



CITY OF EDGEWOOD

PARKS AND RECREATION ADVISORY BOARD (VIRTUAL) MEETING AGENDA

Wednesday, February 9, 2022 City Hall – 2224 104th Avenue East ♦ Edgewood, WA

<https://zoom.us/j/96183716645>

1. CALL TO ORDER

2. ROLL CALL

3. STAFF UPDATES

4. APPROVAL OF MEETING SUMMARY

- January 12, 2022 Meeting Summary

5. AUDIENCE COMMENTS

6. OLD BUSINESS

- a. PROST Plan Update
- b. Edgewood Parks – Entry and Regulatory Signage
- c. Edgewood Community Park – Dedication Ceremony Planning
- d. Parks Appreciation Day Planning (April 23, 2022?)
- e. Port of Tacoma Grant Opportunity – Interurban Trail
- f. Future Agendas List / 2022 Work Plan

7. NEW BUSINESS

- a. Community Garden – Roles and Policy
- b. Pocket Parks – Jovita Crossroads
- c. Tri-Jurisdictional Meeting (April @ Fife)

8. BOARD MEMBER COMMENTS

9. ADJOURN



PARKS AND RECREATION ADVISORY BOARD (VIRTUAL) MEETING SUMMARY

Wednesday, January 12, 2021 – 6pm ♦ City Hall – 2224 104th Avenue East ♦

1. CALL TO ORDER

Brian Levenhagen called the meeting to order at 6:00pm

2. ROLL CALL

Present: Brian Levenhagen, Jeff Southard, Linda Howard, Anne Percival, Amity Highley, Stacie Farmer
Bill Hilton (*joined at 6:11pm*)

Council Liaison: Rosanne Tomy

City Staff Present: Public Works Director (PWD) Jeremy Metzler, IT Director Matthew Ray

3. APPROVAL OF MEETING SUMMARY

Linda Howard **MOVED**, Anne Percival **SECONDED** to approve the December 8, 2021 Meeting Summary.
APPROVED (7-0)

4. OLD BUSINESS

- Edgewood Community Park – Dedication Ceremony Planning
Public Works Director Metzler gave a brief update on progress at the new park. March 26, 2022 at 10am is still the target date for the opening ceremony. Discussion then ensued about overflow parking, keepsake handouts, and photos of the event.
- Edgewood Parks – Entry and Regulatory Signage
Board members viewed the proposed sign for Edgewood Community Park, as well as location options.
- Port of Tacoma Grant Opportunity – Interurban Trail
Bill Hilton will be reaching out to Pierce County to see what they submitted for their application for review and comparison.
- Community Garden Requests (signage, etc.)
Anne Percival inquired as to the size of the sign they may obtain for the space.
- Future Agendas List / 2022 Work Plan
Public Works Director Metzler reviewed this agenda item line by line with board members, and a detail discussion then ensued.

5. NEW BUSINESS

- Parks Appreciation Day Planning (April 23, 2022?)
Public Works Director Metzler asked that board members consider the proposed date, and discuss it further at the February meeting.

6. ADJOURN – 7:58PM

6.a.

PROST Plan Update



6.b.

Edgewood Parks Entry & Regulatory Signage



Completed sign finished look

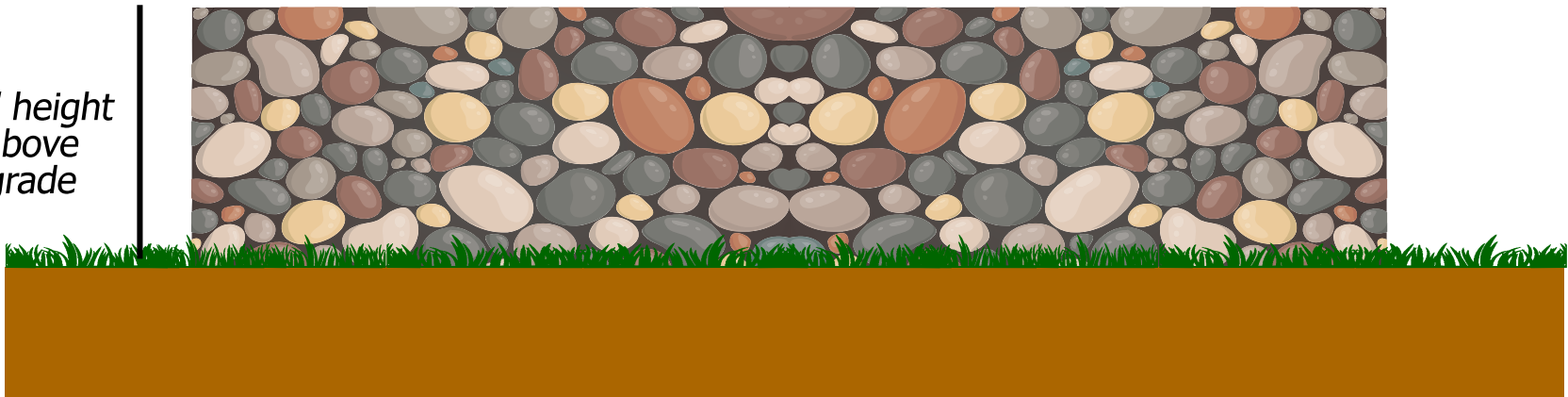


Base specifications

Front view

92" length

*20" height
above
grade*



Top view

92" length

24" width



*Top of base should be finished with a relatively smooth and even surface
to allow for proper sign installation*

