

**AGENDA**  
**GIG HARBOR PARKS COMMISSION MEETING**  
Wednesday, October 5, 2022 – 5:30 p.m.  
Virtual Meeting

Virtual Meeting Link: <https://us06web.zoom.us/j/92140715051>  
Call-in: (253) 215-8782 Meeting ID: 921 4071 5051

- I. CALL TO ORDER / ROLL CALL**
- II. APPROVAL OF MINUTES:** Minutes of August 3, 2022
- III. PUBLIC COMMENT**
- IV. DISCUSSION ITEMS**
  - A. 2023-24 Budget
  - B. Parks Commission Work Plan – City Clerk Josh Stecker
- V. STAFF REPORTS**
  - A. Parks Division Update – Public Works Director Jeff Langhelm
  - B. City Administration Update – City Clerk Josh Stecker
- VI. COMMISSIONER REPORTS & COMMENTS**
- VII. ADJOURN**

Next Regular Meeting: November 2, 2022

*This meeting may also be viewed live in the Executive Conference Room at the Civic Center. All participants will be engaging in the meeting via Zoom.*

**MINUTES**  
**GIG HARBOR PARKS COMMISSION MEETING**  
**Wednesday, August 3, 2022 – 5:30 p.m.**  
**Virtual Meeting**

**CALL TO ORDER / ROLL CALL:** Chair Ben Coronado called the meeting to order. Commissioners Georgina Armstrong, Louise Tieman, Stephanie Lile, Les McCallum, and Stace Gordon were present. William Appleton was excused at roll call and joined the meeting at 5:45 p.m.

**APPROVAL OF MINUTES:** The minutes of July 6, 2022, Parks Commission meeting were unanimously approved.

**DISCUSSION ITEMS:**

1. **Work Plan Discussion** – The Commission reviewed a ranked list of potential work plan items. The Commission recommend adding a 2023-24 Budget provision for Natural Conservation Protections/Open Space Acquisition and Management. The Commission will continue budget discussion on September 7 and finalization of the Work Plan on October 5.

**STAFF REPORTS:**

1. **Crescent Creek Master Plan** – Public Works Director Jeff Langhelm reported that the City is working on a contract for consultant services to being the Crescent Creek Master Plan.
2. **Parks Division Update** – Public Works Director Jeff Langhelm reported on capital project status in parks.
3. **City Administration Update** – City Clerk Josh Stecker reported the former Parks Manager Matthew Keough has accepted a position with PenMet Parks and reported that the City will be rolling out the SeeClickFix resident engagement platform soon.

**COMMISSIONER REPORTS:** Georgina Armstrong reported on the most recent Climate Change Comprehensive Plan Advisory Committee meetings.

**ADJOURN:** The meeting adjourned at 7:27 p.m.

  
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Joshua Stecker, CMC  
City Clerk

**Potential Parks Commission Work Plan Items (Budget Appropriation Not Required)**

<b>WORK PLAN ITEM</b>	<b>DESCRIPTION</b>	<b>RANKING</b>
<b>1.Park Evaluation</b>	Data collection and application regarding demographics, user experience, etc.	HIGH
a. Community Input, User Experience	Conduct outreach through commission meetings, surveys, interviews, QR Codes at parks, and through tours/meetups at parks	HIGH
b. Use Monitoring Tools for Park Status	Utilize evaluation tool(s) designed for Commissioners, Council, staff, & users	LOW
c. Park Standards	Establish Park Standards that address park safety, desired outcomes, and instruct maintenance expectations	HIGH
<b>2. Capital Improvement Program of the PROS Plan</b>	Investigate cost savings concepts for projects and implementation strategies ahead of biannual budget	LOW
<b>3. Local Recreation Access Improvements</b>	Ensure local recreation access in equitable manner	HIGH
<b>4. Shoreline Access for Recreation</b>	Investigate waterfront access for public and underserved populations, coordinate efforts with Shoreline Master Program in places like Old Ferry Landing	HIGH
<b>8. Development of Trail Program: Coordinate with City plans; Review Trail Projects; Coordination of non-motorized systems</b>	Create an inventory of trails, walking routes, standards, and access to them throughout the city	HIGH
<b>11. PROS Plan Monitoring</b>	Conduct an annual review of plan with staff	LOW
<b>12. Parks Appreciation Day</b>	Lead an annual, volunteer citywide parks cleanup each spring	MEDIUM
<b>13. Adopt-A-Park Program</b>	Support and expand Volunteer Program Opportunities	LOW
<b>17. Continuing Review of Funded Park Capital Projects at milestones:</b>	Remain apprised of status and updates on capital projects occurring in city parks.	MEDIUM

