



City Council Committee Meeting Agenda

Parks and Trails Advisory Committee

This meeting will be conducted by telephone and online,
connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Tuesday, February 22, 2022 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of January 2022 Meeting Minutes
4. BERK Parks and Recreation Feasibility Study
5. Church Creek Park Sports/Pickleball Court
6. Park/Trail Updates
 - Heritage – Tree Removal/Replacement
 - Hamilton – Permit Status
 - Church Creek Park – Arborist Contract
 - Port Susan Trail – Design Status
 - Ovenell Park – Council Action

Zoom Information:

Parks and Trails Advisory Committee

Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHQVY6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



Parks and Trails Advisory Committee
Meeting Minutes
January 18, 2022

Call to Order: 3:07 pm

Roll Call

Present: Cathy Wooten
Matt Withers
Dave Hall
Lisa Bruce
Gordy Holmes

Staff Present:
Carly Ruacho
Patricia Love
Audrey Rotrock

Absent: Rick Hawkins

Also known to be present: Doug Shafer, Steve Shepro

Elections: The Committee nominated and voted unanimously for Dave Hall as the new Chair, and for Gordy Holmes as the Vice Chair.

Citizen Comments: None

Approval of Minutes:

The Minutes of November 15, 2021 were voted on and approved unanimously as presented.

Pickleball Presentation – Doug Shafer

Doug Shafer is the former President of the Marysville Pickleball Club and a member of Camano Pickleball. He gave a short PowerPoint presentation on the growth of the sport in the area, the health benefits for the community and the positive economic impact Pickleball can provide.

Church Creek Park Sports/Pickleball Court

2022 Church Creek Park Capital Projects				
Task:	Budget Estimate	Description		
Budget :	\$ 440,000			
Pickleball / Multipurpose Sports Court	\$ 130,000	Design & Build 1 Court		
Tree Thinning: Entrance & 72nd Avenue	\$ 10,000	Tree Trimming and Thinning		
Trail Improvements / Interpretive Signs	\$ 30,000	Brush Removal and Signs		
Ballfield Renovation	\$ 130,000	Design & Possible Reconstruction		
Flag Pole Landscaping and Renovation	\$ 10,000	Tree Removal by Arborist / Volunteer Planting Event		
Renovate or Replace Picnic Shelter	\$ 100,000	Design and Replacement with New Tables		
Parking Lot Repair Analysis	\$ 30,000	Analysis / Possible Design		
			Total:	\$ 440,000

The Committee discussed at length possibility of adding a second pickleball court at Church Creek Park. One multipurpose court in the location of the existing basketball court is planned and budgeted. The Committee questioned whether there could be a second, dedicated pickleball



Parks and Trails Advisory Committee Meeting Minutes January 18, 2022

court added in the park with the current budget allocation. The consensus of the discussion was that more pickleball courts are better than less. The Committee requested that staff obtain an estimate for analysis and design of a second court (to include a construction cost estimate) so that a final decision could be made whether to go forward with only the one planned multipurpose basketball/pickleball court or possibly to add another court to the workplan, with Council approval. Once the estimates are received, the Committee will discuss the overall budget to determine if two courts are possible with the current budget or with some shifting between other planned projects or if a budget increase would be necessary for a second court.

Park Impact Fees

The Growth Management Act requires cities to plan and provide parks and recreation facilities that are adequate to accommodate growth. In 2018 the City of Stanwood adopted their Parks, Recreation and Open Space (PROS) Plan that includes a vision for a future parks department and priorities for park development. The application of Park Impact Fees (PIF) is one financial tool available to cities to help facilitate the implementation of the PROS plan.

There will be a public hearing on February 14th, and the PIFs will go to Council at the first and second Council meetings in March for approval.

The meeting was running long, so the Committee was asked to review the PIF information and let staff know if they have any questions.

Year-to-Date Tax Revenue

Our most recent sales tax received (for the month of September) continues to show an overall decline from 2020, which was an extraordinary year due to the construction of the high school in 2020. September retail sales tax increased six percent from August, indicating continued stability in the economy.

City Email Communication

Board/Committee members need to have a city email address if they are going to be communicating about city business other than basic scheduling issues. We need to ascertain who needs a city email address so we can get it set up through Snohomish County IT. Also, members will need to check their email at least once every 90 days or the email goes inactive. The email password also changes every 90 days so members will need to monitor and manage their accounts.

