

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR MEETING AGENDA**

June 18, 2020

7:00 p.m.

Via Zoom

CALL TO ORDER

ROLL CALL

[] Tami Kinney	-Chairperson/Citizen
[] Devlin Piplic	-Vice Chairperson/Monroe School District
[] Daniel Enrico	-Secretary/Citizen
[] Keith Dahlenburg	-Board Member/Citizen
[] Ron Petrick	-Board Member/Citizen
[] Jessie Robinson	-Board Member/Citizen
[] Michael Stanger	-Board Member/Planning Commission

AGENDA REVISIONS

APPROVE MINUTES of February 20, 2020 meeting

AUDIENCE PARTICIPATION

UNFINISHED BUSINESS

NEW BUSINESS

1. AB 2020 - 005 Parks Recreation and Open Space (PROS) overview, presentation by Denise Johns, Senior Park Planner

STAFF REPORTS/UPDATES

1. Parks & Recreation Department Report Update-Mike Farrell, Parks and Recreation Director

BOARD DISCUSSION

AGENCY REPORTS

1. Planning Commission
2. Monroe School District

ADJOURNMENT

**Accommodations for people with disabilities will be provided upon request.
Please allow advance notice, call Denise Johns at (360) 863 4525.**

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

February 20, 2020

7:00 p.m.

City Hall, Council Chambers

CALL TO ORDER

Chairperson Kinney called the Park Board meeting to order at 7:02pm, City Hall Council Chambers.

ROLL CALL

Boardmembers Present: Tami Kinney, Keith Dahlenburg, Ron Petrick, Jessie Robinson (7:08 arrival), Michael Stanger.

Boardmembers Absent: Devlin Piplic, Daniel Enrico

AGENDA REVISIONS – None

APPROVE MINUTES

Motion was made by Boardmember Dahlenburg, seconded by Boardmember Petrick, to approve the January 16th meeting minutes. Motion carried 5-0. Minutes of approved January 16 meeting minutes were signed by Chairperson Kinney.

AUDIENCE PARTICIPATION – None

UNFINISHED BUSINESS – None

NEW BUSINESS

AB 2020-001 Western Washington University (WWU) Students Alyssa Leone and Amelia Flores, Faculty, Dr. Tammi Laninga and Sustainable Community Coordinator, Lindsey McDonald presented the findings in the *Environmental Impact Statement* prepared for the City of Monroe as part of WWU Sustainable Community Program. Ms. McDonald provided an overview: Ms. Leone, Ms. Flores and Ms. Laninga alternated in describing the impacts of a temporary trail to Highway 2 bypass corridor. Discussion followed with the park board expressing their appreciation for the student presentation.

AB 2020-003 Heritage Tree Nominations – Denise Johns, Senior Park Planner, reviewed trees nominated for the City's Heritage Tree tour. Trees nominated were: a White Oak nominated at a private residence and a Maple Tree grove nominated at Evergreen Hospital parking lot. Boardmember Robinson motioned, Boardmember Dahlenburg seconded to accept the nominated trees. The motion carried 5-0.

AB 2020-004 2020 Park Bond Election – Denise Johns, Senior Park Planner, provided an overview of the April 28, special election bond measure. She described the projects identified to be bond-funded, the City's planned public outreach information effort, and funding amounts. Mike Farrell, Park Director talked about the previous bond effort in 2019, described cost differences, circulated the frequently-asked- question (FAQs), reminded that staff and Boardmembers cannot campaign while fulfilling their official duties. He talked about the time limit on grant funding and commitments made. Discussion followed about best timing for the bond. Boardmember Stanger moved and Boardmember Dahlenburg seconded to support the special election bond measure April 28. Motion carried 5-0.

STAFF REPORTS/UPDATES

- 1. Monthly Staff Report** Director Farrell talked about City participation in Advocacy Days at the State Capital the end of January with his focus on identifying funding for park operations and maintenance such as a voter-approved sales tax. If enacted, the measure would add 1/10th of 1 cent with a 20 year time limit. Discussion followed about the amount of existing debt, the ability to de-annex, and benefits of addition revenue.
Director Farrell talked about how the bond measure results will affect how park improvements will be budgeted including Currie View Park. He described how the Parks

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**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

Recreation and Open Space (PROS) plan will help identify issues and objectives in park planning, capital projects, and funding.

Discussion continued about park planning with Boardmember Robinson describing the need for cohesive, authentic park design.

BOARD DISCUSSION

AGENCY REPORTS

Planning Commission – Mr. Stanger reported the Planning Commission worked on amendments to its rules and procedures to govern the Commission meeting and operations.

Monroe School District- Boardmember – No report

ADJOURNMENT – Chairperson Kinney requested a motion to adjourn, Boardmember Dahlenburg motioned and Boardmember Stanger seconded, motion carried and meeting adjourned at 8:55 PM.

Tami Kinney, Chairperson

Daniel Enrico, Secretary

US-2 Bypass Multi-Use Trail in Monroe, WA

A Sustainable Communities Partnership Project

Western Washington University

Lindsey MacDonald, Tammi Laninga

Amelia Flores, Alyssa Leone

February 20, 2020

Presentation Agenda

1.0 Partnership Overview

2.0 Public Engagement

3.0 Transportation Analysis

4.0 Environmental Impact Assessment

5.0 Recommendations



Western Washington EIS
Team using the social trail
system.

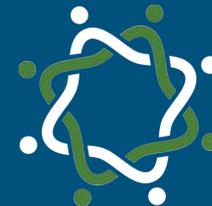


1.0 Partnership Overview



- Fall, 2018 - Fall, 2019
- 3 courses, 2 independent studies
 - Community Engagement Project in *Community Development & Participatory Methods*
 - Transportation Analysis in *Transportation Systems and Planning*, 2 Independent studies
 - Environmental Impact Assessment in *Environmental Impact Assessment*
- 60 Students
- 1,000 hours of work

