



REDMOND PARKS, TRAILS & RECREATION COMMISSION

Vision: We build community through people, parks, and programs.

Mission: We are leaders in providing sustainable parks, innovative recreation services, unique art and cultural experiences that continue to build a high quality of life in Redmond.

Meeting Agenda: 6:30 pm – 8:30 pm

Commissioners and Staff Participating In Person Council Chambers & Remotely via MS Teams
Public can listen to meeting by dialing 206-800-4590, Conference ID: 326 756 682# at 6:30pm or attend in person in Council Chambers at Redmond City Hall.

	Item	Time	Lead Speaker
I.	Call to Order/Welcome	3 min	Jim Kleppe
II.	Approval of November Agenda, October 2023 Minutes	2 min	Jim Kleppe
III.	Items from the Audience (3 min per individual, no comments during meeting) Public are able to submit comments in advance to ckchapman@redmond.gov	10 min	Jim Kleppe
IV.	New Business a. Thank you for "Martha's Meadow"	5 mins	Jim Kleppe
V.	Unfinished Business a. East Redmond Corridor Implementation Sub-Committee (Discussion and Motion) b. 2024 workplan (Discussion) c. Final Rules of Procedure (Information)	45 mins 20 mins 20 mins 5 mins	Gary Smith Jim Kleppe Jim Kleppe
VI.	Staff Updates a. Redmond Lights	5 min	Dave Tucheck
VII.	Commission Talk Time a. Viewing council videos	10 mins	Ella Elman
VIII	Adjourn		Jim Kleppe

Meetings & Upcoming Events

Date, Time	Topic	Location
Dec. 2 to January 3	Redmond Lights	Downtown Park
January 4, 2024	PTRC Meeting	Hybrid (City Hall & MS Teams)
February 1, 2024	PTRC Meeting	Hybrid (City Hall & MS Teams)
March 7, 2024	PTRC Meeting	Hybrid (City Hall & MS Teams)

City of Redmond
Parks, Trails, and Recreation Commission Regular Meeting

Draft Meeting Minutes

Redmond City Hall and
Remote Meeting via MS Teams.
November 2, 2023
6:30 p.m. to 8:30 p.m.-Meeting

Parks, Trails, and Recreation Commissioners in Attendance:

Jim Kleppe, Chairperson
Ella Elman, Vice Chairperson
Stuart Hargreaves
Gary Smith
Garrett Michaud
Greg Laird
Praveen Rachakulla
Clint Smith

Youth Advocate

Nolan Setcavage

Vacancies

(0)

Absent

Kristina Wayland
Shailja Tyagi (Youth Advocate)

Staff in Attendance:

Caroline Chapman, Park Planning Manager
Cameron Zapata, Senior Park Planner
Dave Tuchek, Parks and Recreation Deputy Parks Director
Loreen Hamilton, Parks and Recreation Director
Zach Houvener, Deputy Parks Director
Val Asaro, Parks Operations Administrative Assistant

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I. Call to order/Welcome

The meeting was called to order by Chairperson Kleppe at 6:30 p.m. with seven commissioners in attendance and the Chairperson.

II. Approval of Meeting Agenda

A motion was made to approve the November 2, 2023 meeting agenda with an amendment to move one item, Parks User Fee Schedule & Activity Facility Use Policy discussion to IV, under New Business, after item C.

The motion was carried: 7-0

Approval of Meeting Minutes

The spelling of Commissioner Laird's name in section IV, item a., was corrected in the October 5, 2023 meeting minutes. Chairperson Kleppe declared the minutes approved as corrected.

III. Items from the Audience

None

IV. New Business

a. Welcome New Commissioners, Jim Kleppe, Chairperson

Chairperson Kleppe introduced two new commissioners to the board, Praveen Rachakulla, and Clint Smith.

b. Director's Message, Loreen Hamilton, Parks and Recreation Director

Ms. Hamilton discussed the proposed adoption of the PARCC Plan (Parks, Arts, Cultural, and Conservation). The updated plan will be presented to the Council. She described the Parks and Recreation's department priorities and provided a high-level overview of future projects from each division.

Discussion points covered, the Eastside Corridor implementation plan, security requirements for the City, storytelling aspects, a consultant for wayfinding, volunteerism, and the Green Redmond partnership.

c. Redmond Lights Preview, Zach Houvener, Deputy Parks Director

Mr. Houvener shared an update on the Redmond Lights event for 2023. He provided information for the kickoff event and described the amenities that will be available.

d. Park Users Fee Schedule & Activity Facility Use Policy, Zach Houvener, Deputy Parks Director

A motion was made to recommend the revised Parks User Fee Schedule & Activity Facility Use Policy to council for their review and approval.

