

AMENDED AGENDA
GIG HARBOR PARKS COMMISSION
Wednesday, May 4, 2022 – 5:30 p.m.

Virtual Meeting Link: <https://us06web.zoom.us/j/81450315374>
Call-in: (253) 215-8782 Meeting ID: 814 5031 5374

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES: April 6, 2021

OLD BUSINESS

1. Parks Appreciation Day – Event Debrief
2. City Council Strategic Plan (background for developing Work Program)

STAFF REPORT

1. Gig Harbor Sports Complex Update - Parks Manager Matthew Keough

PARKS UPDATE REPORT – Parks Manager Matthew Keough

COMMITTEE REPORTS

PUBLIC COMMENT

ADJOURN

Next Regular Meeting: Wed., June 1, 2022, 5:30pm

- Bike Bash at Sehmel Homestead Park, May 21st

MINUTES
GIG HARBOR PARKS COMMISSION
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CALL TO ORDER / ROLL CALL

Parks Commission Members: Present – Chair Ben Coronado, Vice Chair Louise Tieman, Georgina Armstrong, Stephanie Lile, Will Appleton

Staff: Parks Manager Matthew Keough, Public Works Assistant Terri Garrison

APPROVAL OF MINUTES: March 2, 2022

MOTION: Move to approve the March 2, 2022 Parks Commission Minutes

Tieman / Appleton – unanimously approved

OLD BUSINESS

1. **Parks Appreciation Day Planning** – Planning details for the April 9 Parks Appreciation Day volunteer event were discussed. Details for coordinating tasks, donations, volunteers, and work tasks were reviewed. Site leader assignments were confirmed-Shaw Park-Commissioner Armstrong, Veterans Memorial Park-Vice Chair Tieman and Wilkinson Farm Park-Chair Coronado. Sign-in sheets will be provided containing the liability waiver language for volunteer work. Commissioner Lile volunteered to help in the morning with donation distribution. Thank you tote bags will be available as an acknowledgement for volunteers. Operations staff will be assigned to each site and provide trash pickers, gloves, vests, and any necessary tools.
2. **Discussion of the 2022 Work Program** – Work plan discussion continued leaning towards deferring finalizing the proposal until the new members have been appointed with the possibility of additional work study meetings. Commissioner Armstrong asked about the existence of City maintenance standards. Vice Chair Tieman mentioned that the park assessment survey conducted for the PROS Plan Update could be re-utilized if it would be helpful.

NEW BUSINESS

1. **RCO Grant Strategy** – Parks Manager Keough reviewed the RCO grant program overview with the Commission, showing programs and grant categories. Mr. Keough stated that the City will be applying for three grants: 1) WWRP-Habitat Conservation, 2) Land & Water Conservation Fund-Federal funding, and 3) Outdoor Recreation Trails grant.

MOTION: Move that the Commission support the approach of applying for three RCO grants towards the acquisition of the property as proposed by the Parks Manager.

Appleton / Coronado

After discussion, the motion was amended to read:

AMENDED MOTION: Move that the Commission support the approach of applying for three RCO grants towards the acquisition of the property, including one that is Land and Water Conservation Fund pass-through federal funds, as proposed by the Parks Manager.

Tieman / Coronado – unanimously approved

The recommended application strategy was approved by Council on April 25. However, through consultation with the RCO, the city will make just 2 applications – one for acquisition and one for development within the WWRP categories. The City will not pursue federal funds through the Land and Water Conservation Fund regarding the North Creek Salmon Heritage Conservation Area.

2. **Public Participation Program** – Parks Manager Keough asked the Commission for their thoughts on members taking an active role on various projects or on special interests. The City plans to conduct an enhanced public process for Phase 1B of the Gig Harbor Sports Complex. Commissioners Tieman and Armstrong offered to attend the April 30th advisory group as representatives of the Parks Commission. *The Informational Open House is now scheduled for Saturday, May 7, 11am-1pm.* The Commission did not indicate a desire to be the public participation lead on all park projects. They preferred to evaluate needs and opportunities as they present and relate them to their future work program. The Commission acknowledges that its monthly meetings function as an opportunity for the public to raise park related concerns for the public record.

