



City Council Committee Meeting Agenda

Parks and Trails Advisory Committee

This meeting will be conducted in person at Stanwood City Hall with an option for participants to join by telephone or online as well.

Connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Monday, June 20, 2022 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of May 2022 Meeting Minutes
4. Church Creek Park Disc Golf Discussion
5. Parks Team Implementation Update
6. Park/Trail Updates
 - Hamilton – Project Status
 - Church Creek Park – Sewer Project, Park Projects
 - Heritage Park – Pickleball, Tree Removal/Planting
 - Port Susan Trail – Design Status
 - Johnson Farm Dike Trail

Zoom Information:

Parks and Trails Advisory Committee

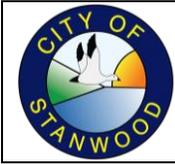
Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHQVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



Parks and Trails Advisory Committee
Meeting Minutes
May 16, 2022

Call to Order: 3:25 pm

Roll Call

Members Present:

Katelyn Durfee
Cathy Wooten
Dave Hall
Gordy Holmes
Judy Williams

Staff Present:

Carly Ruacho
Kevin Pellham
Shawn Smith
Krista Hintz

Absent: Lisa Bruce, Matt Withers

Also known to be present: Steve Shepro, Peter Kamb

Citizen Comments: None

Approval of Minutes:

The Minutes of April 2022 meeting were voted on and approved unanimously as presented.

Item 4 - Parks and Recreation Feasibility Study Implementation Update

Service Level 1: Parks Team

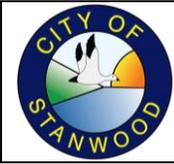
Parks Team officially began operations on May 2, 2022. All parks staff have moved physical office locations and are all in the same building. Kevin Hushagen is the Department Director, Carly is the Parks Manager, Kevin Pellham is leading our field operations, Dave Smith and Kevin Davis are the boots on the ground and are doing an amazing job so far.

Comments: Typo was made in the staff report. It says Dave Hall is on the field of operations team. This was incorrect and should say Dave Smith.

Staff met with BERK consultants on 5/10/22 to review the working draft of Maintenance and Operation tool that is under development. The Tool will guide level of service requirements and options for each function at each of the City parks. BERK is incorporating staff comments with the expectation that the tool will be finalized, and use will begin in June. The tool will work with the City's existing time tracking system to report hours worked in each park to inform future decisions and planning efforts. Being able to track staff time, will help with future planning efforts for the parks department if the staff, committee, and council request this. Carly explained that the Parks Department is currently working at basically a medium level of service.

Comments: Correction on BERK consulting meeting date. Meeting was on May 10th, 2022 not 5/17/2022 as stated in the staff report.

Judy Williams asked if the PTAC committee will have input on what they see is needed for the Park's Department. Carly said no, this time it will be the staff letting the council know their requests and seeing if it can be worked into the budget. Judy asked if this is something that can be



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Meeting Minutes
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presented to the PTAC and Carly said yes she will bring it to the committee. There will be a specific parks budget.

Shawn Smith added to the question asked by Judy Williams with the following:

- There will be a parks budget next year that will list all budgeted items under the Parks Department.
- Promoting Carly Ruacho to Parks Manager position will be going to the Finance Committee meeting tonight (5/16/2022) for review.
- The BERK Consulting report will list dollar figures it would cost the city for each level of service.

Item 5- Church Creek Park Discussion- Cathy Wooten

Cathy Wooten PTAC member gave a PowerPoint presentation on the Church Creek Park Woodlands. She presented photos of target areas that had standing water, muddy and slippery paths, bridges and trenching. Cathy expressed that the main reason she is on the PTAC committee is because she wants to protect trees and forests for future generations.

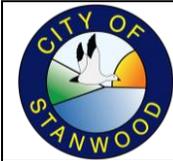
Cathy Wooten's questions were: What can we do to help reserve these woodlands for our current use and for our future generations? Cathy's ideas include: 1. Develop resources and trail improvements to assist with water runoff management so that the trails can be safely enjoyed by our community. 2. Contact Stillaguamish Tribe for possible assistance in protecting Church Creek and the salmon. The Stillaguamish Tribe has a technical advisory group that is invested in Chinook Salmon recovery in the Stillaguamish Watershed. 3. Develop professional resources and seek assistance to help us properly manage our forest. 4. Re-evaluate the impact of disc golf on our forest, establish who actually has permission to trench, bridge and otherwise alter our woodlands and clarify who has oversight of the disc golf group.