Community issues ↔ WWU courses

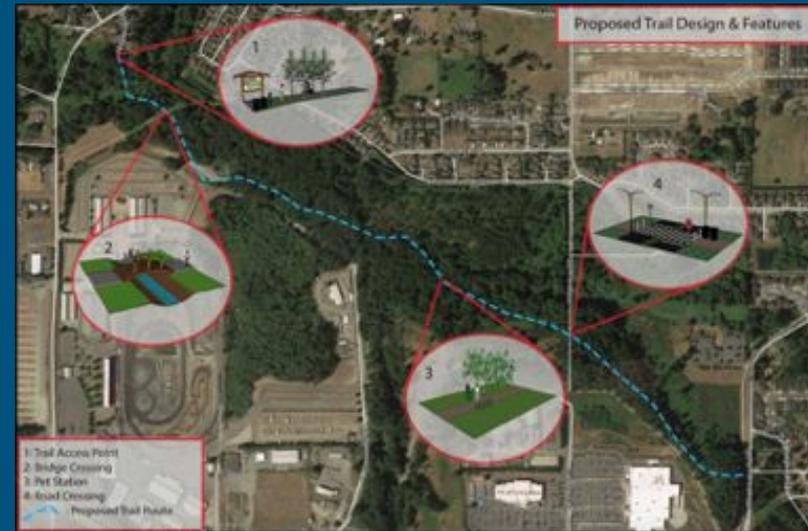


**Sustainable
Communities
Partnership**

2.0 Community Engagement

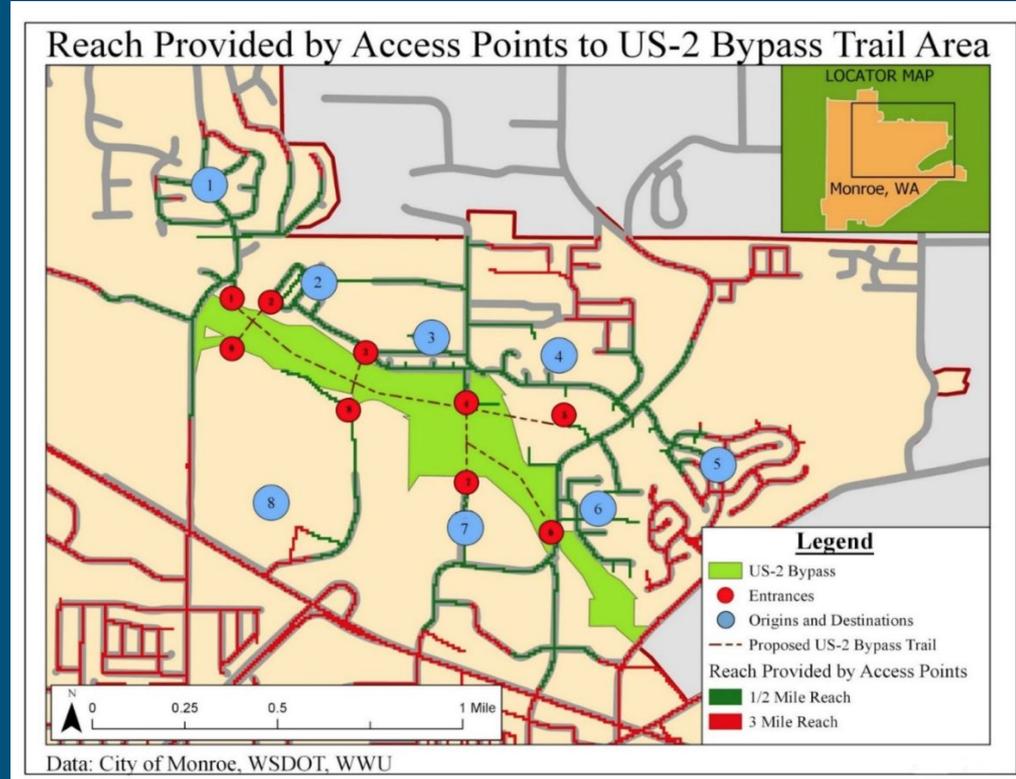
Public Meeting Nov 14, 2018

- **Trail Priorities** - multimodal, lighting, long-term viability
- **Access Points** - Evergreen Equestrian Park, Walmart, Monroe Seventh-day Adventist Church
- **Conceptual Design** - at access points: safety, lighting, signage



3.0 Transportation Analysis (winter/spring 2019)

- **Nine entrances** around the proposed trail, connecting neighborhoods to the fairgrounds and shopping centers
- **Cut travel distances** for utilitarian trips
- **Increase trail-based recreation**



4.0 Environmental Impact Assessment

(fall 2019)

Site Background

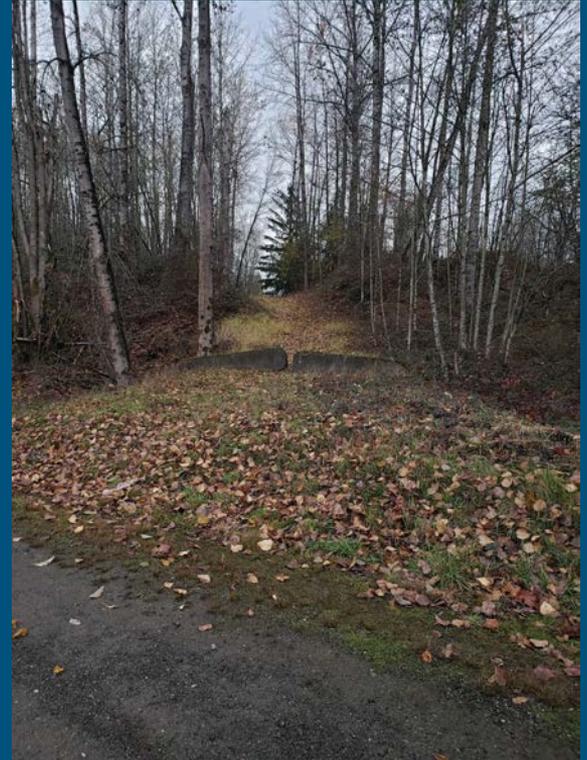
Proposed Action

Alternative Action

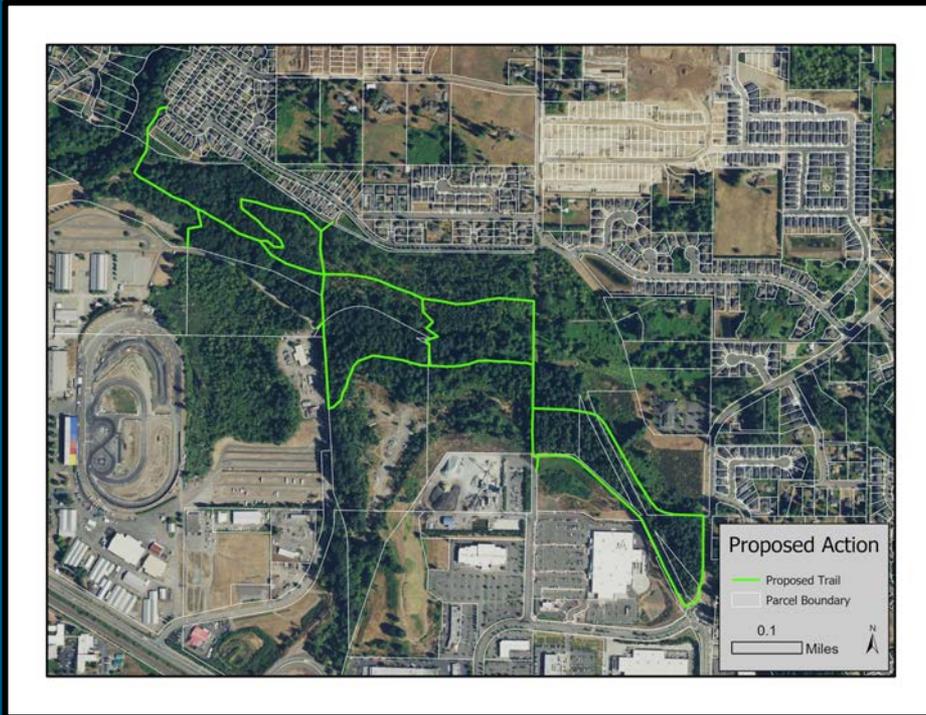


Site Background

- WSDOT Right-of-Way for US-2 Bypass
 - Currently Undeveloped; forested land
- Informal User Generated Trail System
 - Low Likelihood of Bypass Construction
- Houseless Population Encampments
 - Opportunity for Community Enhancement



