanis Park
  - Clark Park Dog Off Leash Area
  - Loganberry Trails Improvements
  - Wiggums Hollow Playground Renovation
  - Phil Johnson Playground Renovation
  - Walter E. Hall Shade Shelter
  - Thornton A. Sullivan Park Disc Golf Enhancements
  - Drew Neilson Park (Re-grand Opening Pending)
  
- **Forest Park Pickleball Complex**
  - Project Team is in 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.
  - 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 with a request for Call for Bids. Once bids are received a funding Ordinance to Council will be presented.
  - 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 and authorized to award contract to Diverse Earthworks for construction.
  - Construction to start fall 2025 with completion target June 2026.
  - Pickleball, horseshoe, & corn hole complex renovation is in progress.
  - **Construction work halted due to weather conditions until March 2026.**
  
- **Drew Neilson Park**
  - 2025 Plan to replace playground - Install target for Fall '25
  - Presented at Northwest Neighborhood meeting 6/20/24, Held "Afternoon in the Park" on 7/17/24; QR code & Online form survey live- 6/27 –70 responses; Shared 2 design options with NWN Nov.21st meeting & Online Survey for feedback thru Dec-40 Responses; Meeting virtually was held 1/23 @ 6:30pm. Volo most popular; Final Volo Design sent to NWN association- 3/6.
  - Processing purchase requisition order.
  - Working on required permit.
  - Anticipate start of construction Fall of 2025 with completion end of December 2025.
  - Substantially Complete – Soft Opening 10/17/2025
  - **Grand Opening Event date TBD.**

- **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.
  - Project out for bids with bids opening extended to be opened and read April 8, 2025.
  - Working on required permit by Department Of Ecology.
  - Department of Ecology has provided letter of requirements.
  - Anticipate start of construction 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 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 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.
- **Jackson Park Lighting**
  - Parks & 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 & 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 and 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.
- **Lowell Park Playground Replacement:**
  - Conducted a neighborhood outreach to inform neighborhood of proposed playground renovation of the Lowell 22-year-old 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 the drawings will be made to leadership team and the community to review and give comment.
  - Presented design and replacement process November 2024.
  - Playground that the survey group voted on was the custom raised platform design which won by a 60/40 margin. (see attached rendering).
  - Community outreach was greatly appreciated by attendees since the start back in August at the 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.
- **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 Fall 2025.
  - Awaiting final automation controls programming.
- **Thornton A. Sullivan Park Disc Golf Expansion**
  - The proposed project will design, permit and provide construct to improve and construct the Disc Golf amenities within the park 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.
  - Existing improvement to the existing nine-hole course has been completed.
  - Parks will introduce 3 new disc golf 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.**
- **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.**
- **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 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 damages caused by October 2025 fire.**
  - **Replacement equipment requisition approved and processed through City Procurement Department.**