

# CITY OF MONROE PARKS & RECREATION BOARD REGULAR MEETING AGENDA

October 15, 2020

7:00 p.m.

Via Zoom:

<https://us02web.zoom.us/j/84232770699?pwd=NG9RaDU2eit4N1g5Z20xcW5UVnJjQT09>

Meeting ID: 842 3277 0699

Passcode: 017682

## CALL TO ORDER

## ROLL CALL

<input type="checkbox"/>	Tami Kinney	-Chairperson/Citizen
<input type="checkbox"/>	Devlin Piplic	-Vice Chairperson/Monroe School District
<input type="checkbox"/>	Daniel Enrico	-Secretary/Citizen
<input type="checkbox"/>	Keith Dahlenburg	-Board Member/Citizen
<input type="checkbox"/>	Ron Petrick	-Board Member/Citizen
<input type="checkbox"/>	Jessie Robinson	-Board Member/Citizen
<input type="checkbox"/>	Michael Stanger	-Board Member/Planning Commission

## AGENDA REVISIONS

**APPROVE MINUTES** of July 16, 2020 meeting; September 14 joint meeting with Planning Commission

## AUDIENCE PARTICIPATION

1. Presentation – City Council Strategic Priorities – presented by City Administrator Deborah Knight

## UNFINISHED BUSINESS

## NEW BUSINESS

1. AB 2020 - 007 Park Land Acquisition in North Hill Area, Mike Farrell, Director Parks and Recreation.
2. AB 2020 – 008 Park Identification Sign Options – Review/Recommendation, Mike Farrell, Director Parks & Recreation

## STAFF REPORTS/UPDATES

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

## BOARD REPORTS/UPDATES

## 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 Mike Farrell at (360) 863 4557.**

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

**July 16, 2020**

**7:00 p.m.**

**City Hall, Council Chambers**

**CALL TO ORDER**

Chairperson Kinney called the Park Board meeting to order at 7:06 pm, via Zoom online meeting platform.

**ROLL CALL**

Boardmembers Present: Keith Dahlenburg, Tami Kinney, Devlin Piplic, Jessie Robinson, Michael Stanger, Daniel Enrico

Boardmembers Absent: Ron Petrick,

**AGENDA REVISIONS** – None

**APPROVE MINUTES**

Motion was made by Boardmember Robinson, seconded by Boardmember Piplic, to approve the June 16, 2020 meeting minutes. Motion carried 6-0.

**AUDIENCE PARTICIPATION** – None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

**AB 2020-006 Update on the City Gateway, Wayfinding, and Park Sign Design Concepts**, City Administrator Deborah Knight provided an overview, Economic Development Advisory goal and purpose, survey, and early concept designs overview.

**STAFF REPORTS/UPDATES**

1. Monthly Staff Report was provided by the Director of Parks and Recreation, Mike Farrell who presented an overview of park response to COVID 19 pandemic, describing closures, reopening, and rules associated with Governor Inslee's phased approach to returning to typical schedules. He explained staff has been participating in twice-weekly calls with Washington Recreation and Park Association (WRPA) directors to discuss response and action plans.

**BOARD DISCUSSION**

**AGENCY REPORTS**

**Planning Commission** – Mr. Stanger reported the Planning Commission has reviewed floodplains regulations, temporary housing and various code amendments.

**Monroe School District**- Boardmember Piplic reported the District is sorting-through guidance provided to develop a school reopening plan.

**ADJOURNMENT** – Vice-Chairperson Piplic requested a motion to adjourn, Boardmember Dahlenburg motioned to adjourn and Boardmember Robinson seconded, motion carried and meeting adjourned at 7:54 PM.

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Tami Kinney, Chairperson

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Daniel Enrico, Secretary

**Accommodations for people with disabilities will be provided upon request.  
Please allow advance notice, call Denise Johns at (425) 375-4274.**

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

# City of Monroe 2021-2026 Strategic Priorities

## Safe and Secure

Establish and maintain a safe, secure environment in Monroe for residents, businesses, and visitors

- Implement IVR and web pay portal for Municipal Court
- [Establish Probations Division](#)
- [Support Community Resource Center and Temporary Shelter](#)
- [Seek Police Dept Accreditation](#)
- [Complete Police Dept Workload Assessment](#)
- [Evaluate PD Shooting Range](#)
- Review Code Enforcement Regulations
- Cross-train staff in Emergency Mngt Procedures

## Economic Development

Growth as a regional center and destination, providing employment opportunities while sustaining a balanced, diverse, resilient economy for Monroe

- Tourism, Promotion and Marketing
- Develop Business Recruitment, Retention and Expansion Plan
- Install Gateway/ Wayfinding signs
- Update Economic Development website
- Sell North Kelsey property
- Evaluate Underground Utilities on Lewis Street

## Manage Growth

Provide for and appropriately locate the types, quality, and quantities of development in Monroe to assure land use compatibility, enhance neighborhood character, and facilitate the city's longer term sustainability

- Revisit city vision, mission and values
- Update the 20-year Comprehensive Plan
- Adopt International Building Code
- Evaluate property maintenance code
- Adopt Housing Action Plan
- Annex (Incorporate) Urban Growth Area

## Utilities and transportation

Provide and promote both utility and transportation infrastructure that coincide with need, growth, and long-term objectives

- Advocate for SR522 Construction Funding
- Support US 2 Bypass & Corridor Study
- Construct Blueberry Ln Stormwater
- Construct Tjerne Place Phase II
- ~~191<sup>st</sup> Street~~
- Pursue Quiet train designation
- Evaluate RR Grade Separation
- Update Water/Sewer Plan
- Expand Transit Service in Monroe
- Renew Transportation Benefit District sales tax

## Community Culture

Provide parks and civic facilities, recreational opportunities, and arts and cultural activities on pace with need, growth and long-term objectives

- Construct Lake Tye All-Weather Fields
- Finalize Cadman Reclamation
- Develop Cadman Park
- Purchase and Develop North Hill Park
- Extend Centennial Trail to Monroe
- Invest in Pubic Art
- Update Parks Plan
- Al Borlin/ Lewis Street Master Plan
- Fund Trails Plan
- ~~Community Center~~
- Develop Festival Lot
- Construct Chain Lake Trail
- Fund N. Kelsey Park
- [Evaluate Voter Approved Park Bond](#)

## Good Government

Manage city resources to meet or exceed public expectations, invest in taxpayer owned assets, and invest in technology to improve efficiency and effectiveness

- Design Court and Council Chamber
- Remodel Police Station and City Hall
- Implement Scan and Toss Policy
- Implement Laserfische Document Management
- Update Utility Rate Studies
- Implement Springbrook Upgrade/ new modules
- Evaluate Financial Software package
- Evaluate Building Permit Software
- Install security cameras
- Recruit and retain a skilled and diverse workforce

## City of Monroe 2021-2026 Strategic Priorities

**2021**

- Construct Lake Tye All Weather Fields
- Construct Blueberry Ln Stormwater
- Acquire N. Hill Park
- Finalize Cadman Pk Reclamation
- Install Gateway Signs
- Install Wayfinding
- Design Tjerne Place Phase III
- Design Court/City Council
- Evaluate RR Grade Crossings
- Request SR522 Funding
- Request US 2 Bypass Funding
- Adopt Park PROS Plan
- Adopt Vision 2050
- Complete PD Workload Study
- Initiate PD Accreditation
- Complete Annexations
- Adopt Housing Action Plan
- Adopt Building Codes
- Adopt Property Maint Code
- Review Code Enf Regulations
- Complete Human Svc Assessment
- Implement Scan and Toss
- Establish Probations Div.
- Implement One-Stop-Shop and Temporary Housing
- Implement Springbrook Upgrade
- Develop Business Recruitment Strategy

