



City Council Committee Meeting Agenda

Parks and Trails Advisory Committee

This meeting will be conducted by telephone and online,
connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Monday, March 21, 2022 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of February 2022 Meeting Minutes
4. Remote vs. In-Person Meetings
5. Heritage Park/Church Creek Park Pickleball Court
6. Parks and Recreation Feasibility Study Implementation Update
7. Park/Trail Updates
 - Heritage – Tree Removal/Replacement
 - Hamilton – Project Status
 - Church Creek Park – Arborist Contract
 - Port Susan Trail – Design Status
 - Ovenell Park – Council Action

Zoom Information:

Parks and Trails Advisory Committee

Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEphQVVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



Parks and Trails Advisory Committee Meeting Minutes February 22, 2022

Call to Order: 3:03 pm

Roll Call

Present: Cathy Wooten
Matt Withers
Dave Hall
Lisa Bruce
Rick Hawkins
Katelyn Durfee

Staff Present:
Carly Ruacho
Patricia Love
Audrey Rotrock

Absent: Gordy Holmes

Also known to be present: Doug Shafer, Steve Shepro, Jay Shih, Jason Hennessy, Judy Williams, Sid Roberts

Citizen Comments: None

Introduction of New Committee Member

Katelyn Durfee introduced herself as a mother of 8 kids, and she has lived in Stanwood for 17 years. Katelyn and her family frequently utilize the City's parks and expressed her interest in getting more involved with the Community through the Parks and Trails Advisory Committee.

Approval of Minutes:

The Minutes of January 18, 2022 meeting were voted on and approved unanimously as presented.

BERK Parks and Recreation Feasibility Study

Jay Shih, from BERK Consulting gave a presentation on the Parks and Recreation Feasibility Study and the recommended path forward. BERK provided short-term, medium-term and long-term recommendations in their final report outlining a phased approach for the City to ultimately create a Parks and Recreation Department. The presentation mainly focused on the first phase of the transition.

In the short-term, they recommend that the City increase coordination among existing staff involved in parks and recreation services. The City identified forming a Parks Team as an initial approach to facilitate coordination. Existing staff include public works maintenance and engineering technicians who provide park maintenance and park capital facilities design and construction management respectively; a senior planner who provides park planning services; and an administrative assistant who provides park scheduling services. The City has suggested that the Parks Team be housed in the City's Public Works Department and be incorporated into the department's existing organizational structure. Of the identified community priorities identified, increasing park maintenance levels and enhancing park development via increased coordination can be addressed immediately. Given that Public Works oversees maintenance and collaborates with planning staff on park planning and development, we agree with the City's suggestion of Public Works housing the Parks Team.



Parks and Trails Advisory Committee Meeting Minutes February 22, 2022

Summary of Short-Term Recommendations:

- Move all Parks Team staff into the Public Works department under the direction of the Public Works Director and co-locate all Parks Team staff in the Public Works facilities building. This will help improve coordination and collaboration among City staff and allow for a more cohesive approach to parks services, from planning and development to operations and maintenance. This can also allow for easier monitoring of parks service needs for City staff as well as decisionmakers.
- Reclassify the part-time Senior Planner into a Parks Manager position. As part of the reclassification process, the City will need to identify the position's roles and responsibilities, consider the time needed to complete those duties, and make any changes to FTE, which is currently 0.56 FTE. Duties already identified for the Parks Manager include leading the Parks Team in weekly meetings to discuss parks-related issues, tasks, and projects. The position will also serve as the City's liaison with the PTAC and collaborate with the Community Development department on parks-related planning and permitting services and with Finance department on parks-related budgeting and capital project planning.
- Establish an email and phone number for the Parks Team to provide the community with a direct communication line to parks services at the City. The City has identified the Parks Manager position as the lead for monitoring and responding to communications received by the Parks Team email and phone number.