The motion was carried: 7-0

e. East Redmond Corridor

Commissioner Smith shared a proposal to create a commission sub-committee to study the East Redmond Corridor. He suggested specific areas the sub-committee will focus on.

Discussion took place regarding implementation of a consultant from the City, work parties, site visits, time frame for the sub-committee, and finalizing sub-committee scope and proposal.

A final draft of the proposal for the sub-committee will be presented to the Commission for a vote at the next meeting.

f. 2024 Workplan, Jim Kleppe, Commission Chairperson

The Commission discussed additions they would like to see to the 2024 work plan. Suggestions made consisted of, East Redmond Corridor, dog parks, community gardens, volunteer and program opportunities, Southeast Redmond Park, wayfinding, opportunities with climate change resiliency, tree risk assessment, and the Green Redmond Partnership.

A suggestion was made to prioritize and eliminate work items at the next Commission meeting.

V. Unfinished Business

g. Joint Meeting with Redmond City Council Recap, Jim Kleppe, Commission Chairperson

Chairperson Kleppe reviewed the outcome from the joint meeting with the Council. He explained the council showed support for the three main priorities the Commission presented. It was noted that the Council would like to see more emphasis on dog parks, and community gardens.

h. Southeast Redmond Park Masterplan, Cameron Zapata, Senior Park Planner

The second community meeting for the Southeast Redmond Park development took place. A survey is available on the website to choose between three concepts. Berger Consultants will present a draft of the preferred concept to the Commission.

VI. Staff Updates

Grass Lawn Turf Replacement Update, Dave Tuchek, Deputy Parks Director

Mr. Tuchek explained the materials and criteria implemented for the turf replacement project. He reported the project is complete.

Green Redmond Day at the Heron Rookery, Dave Tuchek, Deputy Parks Director

Mr. Tuchek reported volunteers planted 400 trees, and staff finished planting the remaining 100 trees at the Heron Rookery.

VI. Commission Talk Time

Discussion covered the following topics:

- Materials used for the Grass Lawn Park turf replacement project - TPE infill
- The GIS mapping system on the City of Redmond website
- Sharing contact information with the new commissioners

VII. Adjourn

At 7:55 pm Chairperson Kleppe declared the meeting adjourned.

Next Regular Meeting

November 2, 2023

6:30 p.m. – 8:30 p.m.



IV. New Business:

1. **Thank you to Martha Hanscom:** The City has officially purchased land adjacent to Perrigo Park and near Conrad Olson Park from Martha Hanscom. "Martha's Meadow" will eventually become part of the East Redmond Corridor.

Ms. Hanscom is part of a long history in Redmond-her parents sold the land that is now Perrigo Park to the City and her ancestor was Luke McRedmond. The City is grateful to her for approaching the city to sell her property and look forward to stewarding the land for years to come.



V. Unfinished Business

1. **East Redmond Corridor Sub-Committee (Discussion & Motion)**

In Q2 of 2024, staff will hire a consultant to develop an implementation strategy for the East Redmond Corridor Master Plan. This will take the adopted Master Plan and create a suggested task list and timeline for developing projects within the plan. The consultant will also make recommendations on future trail connections and approaches for their acquisition and implementation.

The subcommittee charter has been included in the packet for review and a motion to convene the subcommittee which will be made up of Gary Smith; Garrett Michaud; Greg Laird, and Chair Kleppe.

Link to Master Plan: <https://www.redmond.gov/DocumentCenter/View/3926/>

DRAFT Proposal for a Parks, Trails, and Recreation Commission Subcommittee to Study the East Redmond Corridor