**2022**

- Construct Tjerne Place Phase III
- Transfer Cadman Property
- Install Gateway Signs
- Install Wayfinding
- Design N. Hill Park
- Submit RCO Grant N. Hill
- Complete PD Accreditation
- Evaluate Underground Utilities on Lewis Street
- Adopt RR Grade Separation Funding Strategy
- Adopt City Hall/Court Funding Strategy
- Adopt two-year budget
- Initiate Phase II Annexations
- Implement Vision 2050
- Scope Comprehensive Plan
- Implement Human Service Assessment Priorities
- Recruit Targeted Businesses
- Hire IT Project Manager
- Consolidate GIS services
- Evaluate Financial Software
- Implement Laserfish policy
- Evaluate Parks Bond
- Evaluate PD Shooting Range

**2023**

- Construct Chain Lake Trail
- Construct Court/Council Chambers
- Construct N. Hill Park
- Install Wayfinding Signs
- Design Underground Utilities Lewis Street
- Master Plan Al Borlin/Lewis St Parks
- Update Cadman Master Plan
- Support Funding US 2 Bypass
- Submit Grant for RR Grade Separation Design
- Update Transportation Benefit District for Ballot
- Update Water/Sewer Plan
- Update Utility Rate Study
- Adopt Hotel Study
- Adopt Trail System Plan
- Evaluate Train Station/Parallel Tracks
- Implement Financial Software
- Evaluate Permit Software
- Evaluate Web Services Provider
- Park Bond Ballot Measure

**2024**

- Adopt Comp Plan
- Adopt Water/Sewer Plan
- Adopt Utility Rate Study
- Adopt Funding Strategy to Underground Utilities
- Fund RR Grade Separation Permits
- Design Al Borlin/Lewis St Parks
- Design Cadman
- Submit RCO Grant Cadman Park
- Submit RCO Grant Al Borlin/Lewis St Parks
- Implement Permit Software
- Implement new web services
- TBD Ballot Measure

**2025**

- Implement Comp Plan Priorities
- Design RR Grade Separation
- Underground Utilities Phase I
- Construct Al Borlin/ Lewis St Parks
- Construct Cadman

**2026**

- Design Centennial Trailhead
- Fund RR Grade Separation
- Master Plan N. Kelsey Park
- Underground Utilities Phase II

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, September 14, 2020**

The special joint meeting of the Monroe Planning Commission and the Parks Board was held on Monday, September 14, 2020 at 5:00 p.m., via Zoom online meeting platform.

**CALL TO ORDER**

Chair Tuttle called the meeting to order at 5:05 p.m.

**ROLL CALL**

Planning Commission Secretary Leigh Anne Barr called the roll.

**Commissioners Present:** Chair Tuttle, Vice-Chair Bull, Commissioner Jensen, Commissioner Miller, Commissioner Fisher and Commissioner Nugent.

**Commissioners Absent:** Commissioner Stanger

**Board Members Present:** Board Member Kinney, Board Member Robinson, Board Member Petrick, Board Member Enrico and Board Member Petrick<sup>1</sup>.

**Board Members Absent:** Board Member Stanger, Board Member Piplic, Board Member Petrick and Board Member Dahlenberg

**Staff Present:** City Administrator Deborah Knight, Parks Director Mike Farrell, Senior Planner Denise Johns, Community Development Director Ben Swanson, Principal Planner Shana Restall, Senior Planner Anita Marrero; and Planning Commission Secretary Leigh Anne Barr.

**PUBLIC COMMENTS**

NONE

**APPROVAL OF MINUTES**

NONE

**PUBLIC HEARING**

NONE

**OLD BUSINESS**

NONE

**NEW BUSINESS**

1. Parks Recreation & Open Space (PROS) Plan Update: Project Goals and Strengths, Weaknesses, Opportunities and Challenges

Senior Planner Denise Johns introduced the Parks Recreation and Open Space Plan Update. This will be the first of three meetings facilitated by the City's consultants, MIG. Brice Maryman and Cindy Mendoza with MIG gave a presentation about the process and lead a discussion about possible changes to the PROS plan.

<sup>1</sup>Board Member Petrick arrived after Roll Call.

**DISCUSSION BY COMMISSIONERS AND STAFF**

Senior Planner Anita Marrero will be acting as a support role for the PROS plans for as a representative for the Community Development Department.

**ADJOURNMENT**

Board Member Robinson moved to adjourn at 6:29pm. The motion was seconded by Board Member Enrico. Motion carried by all Commissioners and Board Members present.

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Tami Kinney, Chairperson

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Daniel Enrico, Secretary



# MONROE PARK BOARD MEETING

## Agenda Bill No. 2020-007

<b>SUBJECT:</b>	<b>Park Land Acquisition in North Hill Area</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/15/2020	Parks	Mike Farrell	Mike Farrell	#AB2020-007

**Discussion:** -

**Attachments:** 1. North Hill Story

**REQUESTED ACTION:** Move to support City Council’s authorization for the Mayor to sign the Purchase and Sale Agreement and Right of first Refusal to acquire property in Monroe’s North Hill area

### POLICY CONSIDERATIONS

*Under RCW 35A.11.010 City Council is authorized to purchase real property and is responsible for the City’s fiscal management.*

*The Parks and Recreation, Open Space Plan (PROS) identified Policy item #164 ‘Promote investment in parks and civic facilities’ as a means to fulfil PROS Goal 7, Provide parks and civic facilities, recreational opportunities, and arts and cultural activities on pace with need, growth and long-term objectives.*

### DESCRIPTION/BACKGROUND

The City’s PROS Plan indicates the City of Monroe’s residents value their parks, recreational services, arts and cultural activities, and wish to retain or improve these qualities as the community grows.

Monroe’s North Hill area lacks the neighborhood parks needed to conform to the City’s level of service for public park land. To address the deficit, beginning in 2003 and thereafter in 2008, and 2015 PROS plans have recommended the City acquire property and build a neighborhood park in Monroe’s rapidly growing North Hill residential area.

In 2018, a private party contacted the City expressing interest in selling a 5-acre portion of their property in the City’s North Hill Area for use as a city park. A property appraisal was completed Fall 2018. A subsequent review appraisal as required by Washington State Recreation and Conservation Office for acquisition grant funding was completed in July 2019.

The purchase price is equal to the appraised and review appraisal value of \$1,307,000.

On August 23, 2019, the Monroe City Council authorized the Mayor Pro Tem to execute a signed Letter of Intent to purchase the property in accordance with terms and conditions as defined in the Letter, subject to execution of a definitive and mutually acceptable Purchase and Sale agreement (PSA).

As of today’s date, the Sellers have reviewed and have indicated their intent to approve the PSA.



# MONROE PARK BOARD MEETING

## *Agenda Bill No. 2020-007*

### Key PSA Conditions Include:

1. The existing 8.2 acre parcel will be divided into two parcels, an approximate 5 acre future park site and 3.2 acres ("remainder parcel") to remain as private property.
2. This transaction is contingent upon the City of Monroe Community Development Department's final approval and recording of a Lot Status Determination.
3. This transaction is contingent upon formal authorization by the Monroe City Council prior to the Closing.
4. This transaction is contingent upon Purchaser's inspection and review of the Property and Purchaser's determination the Property is satisfactory to Purchaser and meets Purchaser's needs for its intended use, in Purchaser's sole subjective discretion.
5. Upon contingency failure the PSA shall be canceled and City's Earnest Money Deposit refunded in most cases.
6. Seller may recommend a name for the future park.
7. Purchaser will reasonably endeavor to preserve-in-place existing trees.
8. Purchaser will endeavor to inform Seller of any change in City's intended use.
9. Purchaser shall remit to Seller a one-time payment sufficient to reimburse Seller for fencing.
10. Seller grants Purchaser Right of First Refusal for the remainder parcel for a period of 12 years.