Ledger piece specifications

Front view



| 3" height

96" overall length

Top view



| 28" width

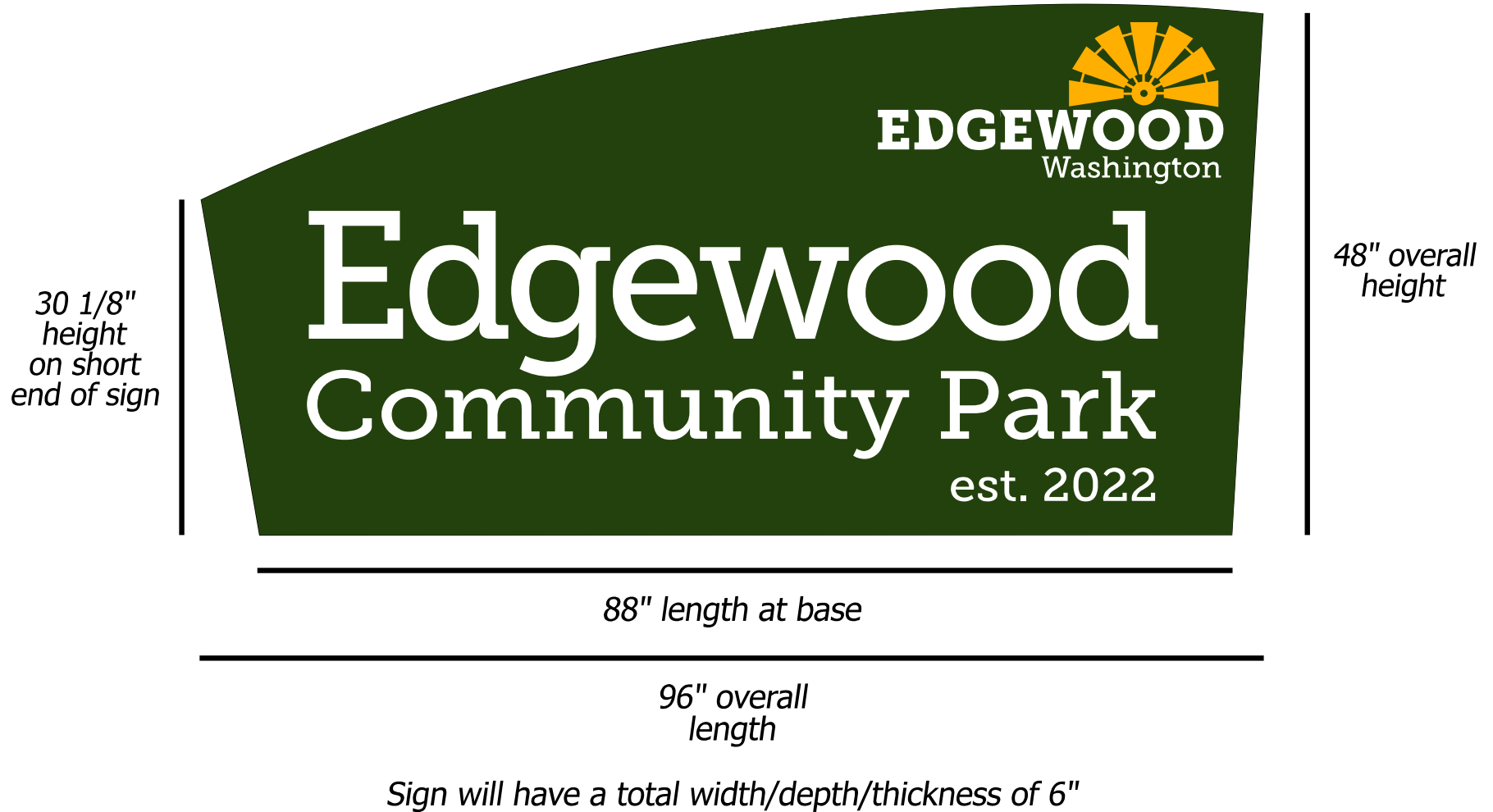
96" overall length

*Golden yellow =
Match color shown with
One Shot paint (high gloss finish)*



HEX: FFAE0D
RGB: 255, 174, 13
HSB: 40, 95, 100
CMYK: 0, 31, 94, 0

Sign specifications



Sign production



*Black areas = Raised/Smooth
Grey areas = Blasted/Carved in
with stone/pebble finish texture*



Colors

White = Standard White (One Shot paint, high gloss finish)

*Green =
Match color shown with
latex paint in satin finish*



HEX: 314319
RGB: 49, 67, 25
HSB: 86, 63, 26
CMYK: 26, 0, 62, 73

*Golden yellow =
Match color shown with
One Shot paint (high gloss finish)*



HEX: FFAE0D
RGB: 255, 174, 13
HSB: 40, 95, 100
CMYK: 0, 31, 94, 0

6.c.

Edgewood Community Park Dedication Ceremony Planning





FOR IMMEDIATE RELEASE

DATE: February 3, 2022

CONTACT: Daryl Eidingen – Mayor
mayor@cityofedgewood.org
Jeremy Metzler - Public Works Director
jeremy@cityofedgewood.org

RE: **Edgewood Community Park Opening Ceremony**

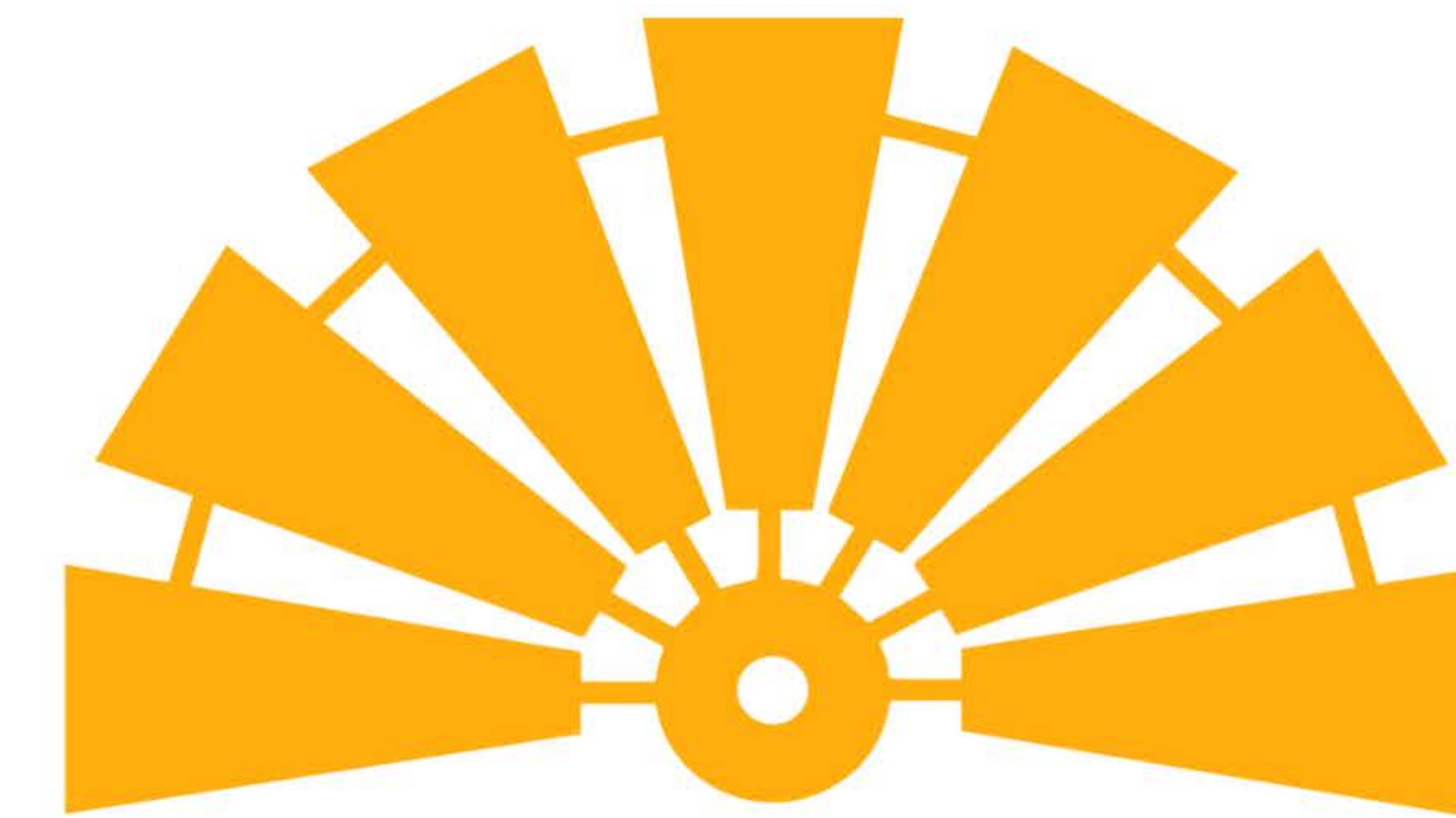
DATE OF EVENT: **March 26, 2022**

EDGEWOOD, WA - After years of planning and months of construction, Edgewood Community Park is ready to open! The public is invited to attend the opening ceremony at the park, located at 36th St E and Meridian Ave E, on Saturday, March 26, 2022 at 10:00am. There will be a limited supply of commemorative coins on hand for those in attendance.

