



**AGENDA  
PARKS, ARBOR &  
RECREATION BOARD**  
Sequim Civic Center  
Burkett Conference Room  
152 W. Cedar Street  
Sequim, WA  
September 16, 2019  
5:00 p.m.

**PARB** Members: Bill Biery, Patricia Knapp, Karen Kremkau, Maria Seabolt, Bill Wrobel  
 Student Liaison/Associate Member: Wren Fierro-Burdick  
 Council Liaison: Bob Lake Staff Liaison: Jason Lohle, Charisse Deschenes

Agenda Item

<b>1. Call to Order &amp; Agenda Adoption</b>	
a) Roll Call	<b>Recording</b>
b) April 15, 2019 PARB & May 20, 2019 Joint PARB and CAAC Meeting Minutes (See attachments)	<b>Action Needed</b>
c) Public Comment	<b>Recording</b>
d) Board & Commission Updates	<b>Discussion/Motion</b>
<b>2. New Business</b>	
a) Master Plan RFP in October	<b>Discussion/Motion</b>
b) Board member policy update to reduce requirement of in City residents to fulfill board member enrollment	
c) Discussion of Wren's status change to Board Member.	<b>Recording/Discussion/Motion</b>
d) Public Area Reservations	<b>Recording/Discussion</b>
<b>3. Old Business</b>	
a) PARB Member open position	<b>Recording</b>
b) Docent Position evaluation update	<b>Recording/Discussion</b>
c) Past non-quorum meetings	<b>Recording</b>
<b>4. Good of the Order</b>	<b>Recording</b>
<b>5. Adjourn</b>	

**Next Meeting: Monday Oct. 21, 2019**

**MINUTES**  
**PARKS, ARBOR &**  
**RECREATION BOARD**  
Sequim Civic Center  
Burkett Conference Room  
152 W. Cedar Street  
Sequim, WA  
April 15, 2019  
5:00 p.m.

Board Members: JoAnne Yerkes, Bill Wrobel, Bill Biery, Pat Johansen, Patricia Knapp, Karen Kremkau and Maria Seabolt. Bill Wrobel – Excused absence. Student Liaison: Wren Fierro-Burdick Staff: Jason Loihle ----- City Council Liaison: Bob Lake

**6. Call to Order & Agenda Adoption**

Meeting called to order by Chair Seabolt at 5:04 PM.

e) Roll Call

Bill Wrobel, excused absence. Pat Johansen, resigned. Loihle confirmed a notice had already been posted, noticing the vacancy. Also present: Charisse Deschenes, Asst. City Manager

f) March 18, 2019 PARB Meeting Minutes

Motion by Kremkau, seconded by Biery to approve as written. Passed.

g) Public Comment

Art Greene, President of Sequim Youth Basketball, distributed information and made a presentation in support of the construction of at least 2 basketball courts at Carrie Blake Park. In response to a board question he confirmed the group had no funding proposal but would like to see basketball courts in the City's master plan.

h) Board & Commission Updates

Ross Brown, City Arts Commission member, gave an update on the Commission's recent efforts to gather community input from 7 local groups.

**7. New Business**

e) Staffing and Board Needs

Loihle made a screen presentation on 2019 staffing needs, suggesting a full-time parks department. The question was raised whether this was the proper venue for administrative staffing discussions. The suggestion was made that it might be more appropriate to compile a list of what the City is now doing as compared to other cities of similar size.

f) C.I.P. playgrounds

Loihle and Deschenes reported that the earlier plan to relocate existing playground equipment at Carrie Blake Park is prohibited due to safety regulations. After review of existing equipment, the City has determined that the playground equipment at Margaret Kirner park is the highest priority.

## 8. Old Business

d) Park Benches (Jason)

Two new CRTC (composite) benches have been donated by the Sequim Botanical Garden Society to be placed at the top of the terraced garden area at Carrie Blake Park. Discussion ensued as to bench standards and the pros and cons of uniformity vs. variety in benches.

e) Goals and Objectives update (Charisse)

Deschenes distributed a General Schedule of meetings through January 2020 to review the update of the Parks Master Plan, including joint meetings with the Arts Commission and 2 opportunities for public meetings. She also distributed a spreadsheet of existing Master Plan goals and objectives text, mark-up comments from Board members, and staff notes. She asked that the board members review the spreadsheet, add their handwritten notes and return the printed compilations to her no later than April 30.