### **FISCAL IMPACTS**

#### Acquisition Costs

RCW 35A.40.090 and the City's Debt Policy allows the City to request its own park capital bond measure. At the February 11, 2020 meeting, Council discussed and then adopted an ordinance placing a ballot measure on the April 28, 2020 special election.

Due to subsequent events involving COVID-19, the Governor's Stay Home/Stay Safe order, and the ongoing potential disruption which may affect our residents and businesses, the City withdrew the park bond request from the April 28, 2020 election

- For this high priority strategic capital park land acquisition project, staff worked to identify alternative means to fund this project in 2020. Staff brought forward a viable funding capital option as part of the comprehensive 2020 Budget Amendment discussed during the August 4, 2020 City Council meeting and approved on August 25.
- The City have also applied for a \$1,000,000 State RCO acquisition reimbursement grant that, if awarded could be applied toward the cost of the acquisition, and will diligently apply for future grant opportunities for development.

#### Negotiated Terms

Over the course of the year, terms have been negotiated between the City and property owner. In addition to the \$1,307,000 purchase price, the City has agreed to the following additional costs related to the remainder parcel as a part of the negotiated consideration for the acquisition:

1. Water and sanitary sewer development charges (\$11,642) per MMC 13.04.025 and MMC 13.08.270;
2. Water service connection fee (\$6,271) per MMC 13.04.090
3. Reimbursement for fencing installation approximately \$26,000 plus sales and use tax, adjusted by Consumer Price Index.



# MONROE PARK BOARD MEETING

## *Agenda Bill No. 2020-007*

### Other City Costs

Upon execution of the PSA, the City will proceed with its due diligence work which includes the following work and associated costs:

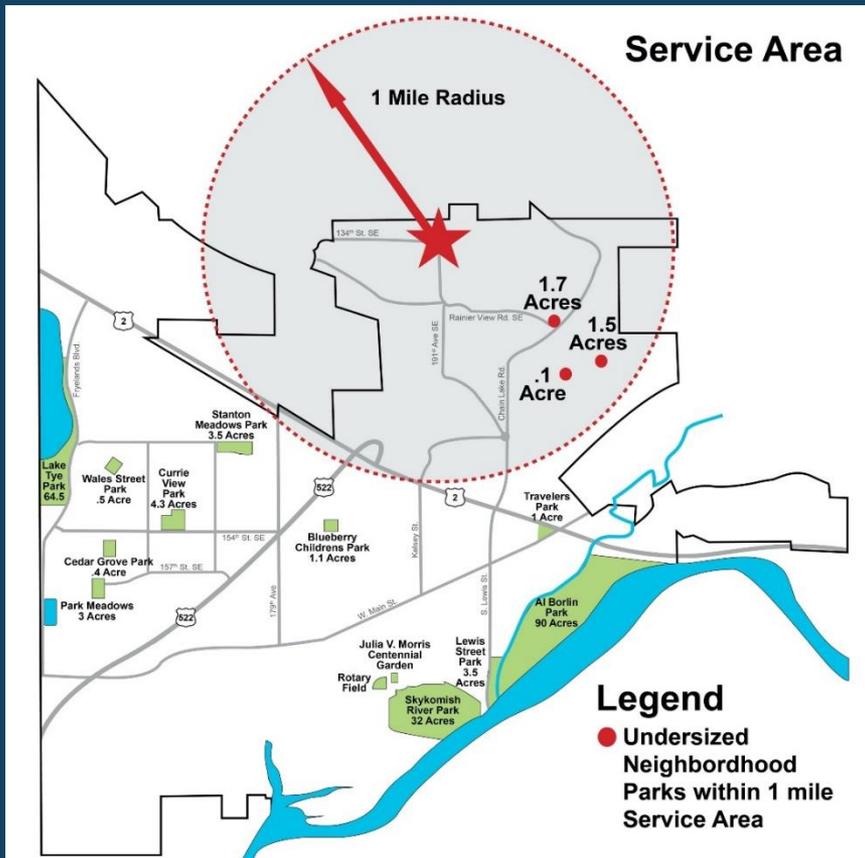
1. Survey and new legal description (approximately \$7,479): Professional surveyor will place new property corners, map existing improvements, and Right of Way, review public records, and prepare and stamp new legal description;
2. Environmental and cultural Review (approximately \$4,830): Environmental consultant will review available local, state, and federal records and conduct site visit to assess the presence of any cultural resources, environmentally hazardous materials, and critical area(s).
3. Geotechnical Review (approximately \$5,650): Geotechnical consultant report containing a summary of site conditions pertaining to project design and construction, and an assessment of infiltration feasibility of the on-site soils with regards to the proposed facilities.
4. Title Insurance and escrow fee (approximately \$4,050).

### **TIME CONSTRAINTS**

If City Council elects to not move forward with the property acquisition in accordance with the due diligence timeframes specified in the Purchase & Sale Agreement, the property owners will be at liberty to pursue other marketing options.

### **ALTERNATIVES**

# North Hill Area Park



*'It is critical to identify and acquire specific area of Monroe properties for the development of a neighborhood park in the North Hill'. 2015 PROS Plan*

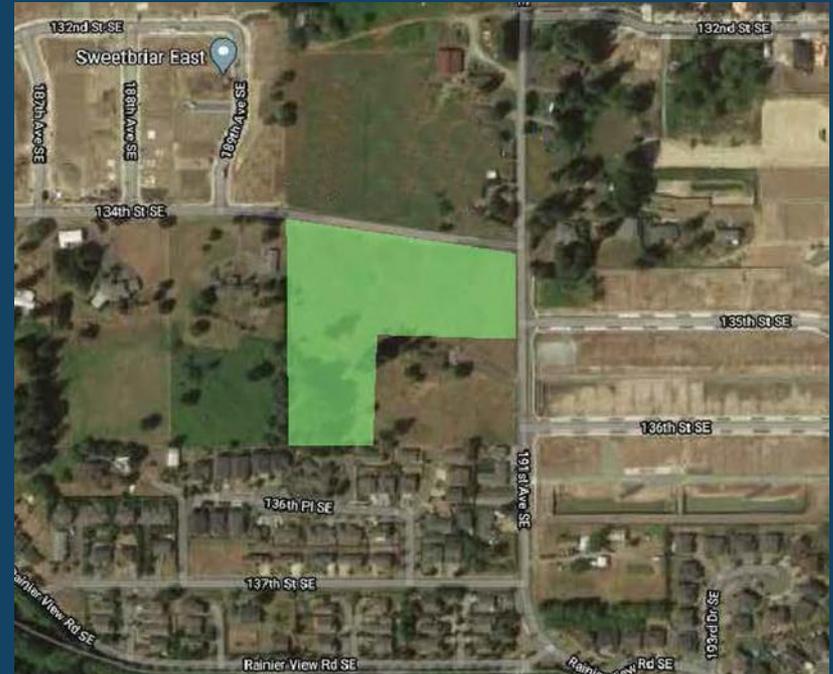
## Why Purchase Park Property in North Hill Area?

- City population has more than tripled over thirty years with most recent growth occurring in the North Hill area.
- Severe park land deficit north of US 2 in rapidly growing residential area.
- **Area residents required to travel long distance to access nearest neighborhood park.**
- Strategic objective in several Parks, Recreation & Open Space (PROS) Plans dating from 2003.
- Current PROS Plan Policy: Promote investment in parks to keep pace with growth.
- Park Board work plan priority 2003-2009, 2018-present.
- Multi-year targeted land search by City
- Challenges in competing with developers for scarce developable land (2003-2018).