1. Purpose: The 2023 PARCC Plan identifies the East Redmond Corridor as an opportunity to meet community needs. The Subcommittee will support staff in hiring a consultant to develop an ERC Implementation Plan. Guided by the 2009 East Corridor Master Plan, the Subcommittee will make recommendations on phasing for development, on interim activations within the parks, and on future acquisitions to complete trail connections.
2. Measurable Objectives:
 - (1) To collaborate with the consultant and staff in developing a report that identifies priorities in implementing the ERC Master Plan with a focus on phased approach for activation.
 - (2) to document opportunities to extend Evans Creek Trail and connect it to parks in the ERC, starting with Arthur Johnson Park
3. Deliverables to the Commission: written reports as stated above, supplemented with PowerPoint decks and PDF photobooks for illustration; also, monthly memos.
4. Briefly describe how the subcommittee proposes to accomplish the deliverables:
 - (1) Coffee klatches to discuss the subject with selected Redmond residents;
 - (2) Field trips to more closely investigate the challenges and opportunities of connecting city-owned spaces in the ERC
 - (3) Research on interim activation of park land such as: nature trails; public art installations; passive sports; volunteer coordinated additions that further the goals of the Master Plan and 2023 PARCC Plan.
 - (4) Working meetings with selected consultant.
5. Describe support desired from City Staff:
 - (1) authorization to walk through undeveloped public lands in the ERC;
 - (2) Collaboration on the development of the consultant scope of work and request for proposals;
 - (3) Implementation and leadership on volunteer-led activities as suggested by subcommittee and consultant.
6. Meeting Schedule-and Subcommittee Duration: anticipate 6 to 12 months, aligned with the RFP process for hiring a consultant for the implementation plan.
7. Chair and Members:

Chair: Gary Smith
Required Member: Commission Chair James Kleppe
Member 3: Garrett Michaud
Member 4: Greg Laird

<https://www.redmond.gov/DocumentCenter/View/3926/Redmond-East-Corridor-Master-Plan-PDF>



2. **2024 Commission Workplan (Discussion)**

The draft 2024 work plan is included in the packet. Suggested topics and agenda items are to be discussed and added to the draft plan before adoption.

3. **Final Rules of Procedure**

Including the updated Rules of Procedure for Commissioner reference.

Parks, Trails, and Recreation Commission – 2024 Work Plan



Information: Provide information and inform Commission on work being done

Consult: Provide information and ask for Commission ideas, possibly making adjustments and decisions according to your feedback.

Input: Collaboration between staff and Commission to come to decision.

Motion: Formal proposal by Commission for council action after group decision-making

2024 Parks, Trails, and Recreation Commission Work Plan

Work Plan Item	Commission Role	Tentative Timeline	Description
2024 Work Plan	Input & Motion	Q1	Approve Commission Workplan for the year
East Redmond Corridor Implementation Plan	Input & Motion	Q1-Q3	Provide guidance on the development of an implementation strategy for the East Redmond Corridor.
Southeast Redmond Neighborhood Park Master Plan	Input & Motion	Q1	Provide input on the preferred design for the park Master Plan and motion for recommendation to approve for Council.
Commission Recruitment & Elections	Input/Motion	March	Open positions starting in April of 2024. Commission assists in recruiting and interviewing as needed.
Volunteerism	Input	Q1-Q3	Provide input on the Parks and Recreation Department Volunteer program and future opportunities, including the Green Redmond program.
Private Development Agreements	Input	Ongoing	Provide input on private development of any trails, plazas, or public open space. Discussion and recommendation on park master plans by private development.
Strategic Activities	Input	TBD	Acquisition of properties; activating undeveloped parks; trail connections; trash assessment of trails and parks; feasibility of projects, projects with a longer planning time horizon.
Redmond Senior and Community Center	Input	Q1-Q3	Provide input and recommendations on programming and opening
Wayfinding	Input	Q3-Q4	Explore concepts for signage and sign location in parks and trails..
Recreation Program Offerings	Input	TBD	Addressing program needs and gaps, particularly for adults 18-65.
Derby Days & Redmond Lights Planning	Consult	Feb. & Q3	Event activities and logistics
Tree Canopy & Climate Resiliency Vegetation Management Plan	Consult	Q2-Q4	Review the recommendations for adapting vegetation management to climate change and efforts around tree canopy expansion.
Dog Park Demonstration Project*	Consult	Q1-Q4	As project moves into operations, staff will update Commission on progress.
Community Garden Expansion*	Consult	Q1-2	As project moves into operations, staff will update Commission on

