

# CITY OF GIG HARBOR COMMITTEE OUTLINE MINUTES

## City Council / Parks Commission Joint Work Session

Date: May 19, 2014 Time: 5:30 p.m. Location: Community Rooms A/B Scribe: Terri Reed

**Commission Members and Staff Present:** Parks Commissioners Nick Tarabochia, John Skansi, Sara McDaniel, Christine Hewitson and Doug Pfeffer; Mayor Jill Guernsey; City Council Members Steve Ekberg, Paul Kadzik, Ken Malich, Casey Arbenz, Rahna Lovrovich, Michael Perrow and Tim Payne (via phone); Staff Members: Public Works Director Jeff Langhelm, Associate Planner Dennis Troy, Public Works Superintendent Marco Malich and Public Works Assistant Terri Reed.

**Others Present:** \_\_\_\_\_

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>CALL TO ORDER/ROLL CALL</b>	By Mayor Guernsey	
<b>WORKSESSION:</b>		
<b>Harbor Hill Park Visioning</b>	<p>Associate Planner Troy gave a recap of the park property visioning process completed to date. With the assistance of a consultant, a public process was held with a group of community stakeholders. Programmatic park elements were prioritized and three park designs were merged into one preferred plan. A recommendation was forwarded and approved by the Parks Commission and Operations Committee.</p> <p>Associate Planner Troy asked City Council for their recommendation on the appropriate process to move forward from the following options:</p> <ol style="list-style-type: none"> <li>1. Re-start the parks planning process and engage stakeholders for another set of meetings to develop a master plan.</li> <li>2. Use the existing developed park plan and make minor modifications.</li> <li>3. Adopt the plan as developed.</li> </ol> <p>Commission Chair Tarabochia stated that his desire has always been to put some interim trails on the</p>	<p>Public Works staff will develop preliminary interim trail plan.</p> <p>Volunteer group can clear trails using approved Public Works plan.</p> <p>Public Works staff will advertise that the property is open for public use.</p> <p>Planning staff will organize and hold Open Houses in the fall to get additional public input on the draft plan and prioritize park elements.</p>

**Topic / Agenda Item**

**Main Points Discussed**

**Recommendation/Action  
Follow-up (if needed)**

	<p>property so that it can be used by the public while waiting on a final design plan.</p> <p>Council Member Ekberg would like to use the plan that was developed with some tweaking but agreed that the public should be given access in the meantime.</p> <p>Council Member Perrow agreed that at the 2013 Joint Worksession that all were in agreement on interim trails.</p> <p>Council Member Kadzik agreed to the interim trails and asked Public Works for their opinion on putting in trails.</p> <p>Public Works Director Langhelm answered that a preliminary plan would need to be identified for a volunteer project with no tree cutting being allowed.</p> <p>Associate Planner Troy said that a land clearing permit would not be necessary if no trees greater than 6" caliper were removed.</p> <p>Council Member Payne was in agreement on the temporary trails and would like to see advertising to let the public know that it is open. He believes that the plan needed to be started over on a larger scale to include partnerships with the Gun Club, Little League, School District and OPG. He believed that the process was flawed.</p> <p>Mayor Guernsey asked if a new committee with a broader group was appropriate.</p> <p>Council Member Payne answered that what is being built needs to serve the surrounding community.</p> <p>Council Member Lovrovich agreed to wider community input since the public hasn't seen the plan yet. She asked if the City should wait until a decision on the</p>	
--	---	--

