



CITY OF EDGEWOOD

PARKS & RECREATION ADVISORY BOARD (HYBRID) MEETING AGENDA

Wednesday January 10, 2024, 6:00pm • City Hall, 2224 104th Avenue East

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Nomination for Chair**
- 4. Staff Updates**
- 5. Approval of Meeting Summary**
 - December 13, 2024, Meeting Summary
- 6. Audience Comments**
- 7. Old Business**
 - a. Interurban Trail Phase III (Jovita Canyon) – Status Update
 - b. Wolf Point Trail – Status Update
- 8. New Business**
 - a. Tri-Jurisdiction Meeting Planning
 - b. 2024 Work Plan Workshop
- 9. Board Member Comments**
- 10. Adjourn**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



PARKS AND RECREATION ADVISORY BOARD MEETING SUMMARY

Wednesday, December 13, 2023 – 6pm ♦ City Hall – 2224 104th Avenue East ♦

1. Call to Order

Chair Southard called the meeting to order at 6pm.

2. Roll Call

Present: Jeff Southard, Brian Levenhagen, Amity Highley, Shawn Olesen, Anne Percival

Council liaison: Councilmember Tomya

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

3. Presentation – 2024 Comprehensive Plan Update

Senior Planner Evan Hietpas was on hand to explain the plans timeline and strategies moving forward.

4. Staff Updates

Mayor Eidinger addressed Parks and Recreation Advisory Board Members commenting about city business on social media and making nonfactual statements pertaining to them. He explained this takes valuable time out of city employees' day as they must then address the topic and false claims.

5. Approval of Meeting Summary

- a. October 11, 2023

Motion: As Read **Action:** Approve, **Moved by:** Shawn Olesen **Seconded by** Anne Percival

Motion Passed 5-0

6. Old Business

a. Interurban Trail Phase III (Jovita Canyon) Status Update

PWD Metzler gave a brief update of the meeting he had with KPG Psomas on the trail alignment alternatives. They plan to regroup in January to continue the conversation.

b. Future Agendas List (FAL)/2023 Work Plan

Board members reviewed the FAL and Work Plan to project specific needs and discussion topics in the new year.

7. New Business

a. Christmas Tree Lighting Debrief

IT Director Matthew Ray gave a recap on the event resident Linda Howard donated the kids goodie bags, Starbucks donated coffee, Safeway donated cookies, the Boy Scouts were on hand to help with traffic control, Northwood Elementary School donated classroom artwork, and the Edgemont Junior High School band provided musical entertainment. Changes for 2024 are moving the date from the Friday after Thanksgiving to perhaps the first Thursday in December. He then asked the board

members to consider getting involved with the event in the upcoming years, as it continues to grow, more hands-on deck will be needed to make it successful.

b. Wolf Point Trail – Status Update

PWD Metzler explained that the Council had authorized a contract with Contour Engineering to prepare a design for the Wolf Point Trail. He then reviewed the GIS map with the Board Members to review the proposed route.

8. Adjourn –

Motion: Adjourn **Action:** Approve, **Moved by:** Anne Percival **Seconded by:** Brian Levenhagen
Motion Passed 5-0

Chair Southard adjourned the meeting at 6:59pm



CITY OF EDGEWOOD
PARKS AND RECREATION ADVISORY BOARD
AGENDA ITEM STAFF REPORT

Date: January 10, 2024
Title: 2024 Work Plan Workshop
Attachments: 2023 PRAB Work Plan
Submitted By: Jeremy Metzler, Public Works Director

Background Information:

Every year each of the City's boards and commissions meets with the City Council to set their annual work plan. This year that meeting is scheduled for Tuesday, February 20, 2024.

Discussion:

In recent years, the Parks and Recreation Advisory Board (PRAB) has developed an annual work plan that is somewhat aspirational, with several items not getting attention due to staffing and/or resource limitations. Staff encourages the PRAB to review Edgewood Municipal Code (EMC) Chapter 2.31 and develop a fresh work plan for presentation to the City Council at the February 20, 2024 joint session, understanding staff and resource constraints, to identify achievable targets for the coming year.