PARKS UPDATE REPORT – Parks Manager Keough provided general park update information and answered questions, noting a few recent developments not included in the published update.

- Ancich Waterfront Park: Community Paddlers Dock – The ribbon-cutting was held on April 2nd. Boat Storage Building - The City is currently processing applications and fees for the initial kayak and SUP storage rentals.
- Ancich NetShed use – The Gig Harbor BoatShop will be holding a classroom training program for commercial fishermen utilizing the NetShed as the very first authorized use of the NetShed.
- Ancich Commercial Fishing Homeport – An April 21 meeting is scheduled with the commercial fishermen to review 30% design plans.
- Austin Honoring Project – Ecology blocks have been placed on the site compressing the soil where the pedestal will eventually be installed.

COUNCIL AND COMMISSION REPORTS

None

PUBLIC COMMENT

None

ADJOURN

MOTION: Move to adjourn at 8:18 p.m.

Tieman / Coronado – unanimously approved

City of Gig Harbor Two-Year Strategic Plan 2022-2023

Vision Statement: *The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.*

Priorities	Goals	Actions – Routine/Annual	Actions - Project
Foster a healthy City organization	<ul style="list-style-type: none"> ▪ Be an exceptional employer ▪ Retain existing workforce ▪ Attract qualified applicants ▪ Ensure safe work environment ▪ Encourage staff training ▪ Encourage and obtain employee feedback 	<ul style="list-style-type: none"> <input type="checkbox"/> Fill all vacancies in a timely manner <input type="checkbox"/> Maintain effective procedures to respond to ADA, FMLA, etc. issues and situations <input type="checkbox"/> Maintain collaborative relationships with union representatives <input type="checkbox"/> Re-qualify for AWC Well City designation 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a staff retention and attraction program* <input type="checkbox"/> Review and update the City's DEI program* <input type="checkbox"/> Develop an employee recognition and appreciation program <input type="checkbox"/> Update Personnel Policies Manual <input type="checkbox"/> Update Safety Manual and Accident Prevention Program <input type="checkbox"/> Conduct employee satisfaction survey <input type="checkbox"/> Revise employee evaluation process <input type="checkbox"/> Develop management training for all new supervisors*
Ensure sustainable future for public services and facilities	<ul style="list-style-type: none"> ▪ Provide more efficient and effective municipal services ▪ Improve public outreach on capital projects ▪ Increase communications between the City and residents ▪ Better understand community needs and service expectations ▪ Make city meetings more accessible to residents online ▪ Source funding and implement plans for City Parks & Rec, streets/transportation options, utilities ▪ Ensure adequate infrastructure to support community needs 	<ul style="list-style-type: none"> <input type="checkbox"/> Update utility rates as needed <input type="checkbox"/> Support free vessel pump-out service <input type="checkbox"/> Continue implementing permit and land use approval process improvements <input type="checkbox"/> Continue and when possible, increase resources dedicated to capital improvement projects <input type="checkbox"/> Review/amend TIP to improve motorized and non-motorized transportation 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop an online citizen comment/reporting form <input type="checkbox"/> Conduct a citizen satisfaction survey* <input type="checkbox"/> Create a City-wide Communications Plan* <input type="checkbox"/> Update Public Works Standards <input type="checkbox"/> Conduct HOA fair <input type="checkbox"/> Implement hybrid Court system/electronic case management <input type="checkbox"/> Implement hybrid city meetings platform <input type="checkbox"/> Develop neighborhood traffic calming policy