The Committee was asked to contact Audrey Rotrock if they wish to have a city mail address set up.

Park Updates

- Gray was selected from the proposed roofing color options for the Eagle Scout project for dugout renovations at Church Creek Park.
- Heritage Baseball field project is complete and field surfaces are coming along well.
- Hamilton Grant and Permit Status is also moving along.

The meeting was adjourned at 5:01.



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

DATE: February 22, 2022
SUBJECT: February PTAC Agenda Topics
FROM: Carly Ruacho, Senior Planner

Item 4 - BERK Parks and Recreation Feasibility Study

Background:

For several years, the Parks and Trails Advisory Committee (PTAC) and members of the public have been requesting that the city hire a full time Parks and Recreation Director. This pressure appears to be coming from the desire to improve park aesthetics and communication with the city. However, prior to hiring a director and/or staffing a new department, the city needs a plan and vision for what the future of parks and recreation may look like in the city, what types of service models should be considered, and a funding mechanism to support recreational programming.

A community survey conducted in 2019 placed a high priority on future parks and recreation program planning in Stanwood. Top priorities included trails and waterfront access. With the growth of Stanwood and the community’s desire for a robust parks and recreation services and facilities, a Parks and Recreation Feasibility Study was included in the 2021 / 2022 biennial budget and associated work plan. Berk Consulting Inc. was hired to guide the City through the process of evaluating existing conditions and needs and then to help identify options to provide improved park and recreational services to Stanwood’s residents.

Current Decentralized Parks Service Model:

The City’s current parks and recreation service model is decentralized with multiple City departments responsible for discrete parts of the City’s current parks and recreation operations.

**City of Stanwood Park and Recreation Operational Categories
and Responsible City Departments**

Park & Recreation Operational Category	Responsible City Department
Parks Maintenance & Facility Scheduling	Public Works
Parks Planning & Development	Community Development with support from Public Works
Special Events	Community Development / Economic Development

Report Findings:

Berk Consulting Inc. conducted several interviews with the Park and Trails Advisory Committee, the Economic Development Board, Public Works Maintenance Staff, City Management Team and a Steering Committee. Across all groups, the following common desires were stated:

- Increase maintenance levels to have tournament-ready ballfields
- Increase signage and wayfinding around the city
- Improve trails and walkability
- Increase parking capacity and improved parking maintenance
- Increase park development and planning

With the current decentralized system of parks planning in the Community Development Department and parks scheduling / maintenance in the Public Works Department there is a communication and policy implementation gap with regards to parks in the City of Stanwood. Identifying this key inefficiency in the city is a major step forward towards improving City parks for the community.

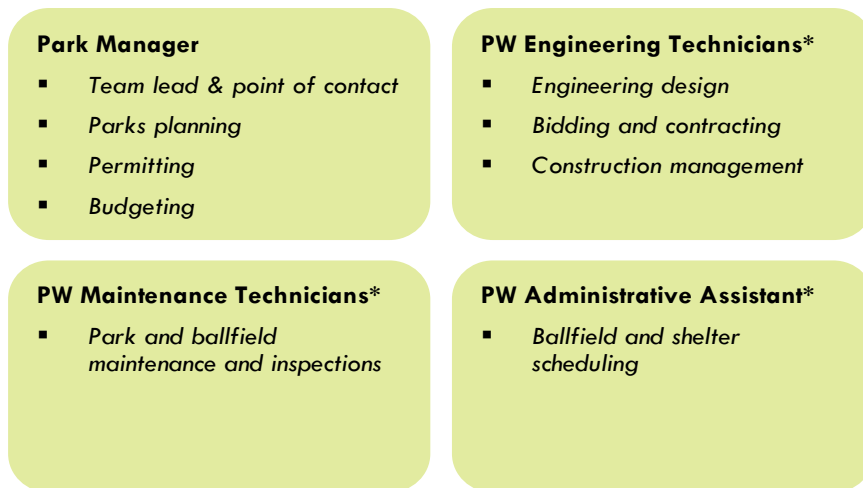
Report Recommendation

The draft report recommends applying a phased and scalable approach to improving city parks and services prior to formally creating a City Parks Department. This scalable approach starts with the creation of a “Parks Team” consisting of existing employees that will be dedicated to parks planning and maintenance that will work together, in the same space to improve communication. This *Service Level 1* could be implemented upon Council acceptance of the report.

