

**AGENDA**  
**GIG HARBOR PARKS COMMISSION**  
Wednesday, May 5, 2021 – 5:30 p.m.

Due to public health concerns, this meeting will be accessible by phone by dialing (253) 215-8782 and entering the Meeting ID: 981 2732 7148 or through Zoom at: <https://zoom.us/j/98127327148>

Comments are only allowed during designated portions of the meeting. To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press \*9 on your phone. Please refrain from “raising your hand” until the Parks Commission Chair has announced that he has opened the public comment portion of the meeting. Your name or the last four digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press \*6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of speaking live, you may submit comments in writing before the meeting. Your input / questions must be provided to Terri Garrison by 3:00 p.m. on May 5th. All written comments must be able to be read in 3 minutes or less to be included in the record and have the title: FOR PUBLIC COMMENT included. Send comments to: [garrisont@cityofgigharbor.net](mailto:garrisont@cityofgigharbor.net). Written comments will be read during the appropriate agenda item.

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES:** April 7, 2021

**OLD BUSINESS**

1. Inventory of Parks Facilities Discussion (Update for 2022 PROS Plan)
2. Creating an Adopt-A-Park Program
3. Ancich Human-Powered Boat Storage

**NEW BUSINESS**

1. Election of Officers – Chair/Vice Chair

**PARKS UPDATE REPORT** – Public Works Director Jeff Langhelm

**COMMITTEE REPORTS**

**PUBLIC COMMENT**

**ADJOURN**

**MINUTES**  
**GIG HARBOR PARKS COMMISSION**  
Wednesday, April 7, 2021 – 5:30 p.m.  
Virtual Meeting

**CALL TO ORDER / ROLL CALL**

Present (via Zoom webinar):

Parks Commission Members: Present-Chair Ben Coronado, Vice Chair Mary Barber, Louise Tieman, Sara McDaniel, Roger Henderson, Nicole Hicks, Ben Lieurance, Anastasia Wright

Staff: Public Works Director Jeff Langhelm, Public Works Assistant Terri Garrison, Tourism & Communications Director Laura Pettit

Welcome to new Commissioner Anastasia Wright and recognizing the re-appointments of Mary Barber and Ben Lieurance for new 3-year terms.

**APPROVAL OF MINUTES**

Approval of March 3, 2021 Parks Commission Meeting Minutes

**MOTION:** Move to approve the March 3, 2021 Parks Commission Minutes

Barber / Lieurance – motion passed unanimously

Introduction to Laura Pettit, Tourism/Communications Director

**OLD BUSINESS**

1. **Inventory of Parks Facilities Discussion (Update for 2022 PROS Plan) -**  
Commissioner Tieman shared that the survey program data had been collected. This program was created to collect park inventory data to be used for the upcoming PROS Plan update. Public Works Director asked for three Commissioners to participate in a subcommittee to help with the PROS Plan update. He shared a draft schedule for completion of the update by the end of February 2022. Commissioners Barber, Henderson and Coronado volunteered to participate, with Lieurance as an alternate. Staff will coordinate scheduling of meetings starting in late April/early May. Survey inventory answers will be discussed at May meeting.
2. **Creating an Adopt-A-Park Program** – A list showing proposed Adopt-A-Park task details, group size and frequency of cleanups for each park was distributed. A resolution for recommending City Council adoption of the program to be proposed at the May meeting, then moved forward for Public Works Committee review. Public Outreach will be coordinated with Tourism & Communications department.

## NEW BUSINESS

1. **Harbor History Museum Update** – Executive Director Stephanie Lile, provided a presentation of the museum history, current work/programming and capital plans coming up at the Museum.
2. **Ancich Human-Powered Storage** – Public Works Director Langhelm shared a draft layout for the inside storage facility. He asked the Commission to provide input on the lease terms for the public side of the building to include pay structure, security locks, type of crafts allowed and initial offering options. Ideas should be forwarded to staff by the morning of April 26<sup>th</sup>. To be discussed at May Parks Commission meeting.

**PARKS UPDATE REPORT** – Public Works Director Langhelm provided updates regarding proposed new signage for the Austin Park area, the Crescent Creek Park visioning process, and park donations. Commissioner Hicks mentioned the recent increase in cougar sightings in the vicinity of Crescent Creek Park. Sightings can be reported to the City. Chief Busey will work with the Operations department and Tourism and Communications to get the word out.

## COMMITTEE REPORTS

Commissioner Henderson gave an update on the Leafline Trails Coalition. The Coalition asked if the City would be willing to provide a signature of support to Washington's Congressional delegation to prioritize trails in infrastructure spending. Commissioner Henderson will forward request to staff for the Mayor's consideration.

## PUBLIC COMMENT

**Colene Acker, 3320 Lewis Street, Gig Harbor:** I would like to make a suggestion for the skateboard park near city hall. Recently in the news, the city of Bonney Lake has started requiring skateboarders to wear helmets after one of their young people suffered severe head trauma. Isn't it time to start that requirement at Gig Harbor's skatepark? They are aware it will be difficult to enforce so one plan is to offer incentives to skateboarders wearing helmets. The Subway on Kimball would be a popular location for young people--close and inexpensive. If nothing else, at least the city is taking a stand that helmets should be worn for safety. Perhaps if required, more skateboarders would be encouraged to wear one--even if it's not cool.