Also recommended in the short-term are training and capacity building actions to better communicate expectations and increase maintenance standards, we recommend that the City also engage in the following actions to train existing staff and build the City's capacity in park maintenance:

- Develop an operations and maintenance manual that includes a weekly, monthly and yearly maintenance schedule based on level of service standard derived from industry best practices.
- Conduct a seasonal needs assessment to determine total seasonal hours needed.
- Train the Public Works Parks Team on turf and park maintenance best management practices. This could include hiring a consultant or identifying appropriate trainings.
- Inventory needed equipment and purchase/rent equipment based on maintaining fields at tournament-ready condition. Investing in the training and capacity building actions above will help the City begin to better understand the tasks necessary to maintain its parks at a higher level of service and identify staffing and equipment needs to allocate resources efficiently and effectively.

The Committee unanimously support the proposed phased implementation plan and motioned for Council to move forward with Service Level 1 immediately and move to Service Level 2 in 2023. Their other comments included:

- Need an assessment of needed park equipment with cost estimates.
- Support the team approach with dedicated park staff, email and phone number.
- Support the team approach as it provided better communication and cohesiveness with park planning and maintenance.
- While the proposed approach looks "good on paper", be careful of how the position is filled as it will be difficult to get one person that is an expert in parks planning,



Parks and Trails Advisory Committee Meeting Minutes February 22, 2022

maintenance and recreation. Evaluate the team to understand everyone's strengths then fill the Service Level 2 position accordingly.

- Provide budget recommendations with Service Level 2 in 2023 to Council.
- Once at Service Level 2 begin putting together partnerships for recreation programming.

The group also had the following comments/questions:

- Are there other revenue sources to fund a Parks and Recreation Department? How do other cities fund their parks?
- What are the costs of moving to Service Level 2 and Service Level 3?

Church Creek Park Sports/Pickleball Court

The Committee discussed at length the possibility of adding two new pickleball courts at Heritage Park instead of adding any dedicated courts at Church Creek Park. The majority of the group members were in agreement and requested that staff bring back a proposal to the March meeting including a cost estimate for two pickleball courts at Heritage Park. The consensus was to analyze the area on or near the existing dog park for the possible courts. Once the cost estimate is obtained the Committee will examine the budget to see if the pickleball courts at Heritage Park is feasible. The Committee understood that if the recommendation is to shift funds away from Church Creek to Heritage Park for this project that Council approval would be required. Regardless of the location of any dedicated pickleball courts, the refurbished basketball court at Church Creek Park will be enlarged and striped for pickleball, but no net will be provided by the City.

