

**KIRKLAND PARK BOARD
Minutes of Regular Meeting
March 27, 2024**

1. CALL TO ORDER

The March 27, 2024 Park Board regular meeting was called to order at 7:04 PM by Chair Mike Holland.

2. ROLL CALL

Members Present: Board member Amy Ambrosini, Board member Tara Bobbarjung, Board member Tammy Cohen, Board member Katherine Kearny, Board member Roshan Parikh, Board member Crystal Thimsen, Vice Chair Tessa Hansen, Chair Mike Holland

Members Absent: None

Staff Present: Director Lynn Zwaagstra, Deputy Director John Lloyd, Parks Maintenance & Operations Manager Jason Filan, Recreation Manager Sara Shellenbarger, Park Planning & Development Manager Mary Gardocki, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

3. AGENDA ADDITIONS/CHANGES

None noted.

4. ITEMS FROM THE AUDIENCE

Keith Dunbar

5. APPROVAL OF MINUTES

The February 28, 2024 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

**PARK BOARD RECESSED AT 7:09 PM.
PARK BOARD RECONVENED AT 7:17 PM.**

6. BUSINESS ITEMS

a. KTUB Update

Sara Shellenbarger, Recreation Manager presented on the recent City Council direction to return to the City management of the Kirkland Teen Union Building (KTUB). The presentation reviewed the operating model, including the partnerships with Youth Eastside Services (YES) and 4 Tomorrow, and reviewed service goals. Sara provided the Board with the project timeline for activation of the new facility and new positions in recruitment, leading up to full site activation in September 2024.

Staff answered questions from the Board.

b. PROS Plan Update

Mary Gardocki, Park Planning & Development Manager provided an overview on the PROS 2022 executive summary, goals and objectives, and the capital improvement plan and priorities. The Board discussed the best way to approach their review of the PROS priorities and track

progress, and agreed to review Section I: Goals, Objectives, and Action Plan before the next session.

Staff answered questions from the Board.

c. Houghton Park and Ride Update

John Lloyd, Deputy Director presented on the interim use plan for the Houghton Park and Ride site, which was approved by City Council on March 19, 2024. Maintenance staff will coordinate with Public Works to install 4 pickleball courts and an estimated 20 community garden plots in the spring, in addition to activating the restroom at the site for public use. Administration staff is actively in procurement for a modular skatepark, pump track, and bike garden, estimated to be installed in July 2024. The site will also be accessible for other programming (such as drive-in movies), and staff plans to install shade structures, benches, tables, and other typical park amenities. Staff estimates the cost will be \$525,000 for installation of the semi-permanent amenities, and ongoing expenses to be about \$35,000 for site maintenance.

Staff answered questions from the Board.

c. Vice-Chair Election

John Lloyd, Deputy Director led the Vice-Chair elections.

Motion to elect Amy Ambrosini as Vice-Chair.

Moved: Tessa Hansen; Seconded: Crystal Thimsen

The motion passed with 6 votes in favor, none against, and 1 absent.

e. Park Board Member Reports

Chair Mike Holland was invited to attend Park Board Member interviews on March 26, 2024 with the Council. John Lloyd noted that the City Clerk will most likely reach out to selected candidates by the end of the week, and the Board should be notified of its new members the week of April 1st.

Mike reminded the Board of the upcoming May 15, 2024 Boards, Councils, and Commissions appreciation event.

No additional park board member reports were presented.

7. COMMUNICATIONS

a. Correspondence

Janice R.

Staff answered questions from the Board.

b. Department Monthly Report

The department monthly report was emailed to Board members and will be posted online.

c. Staff Updates and Information

Sara Shellenbarger, Recreation Manager reminded the Board about the department job fair at North Kirkland Community Center on Saturday March 30th from 10 AM to 1 PM. Human Resources and hiring managers will both be present, and they will be accepting applications and interviewing on site.

Mary Gardocki, Planning & Development Manager reported that progress on the second O.O. Denny picnic shelter is starting to move forward again. The project will go for bid in June, and again in the Fall 2024, if necessary.

d. Comments from the Chair
No additional comments.

8. FUTURE AGENDA ITEM REQUESTS

Chair Mike Holland reviewed the April meeting's tentative agenda, including the discussion of PROS Section I: Goals, Objectives, and Action Plan, and reminded the Board of the intention to return to the conversation on improving Board engagement.

9. ADJOURNMENT

Chair Mike Holland adjourned the meeting at 8:58 PM by unanimous consent.

Emily Lima Welch

Emily Lima Welch, Recording Secretary
Parks and Community Services

Mike Holland

[Mike Holland \(May 16, 2024 16:25 PDT\)](#)

Mike Holland, Chair
Park Board