The only park for kids in the city hall area is the small playground near the skateboard park. It really needs some updating. Even before the merry-go-round was wrapped in yellow tape, it barely moved. It took a huge effort to push the grandkids around. Perhaps it needs grease. The climbing structure is very small and appropriate for a toddler. If there's ever some extra park budget money, perhaps some money could be put into creating a larger more interesting structure in the city hall park.

**Marlene Drucker, 7010 Stanich Avenue, Gig Harbor:** Pedestrian and Cyclist Advisory - Safety Concern - Crosswalk at Hollycroft Wye NW / Olympic Drive / Cushman Trail/ Cushman Trail Park. This comment is to bring public attention to a "dangerous by design" intersection within the City of Gig Harbor. The crosswalk connecting Cushman Trail Park to the section of Cushman Trail between Hollycroft Wye NW (as this street is labeled on maps) and 14th Avenue NW has been the site of several collisions and many "near-misses". This crosswalk is

part of Cushman trail, the majority of which is a City of Gig Harbor park. (map view attached)

The lack of traffic control for cars turning right onto Hollycroft Wye NW from Olympic Drive and the large radius of the curve at this corner encourages high speeds and a trend of drivers failing to notice crosswalk users. The drivers wishing to make a left onto Olympic have a stop sign in their direction. They also have a difficult angle to view Olympic and try to find an opening in traffic in both directions. They also often fail to notice crosswalk users.

This configuration is unsafe and I believe the city would be held liable if someone was seriously injured there. I am calling upon you to remedy this flawed intersection in an effective way before this occurs. Signage has been shown to have little or no effect. Please consider closing this spur to traffic or at least trying blocking it off on a trial basis. This area could be eventually be re-purposed as part of the park and/or as a parking area for the park. Directing turning vehicular traffic to at the traffic light at Hollycroft street, just on the other side of Cushman Trail Park, would also improve safety for people in motor vehicles. The city being unwilling to take action would show a disgraceful lack of regard for human life, which does not reflect my values or, I believe, the values of the people who live here. Thank you for giving this serious issue serious consideration.

## **ADJOURN**

**MOTION:** Move to adjourn at 7:59 p.m.

Henderson / Barber - Motion passed unanimously

# ANCICH HUMAN-POWERED BOAT STORAGE

## Storage Rental Terms - Parks Commission Input

	Anastasia	Nicole	Ben C	Mary	Roger	Louise	Ben L
Initial Offering	Lottery	Lottery then raffle for waiting list	Lottery	Lottery, then waitlist, then new applicants in order received, time limit on days to respond	Lottery	Lottery, with survey first asking length of rental and type of craft	First-come, first-served
Types of Crafts	SUP Kayak Canoe	SUP Kayak Canoe?	SUP Kayaks, single & tandem (1-2) Canoe (1-2)	Limits on size of craft should be determined based on the base in the racks in such a way that maximizes the number of items that can be stored. Quarterly (min)	SUP Kayak Canoe	Craft limits = 21' SUP 9-11' long, 30-34" wide Surfskis 16.5-21' long x 16-20" wide	Human-Powered Craft only
Rental Term	Monthly	Annual 6-month then month-month, with incentive	Quarterly 6-month		Monthly Quarterly (max)	If demand is low, 1 year registrations If demand is high, 3 month registrations April-June, July-Sep, Oct-Dec, Jan-Mar	Quarterly 6-month
Rent Amount/month	\$25 SUP \$25 Kayak \$45 Canoe		\$50 residents or off-season \$75 non-residents or peak season	Prepayment required Rental fees should cover the cost of administration and be commensurate with other similar storage places.	Recurring bank draft	\$25	
Surcharge	Peak	Peak (+10-20%)	\$50 residents or off-season \$75 non-residents or peak season			Surcharge summer, discount off season.	
Locks	User provided	User provided		No user-provided locks Only City-provided security	User provided		City-provided
Locker Option Other		Yes	Day Use Option for kayak renters or those using Marine Trail system  Gig Harbor address only		Day Use	Day Use Keyless and wireless remote access system on the door. Advantages: can be revoked for non-payment, tracking use, security, no keys needed. Will need 4-6 sets of portable boat stands (made from PVC and pool noodles)	No clothes or belongings



## **CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM**

### **I. Introduction**

#### **A. Purpose**

The purpose of the Adopt-A-Park program is to provide guidance for the administration of the Adopt-A-Park program on public parks managed by the City of Gig Harbor.

#### **B. Definitions**

1. Adopt-A-Park program: A City-wide opportunity whereby volunteer organizations (i.e., organizations which volunteer) may contribute to the maintenance and upkeep of Gig Harbor's parks by adopting a City park or section of a park and providing regular maintenance, litter control and projects of mutual interest.
2. Adopt-A-Park sign: A sign at each park section referring to the City's Adopt-A-Park program and identifying the volunteer organization responsible for that site.
3. Adopt-A-Park application: A document to be completed by a volunteer organization to apply for the Adopt-A-Park program.
4. Adopt-A-Park agreement: A contract agreement between Gig Harbor and a volunteer organization participating in the Adopt-A-Park program that delineates the responsibilities of both parties.
5. Volunteer Organization: Any organization empowered by law to enter into contractual agreements which permit volunteers to participate in the Adopt-A-Park program.

### **II. Policy**

The City of Gig Harbor shall work in partnership with citizen volunteers to reduce maintenance costs and to build civic pride in Gig Harbor's system of parks.