The following sections of EMC are presented here for the PRAB Members' review and consideration:

EMC 2.31.020(C): *"The board shall serve the city council as an advisory body with power to recommend policy to the council. The board shall not take binding action on behalf of the city."*

EMC 2.31.030, Powers.

The parks and recreation advisory board of the city shall have the following duties:

A. The board shall study the recreation needs of the citizens of Edgewood and make recommendations to the council concerning those needs. In that regard the board shall:

- 1. Acquaint itself with the recreation needs of the citizens of Edgewood;*
- 2. Evaluate existing programs, activities and facilities in relation to current and projected recreation needs of Edgewood residents;*
- 3. Recommend programs and activities to meet the needs of all segments of the population;*
- 4. Strengthen coordination for recreation programs between agencies, including but not limited to coordination with the school districts serving Edgewood;*
- 5. Encourage and stimulate citizens to become involved in neighborhood and civic activities;*
- 6. Research and recommend the development of newly acquired and undeveloped park properties within the Edgewood city limits; and*
- 7. Consider the needs of plant and animal life during open space and park planning activities.*

B. The board shall periodically have the responsibility of advising and making recommendations to the appropriate staff for the beautification, improvement, management and control of all parks and recreation grounds, facilities, and open space.

C. The board shall periodically review whether the lands being used for park and recreation purposes are adequate, and shall recommend to the city council what additional lands and grounds should be acquired and used for park and recreation purposes and long-range capital budget necessary to support the recommendations.

D. Review, discuss and analyze such products and projects as may be referred to the board by the council.

E. The board shall make recommendations to the council regarding adoption of or amendments to the parks, open space and recreation element of the comprehensive plan.

EMC 2.31.040(C): *“At least once each year, the board shall meet with the council at a joint study session to discuss the board’s work plan for the coming year and other issues of general interest.”*

Staff Recommendation:

Review the municipal code, identify relevant items and topics to focus on, hold a discussion, and prepare for presentation of the 2024 Work Plan to the City Council.

EDGEWOOD
Washington
Parks and Recreation Advisory Board
2023 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 2023. 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. **(Budgeted)** Complete Interurban Trail corridor feasibility, critical areas analysis, and civil design
 - a. *Include ongoing, regular public outreach throughout project life*
 - b. *Ensure project is ready for construction by 2025 (federal grant obligation deadline)*
2. Continue to pursue long term goals for the farmhouse at Nelson Farm Park:
 - a. Define the long-term goals – *Consider a Master Plan for the park first?*
 - i. *What are we trying to accomplish? Driven by want or need?*
 - ii. *Where will funding come from?*
 - b. *Determine if restoration of the farmhouse is supported by goals / plan*
3. Evaluate creating new volunteer opportunities / action days throughout the calendar year:
 - a. *Edgemont Park – Flower bed rehab, re-paint bollards along 24th St E, etc.*
 - b. *Edgewood Community Park – Reflect on first year, identify future activities*
 - c. *Nelson Nature Park – Implement activities from pending master plan effort?*
 - d. *(if staff resources exist) Develop a test program – Adopt a Park?*

GENERAL

1. **(Ongoing)** Provide guidance to city staff for ways to improve the webpage, cross-jurisdictional communication, and update park guide map.
2. Work on a list of available eagle scout projects, and evaluate regular outreach to volunteer organizations
3. Add promotional kiosk for parks at each location to advertise parks and activities
 - a. *Consider what other cities are doing first? Conduct a pilot project in one or two parks?*
4. Encourage City to monitor new Green Puyallup Partnership
5. Seek out potential land acquisition opportunities **(focus on connectivity and closing gaps)**

PARK PLANNING

1. Create a plan for the cleared area at Nelson Nature Park *(trail, planting, trail resurfacing)*
2. Review levels of service, update Park Impact Fees

EVENTS and ACTIVITIES

1. Plan Parks Appreciation Day event – *Follow Earth Day event, see about future year(s)?*
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 (Coordinate with MVCC?)*
 - b. *Interurban Trail History – virtual / hybrid movie night?*
4. Participate in the planning of the Edgewood City Picnic (7/15/23) & Tree Lighting Ceremony (11/24/23)