Maintain small town character and historic preservation while growing responsibly	<ul style="list-style-type: none"> ▪ Promote responsible growth in keeping with small town character ▪ Address infrastructure issues to relieve traffic issues ▪ Ensure adequate affordable housing ▪ Focus on character retention and historic preservation ▪ Foster safe, livable and attractive community ▪ Decrease distance to get to a park or open space ▪ Enhance walkability and pedestrian/cyclist safety 	<ul style="list-style-type: none"> <input type="checkbox"/> Annually docket specific priorities in the Comprehensive Plan <input type="checkbox"/> Provide funding support for Harbor History Museum <input type="checkbox"/> Monitor State legislative activity <input type="checkbox"/> Provide funding support for Senior Center programming <input type="checkbox"/> Maintain/expand support for the Arts Commission and the arts in the city <input type="checkbox"/> Implement and support Sister City program* <input type="checkbox"/> Continue to fund Creative Endeavor Grants <input type="checkbox"/> Implement pedestrian and bicycle projects consistent with adopted Transportation Element 	<ul style="list-style-type: none"> <input type="checkbox"/> Revise Municipal Code for short term rentals <input type="checkbox"/> Prepare 2024 Comprehensive Plan Periodic Update <input type="checkbox"/> Provide funding for Harbor History Museum Maritime Gallery project <input type="checkbox"/> Provide funding for Senior Center permanent home <input type="checkbox"/> Complete annexation study <input type="checkbox"/> Review Design Manual <input type="checkbox"/> Develop Housing Needs and Action Plan <input type="checkbox"/> Create Historic Preservation Committee <input type="checkbox"/> Review parking requirements for businesses and off-street parking <input type="checkbox"/> Support funding for youth and teen activities*
Promote environmental sustainability and preserve Gig Harbor's natural beauty	<ul style="list-style-type: none"> ▪ Address climate change ▪ Preserve tree canopy ▪ Preserve and enhance natural character ▪ Add undeveloped land to parks inventory 	<ul style="list-style-type: none"> <input type="checkbox"/> Support free vessel pump-out service <input type="checkbox"/> Annually review Climate & Sustainability Action Plan (once developed)* 	<ul style="list-style-type: none"> <input type="checkbox"/> Adopt Climate & Sustainability Action Plan* <input type="checkbox"/> Incorporate climate change into the City's Comprehensive Plan <input type="checkbox"/> Form Climate Action Committee* <input type="checkbox"/> Adopt Urban Forest Management Plan and update tree retention policies* <input type="checkbox"/> Develop recycling program in City parks <input type="checkbox"/> Install Civic Center electric vehicle charging station <input type="checkbox"/> Pursue opportunities to buy conservation parcels* <input type="checkbox"/> Annex parcels in City's park system <input type="checkbox"/> Update Stormwater Management and Site Development Manual <input type="checkbox"/> Assess gaps in public charging stations in the ROW for electric vehicles
Promote and enhance a dynamic and robust economy	<ul style="list-style-type: none"> ▪ Develop a plan to increase promotion of our local business community ▪ Increase vitality of the city's small businesses ▪ Attract larger business to industrial zone ▪ Maintain and enhance commercial fishing 	<ul style="list-style-type: none"> <input type="checkbox"/> Support Downtown Waterfront Alliance and Chamber of Commerce <input type="checkbox"/> Promote tourism-related activities through lodging tax grants <input type="checkbox"/> Promote downtown businesses and events to bring in visitors <input type="checkbox"/> Continue collaboration with Pierce Transit for downtown trolley service <input type="checkbox"/> Produce annual Visitor's Guide <input type="checkbox"/> Annually evaluate effectiveness of tourism promotion and lodging tax <input type="checkbox"/> Continue supporting visitor-oriented media relations 	<ul style="list-style-type: none"> <input type="checkbox"/> Design and construct Fishermen's Home Port <input type="checkbox"/> Create a Business Retention and Attraction Plan* <input type="checkbox"/> Evaluate and amend (if necessary) development regulations and fees <input type="checkbox"/> Develop and implement a small business fair*

PARKS COMMISSION

MAY 2022

Parks Division Updates

Proposed Donations

Benches at Austin Estuary Park – Two private bench memorial donations have been approved at Austin Estuary Park and are expected to be installed after the public art has been placed on site. The placement of the benches has been included in the land use permitting for the art.