Proposed Action



Multi-Use Trail System

- 2.85 miles of trail
- Maximum Connectivity
 - 9 access points

Fig. 1: Proposed Action

Alternative Action

Multi-Use Trail Loop

- 1.14 - 1.32 miles of trail
- 5-6 access points

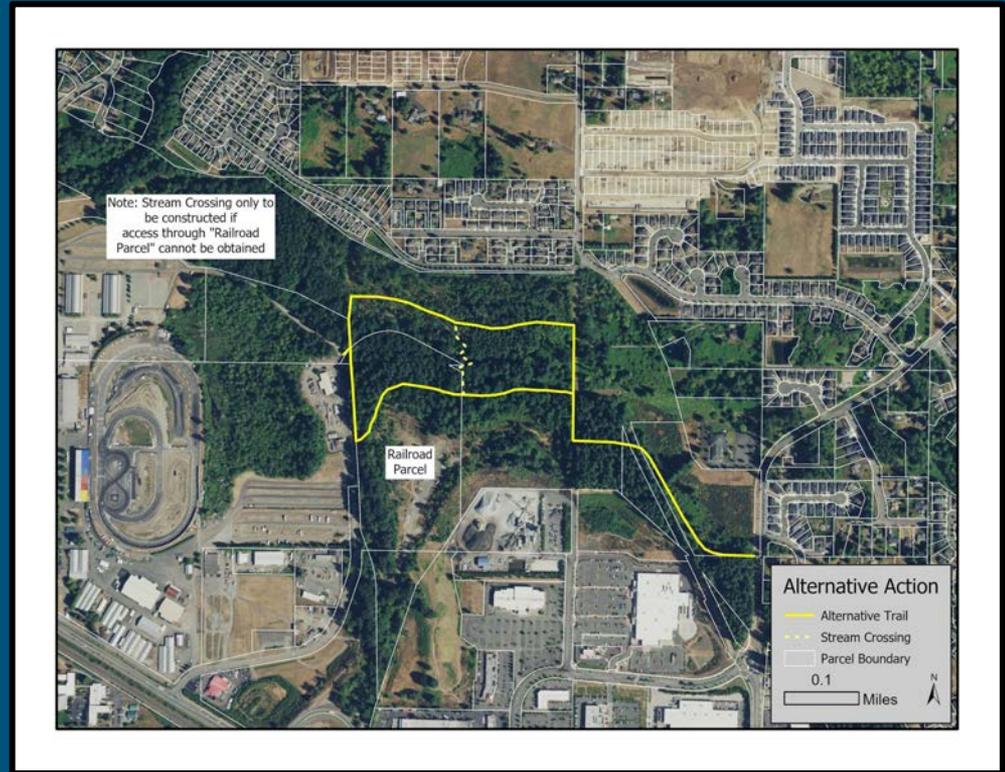


Fig. 2: Alternative Action

Analysis of Environmental Elements

Earth

Water

Plants

Recreation

Transportation

Aesthetics

City of Monroe, WA, Multi-Modal Trail: Environmental Impact Statement

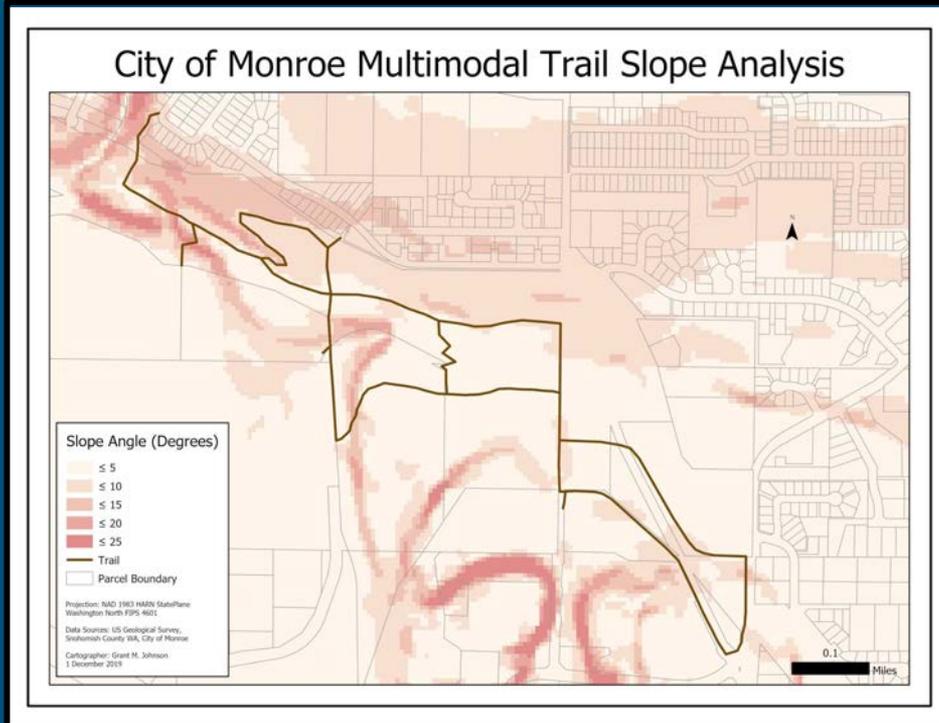


Project Report Environmental Impact Assessment ENVS 493, Fall 2019

Report No. 03 December 2019



Earth Introduction



- Soil is classified as “poorly drained” which is prone to erosion
- Signs of unstable soils are present
- Informal user generated trails

Fig. 3: Slope Analysis

Earth Impacts and Mitigation



Impacts

- Erosion
- Exposed tree roots
(image: left)
- Trail degradation
- Proposed vs Alternative

Mitigation

- Surface material
- Stream crossing
- Official trail system
- Trail signs

Water Introduction

- Seasonal creek system
- Topographical variation (See Figure 3)
- Inclusion of critical areas (See Figure 4)

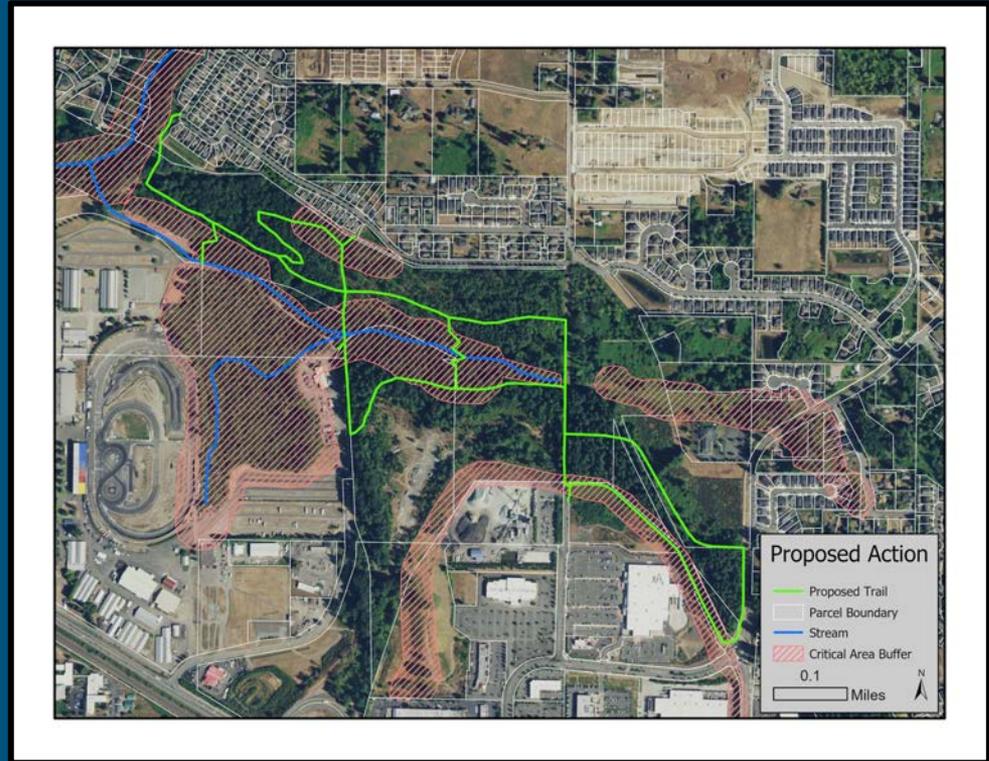


Fig. 4: Critical Areas

Water Impacts and Mitigation



Current state of
seasonal stream
crossing

- Bank reinforcements such as brick retaining blocks or step construction.
- Construction of a bridge over the stream

Stream Crossing Mitigation



Temporary stream crossing during dry season



During wet season

Plants Introduction

- Site is currently covered by a mature temperate forest.
- No endangered or protected species within the area, nor are any identified by the Washington Department of Fish and Wildlife.