# North Hill Area Park

## Why Purchase the Trombley Property?

- 2018 - Trombley family heirs approach City with desire to sell one of few remaining developable tracts in North Hill area for use as a city park to preserve open space.
- Do not have to compete with developers for land.
- Appraised value: \$1,307,000 for 5-acre portion of property with future opportunity to purchase remainder 3.2 acres.



# North Hill Area Park

## What Makes the Trombley Property the Ideal Location for a Park?



- Multi-year targeted land search by City
- Uniquely suited - Level grades for park development, good access street frontage
- Surrounded by new residential
- Meets City Neighborhood Park Standards
- Central location – Service Area **Perfect Fit**
- Expanded Access and Visibility
- Expansion Opportunity
- Preserve Spacious Views

# North Hill Area Park

## What's Been Done to Secure the Property?

- Monroe City Council Executive Sessions held 8/19, 1/20, 8/20 to discuss property acquisition pursuant to RCW 42.30.110(1)(b)
- 2019 - Monroe City Council authorized Mayor to sign Letter of Intent to execute a Purchase and Sale Agreement(PSA) with due diligence period, parcel revision, contingencies, terms and conditions.
- 8/2019 Monroe Park Board Executive Session to discuss property acquisition pursuant to RCW 42.30.110(1)(b).
- Project included in 2019 ECPRD bond measure, receives over 60% support from Monroe resident voters despite coming up short district-wide.
- 6/2020 Council approves \$1 million dollar state grant application; to significantly reduce cost of acquisition.
- 8/2020 – Council approves amendment to Park Capital Improvement to fund project.
- 8/2020 - City Council authorized Mayor to sign purchase and sale agreement with 6-month due diligence period.

# North Hill Area Park



View south toward Skykomish Valley

## Parkland Design & Development Next Steps

- After acquisition, property will be undeveloped public park site, with short-term limited public access (pedestrian) and recreation opportunities (eg. soft surface walking trails, open play areas, view benches, off-leash area, etc.).
- Design/development probable costs in 2019: \$1,800,000 (PROS Plan estimate), including sidewalk/curb frontage improvements.
- Matching grant opportunities for development will be pursued during next grant round (2022).
- Investment cost efficiencies include: acquire property in appreciating investment environment, phased project site investment, future development – option to expand park.
- Strategic park land acquisition here will leave legacy of providing recreational opportunities for new and future residents within this fast-growing area of Monroe.





# MONROE PARK BOARD MEETING

## Agenda Bill No. 2020-008

<b>SUBJECT:</b>	<b>Park Identification Signs – Review/ Recommendation</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/15/2020	Parks	Mike Farrell	Mike Farrell	#AB2020-008

**Discussion:** -

**Attachments:** 1. Park Identification Sign Alternatives

**REQUESTED ACTION: Move to recommend Park Identification Sign Design Alternative.**

### POLICY CONSIDERATIONS

### DESCRIPTION/BACKGROUND

#### Project Initiation

In 2017 the city formed an ad hoc Economic Development Advisory Board. The Board was charged with developing a set of recommendations and a 5-year investment strategy to support business recruitment, retention, and expansion. The Board reviewed past economic development plans including the Downtown Master Plan, Tourism Plan, and Economic Development Element of the Comprehensive Plan.

In 2018, the city council adopted the Board’s recommendations. One of the recommendations was to replace the city’s aging gateway signs and develop a gateway and wayfinding sign program to greet visitors and residents with an attractive sign design that makes a good first impression; helps people navigate through the community; and promotes economic development by highlighting key destinations and attractions.

In 2019, the city issued a request for proposal (RFP) seeking a consultant to help the city develop its gateway/wayfinding sign program. Members of the Economic Development Board and city staff interviewed three firms and selected Tangram. Tangram has a successful track record working with cities. They were selected by Snohomish County to develop a wayfinding sign program for access points along the Snohomish/Skykomish River.

#### Project Goals and Scope of Work

The Economic Development Advisory Board identified several goals for the gateway/wayfinding sign program:

- Create a consistent system that uses a range of signage mediums
- Honor the city’s past while establishing its future as a regional hub
- Direct visitors to landmarks, facilities, activity centers, and services
- Improve navigation for all modes of travel
- Reinforce the identity of the city as a regional center for food, lodging and entertainment
- Develop signs that can be fabricated using standard materials and methods; requiring minimal maintenance and long-term endurance
- Be sustainable and expandable.



# MONROE PARK BOARD MEETING

## *Agenda Bill No. 2020-008*

The contract scope of work included:

1. Design concepts for gateway signs at key entry points to the city – US 2; West Main Street; East Main Street; and SR203.
2. Design concepts for wayfinding signs that help visitors and residents navigate through the community
3. ***Design concepts for parks signs***

\*While developing wayfinding sign concepts, Tangram also developed several alternatives for gateway signs for the city's historic downtown which were not included in the original scope of work.

### Design Process

Tangram started the project with an on-line survey early in the process to get public input and understand the community vision for the city's gateway and wayfinding sign program. Key themes emerged from the survey:

- A desire to change/update Monroe's image
- A preference for clear, visible, simple, modern, and relevant aesthetic
- An interest in creating a sense of place
- Improving the visitor experience
- Enhancing the streetscape
- De-cluttering the visual environment
- Providing safety and security

The attached design alternatives were developed from feedback of the Monroe Park Board after their review of initial design options that were presented to the Board at the July 17, 2020 Park Board meeting.

### **FISCAL IMPACTS**

The final design of the park identification signs will include an estimated cost for fabrication/installation of the signs. Staff have submitted a \$45,000 2021 budget request for fabrication and installation of a new park entry sign for Sky River Park.