Service Level 1 – Parks Team Approach:

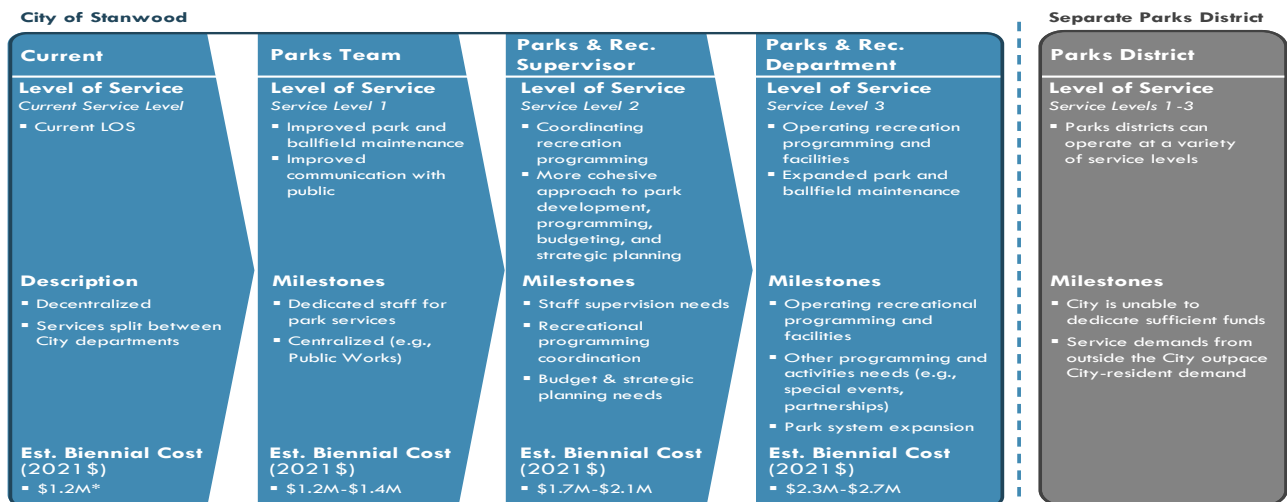


Parks Team



As the City’s park system and services expand and as resources permit, a scalable approach to implementing a Parks Department has been developed which includes major milestones to guide the City in its decision making process. The intention of the scalable approach detailed below is to provide the City with a roadmap for creating a dedicated parks and recreation department while addressing community priorities in the short term.

Scalable Approach: Service Level 1 - 3



The Council Community Development Committee reviewed the study results on February 3, 2022 and was supportive of the proposed phased implementation approach. They had the following comments:

- They felt the report accurately captured the conversation regarding park needs and desires.
- Support the phased approach to develop a parks department.
- Would like to see a proposed timeline for when the city would/could increase service levels.
- Suggest the Council consider moving to Service Level 2 quickly – possibly 2022.

A copy of the entire report is attached for the Committees review. Staff is seeking comments on the report which will be forwarded to the City Council in March.

Item 5 - Church Creek Park Sports/Pickleball Court

Per the PTAC’s request at the last meeting, the scope of work for the sport court design was amended to reflect the analysis and design of a second pickleball court at Church Creek Park. Table 1 below is the total 2022 Capital Budget for Church Creek Park. Table 2 is the cost for the design work specific to the sports court(s). The initial cost to review the second (standalone) pickleball court is listed as Item E in Table 2 with a cost of \$4,442.00. This analysis will include potential sizing and placement of the court, identification of any trees requiring removal, and will also include a cost estimate for the construction of the court. If after that review the decision is to move forward with the second court, bid level design will cost an additional \$7,362.00 (without an engineered drainage plan). If an engineered drainage plan is required that cost is \$9,221.00 for a total of \$21,025 to review the second court location, determine construction costs and prepare construction plans. The design work for the second court brings the total design cost for the project to between \$41,991.20 and \$62,775.20 (depending on how many optional service items are needed/desired). With a total project budget of \$130,000 this leaves between \$67,224.80 and \$88,008.80 available for actual construction.