### **III. Responsibilities**

#### **A. Program Manager - City Administrator or Designee**

The responsibilities of the Program Manager are as follows:



1. Establish and maintain standard procedures to provide uniform implementation of the City's Adopt-A-Park Program.
2. Provide, maintain, and update a standardized application form, registration form, and contractual agreement form for implementation of the Adopt-A-Park program.
3. Approve all material, information packets, signs, logos, and any other items or materials used to implement and promote the city-wide Adopt-A-Park program.
4. Maintain a master record of all Adopt-A-Park applications and agreements executed City-wide.
5. Appoint a Program Coordinator to coordinate and facilitate the Adopt-A-Park program.

B. Program Coordinator

The responsibilities of the Program Coordinator are as follows:

1. Coordinate and facilitate the Gig Harbor Adopt-A-Park program.
2. Assign volunteer organizations a City park or section of a park for which to develop a regular maintenance and litter removal schedule.
3. Submit copy of Participant Roster to Payroll & Benefits Administrator for L&I purposes. Maintain records of any injuries and incidents that may occur during participation in the program.
4. Submit a copy of executed Adopt-A-Park agreements to the Program Manager.
5. Contact each participating volunteer organization annually to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sections of City parks assigned to volunteer organizations should be monitored periodically to ensure that the degree of maintenance is in compliance with the Adopt-A-Park agreement.

C. Public Works Director

1. Have erected and maintained Adopt-A-Park signs with the name and/or acronym of volunteer organizations at the assigned areas.



2. Provide safety information and training aids to the volunteer organizations for use in their in-house training or their participants.
3. Furnish trash bags to the volunteer organization.
4. Pick up brush piles and other refuse assembled by the volunteer organization.

D. Volunteer Organization

The responsibilities of each volunteer organization are as follows:

1. Name a designated volunteer organization representative.
2. Provide training for all participants using the safety information and training aides provided by the Program Coordinator.
3. Provide vests for all participants and any other appropriate materials and equipment deemed necessary.
4. Provide all hand tools, which may include clippers, rakes, axes, hand sickles, brush saws, shovels, wheelbarrows, pruners, grub hoes, brooms and other appropriate tools.
5. Provide City-approved materials and supplies.
6. Work in conjunction with the Parks Commission in planning the annual Parks Appreciation Day event cleanup, maintenance, and projects for assigned park and provide volunteers if available.

IV. Rules

Any organization which volunteers may be authorized to participate in the Adopt-A-Park program by providing regular maintenance, litter control and projects of mutual interest of City parks in accordance with the terms prescribed on an Adopt-A-Park agreement, subject to the following rules:

- A. A volunteer organization shall not be eligible whose name:
1. Endorses or opposes a particular candidate for public office.
  2. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation.
  3. Includes a reference to a political party.





- B. Volunteer organizations that have not complied with a previous Adopt-A-Park agreement shall not be eligible for a period of three years following the termination date of the previous agreement.
- C. Volunteer organizations shall initially be assigned to a park or section of a park on a lottery basis, with a first-come, first-served waitlist being established if duplicate requests are received.
- D. Volunteer organizations shall be assigned a park for a minimum of two years. Agreement can be terminated by either party with or without cause upon 30 days prior notice.
- E. Each volunteer organization participating in the Adopt-A-Park program shall have a designated representative.
- F. Written parental consent shall be submitted to the City of Gig Harbor for all minors (under 18 years of age) prior to participating in the Adopt-A-Park program.
- G. During regular maintenance there shall be at least one adult supervisor present from the organization for every eight minors.
- H. Volunteer organizations may not conduct maintenance activities without having a fully executed Adopt-A-Park agreement.
- V. Appendices:
  - A. "Adopt-A-Park Agreement"
  - B. "Adopt-A-Park Application"
  - C. "Adopt-A-Park Sign Specifications"
  - D. "Adopt-A-Park Statistical Record - Participant Roster"
  - E. "Adopt-A-Park Minor Release Form"
  - F. "Adopt-A-Park Registration Form"



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM AGREEMENT**

This Agreement is made and entered into this day and between the City of Gig Harbor, a municipal subdivision of the State of Washington, herein know as the "City" and

\_\_\_\_\_, a volunteer organization herein known as the "Grantee."

Whereas, the City has the authority to establish a city-wide Adopt-A-Park Program; and

Whereas the Grantee wishes to contribute toward the effort to provide upkeep of Gig Harbor's parks by adopting a City park or section of a park specified herein;

Now, therefore, the City does hereby authorize the Grantee to participate in the Adopt-A-Park Program by providing regular maintenance, litter control and projects of mutual interest within the assigned section of City park designated below, in accordance with the following terms and conditions:

**A. The Grantee does hereby agree:**

1. To conduct cleanup activities in a safe manner and under any conditions as may be required by the City for the safety of the participants. Safety of participants is the number one priority of the program and the volunteer organization agrees to take full responsibility for the safety of each of its participants.
2. To assign a leader to each cleanup crew and that crew leader shall have a copy of this agreement with him/her during the cleanup activity.
3. Schedule work parties according to the recommended frequency assigned to their specific park. Additional clean ups should be done as necessary to maintain a neat appearance.
4. To provide volunteers to participate in Parks Appreciation Day, in conjunction with the Parks Commission, in the annual cleanup, maintenance and projects available for assigned park.
5. To furnish and require all participants wear safety vest during cleanup activities.
6. The Grantee shall furnish supervision by one or more adults for every eight (8) minors participating in the cleanup activity.
7. To conduct a yearly safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a park cleanup.
8. To obtain supplies and materials from the City during regular business hours at the address shown in this agreement.