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<b>PARKS PROJECTS</b>		
<p><b>Skansie Netshed Reroof and Repaint</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 6</p>	<p>This project consists of design, permitting, and construction of minor repairs, siding repairs, repaint the exterior of the building, and re-roof the building.</p>	<ul style="list-style-type: none"> <li>o The City approved a professional services contract with Helix Design Group on March 23, 2022.</li> <li>o Helix has submitted 90% plans/technical specifications and structural assessment.</li> <li>o Staff submitted review comments of structural assessment to Helix.</li> <li>o Staff provided a project update and presented the structural assessment report to Council at the Study Session on 07/14/22 - City Council recommended structural stabilization of the net shed.</li> <li>o On 8/8/22 Council approved Amendment #1 to the professional services contract added design work for structural stabilization of the netshed.</li> <li><b>o On 8/16/22 Staff met an environmental materials on-site to sample roofing material and paint to test for asbestos and lead.</b></li> <li><b>o On 8/17/22 Staff met with consultant (Helix Design Group) to discuss design of interior stabilization to improve load bearing of structure</b></li> <li><b>o On 08/30/22 The environmental materials consultant submitted the Hazardous Materials Report. No asbestos was detected, however lead paint was found in one interior window frame.</b></li> </ul>
<p><b>Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction</b>  <b>Project Budget:</b> \$1,000,000  <b>Fund:</b> Parks Development (Federal Grant, RCO LWCF Grant, HBZ, Park Impact Fees)  <b>Objective No.:</b> 1  <b>Project No.:</b> CPP-2007</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>o City Council approved BCRA, Inc.'s professional services contract for design, permitting, and bid support on 03/28/22.</li> <li>o A kick-off meeting was held with BCRA on 03/31/22.</li> <li>o Site survey is completed. <ul style="list-style-type: none"> <li>• Completed topographic survey of Phase 1A and Phase 1B parcels. This is necessary to construct Phase 1B.</li> <li>• Comprehensive tree survey of all Sports Complex parcels.</li> <li>• Survey of all Sports Complex parcel lines to create a Binding Site Plan.</li> </ul> </li> <li>o The City hosted an informational open house on 05/07/22 for the entire Sports Complex project where Phase 1B was presented.</li> <li>o Council conducted a Study Session on 05/26/22 to examine the status of the Sports Complex and to hear staff suggestions regarding next steps, particularly in light of public comment.</li> <li>o A public open house occurred on 06/28/22 from 5:00 pm - 6:30 pm in the Civic Center Lobby where Staff and the consultant received options for certain facility design details.</li> <li>o Staff made a presentation to the Parks Commission at their 07/06/22 meeting.</li> <li>o Staff provided an update and requested Council input at the 07/14/22 Council Study Session.</li> <li><b>o 30% plans and estimate package was reviewed by the City on 09/02/22. The construction cost estimate for construction of Phase 1B only was originally \$2.8 million but is now \$5.1 million for very little change in scope.</b></li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Community Paddler's Dock</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development (HBZ, Park Impact Fees, GHCKRT Donation, Gen. Fund)  <b>Objective No.:</b> 5  <b>Project No.:</b> CPP-1824</p>	<p>Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich Pier.</p>	<ul style="list-style-type: none"> <li>o A Certificate of Occupancy has been issued.</li> <li>o Additional foam billets have been installed by the Contractor.</li> <li>o Signage will be considered for site interpretation/history, operations, and notices.</li> <li>o Vendor bids were received for fabricating security fencing to provide additional protection for the private dock next door.</li> <li>o Due to the value of the fencing the Shoreline Master Program permit is being updated to reflect the extension of the security fence.</li> <li>o Once fabricated, delivered and the SMP update is complete, the Public Works Operations staff will install the fencing.</li> </ul>
<p><b>Austin Estuary Honoring Symbol</b>  <b>2021 Project Budget:</b> \$75,000 (\$25,000 donations, \$50,000 Public Arts Capital Projects)  <b>Fund:</b> Public Arts Capital Projects  <b>Objective No.:</b> 1  <b>Project No.:</b> CPP-1926</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>o Staff is worked with the artist to raise the artwork on August 10th.</li> <li>o Staff is coordinating with the Puyallup Tribe to have an unveiling of the artwork <b>on September 15 at 10:00 am.</b></li> </ul>
<p><b>Commercial Fishing Homeport Design/Permitting</b>  <b>Project Budget:</b> \$110,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-2204</p>	<p>Design and permit for a new float system for the commercial fishing homeport at Ancich Park.</p>	<ul style="list-style-type: none"> <li>o Project total costs are currently estimated at \$3,345,366.45, with the construction cost at \$2,525,259.40.</li> <li>o A professional services contract amendment will be presented to Council on 09/12/22 for the increased cost in the electrical design and required additional mitigation.</li> </ul>
<p><b>Eddon Boat Park - Brick House Remodel</b>  <b>2021 Project Budget:</b> \$100,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-1403</p>	<p>Remodel and rehabilitate the historic Eddon Residence.</p>	<p><b>o Certificate of Occupancy was issued on 08/26/22.</b></p>