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Parks, Trails, and Recreation Commission – 2024 Work Plan



			progress.
Event Street Closure*	Consult	TBD	As project moves into operations, staff will update Commission on progress.
Sports Field Layout*	Consult	TBD	As project moves into operations, staff will update Commission on progress.
Communications (Website)	Consult	Ongoing	As suggested changes operationalized, staff will share with Commission. Prioritize update of trails.
Capital Improvement Plan (CIP) and Budget	Information	Ongoing	2024 will include a CIP and budget update. Staff will bring Commission information on their development as it relates to the PARCC Plan & Parks Department.
Parks and Recreation Department Updates	Information	Ongoing	Updates on recreation activities and events, reservations, and rentals; park operations and maintenance activities;
Regional Updates	Information	Ongoing	Discussion and updates on potential for regional aquatics facility, cricket and regional trails (Leafline and Easttrail)
Project updates that impact Parks & Trails	Information	Ongoing	Annual updates on the Downtown Redmond Link Extension (DRLE) design/construction; Redmond Central Connector 3; Lake Hills Trunkline; ADA Parks and Trails; Forterra Partnership
Tree Canopy Update-GMPC and regulations	Information	Q2	Provide information after hearing goes forward with Master Builders.
Planning and natural resources updates	Information	Ongoing	Updates on natural resource and restoration activity affecting parks/trails, ESAP implementation; Tree Canopy Regulations and Implementation; Restoration in Parks (planned, completed) and work with Green Redmond - # of work parties and how ties into canopy goals (2x), Forterra/Green Redmond update. Meg provides these updates (potentially early in 2023)
Q-Alert Reports	Information	Ongoing	Updates on the types of requests parks is getting from QAlert and what was addressed, biannually.

OTHER EVENTS AND OPPORTUNITIES

Educational	
Field Trips	Learn best practices and tour new facilities to understand how they may be implemented in Redmond.
Other	Items the Commission would be interested in learning more about
Outreach & Engagement	
National Trails Day	Opportunity to volunteer, engage community and gather feedback.

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**Parks, Trails, and Recreation Commission –
2024 Work Plan**



Derby Days	Opportunity to volunteer, engage community and gather feedback.
Redmond Lights	Opportunity to volunteer, engage community and gather feedback.
Redmond Senior and Community Center	Follow up with seniors and other users as it reopens, celebration of opening. (Ribbon cutting)
<i>Other</i>	Opportunity to volunteer, engage community and gather feedback.
Commission Collaboration & Enrichment	
Leadership Transition (March)	Annual elections of chair/vice-chair.
City Council Joint Meeting	Annual joint-meeting with City Council to discuss priorities and accomplishments.
Retreat	Annual retreat is an opportunity to tour facilities and have a deeper dive into subjects of interest to the Commission.
Potential Joint Meeting(s) Redmond Youth Partnership Advisory Committee (RYPAC), Redmond Arts & Culture Commission (RACC)	Prioritize joint meetings in 2023 with RACC on Bear Creek art installation with tribes, and with RYPAC to encourage future youth advocates.

CITY OF REDMOND PARKS, TRAILS, AND RECREATION COMMISSION Rules of Procedures

Preamble: Ordinance 3118 of the City of Redmond outlines the role of the Parks, Trails, and Recreation Commission as follows:

The Parks, Trails and Recreation Commission shall have the power and duty:

1. To make recommendations to the Mayor and Council concerning the acquisition, improvement and use of parks, playgrounds, and recreational equipment and facilities, and on the acquisition, development and use of trail facilities;
2. To make recommendations to the Mayor and Council concerning the development of enjoyable, safe, and convenient trail opportunities for pedestrians, bicyclists, and equestrians throughout the City of Redmond planning area;
3. To identify current and future park, recreation, and trail interests and needs of the community and to make recommendations to the Mayor, Council, and Planning Commission on parks, recreation, and trail policies and design issues for the Comprehensive Plan, the Parks, Art, Recreation, Culture & Conservation (PARCC) Plan, and the Redmond Zoning Code;
4. To support surveys and outreach for parks and trails maintenance and safety;
5. To review and comment on public and private development actions to protect park, recreation, and trail interests and to identify park, recreation, and trail opportunities and options during development review;
6. To make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, including, but not limited to, rules and regulations relating to user fees and charges;
7. To involve community members and the users of Redmond parks, trails, and recreation facilities and programs on issues related to acquisition, design, maintenance, and use of such facilities and programs; and
8. To make recommendations on any and all other matters brought before the Parks, Trails and Recreation Commission by the Mayor, City Council, or staff. (Ord. 3118 § 3, 2023; Ord. 2596 § 2 (part), 2011; Ord. 2581 § 3 (part), 2011).

The Redmond Parks, Trails, and Recreation Commission (PTRC) has adopted the following Rules of Procedure.