## 9. Good of the Order

a) Loihle mentioned the People's Project, a participatory budgeting project for the expenditure of \$150,000 in the 2020 budget. Although few people participated in the Project, presented during ServiceFest, 5 projects were identified, 4 of which were park-related.

b) Loihle updated the board on the Plaza tiles where it was noted that the engraving was already wearing down. He stated that many factors were involved, including the use of stone which was not of the highest quality, the use of sandblasting instead of laser etching, and possibly poor paint choice on the inside of the engraving. Research is continuing.

c) Lake reported on his discussion with City Manager Bush, who supported the board providing input in City budgeting/funding related to parks, including general funds, impact fees, CIP. Deschenes said she will email more information to the board members related to funds allocated to parks.

d) Biery distributed a handout regarding a Danish study linking the access to green spaces to mental health.

e) Biery voiced his disappointment that the City is not doing anything recognizing Earth Day, April 20.

f) Biery referred to the last page of the Master Plan spreadsheet, commenting he was encouraged that there were 5-line items related to biking.

g) Fierro-Burdick reported that the Honor Society was researching ways to dedicate something of an environmental nature to the school, such as planting a tree or donating a bench. She said she welcomed thoughts and suggestions from the board.

## 10. Adjourn: 6:25pm

**Next Meeting: Monday May 20, 2019**

**MINUTES**  
**CITY ARTS ADVISORY COMMISSION and**  
**PARKS, ARBOR AND RECREATION BOARD**  
**SEQUIM CIVIC CENTER**  
**AGENDA**  
**Council Chambers**  
**152 West Cedar Street**  
**Sequim WA 98382**  
**May 20, 2019**  
**4:30 – 6:15 p.m.**

**CAAC** Members: Sharon Delabarre, Carole Neidhardt, Ross Brown, Suzanne Horne, Craig Robinson  
Staff Liaison: Cyndi Hueth, Karen Kuznek-Reese

**PARB** Members: Bill Biery, Patricia Knapp, Karen Kremkau, Maria Seabolt, Bill Wrobel, JoAnne Yerkes

Student Liaison/Associate Member: Wren Fierro-Burdick

Council Liaison: Bob Lake Staff Liaison: Jason Loihle, Charisse Deschenes

1. Introductions

- Agenda
- Ice Breaker

Charisse led the group in an activity where members drew a picture that described them, and then the group went around and tried to guess the meaning and then it was explained by the creator. Allowed the two groups to break the ice and discover a little about what described them and how relatable the groups were.

2. Financial Update

- Capital Improvement Plan Projects
- Realistic CIP Projects
- Impact Fees
- Q&A

Sarah VanAusdle from Public Works gave a presentation on to the groups on how the planning process for the CIP worked and how funds were allocated to the different areas. The presentation also covered Impact fees, what was allowable and how they were collected and used (or not used). This presentation gave a general understanding to the two groups about how the funding and budgeting worked.

3. Parks Master Plan

- Requesting Consultant (RFP late summer/early fall 2019)
- Completion Required by 2021
- Public Visioning Meeting June 19, 2019 at Guy Cole Center, 5-7 p.m.
- POLCO

Charisse gave an update to the Master Plan and explained that it was not due until 2021 and that the City was looking into bringing on a consultant to create the Master Plan and Impact Fee study simultaneously.

4. City Council Update - June 10, 2019

- Recommendations from CAAC and PARB

Charisse is to present the results of this meeting to the City Council during the June 10<sup>th</sup> Council meeting.

5. Goals and Objectives – Work to Date

Charisse spoke to having the comments collected and is compiling the information to worked into the Master Plan update. More to follow in the coming months.

6. Good of the Order

General consensus was that this meeting was well received and appreciated by the public, the CAAC and the PARB.