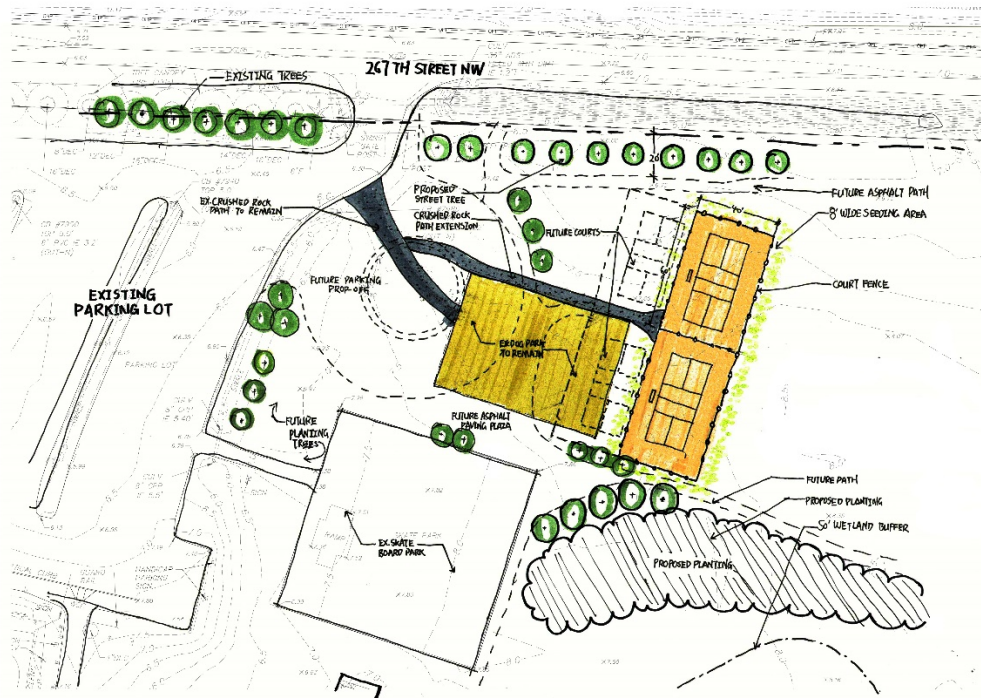
Park/Trail Updates

- Heritage – Tree Removal/Replacement. The trees along Lovers Lane will be removed for PUD pole placement. The trees will be replaced throughout the park with 88 trees.
- Hamilton Grant and Permit Status is also moving along.
- Church Creek Park – Arborist Contract has been signed and tasks are being developed.
- Port Susan Trail – The design is going to City Council on 02/24/2022
- Ovenell Park – The environmental study will be updated. City Council decided not to move forward on further visioning for the park until the new environmental data is received.

The meeting was adjourned at 5:30.



Item 5 - Heritage Park/Church Creek Park Pickleball Court



SCHEMATIC PICKLEBALL COURTS PLAN - ALT 1
HERITAGE PARK - CITY OF STANWOOD

VERTICAL DATUM - NAVD 88

CONTOUR INTERVAL: 0.5'



DATE: MARCH 11, 2022

Heritage Park Sports Courts Design and Construction
City of Stanwood
Preliminary Budget Estimate
Schematic Pickleball Courts Alt 1



Date: 14-Mar-22

1 MOBILIZATION (10%)						
Item	Description	Quantity	Unit	Unit Costs	Subtotal	Total
1	Mobilization (10%)	10%	%	67,575.20	6,757.52	
Estimate Subtotal						6,757.52

2 DEMOLITION & CLEARING						
Item	Description	Quantity	Unit	Unit Costs	Subtotal	Total
1	Clear, Grub, Haul, & Dump	1	LS	2,000.00	2,000.00	
Estimate Subtotal						2,000.00

3 GRADING AND EROSION CONTROL						
Item	Description	Quantity	Unit	Unit Costs	Subtotal	Total
1	Temporary Facilities & TESC	1	LS	2,000.00	2,000.00	
2	Fine grading	4330	SF	0.24	1,039.20	
3	Excavation at courts (12" depth clean soil haul/dump)	176	CY	50.00	8,800.00	
4	Excavation at path extension (6" depth clean soil haul/dump)	16	CY	50.00	800.00	
Estimate Subtotal						12,639.20

4 PICKLEBALL COURTS AND CIRCULATION						
Item	Description	Quantity	Unit	Unit Costs	Subtotal	Total
1	Extend existing crushed rock path (6" depth)	830	SF	3.50	2,905.00	
2	Cement treated soil (12" depth - 2 courts)	4800	SF	2.50	12,000.00	
3	Crushed rock base (2" depth CSTC)	4800	SF	1.00	4,800.00	
4	Asphalt paving (3" thick)	4800	SF	4.00	19,200.00	
5	Acrylic surface pickleball courts	2	EA	4,000.00	8,000.00	
6	Durable pickleball net set	2	EA	1,500.00	3,000.00	
7	Grass seed restoration	4330	SF	0.70	3,031.00	
Estimate Subtotal						52,936.00