1. **Meetings**: The PTRC shall meet regularly on the first Thursday of each month at 6:30 p.m. at Redmond City Hall, 15670 NE 85th Street. Meetings are held in the Council Chambers. An online option for commissioners and guests is available, but in person meeting is encouraged.
2. **Official Business Location**: REDMOND PARKS, TRAILS AND RECREATION COMMISSION, Redmond City Hall, 15670 NE 85th Street, 4th Floor Parks, Redmond WA 98052.
3. **Mailing Address**: Redmond Parks, Trails, and Recreation Commission, MS 4NPK, PO Box 97010, Redmond WA 98073-9710.
4. **Resignation and Removal**: Members may be removed from a board prior to the end of their term per RMC 4.10.030(Ord. 3115 § 2, 2023).
5. **Officers and Elections**: At the first regular meeting in March of each year, the Commissioners shall elect from the entire Commission a Chairperson, and Vice-Chairperson, who shall hold office for one year. After that year, the Vice-Chairperson may become Chairperson, and a new Vice-Chairperson shall be elected. No member shall hold the same office more than two (2) consecutive terms. The Commission may elect from its membership other officers, as it deems necessary. Duties of each officer are described as follows:
 - A. **Chairperson**: Will call and conduct Commission meetings and represent the Commission in general. The Chairperson may adjust, for good and sufficient reason, regular convening time of meetings as set forth in these bylaws. When this is done, every effort shall be made to so advise each Commission member, the press and, where appropriate, the public, at least twenty four (24) hours in advance of adjusted convening time.
 - B. **Vice-Chairperson**: Will stand in for the Chairperson when necessary.
6. **Subcommittees**: By consensus, the Commission shall create or disband subcommittees as deemed appropriate in order to investigate specific issues or topics relevant to the business of the Commission. A subcommittee will report to the Commission with a memo to be included in each monthly packet and a verbal report at each monthly meeting during its duration. The Chairperson is an ex-officio member of all committees and shall be responsible for appointing committee chairs, members and filling vacancies as needed. Committee size must be less than a quorum including the Chairperson as an ex-officio member.

7. **Voting**: Decisions requiring a vote of the Parks, Trails, and Recreation Commission shall be made by a majority rule of the Commission members present. Decisions can also be arrived at by consensus.
8. **Quorum**: A quorum for the transaction of official business shall consist of a majority of all seats of the Commission; for example the nine member board shall have at least five members present to make a quorum, regardless of how many of the nine seats are currently filled.
9. **Representatives**: The Commission may designate commissioners to attend special meetings in the community, as it deems necessary, defining their terms and duties for such purpose. Commissioners shall be information gatherers and shall not represent the Commission as a whole.
10. **Act as a Body**: The Commission shall act as a body in making its decisions and announcing them. No member shall speak or act for the Commission without prior authorization.
11. **Relationship to Parks and Recreation Department**: Per Ordinance 3118, the Commission advises the Mayor and City Council. Administratively, the Commission shall work closely with the Parks and Recreation Department, with staff support assigned by the Director of the Parks and Recreation Department. The staff shall provide the Commission technical and administrative assistance within the framework of the city's policy for program planning and execution.

Such assistance will include supplying basic data, recommendations on programs, and other such information as may be required. Parks and Recreation staff will work with the Commission to prioritize programs.

12. **Public Meetings/Public Participation**: All meetings of the PTRC for the purpose of taking action and for which public notice has been given shall be open to the public. Citizens are encouraged to participate, speak and voice their interest in Commission issues during the Items from the Audience portion of the agenda. Audience participation during this time shall be limited to three minutes per speaker.
13. **Agenda for Regularly Scheduled Public Meetings**: An agenda for each public meeting shall be prepared by chairperson and staff and forwarded to each Commission member, with a notice of the next regular meeting. Any member of the Commission, when submitted two weeks prior to the regular monthly meeting, may propose additional agenda items.
14. **Publications, Minutes and Records**: All records and publications of the Commission shall be open to public inspection, and shall be maintained at the official business office.

15. **Meeting Minutes:** Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accord with Robert's Rules of Order Newly Revised. Minutes of each meeting shall be subject to approval by the Commission. A record of commissioner attendance will be included.
16. **Co-sponsorship of Programs:** All requests from community organizations for Commission assistance or sponsorship shall be in written form and shall be delivered to the Commission or to the Parks & Recreation Department staff, for consideration by the Commission.
17. **Procedure and Amendments:** The foregoing rules and regulations are intended to govern the conduct of the affairs of the Commission and to prescribe the conduct of its members. The Parks, Trails, and Recreation Commission upon a two-thirds majority vote may amend the rules of procedure with all Commission members canvassed.

CITY OF REDMOND PARKS AND TRAILS COMMISSION
Approved _____