



MEMO

DATE: December 4, 2009

TO: Chair Shelton and Commissioners

FROM: Michael Holly, Parks Program Manager

RE: Joint Meeting with Council and Planning Commission

CC:

Urgent Action Needed For Your Information Comment

It is anticipated that the Joint meeting with Council and the Planning Commission will be discussed during the January 5, 2010 Council meeting after the election of the Mayor and Deputy Mayor. Therefore we can anticipate scheduling such meeting for late January or early February. Staff will be contacting Commissioners in advance of the meeting to determine availability and will select the date where the anticipated attendance is the greatest.



MINUTES

- CALL TO ORDER** Andrew Shelton, Chair, called the meeting to order at 6:00 p.m.
- ROLL CALL** Bob Baker, City Clerk, conducted roll call.
- Commissioners present:** Andrew Shelton, Chair; Koleen Morris, Vice Chair; and Commissioners Curtis Gray, Suzi O'Byrne, Diane Lewis, Chris Hills, and Craig Belcher.
- Commissioners absent:** Commissioner Peggy Price.
- Vacancy:** For clerical purposes – It is anticipated that the City Council will ratify an appointment to the Parks Commission at its November 17 Regular meeting – filling a sole vacancy.
- Staff present:** Michael Holly, Parks Program Manager and Bob Baker, City Clerk.
- FLAG SALUTE** Commissioner Hills led the Flag Salute.

APPROVAL OF MINUTES October 14, 2009 Regular Meeting

O'BYRNE MOVED; LEWIS SECONDED; APPROVAL OF THE OCTOBER 14, 2009 REGULAR MEETING AS PRESENTED. The motion carried 7-0.

COMMISSIONER COMMENTS

Vice Chair Morris asked when the current vacancy will be filled. Commissioner O'Byrne noted Ms. Boaventura-Yoo is in the audience tonight and slated for appointment at the November 17, 2009 City Council Regular meeting.

Ms. Boaventura-Yoo introduced herself. A native of Brazil, she came to Newcastle in March, 2009. An architect and urban planner, she favors urban planning as a field of expertise. She met Commissioner O'Byrne, learned of the Parks Commission vacancy and was happy to apply for appointment. She does much volunteer work to fill her schedule. She was unofficially welcomed to the Commission.

REPORTS

- a. Action Items None
- b. Chair The Chair prepared written comments to Carol Simpson based on conversations held at the October 14, 2009 Parks Commission meeting. Mr. Holly noted it best to handle this as correspondence to Ms. Simpson from the Commission. It is appropriate in the eyes of Commissioners, that Ms. Simpson understand that the Commissioners did not appreciate the tone of her message when addressing them in September (during public comment). With that, Chair

Shelton will finalize draft correspondence and share it with the Commission.

Commissioner Hills was not present at the October meeting and was unable to weigh in before tonight. He believes Ms. Simpson's comments were inappropriate from a timing perspective and in how she spoke to the commission, a volunteer group.

The Chair listened to the recording of the September meeting as he was absent from that meeting. Upon completion of the letter to Ms. Simpson, it will be provided to her – and a copy will be given to Mr. Holly – for the official record.

Commissioners favor Ms. Simpson receiving the correspondence sooner – rather than later.

- c. Subcommittees
- d. Staff Update

None.

Jules Maas

Unable to be present, Ms. Maas asked Mr. Holly to discuss the Annual Volunteer Breakfast. There may be more than 200 volunteers to be invited and recognized. Two proposed dates were suggested: December 12 or 19, 2009 – from 10 a.m. to 12 p.m. Commissioners recommended December 12 to space the event from holidays being observed. **Consensus existed to hold the event on December 12, 2009.**

Next, Mr. Holly shared ideas for either certificates of appreciation or note cards of thanks to be given to each of the volunteers. For last year's event, personal note cards were written by Ms. Maas and members of the Commission. That took a considerable amount of time, however and saving time this year is preferred.