Plants Impacts and Mitigation

Impacts

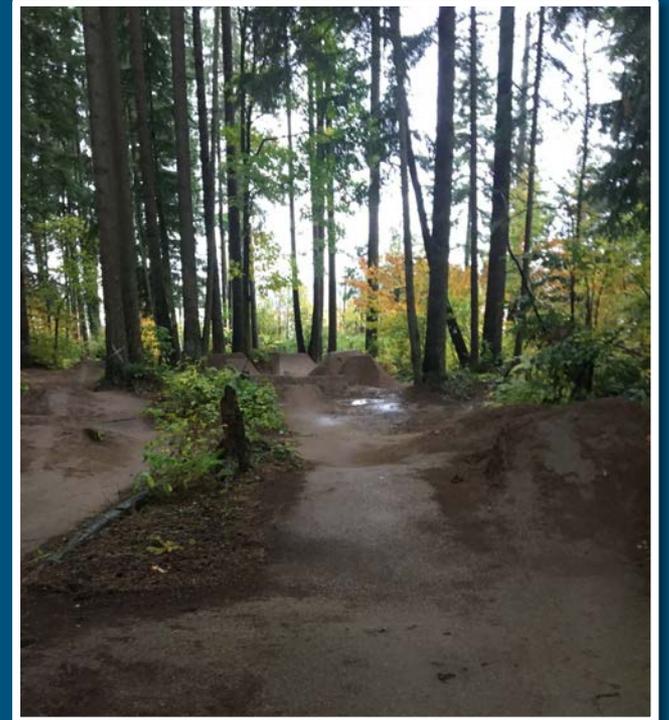
- Limited Impact Overall
- Removal of existing vegetation
- Limit to future growth
- Invasive species

Mitigation

- Planting native species
- Bank stabilization measures near stream
 - Steps
 - Bridge

Recreation Introduction

- User created trail system and mountain bike skills course
- Connection to housing development through Homeowners Association



Recreation Impacts and Mitigation

Benefits

- No impacts
- Easier access to recreation
- Development of easily navigable system

Mitigation

- No measures necessary
- Trail signs

Transportation Introduction



Access Point 6 was identified at Galaxy Way next to the Walmart.

- Site currently accessible at four locations.
- About 5% of population within ½ mile of access to the informal trails and bike park.
- Pre-existing parking areas
 - These parking areas can support expected trip generation.

Transportation Analysis Overview

<u>Action</u>	<u>Access Points</u>	<u>Reachable Parcels*</u>	<u>Parking Areas</u>
<u>No Action</u>	<p>Four:</p> <ul style="list-style-type: none"> - 191st Ave SE North of Trail - Chain Lake Road – MBSC - Chain Lake Road Roundabout - Galaxy Way 	<p>363 Residential</p> <p>96 Commercial, Industrial, or Institutional</p>	<ul style="list-style-type: none"> - Chain Lake Road – MBSC Entrance - Walmart Parking Lot
<u>Loop Trail</u>	<p>Six:</p> <p>Same as No Action and...</p> <ul style="list-style-type: none"> - Cascade View Drive Adjacent to RRP Parcel - Cascade View Dr. – NE of Fairgrounds 	<p>365 Residential</p> <p>106 Commercial, Industrial, or Institutional</p>	<p>Same as No Action and...</p> <ul style="list-style-type: none"> - Cascade View Drive
<u>Comprehensive Trail System</u>	<p>Nine:</p> <p>Same as Loop Trail and...</p> <ul style="list-style-type: none"> - HOA Trail - Tahoma St. SE - HOA Trail – Rainier View Rd. - Cascade View Drive – North of Fairgrounds 	<p>533 Residential</p> <p>108 Commercial, Industrial, or Institutional</p>	<p>Same as Loop Trail and...</p> <ul style="list-style-type: none"> - Evergreen State Fairgrounds

Transportation Impacts and Mitigation

Impacts

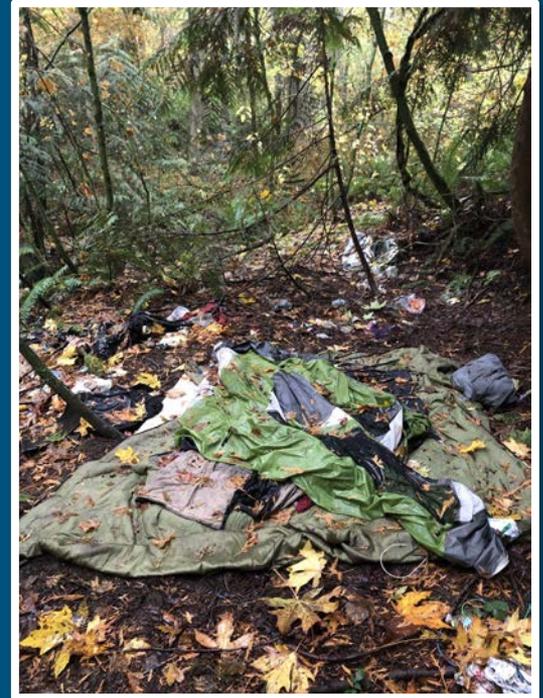
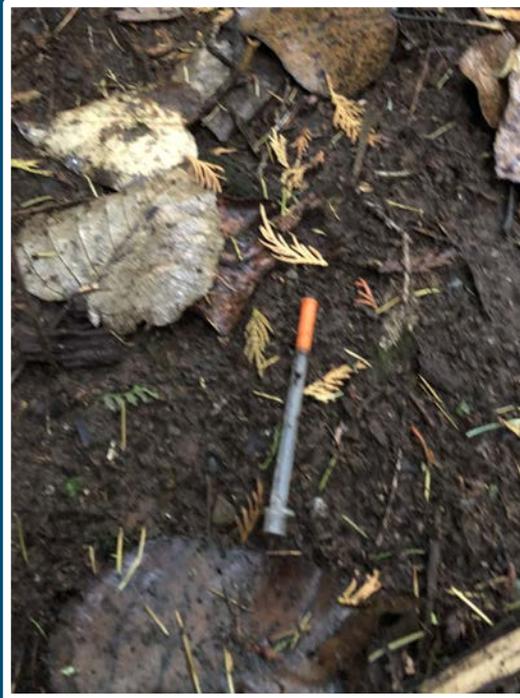
- Increased access and connectivity
 - 8% of Monroe population
 - Will increase with more development
- More access to recreation opportunities for nearby residents
- More cars parking near access points

Mitigation

- Rain Gardens
- Permeable Pavement
- Switchbacks or Staircases
- Informal access points along HOA trail.

Aesthetics Introduction

- Abandoned houseless population encampments
- Litter, graffiti, and drug paraphernalia



Aesthetics Impacts and Mitigation

Impacts

- Displacement of houseless population

Mitigation

- Debris and graffiti removal
- Social worker connection for the houseless



Summary of Findings

	Proposed Action	Proposed Action with Mitigation	Alternative Action	No Action
Earth	-1	+1	-1	-2
Water	+1	+2	-1	-2
Plants	-2	-1	-1	0
Recreation	+2	+2	+1	0
Transportation	+1	+2	0	-2
Aesthetics	+1	+2	+1	0
Total	+2	+8	-1	-6

5.0 Our Recommendation

Proposed Action, with mitigation to reduce the potential for erosion and maximize connectivity and recreational opportunity for residents in northern Monroe.