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM AGREEMENT**

9. To place filled trash bags at a designated location for pickup and disposal by the City and notify the City at the time of cleanup to coordinate the pickup time and locations.
  10. To notify the City immediately in the event of any emergency in a City park. Participants who find anything that is hazardous or suspected to be hazardous shall not touch but take appropriate precautions and leave it for disposal by the proper authorities. Participants shall also not pick up syringes, hypodermic needles, and exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged and the City notified as soon as possible to arrange for proper disposal.
  11. Clean ups shall not be scheduled during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
  12. To provide the City with a roster of individual participants in the cleanup within seven (7) calendar days following the cleanup activity.
  13. To report any injuries incurred by participants during cleanup activities to the City within two (2) working days of the injury. Notification shall include:
    - Name of injured person
    - Nature of injury
    - Date and time of injury
    - How the injury occurred
  14. Furnish to the City an "Adopt-A-Park" Registration Form for each participant taking part in park maintenance activities.
  15. It is recommended the Grantee have a first aid kit available at the clean up site, and at least one person with a valid First Aid Card be present during clean up activities.
- B. The City does hereby agree to:
1. Designate a program administrator to act as contact person for this agreement.
  2. Furnish and install Adopt-A-Park sign with the Grantee name or acronym displayed within the assigned area.
  3. Furnish the Grantee with trash bags.
  4. Remove the filled trash bags from Park upon notification by Grantee.



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM AGREEMENT**

5. Assist the Grantee, in cleaning up litter if necessary (i.e., when large, heavy, or hazardous items are found).
6. Provide safety materials and training aids to the Grantee's representative for use by Grantee in training participants.
7. Furnish vests for all participants, and other equipment deemed necessary.

C. General Conditions:

1. Recycling is an accepted and encouraged activity. Recyclable items collected by participant may be removed from the site at the option of the Grantee. Profits from the sale of recyclable items shall belong to the Grantee.
2. The City may suspend this agreement temporarily because of future construction that will take place within the limits of the assigned area. Once these activities have been completed, the Grantee will be notified and the agreement restored.
3. The term of this agreement shall commence on the date the agreement has been executed by the duly authorized representatives of both parties. Volunteer organizations shall be assigned a park for a minimum of two years. Either party may terminate this Agreement with or without cause by providing the other party with 30 days prior written notice. Upon termination of this agreement the Adopt-a-Park sign shall be removed and remain the property of the Department.

D. Assigned Park or Park Section:

Park Name: \_\_\_\_\_

Section From \_\_\_\_\_ to \_\_\_\_\_



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM AGREEMENT**

City of Gig Harbor  
Adopt-A-Park Program  
3510 Grandview Street  
Gig Harbor, WA 98335  
Telephone: (253) 851-8136

\_\_\_\_\_  
Name of Volunteer Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Name of Organization Representative (print)

\_\_\_\_\_  
Date of Termination

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone



## **CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM APPLICATION**

### *Objectives of the program:*

The Adopt-a-Park Program is a combined effort between the City of Gig Harbor and volunteers. Individuals, families, and organizations can be responsible for a defined portion or area of a specific park.

The City of Gig Harbor has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.

### *Volunteer Responsibilities:*

The level of required maintenance varies with each park, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Picking up litter and debris
- Trimming of trees and brush
- Spreading of wood chips
- Resurface trails/paths
- Weeding planter areas
- Minor trail maintenance
- Invasive removal, with approval
- Checking for damage and reporting any unusual/suspicious items to staff

### *Volunteers Agree to:*

- Complete and return the Adopt-a-Park Volunteer Application stating park preferences.
- Complete and return the following program documents once a park has been assigned: Agreement (signed by Organization representative), Registration Form (signed by all volunteers), Minor Release (signed by parent/guardian)
- Commit to assigned park for a minimum of two years. Agreement can be terminated by either party with or without cause upon 30 days prior notice.
- Schedule work parties according to the recommended frequency assigned to their specific park. Additional clean ups should be done as necessary to maintain a neat appearance.
- To provide volunteers to participate in Parks Appreciation Day, in conjunction with the Parks Commission, in the annual cleanup, maintenance and projects available for assigned park.
- Not schedule clean ups during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
- Stay within the boundaries of the park being maintained and be courteous to park users.
- Furnish and require all participants wear safety vest during cleanup activities.
- Conduct a yearly safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a park cleanup.
- Provide adequate supervision to participants under eighteen years of age.
- Pick up needed supplies from staff during business hours.
- Place filled trash bags at prearranged locations determined by staff.
- Return borrowed or unused supplies to staff.
- Report vandalism or unsafe conditions.
- To report any injuries incurred by participants during cleanup activities to the City within two (2) working days of the injury.
- Return completed Participant Roster with documentation of volunteer hours within (7) seven calendar days after scheduled work party.



## **CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM APPLICATION**

### *City of Gig Harbor will:*

- Designate a program administrator to act as contact person for this agreement.
- Furnish and install Adopt-A-Park signs with the organization's name displayed within the assigned area.
- Provide trash bags as needed.
- Arrange to remove large, heavy or hazardous materials as needed.
- Arrange to remove filled trash bags and debris from the adopted park.
- Provide safety materials and training aids to the group's representative for use in training participants.
- Furnish vests for all participants, and other equipment deemed necessary.