Commissioner consensus existed for each of them to sign a card that is pre-printed, and perhaps customized and ordered in advance. Commissioners prefer the note cards suggested – with the elimination of the "curly queue" as shown in the sample card of thanks - leaving room for the volunteer's name and signatures of each Commissioner.

Michael Holly

Mr. Holly reported a slight delay in the Parks and Trails signs – due to weather and sign fabricators needing design approval (color matches). Once approved, it will take approximately two weeks to fabricate and install the signs. The Chair and Vice Chair wonder if now is a good time to order signs as recent reports are that the colors may not be favored by incoming Councilors.

Mr. Holly responded the City has already entered into a contract with TradeMarx Signs. With that, the City intends to continue moving forward. Parks signs will be done very similar to the newly installed Lake Boren Park sign. New Parks Rules, Playground and Wetland, and Picnic Shelter Reservation signs will be fabricated and installed as well.

The Sports Park Master Plan was recently shared with the City Council. On December 1, 2009, Council will consider a resolution adopting the plan. Mr. Holly noted Council made positive comments on the plan. With that, he expects the resolution will be approved as presented and is not aware of any reason to the contrary.

Mr. Holly shared some pictures regarding the Boren Creek Bridge construction project. Depicted were before and after shots of the newly created bridge being installed. Construction materials were carried to

the site by hand. A CIP project, money allocated was \$60,000. Commissioners provided positive feedback on the completed project.

Commissioner Lewis noted that when the Commission was implemented, Commissioners spent time visiting each of the City parks. She suggested such a tour in the Spring of 2010 as a reminder to those who know where each park is located and to educate those who do not.

GENERAL BUSINESS

- a. Review of 2009 Work Plan
 1. Brainstorm ideas for consideration in 2010 Work Plan

Mr. Holly included this item on the agenda in the event Commissioners came up with ideas since last discussed at the October, 2009 meeting. A joint meeting between Parks Commissioners, Planning Commissioners and the City Council will be held (perhaps in February, 2010) to discuss and finalize the official 2010 Work Plans for each commission.

The Challengers Soccer (advanced players) may do a summer camp in Newcastle (summer, 2010). Fees are in line with those charged by Skyhawks. Not opposed to the camp, Mr. Holly noted additional information is needed before agreeing to such a camp. Location is a key issue for consideration. He asked the Commission if they would agree to his obtaining additional information and considering the camp. The Commission had no arguments or objections. Other issues such as "profits" and "competition with Skyhawks" must be considered. If conditions are right, the commission would like to see it happen.

A proposal for the Work Plan is that items not completed in 2009 be moved onto the 2010 Work Plan.

- b. Discussion regarding 2010 Community Events

With no funding in place for 2010 events, Mr. Holly is unsure what will take place in 2010 – including Newcastle Days. He called for commissioner comments on what they would like to see happen in 2010, given a lack of funding. Commissioner Hills suggested starting small (not doing Newcastle Days) and asked if the community should recognize what the City's budget "has done" or "undone" in terms of financial assistance.

For 2009, Science Day and Movies in the Park were eliminated. Costs of each event were questioned by the Chair. He also suggested the Commission start early in the year to determine what, if any, events could be carried out by way of commissioners and other volunteers.

Consensus existed that additional information should be obtained from Ms. Maas – relative to past sponsors, volunteers, and dollars dedicated to each event. Costs of overtime, defined tasks, and law-enforcement attendance are also at issue. Consideration must also be given to simplifying any events that are carried out as no staff time is allotted to get all tasks accomplished.

Placement of a donation bucket/basket/box was suggested for all community events. Service clubs may also provide funds for some of the events. Homeowner's Associations may also be approached when seeking funds.