Estimate Subtotal Section 1-4						74,332.72
	Escalate to 2023 (3% per year)	3%	%	74,332.72	2,229.98	
	General Contractor Overhead and Profit	12.5%	%	76,562.70	9,570.34	
	Sales Tax (Stanwood)	9.1%	%	86,133.04	7,838.11	
	Design Contingency	20%	%	93,971.15	18,794.23	
	Location Adjustment (Everett)	0.8%	%	112,765.38	902.12	
	Construction Contingency (City cost)	10%	%	113,667.50	11,366.75	
	Design (Landscape Arch, Engineering & Permits)	1	LS	38,200.00	38,200.00	
TOTAL Section 1-4						88,901.53

5 OPTIONAL ITEMS						
Item	Description	Quantity	Unit	Unit Costs	Subtotal	Total
1	Remove dog park fence	1	LS	2,000.00	2,000.00	
2	New dog park fence (big & little dog areas) (5' chainlink fence)	626	LF	24.00	15,024.00	
3	Bench	2	EA	1,700.00	3,400.00	
4	Concrete paving courts (3.5" thick)	4800	SF	7.00	33,600.00	
5	Directional Signs	2	EA	800.00	1,600.00	
6	Trash Receptacle	1	EA	1,200.00	1,200.00	
7	Cement treated soil (12" depth - at AC path)	830	SF	2.50	2,075.00	
8	Asphalt path excavation (9" depth clean soil haul/dump)	24	CY	50.00	1,200.00	
9	Asphalt pedestrian path (3" thick + 6" base)	830	SF	7.50	6,225.00	
10	8' Tall black vinyl coated chain link fence (for 2 courts)	400	LF	42.00	16,800.00	
Estimate Subtotal						83,124.00

Estimate Subtotal Optional Items						83,124.00
	Escalate to 2023 (3% per year)	3%	%	83,124.00	2,493.72	
	General Contractor Overhead and Profit	12.5%	%	85,617.72	10,702.22	
	Sales Tax (Stanwood)	9.1%	%	96,319.94	8,765.11	
	Design Contingency	20%	%	105,085.05	21,017.01	
	Location Adjustment (Everett)	0.8%	%	126,102.06	1,008.82	
	Construction Contingency (City cost)	10%	%	127,110.88	12,711.09	
TOTAL Optional Items						139,821.96

GRAND TOTAL (incl. optional items)						228,723.49
---	--	--	--	--	--	-------------------

Adopted Budget:

2022 Church Creek Park Capital Projects													
Budget:	\$	444,000											
	Task:				Budget Estimate	Description							
	Pickleball / Multipurpose Sports Court				\$ 130,000	Design & Build 1 Court							
	Tree Thinning: Entrance & 72nd Avenue				\$ 10,000	Tree Trimming and Thinning							
	Trail Improvements / Interpretive Signs				\$ 30,000	Brush Removal and Signs							
	Ballfield Renovation				\$ 130,000	Design & Possible Reconstruction							
	Flag Pole Landscaping and Renovation				\$ 10,000	Tree Removal by Arborist / Volunteer Planting Event							
	Renovate or Replace Picnic Shelter				\$ 100,000	Design and Replacement with New Tables							
	Parking Lot Repair Analysis				\$ 30,000	Analysis / Possible Design							
				Total:	\$ 440,000								

Optional Budget:

2022 Church Creek Park Capital Projects													
Budget:	\$	444,000											
	Task:				Budget Estimate	Description							
	Pickleball / Multipurpose Sports Court				\$ 130,000	Design & Build 1 Court							
	Tree Thinning: Entrance & 72nd Avenue				\$ 115,000	Tree Trimming and Thinning							
	Trail Improvements / Interpretive Signs				\$ 30,000	Brush Removal and Signs							
	Ballfield Renovation				\$ 30,000	Design & Possible Reconstruction							
	Flag Pole Landscaping and Renovation				\$ 15,000	Tree Removal by Arborist / Volunteer Planting Event							
	Renovate or Replace Picnic Shelter				\$ 35,000	Design and Replacement with New Tables							
	Parking Lot Repair Analysis				\$ -	Analysis / Possible Design							
				Total:	\$ 355,000								
					\$ (89,000)	To Heritage Park for Pickleball							

Item 6 - Parks and Recreation Feasibility Study Implementation Update

The following was presented to Stanwood City Council on March 10, 2022:

Service Level 1: Parks Team

Move the current half time Senior Planner to Public Works for better communication with the Parks Team. A Parks email and phone number will be set up creating a direct link between the public and parks. This is the first step in creating a parks division within Public Works.