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM APPLICATION**

Group Name \_\_\_\_\_  
Email address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Crew Leader \_\_\_\_\_ Phone \_\_\_\_\_  
Second Contact \_\_\_\_\_ Phone \_\_\_\_\_  
# of Participants \_\_\_\_\_ # of participants under age 18 \_\_\_\_\_

Requested park property choice, in order of preference:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**THE ISSUED IS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. This document grants the volunteer those rights specifically stated and no other.
2. The volunteer shall hold harmless the City of Gig Harbor, and agents thereof, against any and all claims arising from operations covered.
3. *Assignments will initially be made on a (first-come, first served basis or lottery if duplicate park requests are received).*
4. All workdays are to be scheduled with appropriate staff to insure availability of needed safety equipment and the availability of needed resources.
5. All volunteers need to conduct the necessary duties stated in the Adopt-a-Park Program. Crew leader and or group contact person(s) must be identified above.
6. Volunteer groups shall consist of at least (1) person who is 18 years of age or older.
7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.
8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.
9. The City of Gig Harbor will supply the signs recognizing the group and or individual participation in the program.
10. At no time shall volunteers be allowed to operate heavy-equipment, power tools or other hazardous equipment or work in a hazardous area.

Applicant agrees to all conditions of the application. \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
*Signature Date*

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*Staff Use Only*

Approved – Approved by: \_\_\_\_\_ Date Approved \_\_\_\_\_

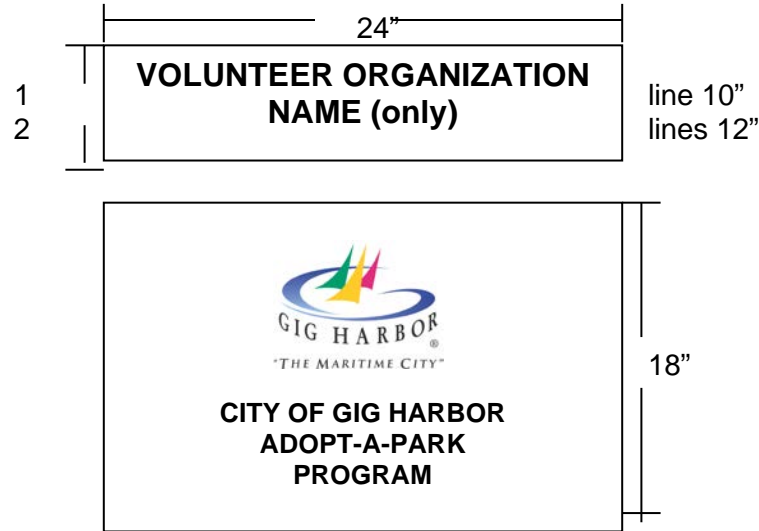
Rejected – Rejected by: \_\_\_\_\_ Reason: \_\_\_\_\_

Start Date \_\_\_\_\_ Assigned area \_\_\_\_\_ Expiration: \_\_\_\_\_

Contact: City of Gig Harbor, Adopt-A-Park Program  
3510 Grandview Street, Gig Harbor, WA 98335  
(253) 853-8136



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM  
SIGN SPECIFICATIONS**



**SPECIFICATIONS:**

1. Signs shall be reflectorized and have white letters on blue background with a ½ inch border.
2. Letters shall be 3-inch Series C, logo shall be the City of Gig Harbor's official logo.
3. The volunteer organization name shall not be displayed more predominantly than the remainder of the sign message. No trademarks, organization or business logos may be displayed.
4. Volunteer organization identification sign shall be one line unless two lines are required for a complete group name.
5. The sign shall be placed near the entrance to the assigned park or next to the assigned park section.



**CITY OF GIG HARBOR  
ADOPT-A-PARK STATISTICAL RECORD  
PARTICIPANT ROSTER**

Name of Organization				
Name of Group Leader				
Assigned Park:				
Date	Participant Name	Hours Worked		
		From	To	Total
Number of litter bags collected		Notes:		

Return completed list within seven (7) calendar days after each park cleanup to:

City of Gig Harbor  
 Adopt-A-Park Program  
 3510 Grandview Street  
 Gig Harbor, WA 98335  
 Phone: (253) 851-8136

C: Linda Gratzner, Payroll & Benefits Administrator



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM  
MINOR RELEASE FORM**

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Name of Volunteer Organization

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Name of Volunteer

Daytime Phone

As the parent/guardian of \_\_\_\_\_, a minor child, I agree and consent to allow my child to participate in the City's Adopt-a-Park program. I understand that my child's participation would involve providing park maintenance activities. I further acknowledge that as a condition of my child's participation in the program, his/her volunteer organization must provide at least one adult supervisor participant for every eight minor participants.

I understand that my child's participation in the City's Adopt-a-Park program is entirely at my own and my child's risk, and that the City specifically does not agree to defend, indemnify or hold me (or my child) harmless for any and all claims, costs, judgments, awards, attorney's fees or liabilities arising from injury, death or property damage of which my (or my child's) negligent acts or omissions or the negligent acts or omissions of any third party are the proximate cause. In the event of liability for damages arising out of bodily injury, death or property damage caused by or resulting from the City's negligence or the concurrent negligence of the City and another party, the City's liability shall only be to the extent of the City's negligence.

Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

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Signature of Parent/Guardian



**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM  
REGISTRATION FORM**

**Name of Volunteer Organization:** \_\_\_\_\_

**Name of Volunteer Organization Representative:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**List the City Park that you are adopting:** \_\_\_\_\_

**WARNING! – PLEASE READ CAREFULLY**

Participants in the City of Gig Harbor Adopt-A-Park Program are advised that working in a City park may be a dangerous activity, with risks of serious injury or even death. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

Each participant shall exercise due care in performing park maintenance activities. Participants must receive safety training provided by the Grantee Organization utilizing materials and training aids furnished by the City prior to participating in any cleanup or maintenance activities. Participants shall wear a hard hat and vest furnished by the Organization and appropriate protective clothing during cleanup activities.

PARTICIPANTS ARE AGAIN ADVISED THAT THE SAFETY PRECAUTIONS DESCRIBED ABOVE DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.

By signature below I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards and the privileges of participation in the Adopt-A-Park Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on behalf of myself, my heirs and assigns to hold harmless the City of Gig Harbor and its employees from liability for damages, including injury or death resulting from participation in this program.

<b>Signature of Participant or Signature of Parent/Guardian</b> <i>(if participant is under the age of 18 years)</i>		
Print Name:	Signature:	Date:
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**CITY OF GIG HARBOR  
ADOPT-A-PARK PROGRAM  
REGISTRATION FORM**

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# City of Gig Harbor Adopt-A-Park

Park Name	Group Size (Small) 5 (Med) 10-15 (Large) 20+	Frequency (Yearly, Qtrly, Monthly)	Routine Tasks	Notes
Adam Tallman Park	Small	Quarterly	Picking up litter and debris Resurface trails/paths Weed planter areas Minor trail maintenance Invasive removal, with approval Checking for damage Trail sweeping	
Ancich Waterfront Park	Medium	Quarterly	Picking up litter and debris and weed lower planters Checking for damage Clean benches, tables, railings	Horsehead Bay Garden Club maintains planters
Austin Park	Medium	Monthly	Picking up litter and debris Resurface trails/paths Weed planter areas Invasive removal, with approval Checking for damage	
BMX Park (link w/Crescent Creek)	Small	Quarterly	Picking up litter and debris Resurface trails/paths Invasive removal, with approval Checking for damage	
Bogue Viewing Platform	No		Picking up litter and debris Weed planter areas Checking for damage	
Civic Center	Small	Yearly	Picking up litter and debris Weed planter areas around building Checking for damage	
Crescent Creek Park	Large	Monthly/Yearly	Picking up litter and debris Resurface trails/paths Weeding of planter areas around parking lot and along Vernhardson Invasive removal, with approval Checking for damage Clean playstructure, benches, tables, BBQs	
Cushman Trail City limits-Hollycroft Soundview-Kimball Grandview-Rosedale Rosedale-Burnham Burnham-Borgen	Large	Quarterly	Picking up litter and debris Trimming of stickers along railings on trail Invasive removal, with approval Checking for damage	
Donkey Creek Park	Medium	Monthly	Picking up litter and debris Resurface trails/paths Weeding planter areas Minor trail maintenance Invasive removal, with approval Checking for damage	
Eddon Boat Park	Small	Quarterly	Picking up litter and debris Weed and mulch planter areas and around house Checking for damage Shoreline debris pickup, clean benches, table, fountain	

Finholm View Climb	Medium	Quarterly	Picking up litter and debris Weed and mulch upper and lower planters and weed around stairs from top to bottom Invasive removal, with approval Checking for damage	
Grandview Forest Park			Picking up litter and debris Resurface trails/paths with sawdust Minor trail maintenance Invasive removal, with approval Checking for damage	
Jerisich Dock	Medium	Monthly	Picking up litter and debris	
Maritime Pier	Small	Monthly	Picking up litter and debris Weeding planter areas Checking for damage	
KLM Veterans Memorial Park			Picking up litter and debris Resurface trails/paths Weed and mulch planter areas Minor trail maintenance Invasive removal, with approval Checking for damage	
Maritime Pier	Small	Monthly	Picking up litter and debris Weed and mulch planter areas Invasive removal, with approval Checking for damage	Horsehead Bay Garden Club maintains planters
Old Ferry Landing	Small	Monthly	Picking up litter and debris Weeding planter areas Checking for damage	
Sand Volleyball Courts (link w/Crescent Creek)	Small	Monthly	Picking up litter and debris Level Sand Pull weeds inside sand area Checking for damage	
Shaw Park	Small	Quarterly	Picking up litter and debris Checking for damage	
Skansie Brothers Park	Large	Monthly	Picking up litter and debris Checking for damage	Kiwanis maintains Skansie House planters
Skate Park	Medium	Quarterly	Picking up litter and debris Clean up limbs and debris under trees W of Skate Park Minor trail maintenance Checking for damage Clean playground equipment, picnic tables, look for hazards	
Soundview Forest	Small	Monthly	Picking up litter and debris Spreading of sawdust on paths Weed planter areas Minor trail maintenance Invasive removal, with approval Checking for damage	
Wilkinson Farm Park	Large	Monthly	Picking up litter and debris Resurface trails/paths with sawdust Weed planter areas Minor trail maintenance Invasive removal, with approval Checking for damage	

**PARKS COMMISSION  
RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE PARKS COMMISSION RECOMMENDING  
THE CITY COUNCIL ESTABLISH AN ADOPT-A-PARK PROGRAM.**