Table 1

2022 Church Creek Park Capital Projects					
Budget :	\$	440,000			
	Task:			Budget Estimate	Description
	Pickleball / Multipurpose Sports Court			\$ 130,000	Design & Build 1 Court
	Tree Thinning: Entrance & 72nd Avenue			\$ 10,000	Tree Trimming and Thinning
	Trail Improvements / Interpretive Signs			\$ 30,000	Brush Removal and Signs
	Ballfield Renovation			\$ 130,000	Design & Possible Reconstruction
	Flag Pole Landscaping and Renovation			\$ 10,000	Tree Removal by Arborist / Volunteer Planting Event
	Renovate or Replace Picnic Shelter			\$ 100,000	Design and Replacement with New Tables
	Parking Lot Repair Analysis			\$ 30,000	Analysis / Possible Design
			Total:	\$ 440,000	

Table 2

EXHIBIT A - Fee Proposal

Client: City of Stanwood

Project: Church Creek Park Sport Court Construction Documents

J.A. BRENNAN ASSOCIATES, PLLC

February 4, 2022

WORK ITEM	DESCRIPTION	JB PM	DC LA	YD Designer	SY Admin	Total JAB	Total Labor	Total Expenses	Total J.A. Brennan Labor/Exp	Total PACE	Total CROSS	Total Subconsultant	Markup 10%	Grand Total
Rate		\$195.00	\$158.00	\$103.00	\$115.00	Hours								
A Administration / Coordination														
1	Job set-up				1	1	115.00	20.00	135.00			0.00	0.00	135.00
2	Prepare invoices	1	1		1	3	468.00	20.00	488.00			0.00	0.00	488.00
	Total	1	1	0	2	4	583.00	40.00	623.00	0.00	0.00	0.00	0.00	623.00
B Site Inventory & Analysis														
1	Code review and SDCI coordination				2	3	401.00	20.00	421.00	1,000.00	204.00	1,204.00	120.40	1,745.40
2	Updated base map	1	1	6		8	971.00	20.00	991.00			0.00	0.00	991.00
3	Up to (1) site visit w/ meeting	5		5		10	1,430.00	80.00	1,570.00		408.00	408.00	40.80	2,018.80
	Total	7	1	13	0	21	2,862.00	120.00	2,982.00	1,000.00	612.00	1,612.00		4,755.20
C Survey														
1	Topographic survey and update existing conditions			1		1	103.00	20.00	123.00	3,500.00		3,500.00	350.00	3,973.00
	Total Surveying	0	0	1	0	1	103.00	20.00	123.00	3,500.00	0.00	3,500.00	350.00	3,973.00
D Schematic Design for Court #1 (the North Court)														
1	Draft and Final Schematic Design (10 scale)	2	1	6		9	1,166.00	20.00	1,186.00			0.00	0.00	1,186.00
2	Section (up to 1)	1		4		5	607.00	50.00	657.00			0.00	0.00	657.00
3	Paving details coordination	2		2		4	536.00	50.00	646.00	500.00		500.00	50.00	1,196.00
4	Lighting Feasibility Analysis with Cost	1		2		3	401.00	50.00	451.00		1,020.00	1,020.00	102.00	1,573.00
5	Teams meeting	2		2		4	536.00	50.00	646.00			0.00	0.00	646.00
6	Cost estimate	1	3	2		6	875.00	20.00	895.00			0.00	0.00	895.00
7	Schematic tech memo (up to 2 pages)	1	2			3	511.00	20.00	531.00			0.00	0.00	531.00
	Total	10	6	18	0	34	4,752.00	260.00	5,012.00	500.00	1,020.00	1,520.00	152.00	6,684.00
E Schematic Design for Additional Court (the South Court)														
1	Court location and layout feasibility study	2		2		4	536.00	20.00	616.00			0.00	0.00	616.00
2	Draft and Final Schematic Design (10 scale)	2	1	6		9	1,166.00	20.00	1,186.00			0.00	0.00	1,186.00
3	Section (up to 1)	1		4		5	607.00	50.00	657.00			0.00	0.00	657.00
4	Paving details coordination	1				1	195.00	50.00	245.00	500.00		500.00	50.00	795.00
5	PTAC Meeting (web)	2		2		4	536.00	50.00	646.00			0.00	0.00	646.00
6	Cost estimate	1	1	4		6	765.00	20.00	785.00			0.00	0.00	785.00
7	Schematic tech memo (up to 2 pages)	1	1			2	353.00	20.00	373.00			0.00	0.00	373.00
	Total	10	3	16	0	27	3,682.00	230.00	3,892.00	500.00	0.00	500.00	50.00	4,442.00
F Permit Support														
1	SEPA Checklist Input	1		2		3	401.00	20.00	421.00			0.00	0.00	421.00
2	DOE water quality certification NPDES permit					0	0.00		0.00			0.00	0.00	0.00
3	SWPPP Coordination		2			2	316.00		316.00	2,000.00		2,000.00	200.00	2,516.00
	Total	1	2	2	0	5	717.00	20.00	737.00	2,000.00	0.00	2,000.00	200.00	2,937.00