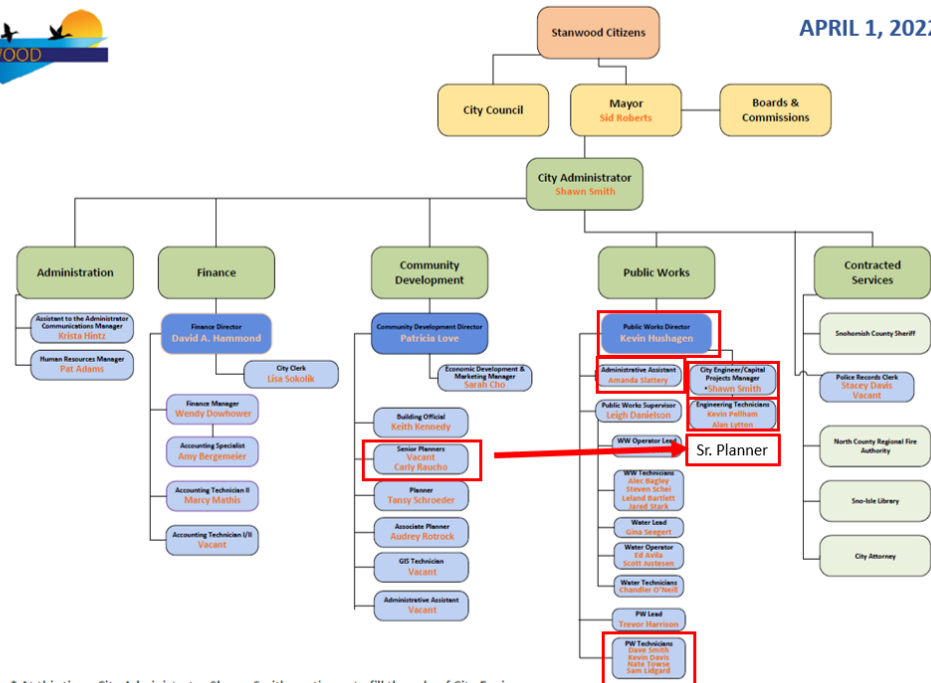
APRIL 1, 2022

Service Level 1

Parks Team Model:

- Move Senior Planner to PW Under City Engineer
- CDD Planning Role Shifts to City Engineer (Currently Vacant) / Provides Support During Transition
- PW Staff Stay Under Current Supervisors, But Move Into Same Building Space for Improved Communication

Cost: Existing Staff



Service Level 2: Parks Division with Public Works

The reviewing Boards and Commissions have recommended moving to Parks Service Level 2 as quickly as possible. Below is a proposed organization chart showing how a parks division could be implemented within the Public Works department using existing staff, rehiring the vacant Assistant Public Works Director / City Engineer position, and hiring one new Senior Parks Technician.