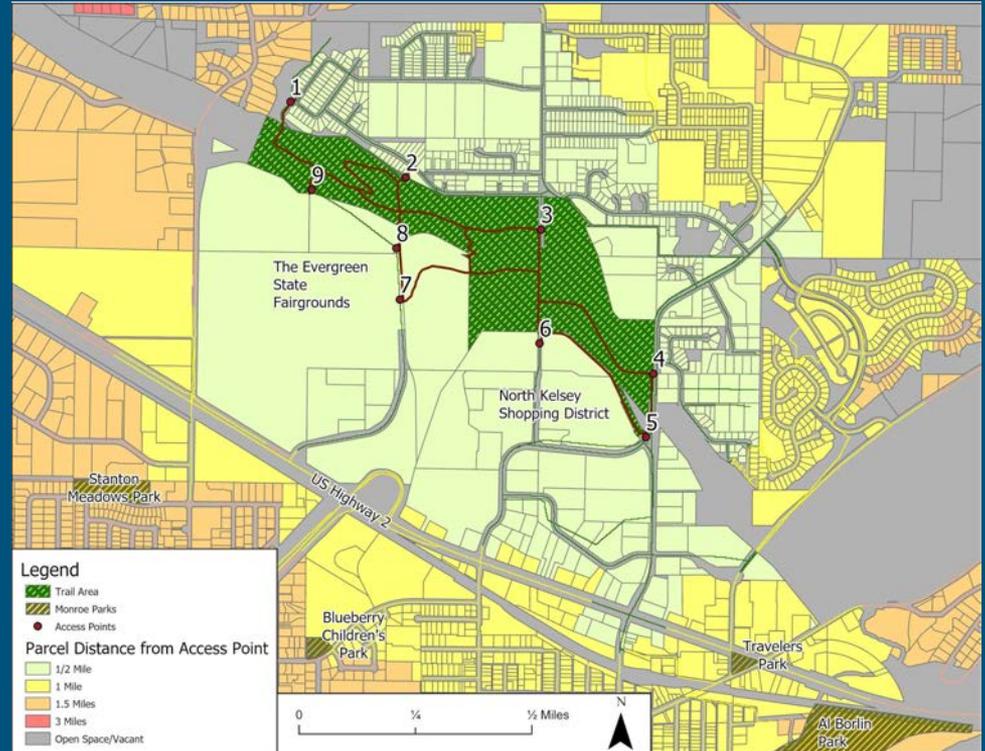


Fig. 5: Proposed Action Connectivity



Questions or Comments?



Images from Western Washington EIS student team.

Acknowledgements:

City of Monroe Parks and Recreation

Denise Johns (Senior Parks Planner)

Scott Peterson (Deputy City Engineer)

Anita Marrero (Senior Planner of Monroe)



MONROE Park Board

Agenda Bill No. 20-005

SUBJECT:	<i>Parks Recreation and Open Space (PROS) Overview</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/18/2020	Parks	Denise Johns	Denise Johns	New Business #5

Discussion: -

Attachments: *PowerPoint Overview*

REQUESTED ACTION: Information only

DESCRIPTION/BACKGROUND

Washington State's Growth Management Act (GMA) requires local governments to develop and adopt comprehensive plans and include a parks and recreation element. The City of Monroe's Parks Recreation and Open Space (PROS) Plan serves as the city's parks and recreation element, and guidelines are found under Washington Administrative Code (WAC) 365-196-440.

This presentation will provide an overview of the PROS Planning process to meet State requirements and community goals.

Because the PROS Plan represents the Parks and Recreation element of the City's comprehensive plan, it must be recognized as a Comprehensive Plan revision and go before the Planning Commission in 2021. The PROS Plan is targeted to be brought to City Council December 2021.

FISCAL IMPACTS

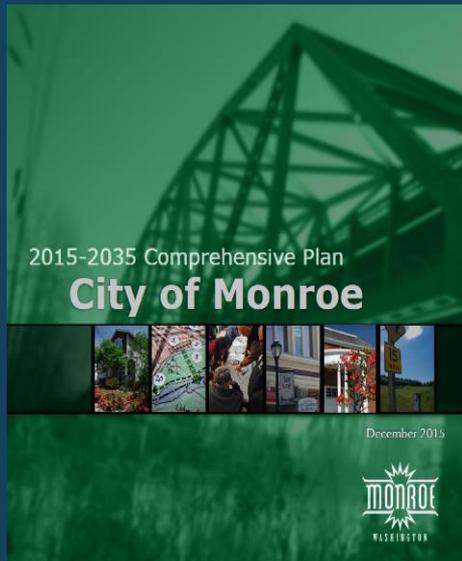
TIME CONSTRAINTS

Because the City's current plan expires with Recreation Conservation Office on December 2021. The updated plan will need to be done and approved before March 1st, 2022, to be able to apply for the 2022 grant round on May 1st, 2022.

ALTERNATIVES

N/A

City of Monroe Parks Recreation and Open Space Plan (PROS) Project Overview



Parks, Recreation & Open Space

7



Introduction

This chapter comprises the City's Parks, Recreation, and Open Space Plan (PROS). The plan is set in response to Chapter 2 of the City's Comprehensive Plan. The PROS includes a long-term strategic plan for the City's parks, recreation, and open space resources.

Purpose & Relationship to the Growth Management Act (GMA)

The City's Parks, Recreation, and Open Space Plan (PROS) is a strategic plan that guides the City's parks, recreation, and open space resources. The PROS is a key component of the City's Growth Management Act (GMA) and is designed to ensure that the City's parks, recreation, and open space resources are managed in a way that is consistent with the City's long-term goals and objectives.

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PARKS, RECREATION & OPEN SPACE PLAN