This press release is available on cityofedgewood.org

Save the Date!

March 26th
10am



EDGEWOOD
COMMUNITY PARK
Opening Ceremony

6.d.

Parks Appreciation Day Planning



6.e.

Port of Tacoma Grant Opportunity



Local Economic Development Investment Fund Application 2019

The Port of Tacoma dedicates a portion of its revenues toward partnership projects that create economic development benefits - and enhances the community vitality of Pierce County. As a special purpose district governed by state law, investments by the Port of Tacoma must adhere to the legal requirements set forth in **Title 53 of the Revised Code of Washington**.

Investments shall be limited to county, city, and town government agencies or non-profits in Pierce County and typically will involve the port as a minority investor. The port's allocation to a project will be committed for up to two years and payable on a reimbursement basis. Investment focus and priorities include:

- a. Road and freight rail infrastructure projects that create long-term jobs
- b. Marine tourism infrastructure projects intended to attract tourists to Pierce County from outside locations.
- c. Planning activities or events promoting

international trade *or*

- d. Planning activities or events promoting tourism intended to attract tourists to Pierce County from outside locations.

Activities or events may not be religious in nature. A project may only receive funds for a maximum of three consecutive years. An investment by The Port of Tacoma in one year to an organization or project does not constitute an obligation for future investments.

If your project is found to be within the port's statutory authority and policy guidelines, your application will be considered during the port's annual review process.

Municipal entities must agree to enter into an Interlocal Agreement in accordance with § RCW 39.34. For more information about the Port of Tacoma, visit www.portoftacoma.com or call 253.428.8662.

APPLICATIONS ARE DUE March 29, 2019

Instructions

1. Please fill in this form and print it out. Use the tab key or click to move between fields. Click to mark boxes.
2. Answer each question in the space provided.
3. Attach the required documents.

4. Sign and date the application.

5. Send completed application to:
Leslie Barstow, Manager, Community Relations, Port of Tacoma
PO Box 1837
Tacoma, WA 98401-1837,
or e-mail to community@portoftacoma.com

Applicant Information

Organization

Name Pierce County Parks and Recreation			
Address 9112 Lakewood Dr. SW			
City Lakewood	County Pierce	State/Province WA	Zip/Postal Code 98499
Website www.piercecountywa.org/114/		Organization Legal Status, ie 501(c)3 or 107(c) county government	

Port of Tacoma Local Economic Development Investment Fund Application

Organization/Representative/Contact

Name Roxanne Miles		Phone 253-798-4007
Title Director	E-mail Address Roxanne.miles@piercecounitywa.gov	

Project Information

Title and Brief Description of Project

Title: Tacoma to Puyallup Regional Trail Connection Route Analysis Study

Currently, there is no safe route between downtown Tacoma and downtown Puyallup for people traveling on foot or by bike. On either end, there is the Thea Foss Esplanade and the Puyallup Riverwalk Trail. However, State Route 167/River Road is the only direct route between them - this 50 mph, five lane roadway has no sidewalks or bicycle facilities.

The Tacoma to Puyallup Regional Trail Connection will provide safe and comfortable access to jobs, schools, parks, housing and cultural destinations in our regional centers and beyond for residents and visitors. This project will also connect to downtown Tacoma and Puyallup's regional transit centers, as well as future Sound Transit Link Light Rail stations, providing critical first-last mile transit connections and alleviating stress on the overall transportation network.

This trail will also bring significant tourism benefits to our community by linking the existing urban trail network in Tacoma and Gig Harbor to the 21-mile Foothills Trail which runs from Puyallup to Orting, South Prairie, and Buckley. It will connect our urban centers to our small towns and rural communities, while showcasing the region's natural beauty from the glacial peak of Mount Rainier to the shores of the Puget Sound. Once the entire corridor is connected from Point Defiance Park to Mount Rainier's Carbon River entrance - it will result in an estimated 76,500 additional visitors per year, \$8.25 million additional tourism dollars generated annually in our community, and 94 new tourism-related jobs in the Puyallup Watershed (www.pwi.org/tahomatotacoma).

There is strong community & leadership support for making this trail connection a reality - however, additional analysis is needed to evaluate the costs and benefits for three potential routes (along River Road, Levee Road, and/or the new SR167 alignment). The Tacoma to Puyallup Regional Trail Connection Route Analysis Study represents a collaboration between WSDOT and local jurisdictions to weigh these options. The project scope of work includes the following elements:

- Existing Conditions Analysis
- Stakeholder Outreach and Coordination
- Community Forum
- Tacoma to Puyallup Stakeholder Advisory Group
- Develop Evaluation Criteria
- Alternatives Refinement & Evaluation
- Potential Funding Sources

Upon completion of the Route Analysis study, stakeholders will have the information they need to chart a path forward to move the Tacoma to Puyallup Regional Trail Connection project into design and construction.

Geographic Area Covered by Project Tacoma, WA Puyallup, WA Fife, WA Pierce County	Number of People Served by Project 876,764: All Pierce County residents will benefit from this project; the trail's environmental benefits include reduced oil consumption, traffic congestion, greenhouse gas emissions, and storm water runoff; It will also bring economic benefits by attracting visitors & supporting tourism.	Dates of Project From: To: April 1, 2019 December 31, 2019 (estimated)
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Port of Tacoma Local Economic Development Investment Fund Application

Amount Requested from Port of Tacoma \$20,000	Total Project Cost \$200,000	Is this a one-time event or an ongoing effort? The Route Analysis Study is the next phase in an ongoing effort to complete safe active transportation connection(s) between downtown Tacoma and downtown Puyallup.
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Funding Sources for this Project

Firm Financial Commitments to Date		Amount
Source		
City of Tacoma, Pierce County, & WSDOT		\$90,000 (\$30,000/each)
City of Fife, City of Puyallup, and Metro Parks Tacoma		\$60,000 (\$20,000 each)
Other Sources Where Applications Were Submitted		
Source	Amount	Status
Puyallup Tribe of Indians	\$30,000	Pending Tribal Council Approval

Port of Tacoma Local Economic Development Investment Fund Application

Purpose: *What will this project accomplish?*

This project will support the next step in making the Tacoma to Puyallup Regional Trail Connection a reality: a Route Analysis study to assess potential options for connecting downtown Tacoma to downtown Puyallup with a trail for people walking & rolling that is physically separated from car traffic and safe for people of all ages and abilities.

This will get us closer to our ultimate vision of a Tacoma to Puyallup Regional Trail Connection that will improve...