### **TIME CONSTRAINTS**

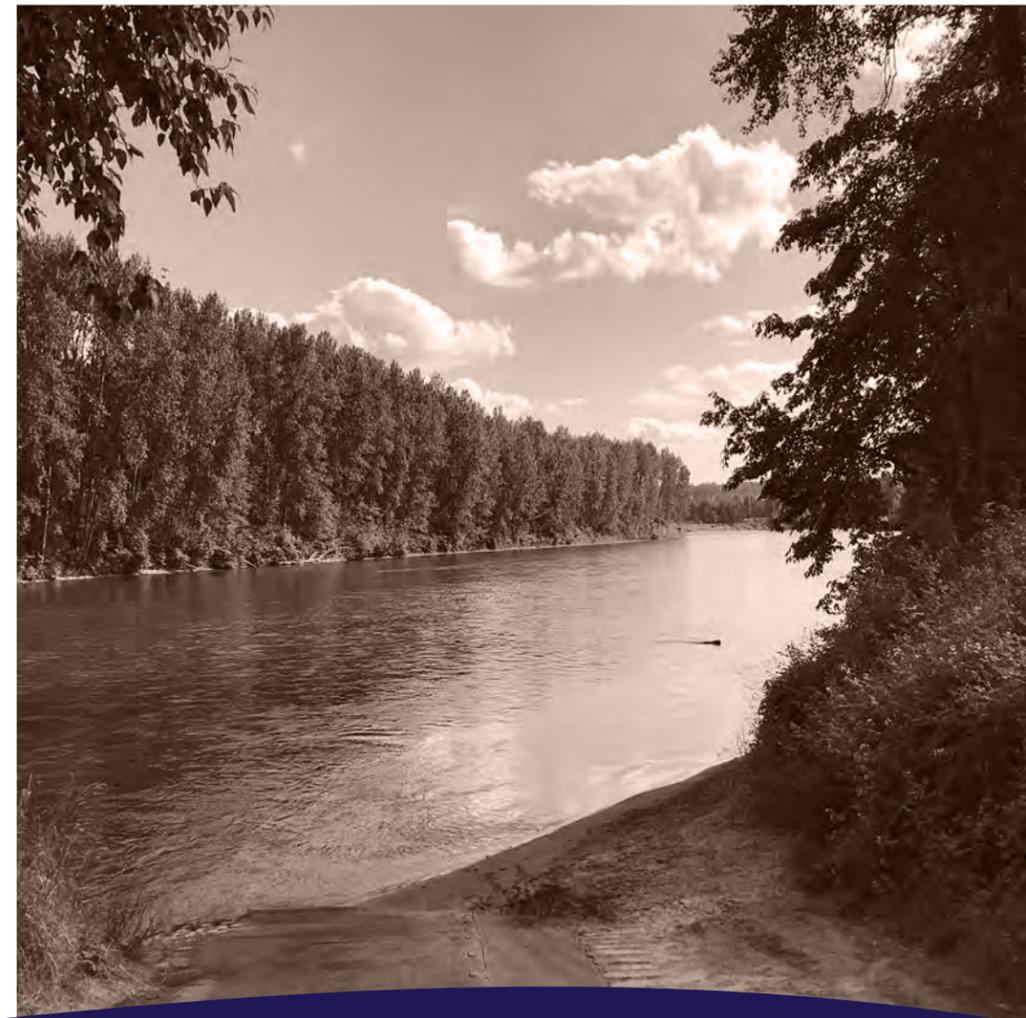
Once the design consultant receives an approval on the final concept designs, they will be able to move forward and begin developing the design intents and bid pack.

### **ALTERNATIVES**

# CITY OF MONROE

## WAYFINDING SIGNAGE DESIGN DEVELOPMENT

10/07/2020



# CITY WAYFINDING

## City Wayfinding - Park Identification Sign Options

### Revisions are as follows:

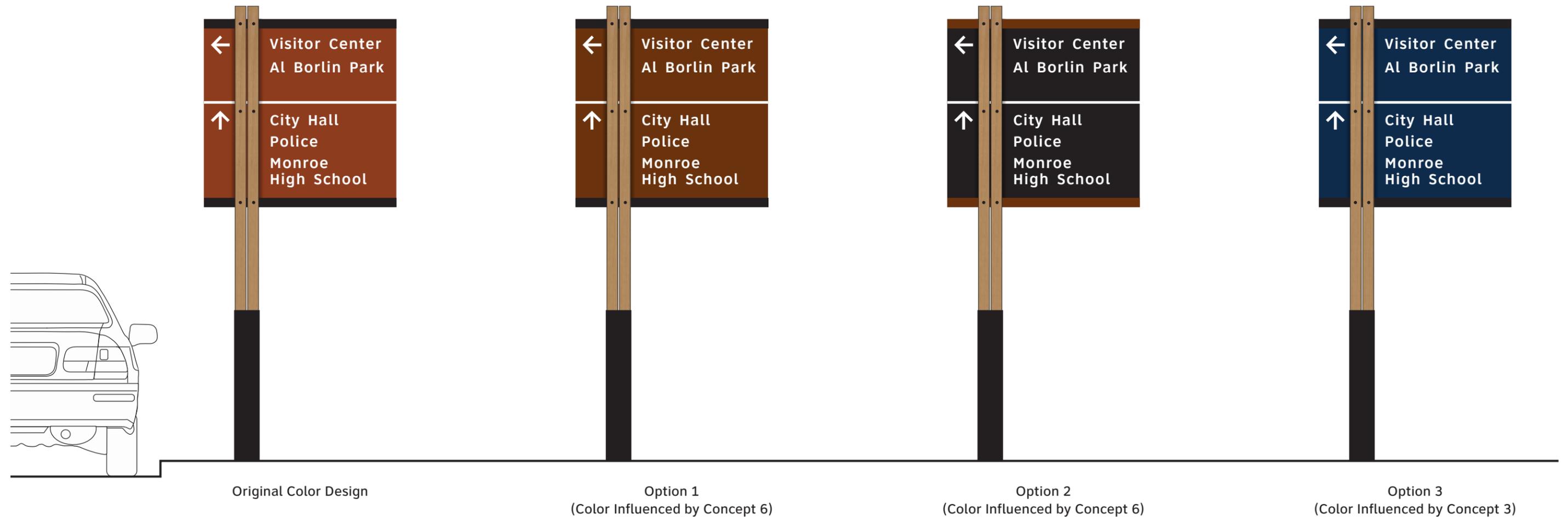
- Some members of the committee indicated they did not prefer the vertical type of the original park designs, so we explored different design options with horizontal type.
- We recommend Option 1 over Option 2 because it will be a cheaper option that still retains the branded look. If the committee chooses Option 2 the river rock will increase the overall cost of the signage system.
- Please review the new designs and let us know which option the committee prefers. Additionally, we still recommend keeping the original vertical design in the sign family because it can be used in areas with limited space where the horizontal design cannot fit.



## City Wayfinding - Color Options

### Revisions are as follows:

- Some members of the committee indicated they liked the color of the original designs, but also preferred the colors shown in Concepts 3 and 6.
- The color options on this page explore using different colors from Concept 3 and Concept 6.
- Please review the color options and let us know which option the committee prefers the most.







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## 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.**

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## Department Update

### **Snohomish County Remains in Phase 2**

On June 28, 2020 Governor Jay Inslee extended the pause indefinitely on counties moving ahead in the Safe Start Washington plan resulting in Snohomish County staying in Phase 2. Phase 2 allows for park facilities to be open. These include: Wiggly Field Dog Park, Board and Blade Skate Park, tennis courts, basketball courts, restrooms, playgrounds, covered shelters (up to gathering limit), and sports fields for limited practices in compliance with the Governor's guidelines for sporting activities.

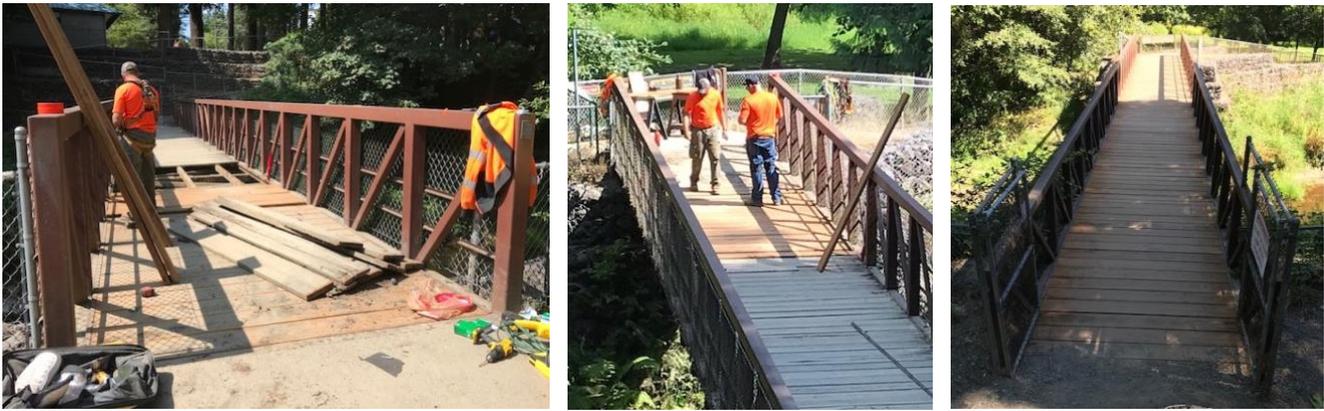
To find more information about City Operations during the COVID 19 pandemic visit go [\*\*here\*\*](#).