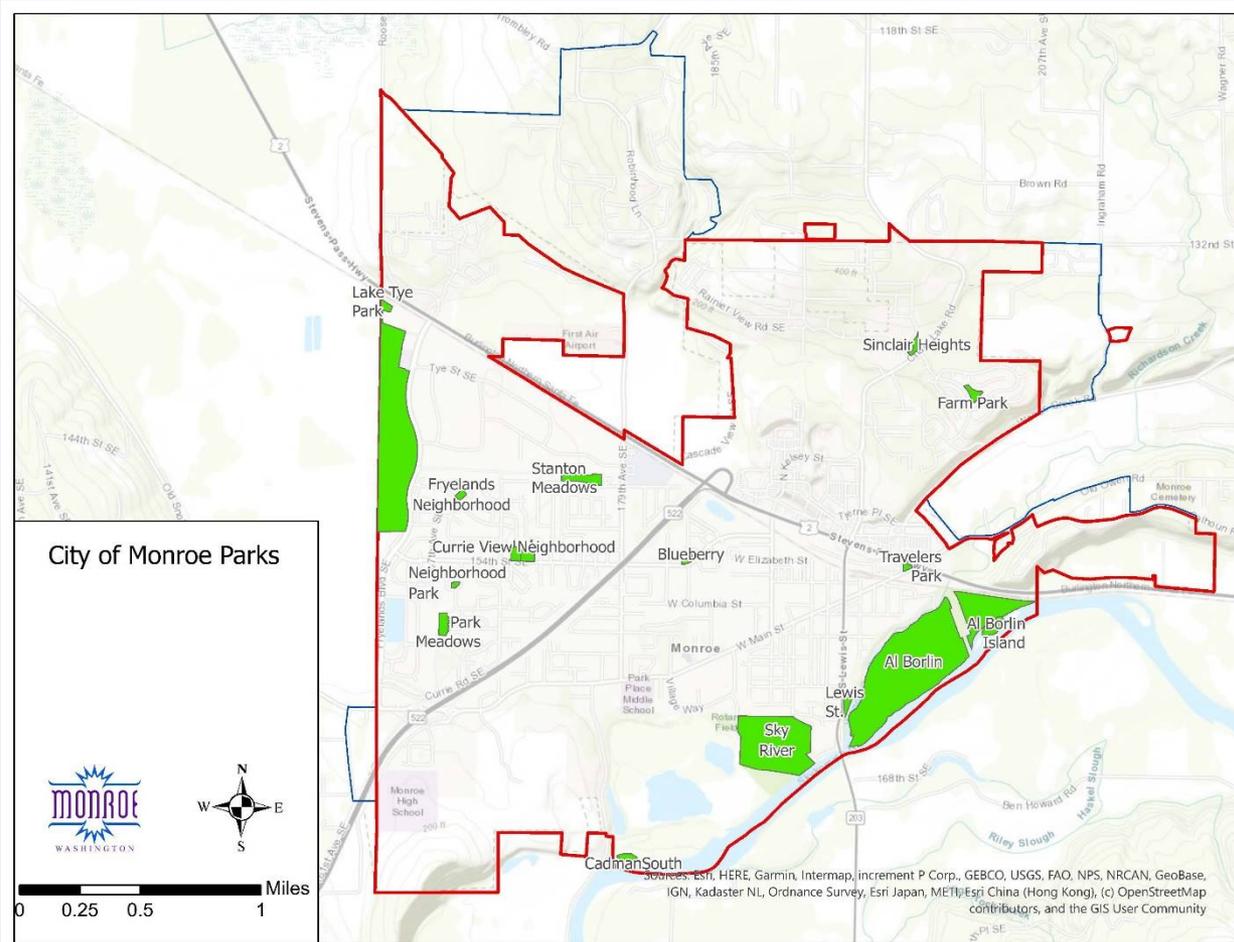
2015

Monroe, Washington

Prepared By
Studio Cascade
November 2015



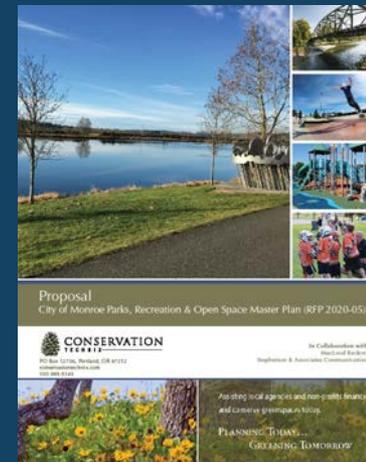
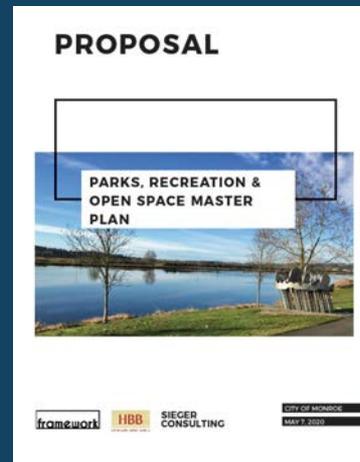
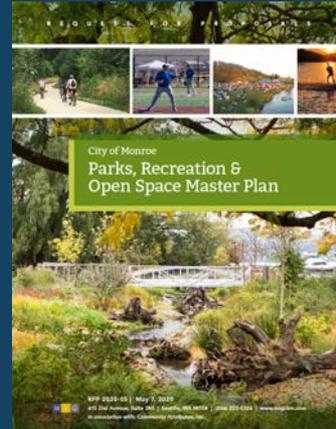
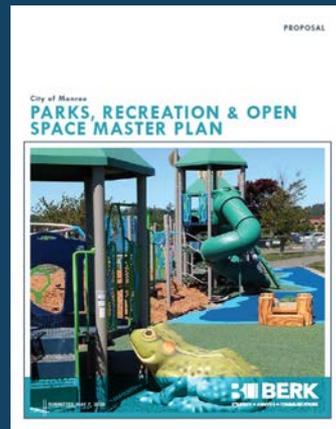
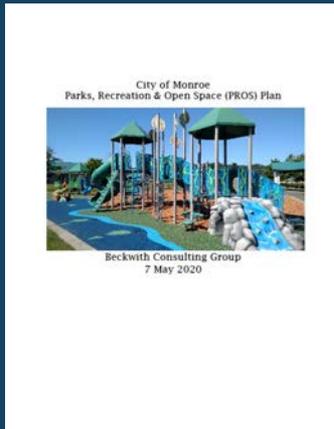
Study Area



Estimated Schedule

RFP Posted	April 9, 2020
Clarification Inquiries Due	April 30, 2020
Proposals Due	May 7, 2020
Shortlist for Interviews	May 15, 2020
Interviews, Week of	May 25, 2020
Select Most Qualified	June 4, 2020
Final Scope and Contract Negotiations Completed	June 18, 2020
Request Council to Authorize Mayor to Sign Contract – Tentative Date next City Council meeting	July 7, 2020

Proposals Received May 7, 2020



Scope of Work – Information Gathering

Information Gathering:

Washington State RCO Plan

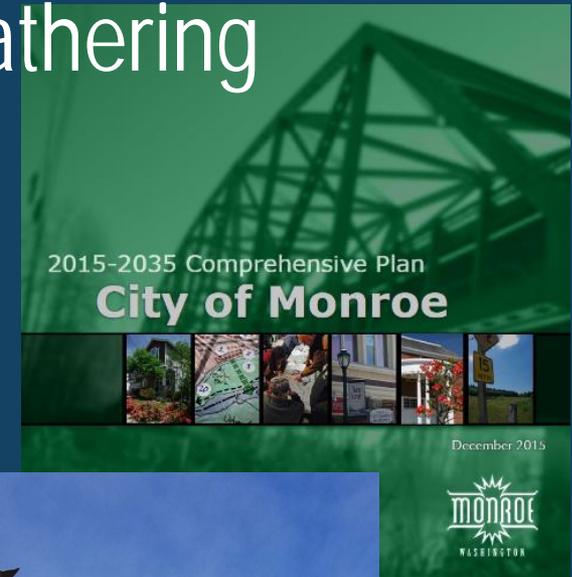
Puget Sound Regional Council.

City of Monroe – multiple planning documents

Snohomish County,

Skykomish – Snohomish Rivers Recreation Concept Plan

Partnering Agreements



Scope of Work – Information Gathering

Review

- Community Profile
- Inventory
- Public involvement plan
- Park Mitigation Fees
- Parks and Facilities Level of Service
Recreation, Tourism and Cultural
Arts
- Goals and policies



Deliverables

- A summary of research and findings ;
- Comprehensive inventory;
- Plan developed in conformance laws;
- Park and recreation demand, min. 20-year period;
- Evaluation of facilities, recreation, and special event needs;
- Population forecasts, leisure time trends, other demographic projections;



Deliverables

Report indicating PROS consistency

Public Outreach report of findings;

User information and participation rates;

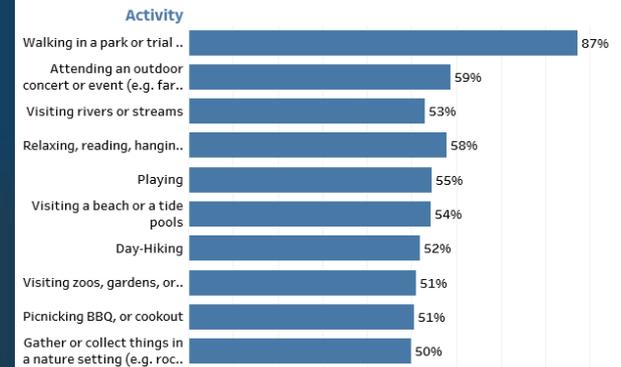
Comprehensive description level of service ;

Summary of national and local trends;

Facilities and services provided by other private or public entities;



Top-10 Activities by Race: All



Deliverables

Assessment of other partnerships;

Evaluation of forming a District

Strategies for achieving adopted goals;

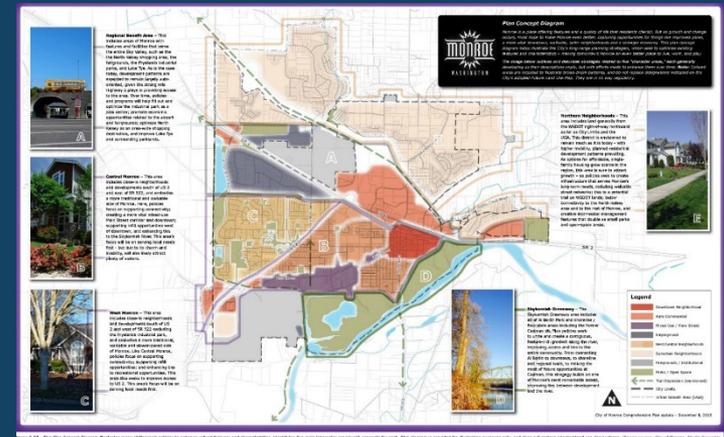
Review and revise park mitigation fee schedule;

Prioritization capital opportunities;

Protocol to monitor changing park needs.