It was suggested to get the disc golf group to a PTAC meeting and let them know the concerns and see what they can offer to help with the problem areas that Cathy explained in her presentation. A subcommittee will provide questions/concerns to Carly for the disc golf group. It was suggested that committee members reach out to Gordon Bell and see if he can offer any suggestions.

The question was asked if Disc Golf will still be played when Church Creek Park is closed. Answer: No, the park will be closed to all users. Suggestion was made to contact Disc Golf and let them know the park will be closed for Disc Golf use.

The question was asked when the tree removal and tree trimming would be happening. Carly advised the hope is to do this while the park is closed, but it may not be possible due to equipment conflicts, etc. No improvements to the trails will happen until the tree removal and trimming is finished.

Dave Hall and Judy Williams advised that the wet trails are not all due to Disc Golf, that this is the wet season and during the wet season the trails have always been like this and other parks with



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similar trails are also in muddy condition (state parks, etc.). Dave Hall suggested improved signage and perimeter plantings to help remind people to stay on the trail.

Carly let the members know that a volunteer group with Disc Golf has got back to her and they have GPS on all the baskets and tee's. They will be providing the City with a map.

Steve Shepro brought up his concern for when a disc goes off the trail, the players are going to be trampling through the forest to find the disc. He doesn't believe this is intentional but it's the nature of the sport. Members of the Committee asked if the issue of allowing disc golf could be revisited.

Judy Williams made a motion to invite Disc Golf to the next PTAC meeting. She suggested to get them adequate notice. Cathy Wooten 2nd the motion. All in favor.

Item 6 - Heritage Park Planting Plan Update

Hamilton Park- The City issued the SEPA on Thursday. The public has 30 days to appeal. The City will know if there is an appeal by June 16, 2022.

Church Creek Park- Will be closed through the Summer. Carly will be working to get the tree trimming and tree removal that is planned for Church Creek Park completed while the park is closed if possible.

Port Susan Trail- The city is in talks with Twin City Foods about getting an easement to continue the Port Susan Trail so that it doesn't dead-end. Twin City Foods seems to be receptive to the request for the easement. The City will continue to work with Twin City Foods to hopefully come to an agreement before the trail design is finalized.

Heritage Park pickle ball - the city has changed directions on how to request the funding for the fencing for the pickleball fields from council. They will now finish the design process and put the project out for bid. When the bids come back, staff will then take the request for additional funding for the fencing to council.

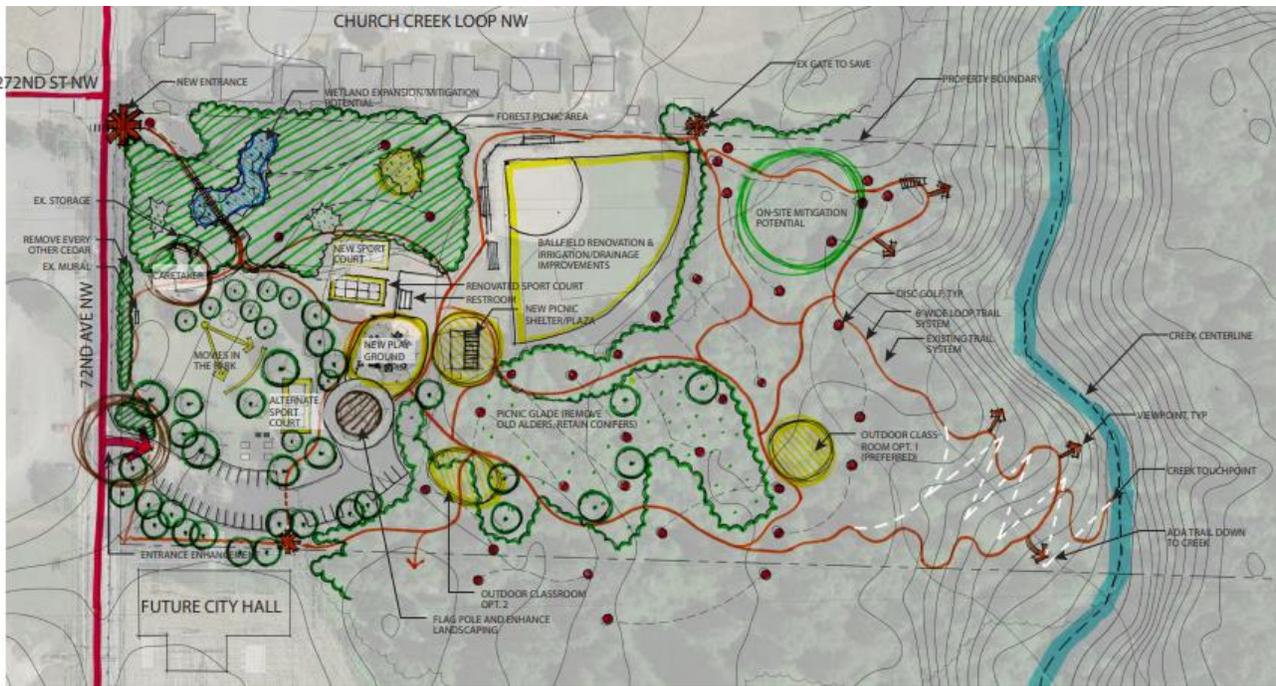
Heritage Park planting- Carly directed the members to view the updated tree planting site plan which now shows the location of each species of tree.