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WHEREAS, pursuant to GHMC § 2.50.010 the Parks Commission is to advise the Mayor and City Council on park and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operations of parks and recreation programs, and other matters as directed by Council; and

WHEREAS, pursuant to GHMC § 2.50.050.C. the Commission may recommend to the City Council regarding planning, promotion, acquisition, construction, and development of public recreational facilities and recreational programs; and

WHEREAS, The City of Gig Harbor owns and maintains various parks and trails for the use and enjoyment of its residents and visitors; and

WHEREAS, The City Council desires to provide volunteer opportunities for local citizens to participate in the care and maintenance of the City's parks and trails; and

WHEREAS, An Adopt-a-Park program is a model for volunteer participation that has been used successfully in many other communities; and

WHEREAS, An Adopt-a-Park program will increase civic involvement and participation, pride in the community, and sense of stewardship in helping to care for the City's parks and trails; and

WHEREAS, An Adopt-a-Park program will also help improve and beautify the City's parks and trails for the benefit of all park visitors; and

WHEREAS, City staff have prepared an Adopt-a-Park Program inclusive of policies, procedures, releases, and waivers as necessary to implement the program; and

WHEREAS, The City of Gig Harbor Parks Commission recommended approval of the Adopt-a-Park Program at its May 5, 2021 meeting.

The Parks Commission recommends the following to the Gig Harbor City Council:

Section 1. The City Council of Gig Harbor establish the Adopt-a-Park Program as described in Exhibits A-F attached hereto, to accommodate and promote volunteer participation in conserving and maintaining City parks, trails, and recreational facilities.



Agreement. This Adopt-A-Park Program shall be administered according to the administrative rules adopted by the City and attached to this Resolution as Exhibit 'A' and entitled: "City of Gig Harbor Adopt-A-Park Program and Agreement."

Application. The Adopt-A-Park Program Application is hereby attached as Exhibit 'B'.

Sign Specifications. The Adopt-A-Park Program Sign Specifications are hereby attached as Exhibit 'C'.

Statistical Record – Participant Roster. The Adopt-A-Park Program Statistical Record – Participant Roster is hereby attached as Exhibit 'D'.

Minor Release. The Adopt-A-Park Program Minor Release Form is hereby attached as Exhibit 'E'.

Registration Form. The Adopt-A-Park Program Registration Form is hereby attached as Exhibit 'F'.

Section 2. City staff are authorized to administer the Adopt-a-Park Program, including processing applications, providing initial orientation to volunteers, collecting volunteer time logs and inspection reports, and conducting any follow-up coordination with volunteers as necessary.

PASSED and APPROVED on this, the 5th day of May 2021.

Attest:

Signed:

\_\_\_\_\_

\_\_\_\_\_

Jeff Langhelm, PE  
Public Works Director

Ben Coronado, Chair  
Parks Commission

# PARKS COMMISSION

## MAY 2021

### Parks Division Updates

#### Proposed Donations

**Water Bottle Filling Station at Crescent Creek Park** – A private memorial donation has been approved for a water bottle filling station fountain near the parking lot for the park and ballfield. *The fountain has been installed but the water won't be turned on until it is a safer time to do so.*

**Benches at Wilkinson Farm Park** – Two separate private memorial bench donations have been made for placement at Wilkinson Farm Park. *One bench has been delivered and is ready to be installed. The second bench has been ordered and we are waiting on delivery.*

**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. In the meantime, they are being stored at the Shop.

**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 is considering at the May 10 Council Meeting an amendment to the existing lease with GHCKRT to modify the Team's fundraising amount for the Community Paddler's Dock. This new amount is based on project cost increases from the adopted 2021 Budget.

**Gig Harbor Commercial Fishermen's Club Draft Lease** – The lease is still in a draft state and currently on hold. For now, the City has adopted new rules for all commercial fishing operators at both the Ancich Pier and Ancich Netshed along with similar use authorizations to the City's arrangement with commercial fishermen at Maritime Pier.

**Gig Harbor Sports Complex** – The City has negotiated a lease agreement with the YMCA. There will be a study session on May 6 with City Council to review the draft lease with the intent of bringing the final lease forward to City Council at their May 10 meeting.

## Projects

**Ancich Homeport Commercial Fishing Dock Feasibility Study** – The next phase of the Ancich Waterfront Park consists of a floating dock system to provide moorage for commercial fishermen. Public outreach and conceptual design will be conducted.

- The final draft was presented to Council in a staff report on 10/12/20.
- A Council study session with the study participants was held on 01/14/21.
- A follow-up discussion with commercial fishing operators occurred at Council's 03/04/21 study session.
- *Consideration by Council with public input will occur at the May 24 Council Meeting by resolution.*

**Ancich Community Paddler's Dock** – Conduct visioning and develop a master plan for Crescent Creek Park pending Council direction on the City's proposed Masonic Lodge building improvements.

- National Marine Fishers has accepted the City's proposed mitigation for the project. This allows the City to proceed with the SEPA review process for the project.
- Staff submitted requested updates to DNR in February, including revised sublease survey and 100% design plans/specifications.
- Staff provided 100% design plans/specifications to Jerkovich Pier LLC in February then reviewed the plans/specifications with Jerkoviches on 02/19/21.
- SEPA issuance is pending.
- *Hearing Examiner scheduled May 20th.*
- *Anticipate advertising for public bids in June and request award of the Public Works Contract in July.*
- *Port of Tacoma LEDIF Grant application submitted 02/26/21 for \$85,000 with no response yet from the Port.*

**Ancich Park Advanced Mitigation** - Design, permit, and demolish the existing, dilapidated Jerkovich Pier located at Ancich Park using the federal process for advanced mitigation for the future Commercial Fishing Homeport float system.