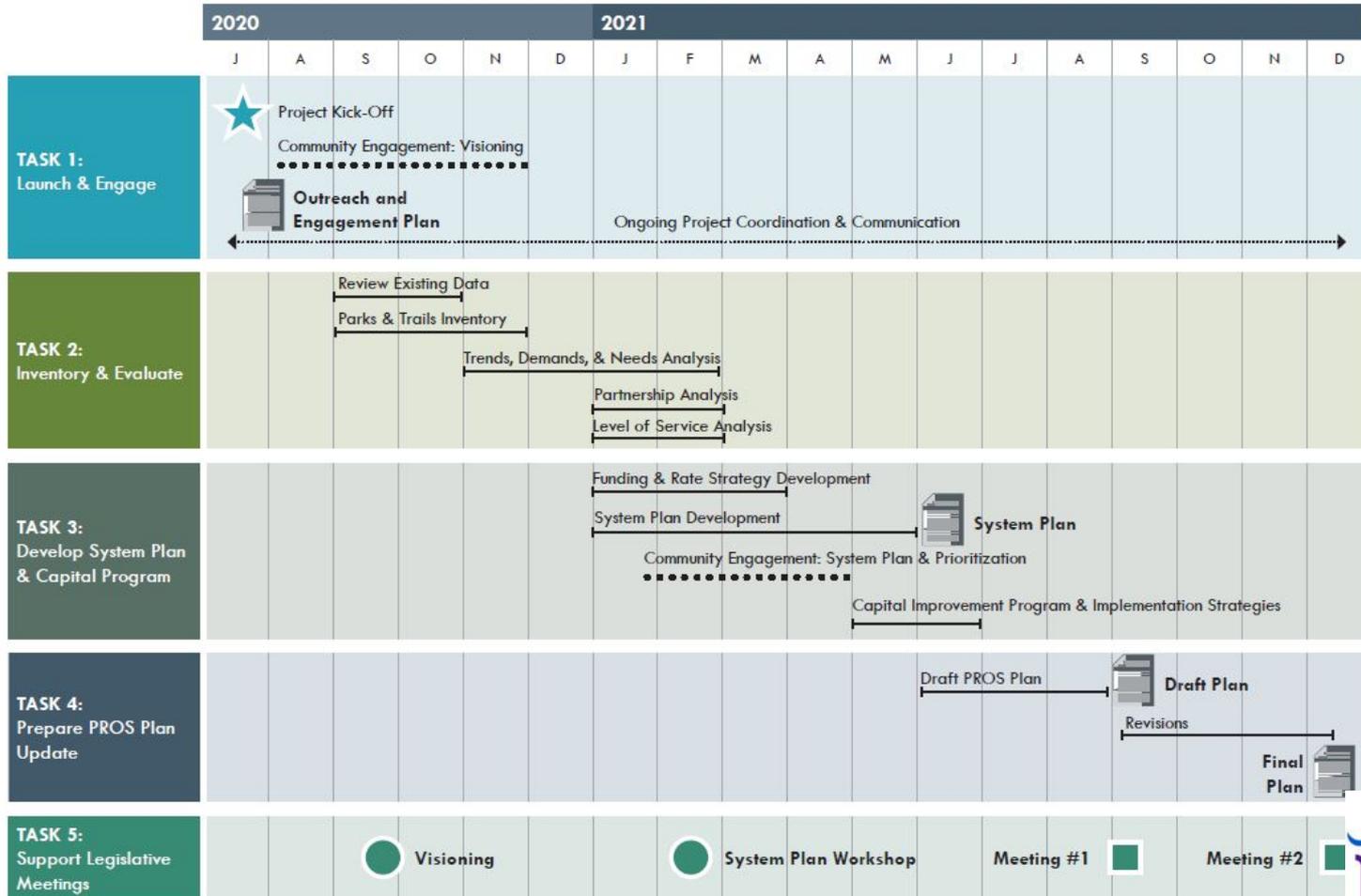
Completion by 12-2021

Budget \$100,000



Sample Schedule & Process

Draft Project Schedule



Thank you!





Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space and trails. Provide citizens of all age's positive recreational opportunities in clean, safe and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Parks & Recreation Department COVID-19 Response Actions

- In compliance with the April 27, 2020 Proclamation by the Governor amending previous proclamations adjusting the Stay Home – Stay Healthy Order, the City of Monroe will open up limited parking for day use hiking and fishing access at city public parks beginning Tuesday, May 5, 2020. Staff will open parking lots at Al Borlin, Lewis Street, Sky River, and Lake Tye Parks.
- Under the current State order, all other existing city park facility closures shall remain in effect to fully comply with the social distancing and coronavirus related hygiene requirements of the Governor's order through Phase 1. Gatherings are still not permitted. Only members of the same household may travel and recreate together. Physical distancing is required. Keep six feet between individuals outside your immediate household.
- All park restrooms, neighborhood park parking lots, sports courts, athletic fields, play structures, picnic shelters, skate park and Wiggly Field dog park remain closed as gatherings are still not permitted due to having high-touch surfaces and/or encourage gathering. Under the current order and through Phase 1, only members of the same household may travel and recreate together. Physical distancing is still required, keeping six feet between individuals outside of immediate households.

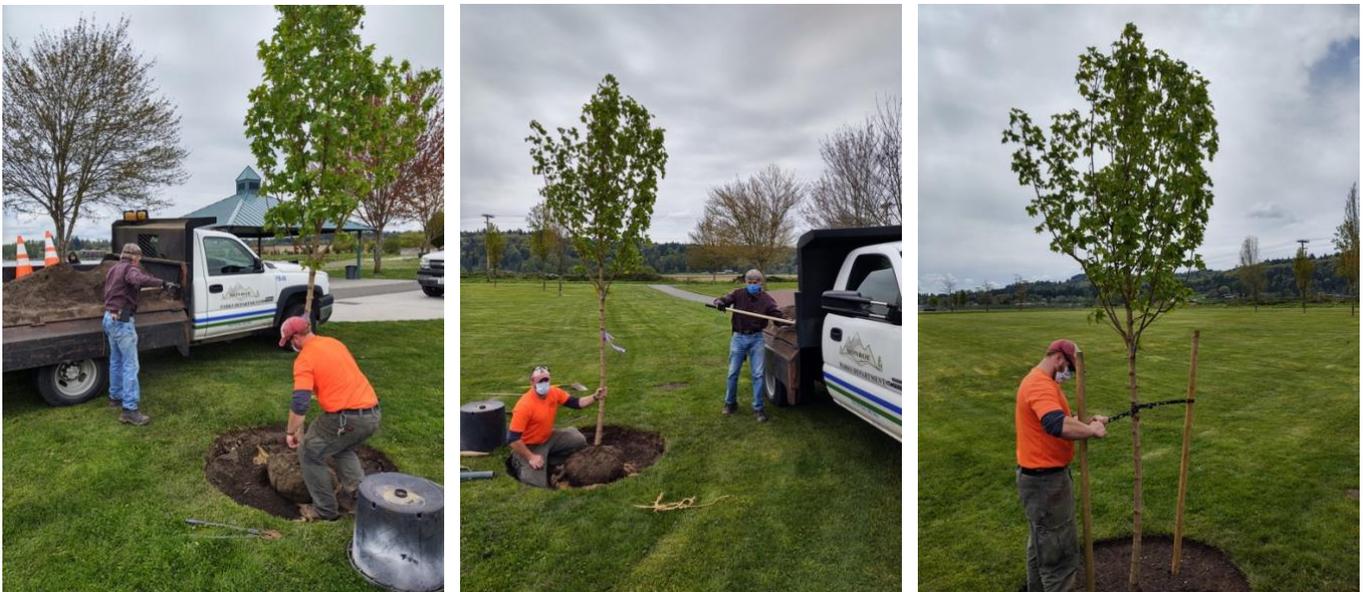


Operations

In April, Parks Department Crew members have been continuing to perform regular tasks such as pressure washing, cleaning, trail inspections, garbage/camp clean-up and mowing.