Safety

- Be safe for, and be perceived as safe by, community members of all ages and abilities.
- Ensure safety & access for all active transportation modes.
- Protect vulnerable road users, reducing opportunities for vehicle collisions.

Health & Equity

- Provide residents, workers, and visitors with viable transportation options that are safe, healthy, and affordable – particularly those who are unable to drive due to age, ability, legal status, or access to a household vehicle.
- Make exercise and activity easier to incorporate into daily life.

Our funds: *Specifically, how would you use our contribution? When would you want the contribution?*

The Port of Tacoma's funds will support the Tacoma to Puyallup Regional Trail Connection Route Analysis Study scope of work and contract with the consultant team.

Pierce County will transfer the funds to the Washington State Department of Transportation, which is administering the contract.

We expect the work to begin on April 1 and run through the end of 2019. If awarded, we would like to secure the Port of Tacoma's contribution in a timely fashion to support this work.

In-kind: *If the Port does not contribute any money, are there in-kind services that the Port could provide?*

No; this project is led by a consultant team and no in-kind services are needed.

Port of Tacoma Local Economic Development Investment Fund Application

Referral: *Who suggested that you contact the Port for funding on this project?*

Port Commissioner John McCarthy

Need: *Why is this project important to our community? Why should this project be important to the Port?*

Transportation Access - Linking our Communities: The Tacoma to Puyallup Regional Trail Connection will provide safe access to jobs, schools, parks, transit and housing in our regional centers and beyond - including possible connections to the Port of Tacoma.

Safety: There were 358 people hit by cars while walking or bicycling in Pierce County in 2017 – almost one person every day. We need to build safe active transportation infrastructure if we have any hope of reducing these collisions.

Equity: In Pierce County, low-income residents are more likely to bike & take transit than higher income residents (walking rates are consistently high across income levels). However, national data shows us that low income communities and people of color are less likely to have safe places to walk and bicycle in their neighborhoods. A safe, connected, and accessible active transportation network is a critical element of an equitable transportation system.

Approach: *How do you plan to implement this project?*

The Tacoma to Puyallup Regional Trail Connection Route Analysis Study will be led by a consultant team - including consultant firms WSP, PRR, and Performance Plane, LLC.

The Washington State Department of Transportation will administer the contract.

A Stakeholder Advisory Group - made up of funding partners and key stakeholders - will ensure the project builds on the work done to date and charts a clear path forward.

This project also has the financial support of WSDOT and local jurisdictions - with \$150,000 committed from WSDOT, Pierce County, the Cities of Tacoma, Fife, and Puyallup, and Metro Parks Tacoma - and an additional \$30,000 contribution is under consideration by Puyallup Tribal Council.

Support: *What kind of local support is there for the project?*

There is strong local support for trails, and the Tacoma to Puyallup Regional Trail Connection is one of the community's top priority projects. This system will connect the growing manufacturing hubs like Sumner, residential communities and the port in the future. In 2016, the Puyallup Watershed Initiative Active Transportation COI unveiled their Tahoma to Tacoma Trail Benefit Report. The report estimated that our community would accrue over \$13 million per year in health, transportation, environmental, and economic benefits by completing the Main Alignment of the Tahoma to Tacoma Trail Network, a 62.5-mile trail from Tacoma's Point Defiance Park to Mount Rainier National Park (www.pwi.org/tahomatotacoma). The Tacoma to Puyallup Trail Connection is a key missing link in this project. Over 100 community members attended the kick-off event; 2/3 of survey respondents ranked the Tacoma to Puyallup Connection as their highest priority trail in the region. This project also aligns with the Port of Tacoma's Shoreline Public Access Plan. As part of that planning process, the Port heard from the community that safety, pedestrian and bicycle amenities, and trail connections were community priorities. In a similar vein, a statistically valid Metro Parks Tacoma survey conducted as part of their 2016 Mission Led Comprehensive Plan found that trails were crucial to meet community interests.

Port of Tacoma Local Economic Development Investment Fund Application

Coordination: *Who else in your community is working on this issue? How do you coordinate with them?*

In 2018, non-profit leaders from Downtown On the Go and the Puyallup Watershed Initiative convened a cohort of local decision-makers to focus on how to make the Tacoma to Puyallup Regional Trail Connection a reality. The cohort included WSDOT's Secretary of Transportation Millar, Puyallup Tribal Councilmember Bryan and Planning & Land Use Director Strobel, Fife Mayor Roscoe, Tacoma Mayor Woodards, Puyallup Mayor Palmer, Metro Parks Tacoma Commissioner Hanberg, Port Commissioner McCarthy, Pierce County Public Works Director Hanberg, Downtown On the Go ED Walker, Puyallup Watershed Initiative Active Transportation COI Manager Kaster & Community Engagement Lead Miner, and ForeverGreen Trails ED Moore. The cohort traveled together to Denmark and Sweden in August 2018 to learn from best practices in bicycle and pedestrian planning & design. Since returning from the trip, they have identified consensus goals for the project and three representative alignments for the trail connection. They've also given over a dozen presentations to elected bodies, community organizations, committees/commissions, and other key stakeholders to continue building momentum for this project. The Route Analysis study represents the next phase of this partnership. This project is also aligned with local planning documents. A safe bicycle and pedestrian connection between downtown Tacoma and downtown Puyallup is referenced in the adopted policy documents of every jurisdiction along the route, including:

- Puyallup Tribe of Indians Tribal Transportation Improvement Program 2016-2020
- Puget Sound Regional Council 2014 Active Transportation Plan Regional Bicycle Network Gap Map
- Pierce County 2014 Parks, Recreation and Open Space Plan
- City of Fife Comprehensive Plan, Transportation Element
- City of Puyallup Comprehensive Plan, River Road Corridor Plan
- City of Tacoma Transportation Master Plan
- Pierce County Regional Trails Plan

Future Support: *How will this project be financed in the future?*

The Route Analysis Study includes a subcontract with Performance Plane, LLC to specifically address the issue of future funding for this project.

They will identify potential sources that could be used for funding the design and/or construction of the preferred trail concept and provide a general approach to funding in a Summary Memorandum.

The Tacoma to Puyallup Regional Trail Connection stakeholders will use this information to inform our funding strategy moving forward.

Pierce County Parks has identified trails as a top priority through public process. Further, the Fiscal Policy created by the Park Impact Fee Working Group assigns almost 40% of new resources to trail development in an effort to achieve the Regional Trail Plan. The section being analyzed is critical to create and establish a spine of the system that can connect the port, other marine shoreline and the total 300 miles of existing and envisioned trail network.

Port of Tacoma Local Economic Development Investment Fund Application

Deliverables: What will the Port receive for their financial +/- in-kind partnership? What happens to our funds if the event does not occur?

The Port will be recognized as a funding partner for the Tacoma to Puyallup Regional Trail Connection Route Analysis Study at the Community Forum and on the project web page. If the study does not take place, the funds will not be expended or requested for reimbursement.

Once built, a trail connection will benefit the Port of Tacoma by increasing the ability of Port employees and visitors to safely access the Port using healthy and affordable active transportation modes. The trail will also reduce the potential for freight/active transportation conflicts by creating safe and separated infrastructure for people walking & rolling.

Evaluation: How will the success of the project be measured?