Mr. Holly asked if a public survey would be beneficial in determining the events the public would most like to see. This would allow community involvement in the process. Further, the public may be asked if they would be willing to pay to attend events, and if so, how much. No final decision was made on this suggestion. Rather, it was suggested that Ms. Maas prepare related information for consideration at the next Parks Commission meeting. All agreed that all events cost money and that volunteers alone cannot carry out all related details to making them successful. Commissioners also agreed the City Council should weigh in on the issue – and help make decisions about what events may be carried out in 2010, or declare that there will be none.

Ms. Boaventura-Yoo asked if it would be good to raise funds by organizing something such as a community dinner. Silent and live auctions may also be options.

In the end, it was concluded this item will be placed on the December agenda for further consideration.

PLANNING CALENDAR

The next meeting of the Parks Commission is scheduled on December 9, 2009 at 6:00 p.m.

ADJOURN

7:14p.m.

With no other business to come before the Commission, the meeting was adjourned.

Robert H. Baker, CMC, City Clerk

Date Minutes Approved: Slated for approval on December 9, 2009



CITY OF NEWCASTLE
PARKS COMMISSION
REGULAR MEETING

COUNCIL CHAMBERS
CITY HALL

DECEMBER 9, 2009
6:00PM

AGENDA ITEM COVER SHEET

TITLE: Newcastle Weed Warriors
proposed calendar for 2010

- Adoption
- Recommendation
- Approval
- Discussion
- Information
- Other

STAFF: Michael Holly
PHONE: 425.649.4444x142

PRESENTER: Michael Holly, Parks
Program Manager

DESCRIPTION SUMMARY

The Newcastle Weed Warriors group has completed their project calendar for 2010. This information is provided to help keep the Commission in the loop with the happenings of this group, along with a useful tool in promoting volunteers throughout the year.

RECOMMENDATION

None

2010 Project Calendar

**Projects Take Place on the 2nd Weekend of the Month
(Optional Projects - 4th Weekend)**

Jan. 9th & 10th: Weed Removal at Boren Park

Jan 23rd : Ivy Removal at Historical Cemetery (**Optional 4th Week Project**)

Feb. 13th & 14th: Blackberry, Ivy and other Invasive Weed Removal at Hazelwood Park

March 13th & 14th: Habitat Restoration at Hazelwood Park or Boren Park

April 10th & 11th: Weed Removal at Boren Park

April 24th: Earth Day at Boren Park (**Optional 4th Week Project**)

May 8th & 9th: Weed Removal on the May Creek Trail

May 22nd: Scotch Broom Removal (**Optional 4th Week Project**)

June 12th: Scotch Broom or Tansy Removal

July 10th: Tansy Removal / Cinnabar Moth relocation

August 14th: Knotweed Removal

September 11th & 12th: Newcastle Days - Weed Warrior Information Booth

September 13th: 2011 Annual Planning Meeting, open to all volunteers, Location TBA

October 9th: Arbor Day Tree Planting Event with the City of Newcastle

October 23rd & 24th: Blackberry Removal in Boren Park

November 13th & 14th: Blackberry Removal in Boren Park

December: Event & Date TBA



CITY OF NEWCASTLE
PARKS COMMISSION
REGULAR MEETING

COUNCIL CHAMBERS
CITY HALL

DECEMBER 9, 2009
6:00PM

AGENDA ITEM COVER SHEET

TITLE: 2010 DRAFT Work Plan

- Adoption
- Recommendation
- Approval
- Discussion
- Information
- Other

STAFF: Michael Holly

PHONE: 425.649.4444x142

PRESENTER: Michael Holly, Parks
Program Manager

DESCRIPTION SUMMARY

The 2009 Commission work plan is attached. To that work plan we have attached progress of each item along with input received from the Commission. Please review as this will serve as a reference point for further discussion of possible work items to include on the 2010 Parks Commission work plan.