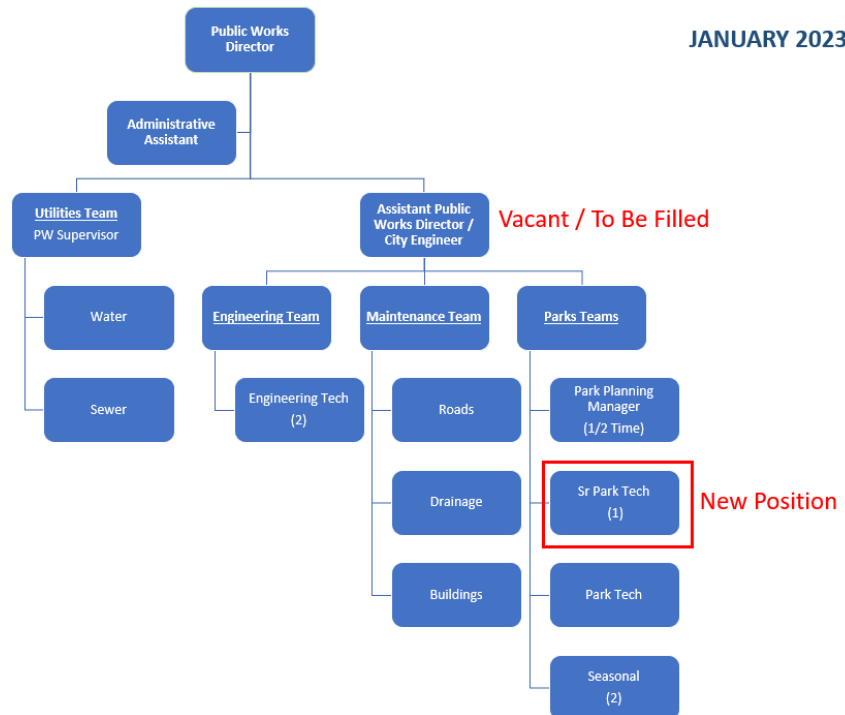
JANUARY 2023

Service Level 2

Parks Division Model:

- Rehire Assistant Public Works Director / City Engineer with Some Parks Planning Background
- Create / Clarify Engineering, Maintenance, and Parks Teams
- Hire New Sr Parks Tech Position

Cost: \$150,000 - \$200,000 Per Year
One New Position and Minor
Reclassification of Sr Planner to
Parks Planning Manager



Service Level 3: Parks Department

The following organization chart shows a full parks department within Public Works once recreational programming is provided. Recreational programming includes providing recreation classes, hosting / managing tournaments, and / or building a community center or other buildings that support parks and recreation.



FUTURE

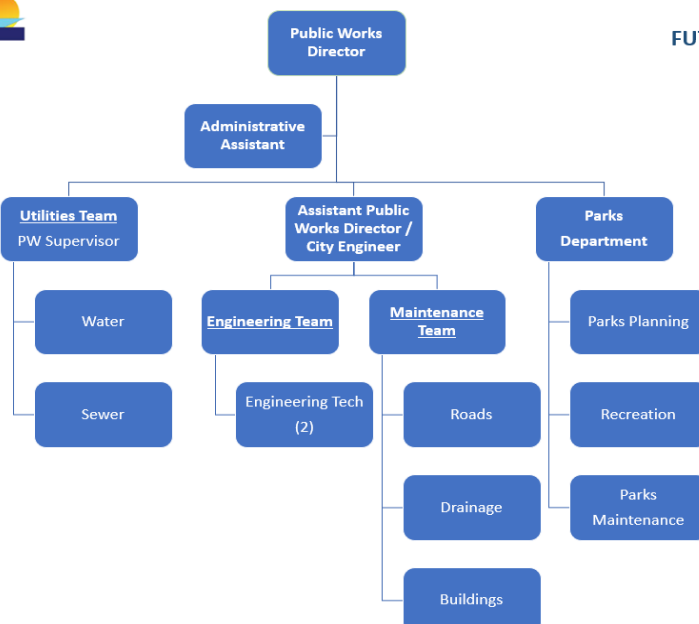
Service Level 3

Parks Department Model:

- Create a Parks Department within Public Works
- Share Equipment

Cost: \$1.0 M - \$1.5 M Per Year

Option: Create Parks Department as Independent Department – Not Under PW – However, Implementation and Equipment Costs Would be Doubled



The following timeline as been prepared showing that Parks Service Level 1: Parks Team can be implemented immediately if Council approves the approach. Parks Service Level 2: Parks Division could be implemented by the beginning of January 2023 if the needed positions are funded.