Successful implementation of the Route Analysis study will be measured by:

- Completion of the Tacoma to Puyallup Regional Trail Connection Route Analysis Study Scope of Work deliverables
- An informed and engaged Stakeholder Advisory Group
- Community participation and engagement in the Community Forum
- Identification of clear next steps
- Community & leadership buy-in to move forward with the design and construction of (a) identified route(s).

Additional Information

Does this organization have a formal policy of compliance with equal employment opportunity and affirmative action laws and regulations?

Yes ☒
No

Please attach each of the following to the completed application:

Project budget (if relevant)
List of current board members/officers

Signature

Signature:

Print Name Here:

Roxanne E. Miles

Date

3/26/19

APPLICATIONS ARE DUE NO LATER THAN **March 29, 2019**

Tacoma to Puyallup Regional Trail Route Analysis Study Project Budget

Consultant Estimate: \$183,821

Task	Task Description	WSP		PRR, Inc.		Performance Plane, LLC		All Firms	
		Hours	Costs	Hours	Costs	Hours	Costs	Hours	Costs
Work Element 1	Project Management and Administration	192.0	\$27,275					192.0	\$27,275
01.01	Project Management and Administration	192.0	\$27,275					192.0	\$27,275
Work Element 2	Stakeholder Outreach and Coordination	199.0	\$27,618	188	26,046			387.0	\$53,664
02.01	Stakeholder Outreach and Coordination	126.0	\$18,979	56	7,589			182.0	\$26,568
02.02	Community Forum	73.0	\$8,639	132	18,457			205.0	\$27,096
Work Element 3	Existing Conditions and Review Previous Studies	283.0	\$33,718					283.0	\$33,718
03.01	Existing Conditions and Review Previous Studies	283.0	\$33,718					283.0	\$33,718
Work Element 4	Develop Evaluation Criteria	52.0	\$7,132					52.0	\$7,132
04.01	Develop Evaluation Criteria	52.0	\$7,132					52.0	\$7,132
Work Element 5	Alternatives Refinement and Evaluation	392.0	\$51,362					392.0	\$51,362
05.01	Alternatives Refinement and Evaluation	392.0	\$51,362					392.0	\$51,362
Work Element 6	Potential Funding Sources								
06.01	Potential Funding Sources					40	7,861	40.0	\$7,861
	Labor Totals	1,118.0	\$147,105	188	26,046	40	7,861	1,346.0	\$181,012
DE	Direct Expenses		647		2,162				2,809
	Grand Totals	1,118.0	147,752	188	28,208	40	7,861	1,346.0	183,821

Project Contingency (8.8%): \$16,179

Total Budget: \$200,000

6.f.

Future Agendas List 2022 Work Plan



City of Edgewood

Parks and Recreation Advisory Board

DRAFT 2022 Work Plan

At the direction of the City Council, the Parks and Recreation Advisory Board has a number of goals and tasks to be addressed during the year 2022. This Work Plan is intended to highlight major activities and projects that include support and involvement of the PRAB including major course and setting future mile stones in accordance with the powers and duties listed in section 2.31.030 of Ordinance 06-0272, which established the Parks and Recreation Advisory Board.

COUNCIL PRIORITIES (est. 2021)

1. ~~Create a playground renovation plan for Edgemont Park~~ COMPLETE
2. Complete Interurban Trail corridor feasibility and critical areas analysis
3. Continue to pursue long term goals to use the farm house at Nelson Farm Park
 - a. Define long-term goals?
 - a.b. Determine if restoration of the farmhouse supports the long-term vision for the park
4. Evaluate creating new volunteer opportunities / action days throughout the calendar year
 - a. Edgemont Park – Flower bed cleanup, Re-paint bollards along 24th

Commented [JM1]: Suggestion by Stacie Farmer: Discuss & establish a broad overview of a long-term vision for Nelson Farm Park (i.e. what amenities, spaces, programs, etc will the park have)

Commented [JM2]: Suggestion by Stacie Farmer

GENERAL

1. Work on a list of available eagle scout projects, and evaluate regular outreach to volunteer organizations
2. Provide guidance to city staff for ways to improve the webpage, cross-jurisdictional communication, and update park guide map.
3. Add promotional kiosk for parks at each location to advertise parks and activities
4. Encourage City to be a Pierce Conservation District contributor and monitor new Green Puyallup Partnership
5. Seek out potential land acquisition opportunities

PARK PLANNING

1. Create a plan for the recently cleared area at Nelson Nature Park (trail, planting, trail resurfacing)
2. PROST Plan Update (for grant eligibility through RCO), review levels of service, update impact fee

EVENTS and ACTIVITIES (Tentative due to COVID-19 Impacts)

1. Plan Parks Appreciation Day event – April 23, 2022? Delay to the fall...?
2. Drive-up Drop-off Food Drive (Coordinate w/ another event?)
3. Help support and promote Zoom-based events / classes
 - a. English Ivy/Invasive Plant Species Eradication Education
4. Participate in the planning of the Edgewood City Picnic (7/16/22?) & Tree Lighting Ceremony (11/25/22?)



Parks and Recreation Advisory Board Future Agendas List

February 9, 2022 – PRAB Meeting

- **Old Business**
 - PROST Plan Update
 - Edgewood Parks – Entry and Regulatory Signage
 - Edgewood Community Park – Dedication Ceremony Planning
 - Parks Appreciation Day Planning (April 23, 2022?)
 - Port of Tacoma Grant Opportunity – Interurban Trail
 - Future Agendas List / 2022 Work Plan
- **New Business**
 - Community Garden – Roles and Policy
 - Pocket Parks – Jovita Crossroads
 - Tri-Jurisdictional Meeting (April @ Fife)

February 15, 2022 – Council Study Session – Joint Meeting with ALL BOARDS

- 2022 Work Plan

March 9, 2022 – PRAB Meeting

- **Old Business**
 - PROST Plan Update
 - Parks Appreciation Day Planning (April 23, 2022?)
 - **(tentative)** Nelson Nature Park – Plan Update
 - **(tentative)** Park Brochure Updates
 - Volunteer Opportunities (Eagle Scouts, etc.)
 - Tri-Jurisdictional Meeting (April @ Fife)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 - **(tentative)** Interurban Trail Planning – FGT Partnership / Community Sponsors
 - Edgewood Picnic Planning (July 16, 2022?)

April 13, 2022 – PRAB Meeting (**Shift to 4/6 @ 6:30p?** Tri-Jurisdictional Meeting @ Fife)

- **Old Business**
 - Parks Appreciation Day Planning (April 23, 2022?)
 - Edgewood Picnic Planning (July 16, 2022?)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 - **(tentative)** Nelson Farm House – ~~Rehab Planning~~ Long-Term Vision



Parks and Recreation Advisory Board Future Agendas List

May 11, 2022 – PRAB Meeting

- **Old Business**
 - Edgewood Picnic Planning (July 16, 2022?)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 - **(tentative)** National Fitness Campaign – 2023 Campaign?