RECOMMENDATION

None



City of Newcastle Parks Commission

2009 Work Plan

Year-long Project

- **Newcastle Sport Park (WSDOT Property Development)**
Staff has contracted with MacLeod Reckord to work with the Parks Commission to develop a master plan for its sports park facility on SE 95th Way. The preliminary master plan was presented and approved by Council in December, instructing staff to finalize the master plan. The final master plan will include possible phasing and funding strategies, maintenance and operation estimates, as well as the facility design. This item will require much of the Commission's focus and time early in 2009, anticipating final master plan ready for Council in the spring. Resolution approving the Final Master Plan for the Sports Park passed 6-0 at the December 1, 2009 Council meeting.
- **Grant and Funding Opportunities**
The Commission will assist staff in identifying potential sources of funding for upcoming park projects like the sports park, Lake Boren improvements, skate park, and a future west side park. This item consists of brainstorming amongst the Commissioners, for the purposes of bringing forward opportunities that Commissioners may have with employers, businesses, or communities that could assist in park development.

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Winter

- **Recreation**
The Commission will continue its partnership with Skyhawks, potentially offering as many as 11 sport camps this summer. Additional recreation programs may include a second annual putt putt tournament, a baseball camp with a former professional baseball player in April, and a 5K fun run in August. The Commission

will recommend how to utilize the YMCA and its commitment to the Newcastle community. The Commission will also look into developing recreation activities for seniors, potentially looking at opportunities with Regency Newcastle and the Coal Creek YMCA. Since there are no appropriated funds in the 2009 budget for recreation programs, the focus will be on programs in which sponsorship or outside funding covers the cost of the program. Continue efforts with Skyhawks, look into Challenger Soccer and their requirements, follow up with YMCA to promote programming and to identify possible recreation activities with seniors, trail/historic walks with Newcastle Trails and/or Historic Society.

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- Trails Use

The Commission will seek public input to finalize a proposed trail use system with Newcastle's existing trails, and make a recommendation on designating uses for the trails identified in the City's Comprehensive Plan. By designating specific uses (i.e. horse, bicycle, and hiker) for trails, City staff could better recommend appropriate standards for trail construction and maintenance. Proposed plan presented to Council at December 1, 2009 Study Session, requested clarification on the trails that are undeveloped which are proposed for shared use - what is the likelihood they can accommodate this level without significant increases in costs. Gather information and return to Council.

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Spring

- Skate Park

In 2007, the Commission made a recommendation to the City Council to develop a small temporary skate park on the Renton Academy property. The Commission will continue with this project and seek alternate locations if the Renton Academy site is no longer a viable option. Once a site location is determined, a master plan/design phase could be initiated for a skate park facility. Removed from 2010 CIP Budget and placed on 2012 CIP Budget with same funding level, follow up on interest level from YMCA.

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- Park Signs

The Parks Commission recommended a park and trail signage system to the City Council in 2008. The Commission will begin implementation with signs for parks and trails depending on budget by recommending a prioritization for sign placement or replacement. Installation of 46 park & trail signs is complete with some fine tuning of the installation going on by years end. Re-evaluating the size of the wayfinding signs, suggested re-design. \$30,000 funded in the 2010 budget for additional park & trail signs.

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Summer

- Community Events

The Commission will continue to provide ongoing input and support for the community events in Newcastle. Support from the City has been eliminated for

Community Events. Attract and gain sponsorships, volunteer base, etc. identify cost breakdown for managing an event like Newcastle Days or Concerts in the Park.

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- **Public Art**

The Commission will develop a draft public art policy for parks to include suggestions for when public art is required as part of a project, how much should be spent on public art, locations for display of public art, and any limitations it may want to impose on types of art in public places. *Continue efforts to develop a public art policy for the parks.*

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Fall

- **West Side Park**

The Commission forwarded a recommendation to Council for a future neighborhood park on the west side of Newcastle in 2008. The Commission will continue with this work item and proceed with recommending a location for such a neighborhood park. *Placed on 2013 CIP budget.*

Additional Items

Comprehensive Plan update - receive direction from Community Development Department on the role and timing of the Commission during this process.

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