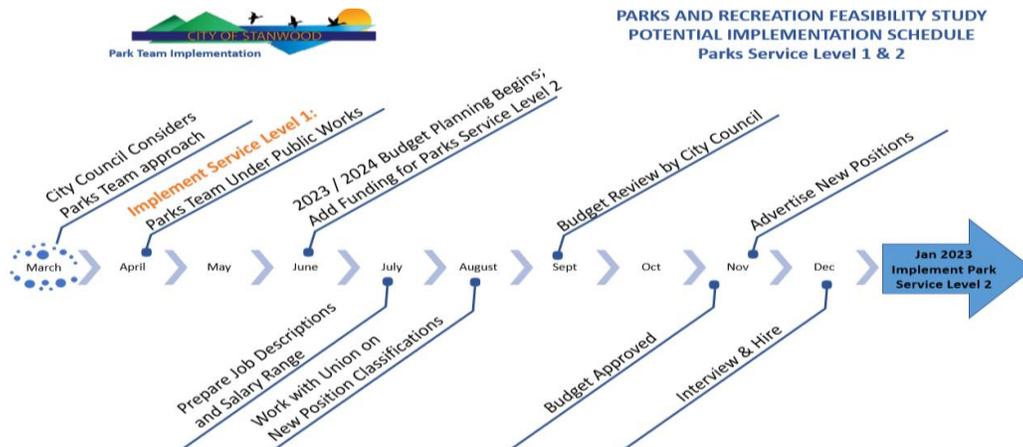
**CITY OF STANWOOD
PARKS AND TRAILS ADVISORY COMMITTEE
AGENDA STAFF REPORT**

DATE: June 20, 2022
SUBJECT: June PTAC Agenda Topics
FROM: Carly Ruacho, Senior Planner

Item 4 - Church Creek Park Disc Golf Discussion



Item 5 - Parks and Recreation Feasibility Study Implementation Update



Parks email: parks@stanwoodwa.org
 Parks phone: 360-454-5223

Item 6 – Park/Trails Updates

Hamilton

SEPA appeal deadline June 16, 4pm

Church Creek Park

RFP submittal/bid opening June 28, 2pm

Sewer project park closure through July 15

2022 Church Creek Park Capital Projects			
Task:	Budget Estimate	Description	
Pickleball / Multipurpose Sports	\$ 130,000	Design & Build 1 Court	
Tree Thinning: Entrance & 72nd	\$ 115,000	Tree Trimming and Thinning	
Trail Improvements / Interpreti	\$ 30,000	Brush Removal and Signs	
Ballfield Renovation	\$ 30,000	Design & Possible Reconstruction	
Flag Pole Landscaping and Reno	\$ 15,000	Tree Removal by Arborist / Volunteer Planting Event	
Renovate or Replace Picnic Shel	\$ 35,000	Design and Replacement with New Tables	
Parking Lot Repair Analysis	\$ -	Analysis / Possible Design	
Benches	15,000	Benches by the Playground Equipment	
	Total: \$	370,000	
	\$	89,000	To Heritage Park for Pickleball Courts (2)
	\$	459,000	

Heritage Park

Pickleball - Resize the courts to be 38X62 rather than 40X60. Outer fence at 10'.



Johnson Farm Trail
Potential trail on southern end of DD7 Dike