June 8, 2022 – PRAB Meeting

- **Old Business**
 - Edgewood Picnic Planning (July 16, 2022?)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 -

July 13, 2022 – PRAB Meeting

- **Old Business**
 - Edgewood Picnic Planning (July 16, 2022?)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 -

August 10, 2022 – PRAB Meeting

- **Old Business**
 - Future Agendas List / 2022 Work Plan
- **New Business**
 -

September 14, 2022 – PRAB Meeting

- **Old Business**
 - Future Agendas List / 2022 Work Plan
- **New Business**
 - Christmas Tree Lighting Planning (after Thanksgiving)

October 12, 2022 – PRAB Meeting

- **Old Business**



Parks and Recreation Advisory Board Future Agendas List

- Christmas Tree Lighting Planning (after Thanksgiving)
- Future Agendas List / 2022 Work Plan
- **New Business**
 -

November 9, 2022 – PRAB Meeting

- **Old Business**
 - Christmas Tree Lighting Planning (after Thanksgiving)
 - Future Agendas List / 2022 Work Plan
- **New Business**
 -

December 14, 2022 – PRAB Meeting

- **Old Business**
 - Future Agendas List / **2023 Work Plan**
- **New Business**
 -

PENDING:

- National Fitness Campaign

YEARLY ITEMS:

- Joint Meeting with Council (Annually Second Council Study Session in February)
- Parks Appreciation Day **April 23, 2022?**
- Edgewood Picnic **July 16, 2022**
- Christmas Tree Lighting (after Thanksgiving)
- Community Garden – Early Spring
- Tri-Jur PRAB Meeting – Early Spring
- **OPMA Training?**

7.a.

Community Garden Roles & Policy





AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICES

This Agreement is made, by and between the City of Sumner, a political subdivision of the State of Washington hereinafter referred to as the "City" and _____ hereinafter referred to as the "Volunteer."
(print name)

PURPOSE: The purpose of this Agreement is to outline the responsibilities of the City in providing volunteer opportunities, and to create an understanding between the City and the Volunteer.

This Agreement shall apply to persons voluntarily performing non-compensated services for the City, including but not limited to, practical work experience, recreational programs, senior programs, police resource centers, and academic internships.

AGREEMENT FOR NON-COMPENSATED SERVICES: The Volunteer agrees to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the City and the Volunteer. The City shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement **EXCEPT** for State Labor and Industries Industrial Insurance medical aid coverage.

In consideration of the City giving me permission to perform these volunteer services, I understand that: *(Please initial the following)*

_____ I am not to appear for volunteer service under the influence of any illegal drugs or alcohol. The Volunteer agrees to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

_____ I am not to have child(ren) with me, during my volunteer activities, that are under 14 years of age. If I do bring with me any child(ren) under 14 years of age (**which is a violation of this agreement**), I understand I will be held solely liable, and assume all risk of liability, for my child(ren)'s actions and agree to hold the City harmless from any and all such related claims against the City; except for injuries and damages caused by the sole negligence of the City.

_____ I will abide by all City policies regarding personal conduct while performing volunteer services.

_____ I agree not to go beyond the scope of volunteer work agreed to without authorization.

_____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

_____ Depending on the scope of volunteer work, the following policies may apply: Driving, Safety Procedures, Computer Operation, Dress Code, Anti Harassment, Confidentiality

_____ Should an injury occur during the scope of my service the City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.

_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to Administrative Services Director Jason Wilson, 253-299-5592.

BACKGROUND CHECKS: I consent to the City performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. (To be used for volunteers who will have unsupervised access to children developmentally disabled persons, or vulnerable adults or who will be working with confidential information.)

TERMINATION: I understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

WAIVER & HOLD HARMLESS: I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

LIABILITY COVERAGE: I understand that the City is self insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City's liability coverage with WCIA. I am fully aware that a volunteer's intentional misconduct is not protected or covered by the City or WCIA.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20 ____.

By: _____
City of Sumner

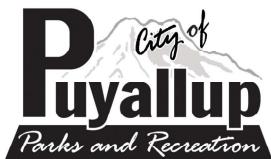
Volunteer's Signature

Parent or Guardian Signature (If under 18)

Address

City/State/Postal Code

Phone



GARDEN PLOT REQUEST FORM

PUYALLUP COMMUNITY GARDEN

Location: 1111 19th AVE SW, Puyallup

Instructions: Provide all requested information. Sign and date the form. Return this form and payment to:

Mail: Puyallup Recreation Center, Attn: Community Garden, 808 Valley Ave NW, Puyallup, WA 98371

In Person: 808 Valley Avenue NW, Puyallup WA • By fax:(253) 770-3369 • Questions: (253)-841-5457

Name(s): _____ City of Puyallup Resident? ☐ Yes* ☐ No

Address: _____

Home Phone: _____

Cell/Work Phone: _____

E-mail Address: _____

Garden Plot Request:

Plot Number
(if known)

Annual Fee
Regular Rate

Resident
*Discount**

☐ Single Plot (10'x10')

☐ \$18.75

☐ \$15.00

☐ Additional Plots
as available

The undersigned hereby applies to the City of Puyallup for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply. The application shall indemnify and hold harmless the City of Puyallup, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, action, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agent, guest, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the city or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Puyallup its elected and appointed officials, its employees and agents.

The applicant agrees to follow guidelines established by the City of Puyallup.

Forms submitted to the City may be subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

Signature: _____ Date: _____

Printed Name: _____ Fee Enclosed/Paid: \$ _____

OFFICE USE ONLY

Date Received: _____ By: _____ Approved By: _____ Date _____

Amount Paid: _____ Plot # _____



Puyallup Community Garden

Brown Property

The Puyallup Community Garden is located on the Brown Property at 1111 19th Ave SW in Puyallup. The garden is open to the public and available for year-round gardening from February to October for an annual fee. The following Garden Plot Guidelines are in addition to the City's Parks Code which regulates all City park use. These guidelines are set forth to ensure the garden users safety and satisfaction.

Contacts

For assistance with reservations, plot delineations and general guidelines contact the Puyallup Recreation Center at (253) 841-5457. Specific questions and for reserving a garden plot ask for **Brett Carter**. Reservations can be made at the **Puyallup Recreation Center** Monday –Friday.

Reservations

The Puyallup Community Garden consists of 43 garden plots, which are 10'x 10' in size. Annual fees are \$15 resident and \$18.75 non-resident for each plot. A Shed Key deposit of \$20 is optional and is refunded upon return of the key. Returning gardeners may reserve their plots beginning the **second week of February**. Reservations of available plots for new gardeners will be taken the **second week of March**. Additional plots can be rented if there is no waiting list. Contact the Puyallup Recreation Center for reservation forms. Once again -- Reservations can be made at the **Puyallup Recreation Center** Monday –Friday.

Community Garden Guidelines

1. A garden plot must be maintained, planted or mulched, and stay within its boundaries. Plots may not be consistently weedy, untended or filled with debris. Gardeners should expect to spend on average 2 hours per week tending the plot during the growing season. This constitutes a "working garden."
2. The growing season: **2nd Week of February - October 31st**
These are approximate seasons depending on conditions. Gardens are prepared for winter with mulch or cover crop. Perennial crops and some annual winter hardy crops may be over-wintered but should be maintained.
3. Garden plots are rented on a year-round (2nd week in February – Oct 31st) basis; however, by the end of the primary growing season gardeners who are not doing winter gardening should remove all non-plant materials from their plots. This includes plastic pots, wire tomato cages, stakes, tools and tires etc. All perennial plant material, temporary structures, wire cages, etc. must be removed when a gardener discontinues gardening at the Community Gardens. Individual gardeners are responsible for cleaning

the plots and returning them to their original condition so that they can be assigned to new gardeners next season.