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### **Operations**

Parks and Recreation Department team members have been busy in August with recreation use of our park's facilities and athletic fields, as well as scheduled maintenance, cleaning and repair work on facilities, equipment and landscaped areas. Replacing fixtures and furnishings are routine and on-going Parks tasks.

As an additional project in August, the Parks Department team replaced the deck boards of the pedestrian bridge, linking Lewis St. Park and Al Borlin Park. The bridge was constructed in 1989 and this is only the second time the decking has had to be replaced.

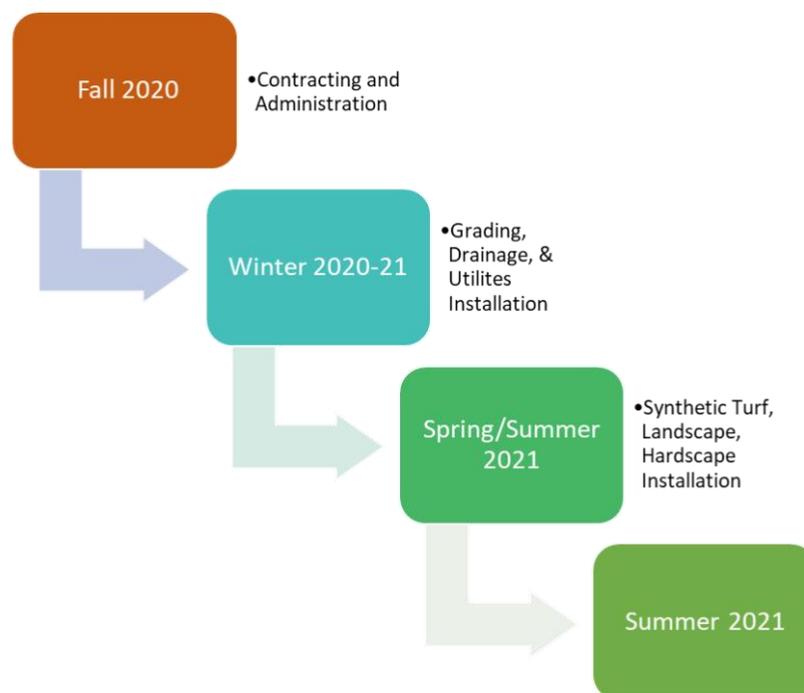


Left: Parks Lead Mike Thomas working on the bridge. Middle: Parks Lead Mike Thomas and team member Tyler Reeves work on the bridge. Right: The finished bridge.

### Lake Tye Lighted Synthetic Fields Project Update

With City Council's approval of the 2020 Budget Amendment, park staff is set to proceed with this high-priority project. It will improve the capacity, diversity of use and accessibility of two fields at our signature community park. Changing the fields' surface and adding lights will extend play for more games and practice hours in all types of weather and new seasons throughout the year. Historically, the fields are unusable October through March, and parts of April, May and September due to worn turf degradation, shortened daylight hours during winter, clay infield saturation and poor field drainage from seasonal rain events and the aged drainage system. The project will begin on-site late fall 2020 and is targeted to be completed by the end of summer 2021. The project is funded in part with \$1,300,000 in awarded state and county grants. Please visit the City webpage [here](#) for more information and updates about this project.

### Lake Tye Lighted Synthetic Fields Construction Schedule:



## North Hill Area Park Land Acquisition

After years of searching for prime North Hill parkland, City Council authorized the Mayor to sign a Purchase and Sale Agreement and Right of First Refusal to acquire park land in Monroe’s North Hill area. The future park will serve the City’s most rapidly growing area, North Hill, currently suffering from park land deficit and has been a park land acquisition priority for over 16 years. After acquisition, the property will be undeveloped public park site, with short-term limited public access (pedestrian) and recreation opportunities such as soft surface walking trails, open play areas, view benches, and off-leash area. Please visit the City webpage [here](#) for more information and updates about this project.



Left: A drone shot of the North Hill Property. Right: The property and overlooking view.

## Rotary Field Enhancements Update

Staff are continuing to move forward on needed enhancements for the Rotary Field athletic facility to install outfield safety netting to protect adjacent property and electronic ADA door assists for the restroom building. We are grateful for the **Monroe Rotary Club’s** generous cash **donation** to the city of **\$5,000** toward the cost of the ADA door assist project.



*Rotary Field Netting Installation Project* – A contract has been executed with All City Fence Company for \$25,567.46 to purchase and install 200 lineal feet of 20-foot high netting to protect adjacent property parking lot from potential damage to cars from errant balls.

*Electronic ADA Door-Assist Upgrade to Rotary Field Restrooms* – Staff are finalizing a contract for services to install electronic ADA door-assists for the restroom doors. This improvement project is budgeted at \$14,000. Staff expect to finalize the contract and commence work during September.

### Parks Recreation and Open Space Plan (PROS)

Staff and consultant team are underway with phase one of the City’s PROS Plan update project! During this initial, ‘Inventory’ phase, the team will review existing park system including an analysis of parks, facilities, trails, programs, arts, events, and tourism-related activities. This initial work will help identify opportunities and constraints of the park and recreation system. The planning process has four phases: Inventory, Assessment, Strategies, and Action Plan and is expected to be completed December 2021. When complete, the PROS Plan will identify ways parks, facilities, trails, and programs can enhance community livability, meet the needs of new growth, protect natural resources and maximize benefits for the City’s residents. Please visit the City webpage [here](#) for more information and updates about this project.

### 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 the present. The following is a summary of data for the past month:

#### Locations: Al Borlin Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
8/4	11	2	3 camps found at Al Borlin Park. Police contacted. 2 Camps removed by Police.
8/11	8	0	
8/18	4	7	
8/26	8.5	0	
<b>Avg.</b>	<b>7.875</b>	<b>2.25</b>	
			See attached Parks Homeless Response Data 2017- 2020

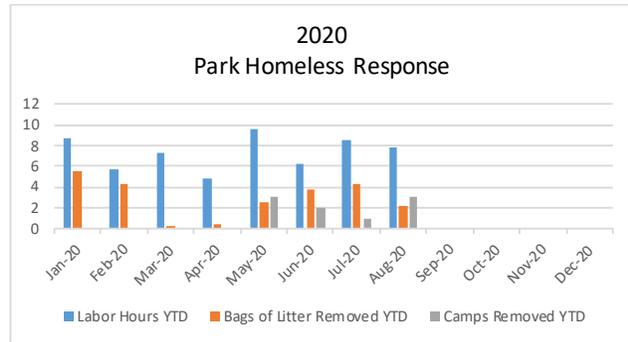
### Volunteer Opportunities

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.

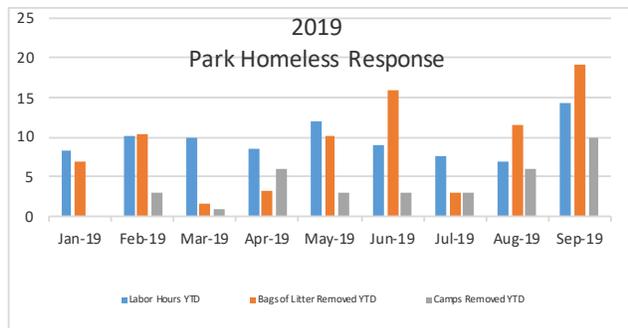
Visit the City website [www.monroewa.gov](http://www.monroewa.gov) for information on upcoming programsss and events.