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J.A. BRENNAN ASSOCIATES, PLLC

February 4, 2022

WORK ITEM	DESCRIPTION	JB PM \$195.00	DC LA \$152.00	YD Designer \$103.00	SY Admin \$115.00	Total JAB Hours	Total Labor	Total Expenses	Total J.A. Brennan Labor/Exp	Total PACE	Total CROSS	Total Subconsultant	Markup 10%	Grand Total
G	CD 60% - 100% for Court #1 (the North Court)													
1	Cover Sheet (1 sheet)		1	2		3	364.00	20.00	384.00			0.00	0.00	384.00
2	Layout, Grading, and Planting Plan (1 sht 10 scale)	2	6	16		24	2,386.00	50.00	3,036.00			0.00	0.00	3,036.00
3	Detail Sheets (Up to 2)	2	6	22		30	3,604.00	20.00	3,624.00			0.00	0.00	3,624.00
4	Cost Estimate	1	2	6		9	1,129.00	20.00	1,149.00			0.00	0.00	1,149.00
5	Specifications (General note format on sheets)	1	8	10		19	2,489.00	20.00	2,509.00			0.00	0.00	2,509.00
6	Up to 1 client Web review meeting	2		1		3	493.00	20.00	513.00			0.00	0.00	513.00
	Total	8	23	57	0	88	11,065.00	150.00	11,215.00	0.00	0.00	0.00	0.00	11,215.00
H	CD 60% - 100% for Additional Court (the South Court)													
1	Cover Sheet (1 sheet)			1		1	103.00	20.00	123.00			0.00	0.00	123.00
2	Layout, Grading, and Planting Plan (1 sht 10 scale)	2	6	16		24	2,386.00	50.00	3,036.00			0.00	0.00	3,036.00
3	Detail Sheets (Up to 2)	2	2	12		16	1,342.00	20.00	1,362.00			0.00	0.00	1,362.00
4	Cost Estimate	1	1	2		4	559.00	20.00	579.00			0.00	0.00	579.00
5	Specifications (General note format on sheets)	1	2	6		9	1,129.00	20.00	1,149.00			0.00	0.00	1,149.00
6	Up to 1 client Web review meeting	2		1		3	493.00	20.00	513.00			0.00	0.00	513.00
	Total	8	11	38	0	57	7,212.00	150.00	7,362.00	0.00	0.00	0.00	0.00	7,362.00
	Total	45	47	145	2	237	30,976	390	31,946	7,500	1,632	3,132	752	41,991.20
I	Optional Service 1													
1	Court lighting design for Court #1		1	1		2	261.00	20.00	281.00		4,080.00	4,080.00	408.00	4,769.00
	Total	0	1	1	0	2	261	20	281	0	4,080	4,080	408	4,769
J	Optional Service 2													
1	Irrigation Design	2	4	18		24	2,876.00	50.00	2,926.00	200.00		200.00	20.00	3,146.00
	Total	2	4	18	0	24	2,876.00	50.00	2,926.00	200.00	0.00	200.00		3,146.00
K	Optional Services 3													
1	Engineered drainage plan for both courts	1		2		3	401.00	20.00	421.00	8,000.00		8,000.00	800.00	3,221.00
	Total	1	0	2	0	3	401.00	20.00	421.00	8,000.00	0.00	8,000.00		3,221.00
L	Management Reserve													
1	Additional project work as requested by City of Stanwood	8	8	8		24	3,648.00		3,648.00			0.00	0.00	3,648.00
	Total	8	8	8	0	24	3,648.00	0.00	3,648.00	0.00	0.00	0.00		3,648.00
	Grand Total with Optional Services													62,775.20