Benches at Gig Harbor Sports Complex – Kiwanis Club of Gig Harbor has made a financial commitment for sponsorship of eight benches to be located throughout the Sports Complex in Phase 1B. The Parks Commission provided a recommendation on the style of the proposed benches to be forwarded to City Council.

Lease Updates

Gig Harbor Canoe and Kayak Race Team at Ancich Park – The City and GHCKRT executed lease amendment #2 on 06/17/21 that establishes a minimum donation of \$150,000 from GHCKRT to the City in two payments. The first payment in the amount of \$100,000 was made to the City on June 29. The second payment will occur no later than April 15, 2022.

Gig Harbor Sports Complex – City Council and the YMCA approved the Lease Agreement on May 10.

Projects

Ancich Human Powered Watercraft Storage Racks - Design and install custom storage racks with locking mechanisms for the public's canoes, kayaks, and stand-up paddleboards at the Ancich Waterfront Park Boat Storage Facility. This includes a fence to separate the area leased to the Gig Harbor Canoe/Kayak Race Team.

- *The lottery for storage spaces is complete, with approximately 50 completed and paid for rental agreements.*
- *Individual access passcodes are being assigned to each leasee, allowing for the City to monitor security (opening and closing of the doors, along with digital cameras).*
- *The storage slots are being assigned unique numbers for the various size kayaks and Stand Up Paddleboards.*
- *Staff will offer orientation sessions for leasees on Saturday, May 7th from 2-3:30pm and on Tuesday, May 10th from 11:30-1pm.*
- *Rental period will begin in early May through December 31st.*

Community Paddler's Dock – Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich Pier.

- The ribbon cutting was held on Saturday, 04/02/22.
- *Security fencing is currently being designed and will go out to bid as a Small Works project.*
- *Public Works Operations staff will install the fencing when it is received.*
- *City has accepted contractor's cost change proposal for supplying and installing additional floatation billets. There is a 6-8 week lead time on materials, contract working days has been suspended until material are delivered.*

Commercial Fishing Homeport Design/Permitting – Design and permit for a new float system for the commercial fishing homeport at Ancich Park.

- The City submitted an application for Port of Tacoma Local Economic Development Investment Funds on 02/25/2022.
- The City reviewed draft 30% design documents on 03/23/2022 for permit submittals during a 30% design meeting with DCG (consultant).
- The City will be reviewing 30% design documents with local commercial fishing operations in on April 21, 2022 before proceeding with the next design phase.
- *The City is working with DCG on locating more overwater mitigation sites to meet the permit requirements. Beach mitigation has been identified throughout the Harbor for this.*
- *City Staff has met with the commercial fishing fleet on the 30% design and possible mitigation. The meeting was very useful and the group accomplished a lot during the meeting.*

Austin Park Honoring Project – In conjunction with the Puyallup Tribe of Indians, the Gig Harbor Kiwanis Foundation, and the City's Arts Commission, the City Council awarded a contract in 2019 for the placement of an "honor symbol" in Austin Estuary Park to acknowledge the importance of the Tribe as the original residents of Gig Harbor. This project received funding in the 2019 and 2020 budget. Staff is working with the Puyallup Tribe of Indians, a citizen group, and directed by City Council. Honor Symbol, carved from a California Redwood by master carver Guy Capoeman.

- The City received the DAHP permit on 03/14/22.
- Staff is preparing the construction bid package to be released upon building permit approval.
- Staff is anticipating requesting Council award the public works construction contract in late April.
- *Staff is coordinating with the Tribe for the unveiling of the artwork. Dates will be sent to the Tribe to choose from for the unveiling ceremony. Staff is looking at July.*
- *The Building permit has been approved and received.*
- City crews will begin the required preloading of the site the week of March 28th in preparation for construction.