4. **Community Garden Deadlines:**

2nd Week in February:

Returning gardeners should apply to retain their plots this week. Applications will be accepted through the end of February at the ***Puyallup Recreation Center, 808 Valley Ave NW*** (253-841-5457).

2nd Week in March: New applications will be accepted for available garden plots. Applications are available at the Puyallup Recreation Center.

Once a gardener is registered for a plot these deadlines are in place to motivate gardeners.

April 1st:

By this date the gardener should meet these minimum requirements of “getting started.”

- Weeding, planting
- Working some of the soil in preparation for planting
- Harvesting of crops, if appropriate
- Pathway clean-up
- By this date gardeners must begin working in their assigned plots. Plots not worked by this time may be reassigned.

June 1st: There should be marked progress towards a productive garden, which includes:

- At least ½ of the individual’s plot should be worked
- Removal of remaining weeds
- Establishing and caring for plants
- Continued pathway maintenance (since plots are close together, gardeners should endeavor to keep their borders free from weeds or other materials that may impact neighboring plots.)

October 1st: Activities during this month include:

- Harvesting of the annual crop
- Clean up and composting of plants
- Plots can be cover-cropped and/or mulched (if retaining the plot)
Removing any other items from the plot and returning it to original condition (if not retaining the plot)
- Gardeners not planning on retaining their plot(s) for next season should return their shed key to the Puyallup Recreation Center.

5. Vegetables, herbs, flowers and small fruit plants for home consumption and donation are appropriate in the community garden. It is not acceptable to allow quantities of produce to rot.

6. No large structures, trees, or large collection of non-plant items are allowed.
7. Produce may be shared but not sold. Please consider giving to your neighbors in need. You must pick and give the food yourself.
8. Please do not expand your designated plot. Allow space for vining or spreading crops. Do not let plants encroach on other plots or into the walkway.
9. Please respect other plots and harvest from your plot only. Infringement of another gardener's plot could result in loss of your garden plot.
10. The Puyallup Community Garden gardeners should follow stringent organic gardening standards, wildlife and environmental practices and rules set out by the Puyallup Parks and Recreation Department. Therefore, the use of chemicals such as pesticides, herbicides, insecticides and chemical fertilizers is strictly forbidden. Use of raw human or animal waste, including "hot or green" manure is not allowed due to environmental and health concerns; however, fully composted manures such as Tagro, steer or chicken manures are allowed.
11. Pest and plant disease management options:
 - Select non-chemical management choice as your first option.
 - Integrated Pest Management (IPM) is the first choice for pest control. Go to the WSU site, or contact a Master Gardener to get information for specific IPM questions.
 - Use WSU Master Gardener website as a resource for plant disease and management: <http://hortsense.cahnrs.wsu.edu/Home/HortsenseHome.aspx> ; this site includes home gardener fact sheets for managing plant problems with IPM.
12. Water in the gardens is turned on by April 1st and shut off by October 31st.
 - Gardeners must be present at their plots while watering them.
 - Drip irrigation, soaker hoses and other irrigation should not be left on unattended.
 - Gardeners should conserve water as much as possible.
13. Gardeners are responsible for the maintenance of shared paths adjacent to the plots. Gardeners should also keep these pathways clear of rocks, tools and other obstacles.
14. Gardeners should closely supervise their children and encourage and model respectful behavior towards neighbors and their garden plots.
15. Dogs must be leashed and not allowed to run through the garden or go into other garden plots. Please be mindful that your pet is not crushing other gardener's plants or urinating on their produce. Please clean up after your pet.
16. One of the main goals in community gardening is to work together or next to each other in relative harmony. Please be courteous in all interactions and work together to resolve any disagreements.



Puyallup Community Garden (PCG)



2021 Bylaws

Article 1 – Name and Purpose

1.1 Name – The name of this organization shall be “Puyallup Community Garden” (PCG).

1.2 Purpose – The purpose of PCG is to promote, create, and maintain community and home gardening in Puyallup, and to encourage community involvement in the betterment of the community, while providing members with the joys of gardening.

Article 2 – Membership

2.1 Definition – A *member* is someone who has been granted rights to a specific garden plot or plots and who agrees to and abides by the rules and regulations of PCG as defined by its Leadership Team.

2.2 Prospective Members – Membership is available on a first-come first-served basis, with preference given to returning gardeners in good standing, and is open to anyone regardless of gender, race, creed, religion, color or sexual orientation. If all garden plots are occupied, prospective members’ names are placed on a waiting list.

2.3 Current Members – A current member in good standing may retain their assigned plot(s) and remain a member of PCG the following year by signing the agreement and paying the required fee by the deadline set for renewal. Further information on membership responsibilities is contained in the PCG rules supplied with the agreement.

Each member shall be entitled to one vote in matters concerning revisions to the by-laws, rules and regulations, or other issues put before the general membership of PCG for approval.

Each member annually shall volunteer a minimum of 5 hours, as specified in the Rules and Regulations, to the PCG to ensure its viability by helping with projects and maintenance of the garden. Group volunteer activities will be communicated via email and/or the Facebook group.

2.4 Termination of Membership – Membership and plot privileges may be revoked by the Leadership Team, in consultation with the City, for noncompliance with the rules and regulations.

Article 3 – Governance

3.1 Definition – The Puyallup Community Garden (PCG) Leadership Team is responsible for decisions regarding the membership, planning, and oversight of current and future PCG activities. The Leadership Team members develop, interpret, and enforce the Rules and Regulations (a separate document).

3.2 Roles and Responsibilities – The Leadership Team determines its meeting schedule and method.

Leadership Team Members:

- **Team Chair/Site Coordinator**

- A. Liaison to the Membership Coordinator
- B. Primary representative for PCG

- C. Coordinates meetings for Leadership Team and for general membership
- D. Develops the annual calendar

- **Membership Coordinator** (City Representative)

- A. Assign plots and maintains waiting list
- B. Maintains up-to-date contact list
- C. Coordinates the registration and payment process
- D. Communicates with members regarding membership status

- **Communication Coordinator**

- A. Primary point of contact for communications to and from members
- B. Maintains PCG Facebook page and promotes members to use it
- C. Assists with keeping and posting Leadership team notes

- **Maintenance Coordinator**

- A. Checks regularly for plot maintenance (weed, ripe produce, neglect)
- B. Notifies Membership Coordinator when there are maintenance or harvest issues with a gardener
- C. Oversees maintenance of common areas, garden work log and work parties

3.3 Election of Leadership Team Members – Coordinators are unpaid volunteers nominated from the garden membership and elected annually during the Fall Annual Members meeting. The Team will provide garden leadership, garden management and direction on reaching the goals of the garden. Team members serve a maximum 3-year term. Team members are elected by majority vote of those members who attend and by any member requesting an absentee ballot for the Fall Annual Membership meeting. Eligibility for an absentee ballot requires completion of at least 5 hours of logged volunteer work of which at least 3 hours are completed at the Team organized work parties.