Arbor Day Tree Planting

On April 24th in honor of Arbor Day, and Earth Day, while following social distancing, staff of the Parks Department planted a Pacific Sunset Maple at Lake Tye Park. The city is fortunate to have two red maple trees donated this year; the first was received from a group of gardening friends in honor of the Monroe Garden Club, and Mayor Geoffrey Thomas donated the second. Both trees will be planted on either side of the concrete stage at the south end of Lake Tye, with the second tree to be received and planted at a later date when we hope to hold a delayed public celebration.



Parks Department Supervisor Dale Olsen and lead Mike Thomas plant a Red Maple at Lake Tye while social distancing

Julia V Morris Centennial Garden Update

The JVM Garden is starting to bloom. Cabbages and lettuce have been planted while other items continue to grow; peas, parsley, raspberries, blueberries and garlic. The tomatillos have been transplanted to larger pots to accommodate their growth. There are now 36 Multimates, which are being grown under light. They will hopefully be transplanted outside within the next 2-3 weeks. The cucumber starts are also starting to emerge. Then, a much-needed fence repair spearheaded by a volunteer has begun.



Left: Cucumber starts emerging, Right: Tomatillos growing under lights.

Monroe Park Board

Due to COVID-19 the April Park Board meeting was cancelled and activities put on hold.

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to preview. The following is a summary of data for the past month:

Locations: Lake Tye Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
4/8	9.5	0	
4/10	2	2	Possible camp North of Lake Tye. Police contacted.
4/14	4	0	
4/21	5	0	
4/28	4	0	
Avg.	4.9	.4	
			See attached Parks Homeless Response Data 2017- 2020

Volunteer Opportunities

Due to COVID-19 the City of Monroe's volunteering has been temporarily suspended. If you have any questions or would like additional information, please contact Katie Darrow at (360) 863-4519.

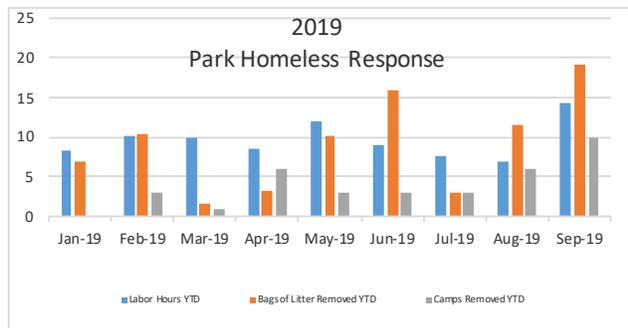
Visit the City website www.monroewa.gov for information on upcoming programs and events.

2017-2020
Park Homelessness Response

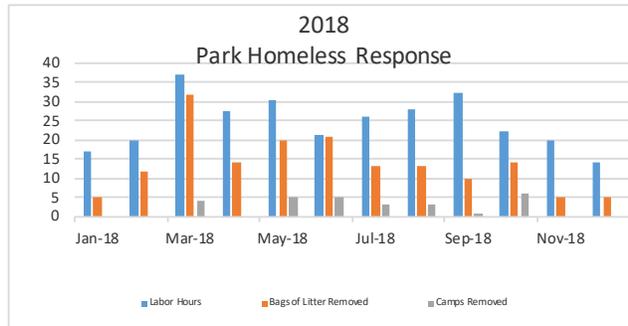
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20			
Jun-20			
Jul-20			
Aug-20			
Sep-20			
Oct-20			
Nov-20			
Dec-20			
Total 2020	26.57	10.48	0



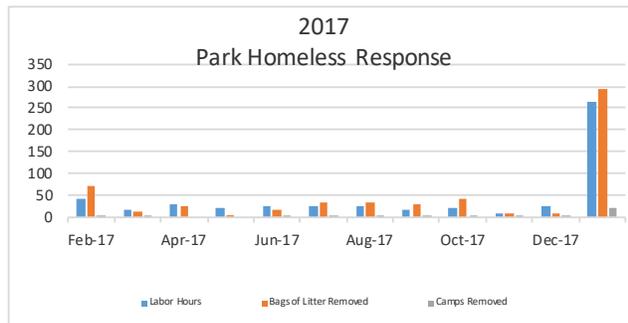
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



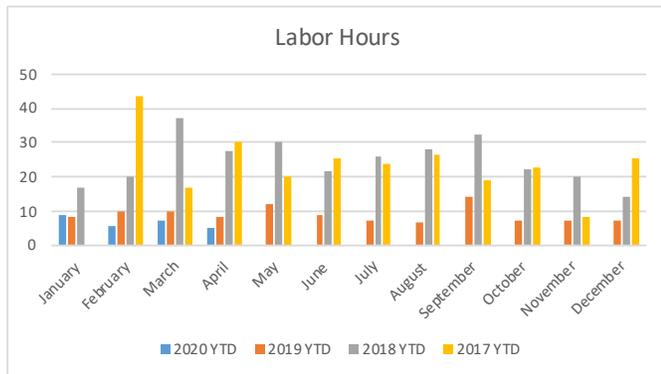
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



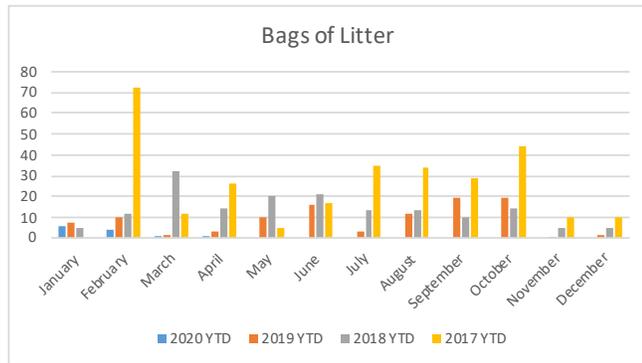
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



Labor Hours	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	8.75	8.3	17	0
February	5.67	10.2	20	43.5
March	7.25	10	37	17
April	4.9	8.5	27.5	30
May		11.9	30.5	20
June		9	21.5	25.5
July		7.5	26	24
August		6.9	28	26.5
September		14.25	32.5	19
October		7.3	22.5	23
November		7.5	20	8.5
December		7.3	14	25.5



Bags of Litter Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	5.5	7	5	0
February	4.33	10.3	12	72.5
March	0.25	1.5	32	12
April	0.4	3.25	14	26
May		10.25	20	5
June		16	21	17
July		3	13	35
August		11.5	13	34
September		19.25	10	29
October		19.4	14	44
November		0.875	5	10
December		1.2	5	10



Camps Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	0	0	0	0
February	0	3	0	4
March	0	1	4	3
April	0	6	0	0
May		3	5	0
June		3	5	2
July		3	3	3
August		6	3	3
September		10	1	2
October		6	6	1
November		4	0	3
December		3	0	1