- Administration held a meeting in October with US Army Corps to discuss mitigation banking for the removal of the deteriorating concrete pier.
- A professional services contract to provide design/permitting support was signed by the Mayor on 1/25/21.
- DCG submitted a permit application package to the City of Gig Harbor Planning Division on 02/23/21, which included local, state, and federal permit applications.
- The City is awaiting final approval from US Army Corps and Washington Department of Fish and Wildlife before receiving land use approval for the project.

**Austin Estuary 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. Staff is working with the Puyallup Tribe of Indians, a citizen group, and directed by City Council.

- Preliminary wetland, geotech and structural analyses for installation of the art piece has been completed.
- Honoring Committee is working on plaque language.
- Staff met with the Committee and Permitting Agencies (including Department of Ecology), and the Puyallup Tribe on 10/21/20.
- Staff provided a report to Council at the 11/23/20 Council Meeting.
- Staff submitted a shoreline master program amendment on January 21.
- As the proposed SMP amendment progresses, Staff will submit a land use permit for the associated honor symbol.
- *A contract amendment with the artist extending the duration of his participation to 12/31/21, was approved by Council on 04/26/21.*
- *Anticipated installation of the art by fall 2021.*

**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 3/23/20.
- City to engage with the public regarding the Masonic Lodge prior to proceeding with the Park visioning.
- *The Crescent Creek Park Public Visioning is temporarily on hold as we are following the requirements and guidelines of the state. It may become necessary to hold the visioning process virtually.*

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

- *Council awarded PW Contract for construction on 10/12/20.*
- *Suspension of contract work ended 04/05/2021*
- *City staff presented to the Design Review Board the new location for the heat pump at their regular meeting on 03/25/21. The Board issued the Certificate of Appropriateness on 03/30/2021.*
- *Consultant performed structural investigation for the brick chimney on 04/14/21.*
- *Construction completion anticipated in late spring 2021.*

**Eddon Boat Railway Carriages** – The two railways at the Eddon Boat Building still require the construction of the boat carriages that will carry boat along the marine rails. This work will support the final design and construction of the two railway carriages.

- Prepare/discuss with Gig Harbor BoatShop a management agreement prior to going out to bid. Jeff to review lease prior to this meeting Council received a staff report on 11/23/20.
- A Professional Services Contract with Peterson Structural Engineers was executed in December 2020.
- ***City Council awarded contract amendment to Peterson Structural Engineers for limited construction support on 04/12/21.***
- The updated plans and technical specifications received on 02/3/21.
- Bid Opening held on 3/18/21.
- ***Construction Contract awarded to Pinnacle Steel on 04/12/21.***

**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-ed 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 IGA Committee recommended this project as a grant priority in 2020.
- City staff will be meeting with the YMCA and AHBL to finalize components of the 30% design and discuss the overall field grading before the YMCA continues with 60% design.
- Discussed lease agreement with Council on 10/28/20.
- Council Study Session held on 03/11/21 to discuss the draft lease agreement.
- The YMCA is reviewing the draft lease agreement for final approval.
- ***Council review at Study Session on 05/06/21.***
- ***Will be presented to City Council for approval at the May 10th Council meeting.***

**Gig Harbor Sports Complex Phase 1B** – Phase 1B includes multiple playgrounds, trails, event lawn, pickle ball courts, bocce ball, picnic shelters, and additional parking. Council approved Res. 1178 + 1180. authorizing application for the Land and Water Conservation Fund (LWCF) for \$500K, and the Local Parks (WWRP) for \$500K.

- Kiwanis is donating eight benches. City coordinating with Kiwanis for bench style, delivery and installation during construction.
- Working through grading with YMCA for ADA.
- The RCO Board approved Preliminary Ranked Project Lists for funding on 10/2/20 as follows:
- The Recreation and Conservation Funding Board has recommended the City's LWCF grant award at their 11/5/20 meeting.
- RCO will officially post grant awards as part of state's legislative biennium 21-23 on 7/1/21 (estimated date).
- Working with the City's lobbyists and legislative delegation to secure capital funding from the state.

- Working with RCO to complete the information gathering for the LWCF grant agreement.

**Skansie Netshed Structural Repairs** – Design, permitting and construction of building structural repairs, siding repairs, repaint the exterior of the building, and re-roof.

- Sitts and Hill Engineers provided a technical memo for their structural overview recommendation and cost estimate on 10/30/20.
- City Staff met with the Skansie Netshed Foundation and Sitts and Hill to review the report on 11/19/20.
- PW Staff provided an updated preliminary 2021 Budget objective to Council during the budget process.
- The project is temporarily on hold as Tier 4 priority.
- *This will be removed from this matrix until the project is reactivated.*

### **Upcoming Special Events** (conditional approvals)

- Waterfront Farmers Market - approved for Skansie Brothers Park, Thursdays (1-7pm)  
June 3 – September 9 (pandemic-aware set-up, if needed)
- 8/21-8/22 – Maritime Gig Festival, Skansie Brothers Park
- 9/11 – Harbor Hounds, Skansie Brothers Park
- 9/19 – Race for a Soldier, various streets