City Park at Crescent Creek Visioning/Master Plan – Conduct visioning and develop a master plan for Crescent Creek Park pending Council direction on the City’s proposed Masonic Lodge building improvements.

- In determining the next steps of the Masonic Lodge, Council will review Bill Acker’s report and John McMillian’s renderings.
- City Council approved the Master Planning contract with HBB on 03/23/20.
- Public outreach for Masonic Lodge will occur in 2022.
- The Crescent Creek Park Public Master Planning will begin after the Masonic Lodge property visioning has concluded.

Eddon Park Brick House – Remodel and rehabilitate the historic Eddon Residence.

- Certificate of Occupancy is dependent on completion of the new parking stalls associated with the construction of the Harborview/Stinson intersection improvements.

Gig Harbor Sports Complex Phase 1A – Partner with the YMCA to develop City-owned properties into a 17-acre Gig Harbor Sports Complex with lit and turf multi-use fields and associated parking. Updates are posted on the city website:

<http://www.cityofgigharbor.net/637/Gig-Harbor-Sports-Complex>

- Funding: work to come under contract with our state appropriation of \$206K and \$350K RCO Youth Activity Facility Grant.
- The City and YMCA have a Lease Agreement was effective on 05/20/21 and recorded on 06/01/21.
- Per the lease the YMCA must submit all necessary land use permits no later than 06/30/23 and complete construction no later than 12/31/24.
- Project to be delayed to 2022.

Gig Harbor Sports Complex Phase 1B – The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development that we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project is scheduled to be completed in 2022 with construction beginning either at the end of 2022 or in early 2023.

- *City Council approved BCRA, Inc.'s professional services contract for design, permitting, and bid support on 03/28/22.*
- *A kick-off meeting was held with BCRA on 03/31/22.*
- *Site survey underway on 04/12/22.*

Upcoming Special Events (pending permit approval)

Date	Day	Time	Event	Location
5/22/2022	Sunday	11am - 3pm	My 5K March for Kids	2727 Holycroft
6/4 - 6/5	Sat/Sun	8/5/2022	Maritime Gig Festival	Harborview downtown
6/28/2022	Tuesday		Summer Sounds - Soul Searching	Skansie Park
7/5/2022	Tuesday		Summer Sounds - Good Co	Skansie Park
7/9/2022	Saturday	2-4 pm	Sullivan/jarone Wedding	Skansie Park
7/12/2022	Tuesday		Summer Sounds - ABBA Graphs	Skansie Park
7/16-7/17	Sat/Sun	10am - 8pm	PAL Arts Festival	Judson St
7/19/2022	Tuesday		Summer Sounds - The Profits	Skansie Park
7/23/2022	Saturday	4-8 pm	Shane/Erickson Wedding	Skansie Park
7/26/2022	Tuesday		Summer Sounds - Paperboys	Skansie Park
8/2/2022	Tuesday		Summer Sounds - Mark Hurwitz	Skansie Park
8/6/2022	Saturday	4-6 pm	Garcia/Johnson Wedding	Skansie Park Grass
8/9/2022	Tuesday		Summer Sounds - Beatniks	Skansie Park
8/16/2022	Tuesday		Summer Sounds - Abney Park	Skansie Park
8/23/2022	Tuesday		Summer Sounds - Nate Botsford	Skansie Park
8/30/2022	Tuesday		Summer Sounds - Sounds like Dolores	Skansie Park
9/10/2022	Saturday	10am - 3pm	Harbor Hounds	Skansie park
9/11/2022	Sunday	11am - 8pm	2nd annual Chuseok Festival	Skansie park
10/1/2022	Saturday	7-9 pm	Pier into the night	Jerisich Dock
11/5/2021	Saturday	6-8 pm	Pier into the night	Maritime Pier