**2017-2020  
Park Homelessness Response**

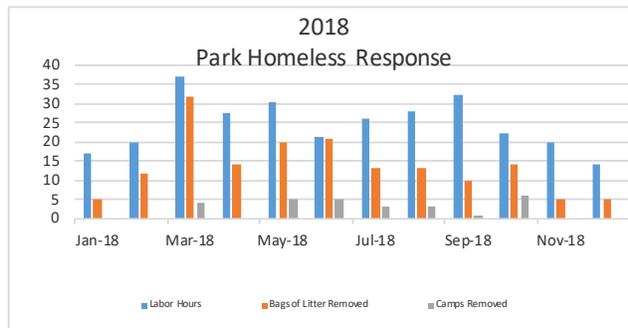
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20	9.625	2.5	3
Jun-20	6.25	3.75	2
Jul-20	8.5	4.25	1
Aug-20	7.875	2.25	3
Sep-20			
Oct-20			
Nov-20			
Dec-20			
<b>Total 2020</b>	<b>58.82</b>	<b>23.23</b>	<b>9</b>



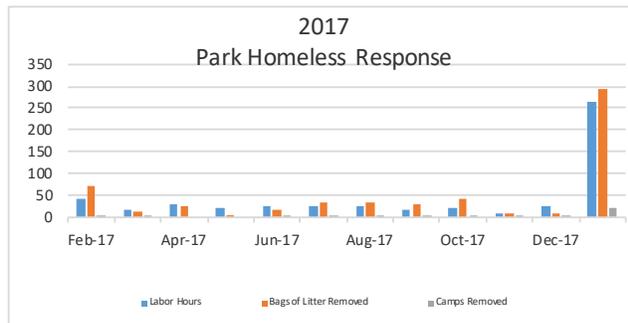
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
<b>Total 2019</b>	<b>108.65</b>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



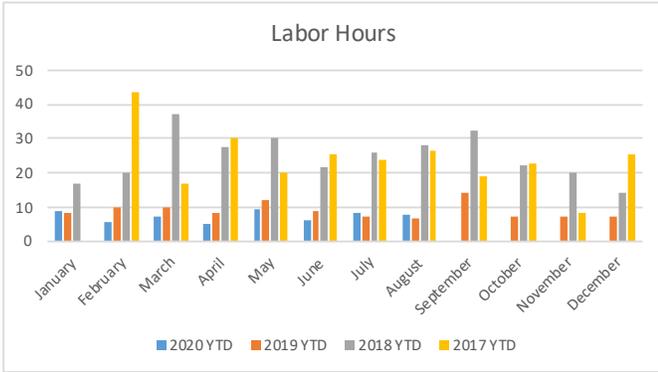
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
<b>Total 2018</b>	<b>296.5</b>	<b>164</b>	<b>27</b>



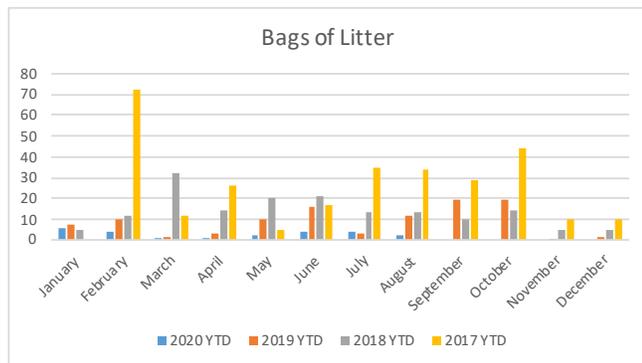
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
<b>Total 2017</b>	<b>262.5</b>	<b>294.5</b>	<b>22</b>



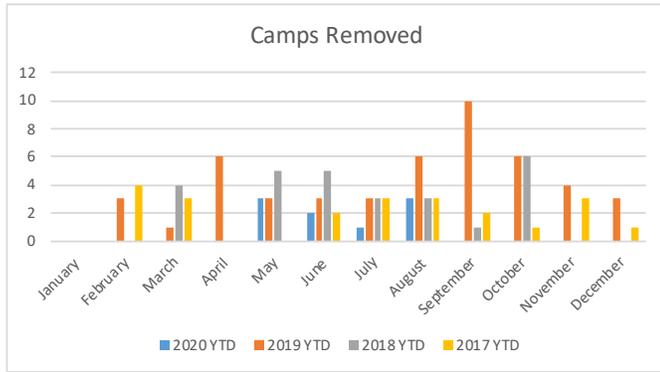
Labor Hours	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	8.75	8.3	17	0
February	5.67	10.2	20	43.5
March	7.25	10	37	17
April	4.9	8.5	27.5	30
May	9.625	11.9	30.5	20
June	6.25	9	21.5	25.5
July	8.5	7.5	26	24
August	7.875	6.9	28	26.5
September		14.25	32.5	19
October		7.3	22.5	23
November		7.5	20	8.5
December		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	2.5	10.25	20	5
June	3.75	16	21	17
July	4.25	3	13	35
August	2.25	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	3	5	0
June	2	3	5	2
July	1	3	3	3
August	3	6	3	3
September		10	1	2
October		6	6	1
November		4	0	3
December		3	0	1





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## 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.**

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## Department Update

### Snohomish County Remains in Phase 2

On June 28, 2020 Governor Jay Inslee extended the pause indefinitely on counties moving ahead in the Safe Start Washington plan resulting in Snohomish County staying in Phase 2. Phase 2 allows for park facilities to be open. These include: Wiggly Field Dog Park, Board and Blade Skate Park, tennis courts, basketball courts, restrooms, playgrounds, covered shelters (up to gathering limit), and sports fields for limited practices in compliance with the Governor's guidelines for sporting activities.

To find more information about City Operations during the COVID 19 pandemic visit go [here](#).

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### Operations

Parks and Recreation Department team members have been busy in September with recreation use of our park's facilities and athletic fields, as well as scheduled maintenance, cleaning and repair work on facilities, equipment and landscaped areas. Replacing fixtures and furnishings are routine and on-going Parks tasks.



Crew members working on annual ball field repairs and renovation work. Re-establishing proper grades to facilitate drainage.

## Community Thanks

Our Parks Department has received two compliments from community members that we'd like to share, the first:

Ruth Erickson, a long time Monroe resident, called to say wonderful Lake Tye is. She has been wanting to call for a long time and finally just picked up the phone and called. She is so proud of Monroe and the wonderful job they have done with the Park and Lake. She loves to go and sit at the Lake and watch all the people. She wanted me to pass that along to everyone.

A second thanks on Facebook:

"Thanks to the Monroe Parks department: I called about a week ago to get a doggie bag station at the small park in the Farm development. Well it's in already, thanks again." - Lauren Marie Carlson

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## New GameNetic Toy at Lewis Street Park

In September Parks Department team members installed a new game console called The GameNetic at Lewis Street Park. This toy was funded and purchased prior to the COVID-19 pandemic. To use the game, all you have to do is pump the foot pedal to power-up and follow the audio instructions for 4 diverse games. To learn more about the game, and to see an informational video on how it's used, visit the [GameNetic website](#).



Siblings, Ryder (left) and Reese (right) playing with the new GameNetic toy.

## Farmers Market

In August and September, the Monroe Police Department and Parks Department partnered together to staff a City booth at the Monroe Farmers Market on Wednesday's from 2-7pm. The Police Department brought a new informational activity each week and both departments helped to answer questions from the community. Thank you to everyone who helped make this happen, it was a great success.