3.4 Committee Members and Meeting Process – If two Leadership Team members reside in the same household they will share one vote during Committee meetings.

Article 4 – Garden Plot Assignment

4.1 Definition – Plots measure 10 feet x 10 feet

4.2 Plot Assignment – Garden plot assignments will be determined by the Membership Coordinator.

- Limit of two sites per household.
- Additional plot requests in excess of the two plot limit will be added to a waitlist.
- A free-standing tool shed will be provided for garden members' shared use.
- Garden waste bins will be on site.
- Wood chips and compost will be available on site.
- Water for gardens is available on site from April 1st through October 31st.

4.3 Reserving a Registered Plot for the Following Year – Between the year end PCG meeting in October and January of the following year, each member will notify the Membership Coordinator (BCarter@puyallupwa.gov) if they wish to reserve their current plot(s) (up to two plots) for the following

year and must pay the membership fee no later than the due date of February 1st. The reservation is void unless payment is made by the due date. If payment is not made by the due date, the plot(s) may be reassigned.

4.4 Additional Plots – Gardeners will have the opportunity to acquire one additional plot, if available, on April 1st each year if their name is on the waiting list. An additional fee must be paid before a gardener can begin working on the additional plot.

4.5 Neglected Plots – A gardener will be alerted if their plot(s) needs attention. The Leadership Team will attempt to contact the gardener by phone and/or email and make attempts to resolve the issue. Lack of resolution of maintenance issues can result in loss of garden plot(s). Any plot not being worked by May 1, or if assigned later in the season, within 2 weeks of assignment will be determined to be abandoned and made available for reassignment.

4.6 Composting and Garbage – Organic materials generated by the garden should be deposited in the yard waste bins at the garden. There is no garbage pickup at the PCG. Gardeners must haul away any non-compostable refuse generated.

Article 5 – Membership Participation

5.1 Minimum Participation – Members must contribute at least 5 volunteer hours per year maintaining common areas and/or participating in PCG events or projects. The Leadership Team will maintain and post a list of the communal garden areas that need attention, maintenance tasks that gardeners can complete, and any scheduled work parties. The maintenance list can be found on the Facebook group, and will be shared via email. Each member will need to document their volunteer hours and report them to the Maintenance Coordinator. Failure to volunteer the minimum number of required hours may result in forfeiture of plot(s) the following year.

5.2 Behavioral Standards – Membership and garden privileges may be revoked by the Leadership Team for the following behaviors: disruptive or aggressive behavior, damaging or taking other gardener's crops without permission, abuse or removal of garden tools, or misuse of water. The PCG is located on City property, so alcohol and drugs will not be tolerated in the garden.

Article 6 – Conflict Resolution

6.1 Conflict Resolution – Should any conflict arise, the gardener will communicate in email or letter to the Membership Coordinator. The Leadership Team will acknowledge receipt by email or phone within 48 hours. The Leadership Team will attempt to resolve the conflict in a timely manner. For unresolved conflicts, the Leadership Team will meet with the Membership Coordinator to facilitate a solution.

7.b.

Pocket Parks
Jovita Crossroads



Jeremy Metzler

From: Jeff Southard <jsouthard@cityofedgewood.org>

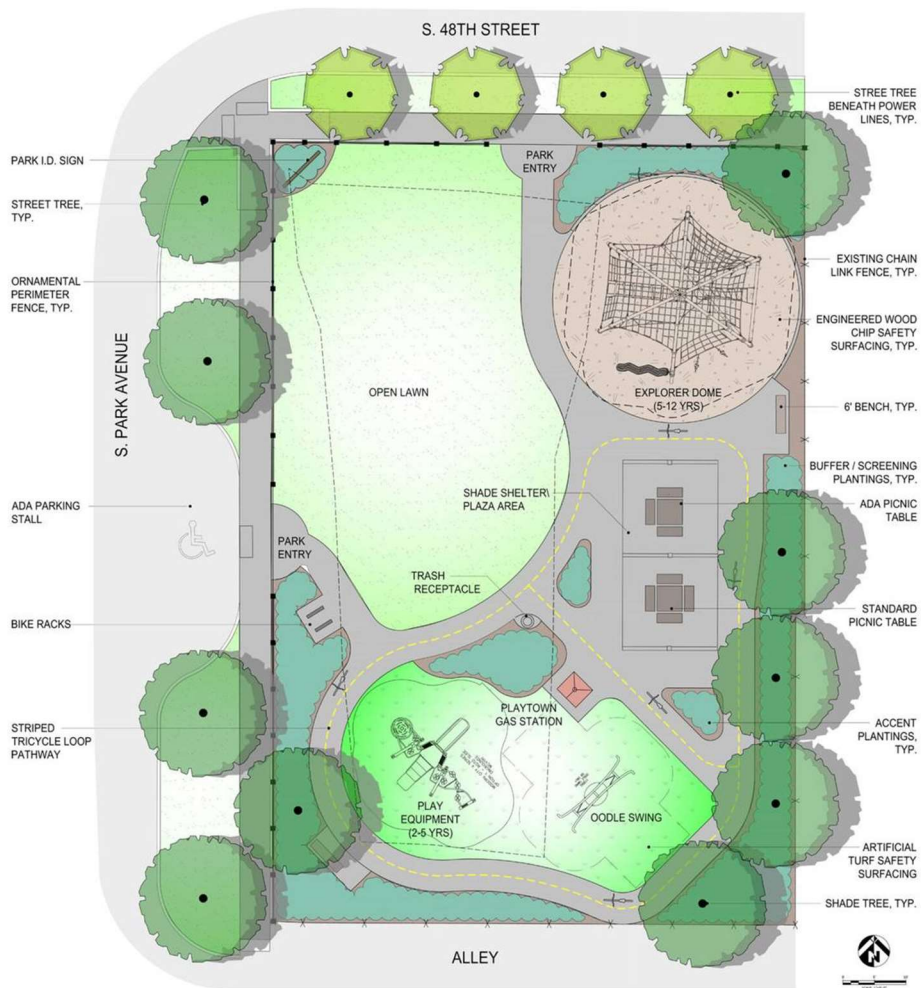
Sent: Wednesday, December 1, 2021 4:04 AM

To: Jeremy Metzler <jeremy@cityofedgewood.org>; Brian Levenhagen <blevenhagen@cityofedgewood.org>

Subject: Pocket park article

Hi,

The TNT wrote a story about a pocket park that Tacoma Metro parks was working on that is .2 acres. It is being done with the low, low price of only \$900,000. I remember Brian mentioning that he would like the city, and us, to consider expanding the amenities at the Jovita trailhead. Can this be added to the agenda in the next few months, so we can see if something like this is viable after the Edgemont park renovation stuff?



<https://www.thenewstribune.com/news/local/article256200522.html>

Jeff Southard
Parks and Recreation Advisory Board Member

7.c.

Tri-Jurisdictional Meeting