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	<p>Harbor Hill Drive Extension was finalized.</p> <p>Council Member Perrow would like to move forward with the public process to prioritize the elements.</p> <p>Council Member Ekberg would like to go ahead and move forward with open houses to modify the plan since the funding is still out in the future.</p> <p>Mayor Guernsey advised staff to hold Open Houses in the fall.</p> <p>Council Member Payne wants to advertise that the property is open to use and thinks that the Open Houses are a reasonable approach.</p> <p>Council Member Perrow emphasized that the interim trails need to be cleared as a volunteer project with minimal staff time.</p>	
<b>Work Plan Discussion</b>	<p>In response to request made at Council Retreat that Commissions develop a yearly work plan, Public Works Director Langhelm proposed a process that could be followed:</p> <ol style="list-style-type: none"> <li>1. Potential work program tasks are forwarded to Staff.</li> <li>2. Parks Commission prepares draft work plan program annually.</li> <li>3. Public Works Committee reviews draft work program.</li> <li>4. Staff presents work program to Council for review and acceptance.</li> </ol> <p>Council Member Kadzik stated that a work plan works well for the Planning Commission.</p> <p>Commission Chair Tarabochia prefers a freeform, free-flowing Commission and feels that it works as it is.</p> <p>Council Member Ekberg thought that the work plan</p>	<p>Work program tasks should be submitted to Public Works staff.</p>

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	<p>process makes sense.</p> <p>Council Member Perrow believes that a work plan would be good for staff and Council.</p> <p>Council Member Lovrovich thought it would be a great tool for prioritizing.</p> <p>Council Member Payne liked the idea of a work plan.</p> <p>Public Works Director Langhelm said that if the plan were to go along with the budget process, that items would need to be submitted and approved by May 30.</p> <p>Council Member Kadzik clarified that the yearly work schedule could be adjusted if the need was approved by Council.</p>	
<p><b>Community Service Project Review Process</b></p>	<p>Public Works Director Langhelm discussed the practice of having a list of approved amenities and projects available for purchase and/or installation and proposed a process for reviewing future items.</p> <ol style="list-style-type: none"> <li>1. Potential amenities and projects are forwarded to staff.</li> <li>2. Parks Commission annually reviews potential amenities and projects and prepares draft list.</li> <li>3. Staff presents the Parks Commission's draft list to the Public Works Committee for review and acceptance.</li> </ol> <p>Commission Chair Tarabochia mentioned that the process sometime goes to the Parks Commission and sometimes directly to the City Council. Like the process for approving private use of public facilities.</p> <p>Council Member Ekberg pointed out that it is hard to come up with a comprehensive process and would like to see the recommendations go to Council also.</p>	<p>Current amenities/project list will be updated by staff.</p>

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>Parks Commission Members: 5 vs 7</b>	<p>In response to Mayor Guernsey's question that the Parks Commission could be expanded to seven members, Public Works Director Langhelm pointed out some benefits to keeping the size at five and also for expanding to seven members.</p> <p>Council Member Perrow said that seven members would make the Commission more stable with more interest groups being represented. He believes that the Parks Commission has matured to grow to that point.</p> <p>Council Member Kadzik agreed that the membership be expanded to the UGA.</p> <p>Council Members Malich, Perrow and Ekberg said that UGA is not a problem but priority could be given to residents in the city limits.</p> <p>Commission Member Skansi prefers to keep the membership at five, but expand to the UGA.</p> <p>Commission Member Pfeffer said that if expanded to seven that a school official or non-profit could be included and agreed with opening up to UGA residents.</p> <p>Council Members Ekberg and Payne wanted to expand but not to specific positions.</p> <p>Public Works Director Langhelm pointed out the need to change the number of members in the Gig Harbor Municipal Code and By-Laws.</p>	Public Works Director Langhelm will draft code and by-laws changes to extend membership to UGA, with preference to City residents.
<b>Other Discussion:</b>	Public Works Director Langhelm gave an update on the laminate root rot condition in Grandview Forest Park.	Public Work Director Langhelm will be forwarding some options to the Public Works Committee for consideration.
	Commission Chair Tarabochia mentioned that vehicles on Rosedale and Burnham cause him concern for bicyclists.	

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	<p>Council Member Ekberg recommended looking into Sharrows (shared lane markings).</p> <p>Council Member Perrow asked about speed signs.</p> <p>Commission Chair Tarabochia and Commission Member Skansi asked about the proposed Skansie House use.</p> <p>Council Member Kadzik replied that there will be a public process for the use of the house.</p>	
<b>NEXT PARKS MEETING:</b>		June 4, 2014 @ 5:30 p.m.
<b>ADJOURN:</b>		MOTION: Move to adjourn at 6:55 p.m.  Malich / Kadzik - unanimously approved