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## Monroe Park Board

The Monroe Park Board held a joint meeting with the Monroe Planning Commission to listen to a presentation on the introductory project goals of the Parks, Recreation & Open Space Plan Update. See **Parks, Recreation & Open Space (PROS) Plan Update** below.

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## Parks, Recreation & Open Space (PROS) Plan Update

The City of Monroe has kicked-off the project with contracted consultant firm [MIG of Seattle](#); and have begun the inventory and assessment phases.

To date, MIG have been collecting inventory information, background, planning documents and are creating a GIS parks, trails, open spaces & facilities base map. Parks staff have led the consultants on a physical tour of our parks and trails. MIG conducted an introductory project goals and SWOT (strengths, weaknesses, opportunities, threats) Analysis in a joint Park Board/Planning Commission Zoom meeting on Monday, September 14, 2020. [View the presentation from the meeting.](#) This will be followed by individual Stakeholder and Key Leader Videoconference Interviews to be scheduled during October.

The entire planning process has four phases: Inventory, Assessment, Strategies, and Action Plan and is expected to be completed December 2021. There will be several public outreach and survey opportunities to get our community's important input to shape the priorities of the plan.

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## North Hill Area Park Story

The City of Monroe is taking steps to acquire 5 acres of land to develop into a public neighborhood park in the City's rapidly-developing North Hill Area of Monroe. Because of planned development, rapid growth and the resulting underserved population, acquiring parkland in this area has been listed as a high priority in our Parks, Recreation & Open Space (PROS) plans for over a decade. Our current PROS Plan states that it is critical to reach the City's Level of Service Objective in the North Hill area of town. In August 2020, the Monroe City Council authorized Mayor Thomas to sign a Purchase and Sale Agreement for the 5-acre acquisition, located at the southwest corner of 191<sup>st</sup> Ave & 134<sup>th</sup> St. Staff have applied for \$1 million state grant funding for the acquisition to fund the acquisition, appraised at \$1.3 million, with the remaining \$300,000 budgeted within the Parks Capital Improvement Project fund.

[View the North Hill Park story in this link](#)



Overhead drone shots of the North Hill Park property.

### Park Planner Vacancy

Last month, our Parks Senior Planner, Denise Johns, has accepted a similar job opportunity with the City of Santa Barbara, California. Denise started working for the department in July of 2019. We have appreciated her talents and contributions to our department and community, and we wish her well on her next adventure. We are currently advertising to fill the critical, now-vacant position within the department. For more information visit [www.monroewa.gov/jobs](http://www.monroewa.gov/jobs)

### City Parks Unmarked Trails Inspections

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#### Locations: Al Borlin Park, Sky River Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
9/1	16	5	
9/8	7.5	4	
9/15	7	6	
9/22	8	0	
9/29	6.5	2	
<b>Avg.</b>	<b>9</b>	<b>3.4</b>	
			See attached Parks Homeless Response Data 2017- 2020

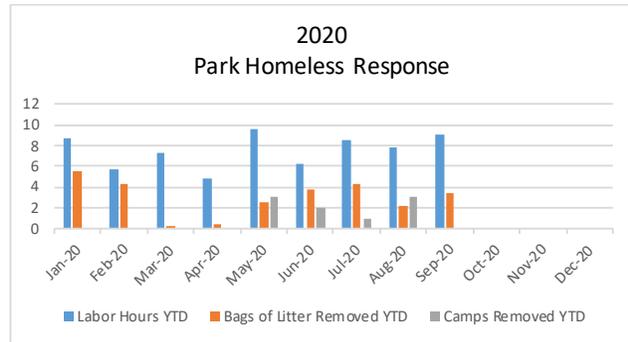
### **Volunteer Opportunities**

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**2017-2020**  
**Park Homelessness Response**

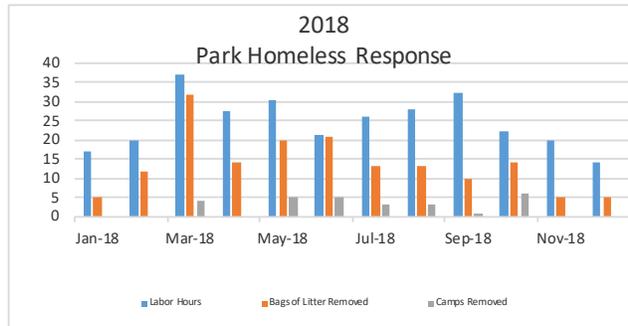
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20	9.625	2.5	3
Jun-20	6.25	3.75	2
Jul-20	8.5	4.25	1
Aug-20	7.875	2.25	3
Sep-20	9	3.4	0
Oct-20			
Nov-20			
Dec-20			
<b>Total 2020</b>	<b>67.82</b>	<b>26.63</b>	<b>9</b>



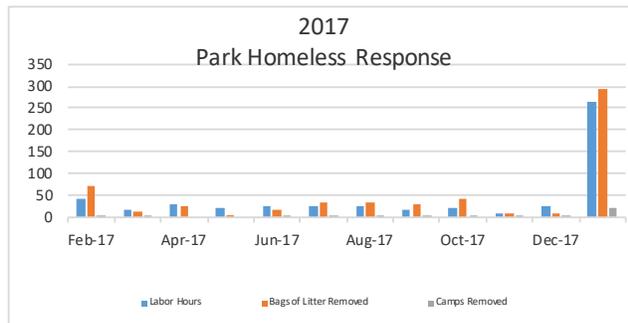
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Mar-19	10	1.5	1
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May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
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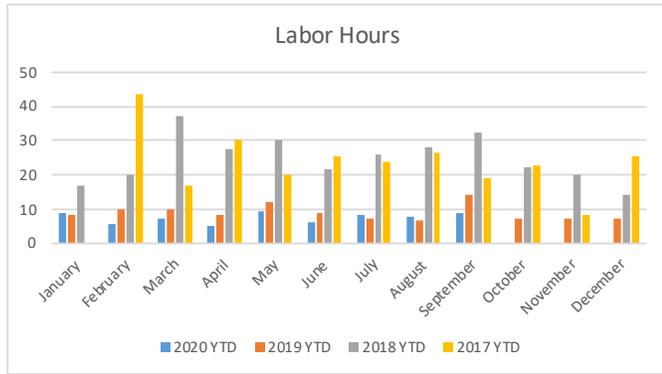
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
<b>Total 2018</b>	<b>296.5</b>	<b>164</b>	<b>27</b>



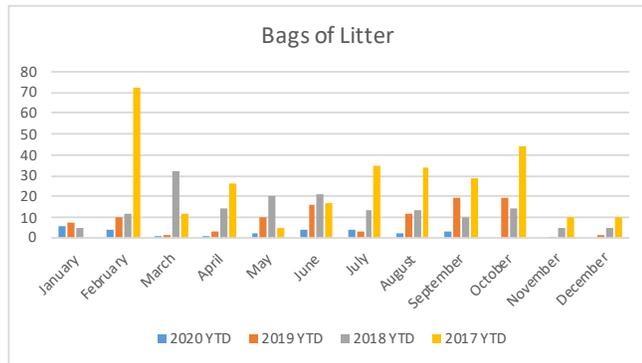
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Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
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February	5.67	10.2	20	43.5
March	7.25	10	37	17
April	4.9	8.5	27.5	30
May	9.625	11.9	30.5	20
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July	8.5	7.5	26	24
August	7.875	6.9	28	26.5
September	9	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	2.5	10.25	20	5
June	3.75	16	21	17
July	4.25	3	13	35
August	2.25	11.5	13	34
September	3.4	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	3	5	0
June	2	3	5	2
July	1	3	3	3
August	3	6	3	3
September	0	10	1	2
October		6	6	1
November		4	0	3
December		3	0	1

