



PARKS & EVENTS COMMISSION HYBRID MEETING

Monday, March 20, 2023, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMISSION MEMBERS

Paul Sweum, Chair

Heather Palmerini, Co-Chair

Commissioners: Emily Anderson, Ryan Prior, and Scott Vermeulen

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **862 0763 9888**.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

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CALL TO ORDER & ROLL CALL

1. Commissioner Vermeulen Requesting Excused Absence

AGENDA APPROVAL

PUBLIC COMMENTS

COUNCIL LIAISON REPORT

MINUTES

- [2.](#) Approval of the minutes dated February 21, 2023.

REGULAR BUSINESS

- [3.](#) Current Facility Use Fees Discussion
4. Online Reservation System
- [5.](#) Bylaws Finalization

SPECIAL EVENTS UPDATE

FOR FUTURE DISCUSSION

6. Commission Purpose and Direction

ADJOURNMENT



PARKS & EVENTS COMMISSION MEETING MINUTES FEBRUARY 21, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Commission Chair Sweum called the meeting to order at 7:00 pm.

Commission Members: Chair Paul Sweum (remote), Co-Chair Heather Palmerini (remote), Ryan Prior, and Scott Vermeulen.

Council Liaison Ethan Benson was also present.

City Staff:

Mike Chambless, Parks & Public Works Director; Dylan Gamble, CIP Project Manager; Nicole Wiebe, Community Liaison (remote); and Deana Dean, City Clerk.

AGENDA APPROVAL: Chair Sweum moved and Commissioner Prior seconded the motion to approve the agenda which passed unanimously.

PUBLIC COMMENTS - There were no public comments.

MINUTES – Commissioner Prior moved and Commissioner Palmerini seconded the motion to approve the minutes from the January 17, 2023, meeting which passed unanimously.

REGULAR BUSINESS

1. Bylaws: Discussion was held including adding SMC reference, number of unexcused absences at four in a calendar year based on a rolling twelve-month period, and no hard language on penalties rather leaving that to the mayor's discretion up to and including dismissal. Commissioner Palmerini noted difficulty in the past with members not attending and therefore no quorum. Councilmember Benson added input on absences. There was desire to reference order of business in the bylaws and add the paragraph referencing the municipal code. Chair Sweum to update the draft bylaws and bring it back for final review at the next meeting.
2. Splashpad Update: Parks and Public Works Director Mike Chambless reviewed the status of the splashpad noting architectural and engineering drawings are being created, next it would go out to bid, and then they will work with the King County Department of Health for approval. Review of placement of tennis ball courts with an option for pickle ball court done by presentation. Discussion followed regarding additional pickle ball courts, and placement of the soccer fields, walkways, and spectator area. The next step is landscape architect contract for design. The idea is to bring it back and look at it holistically with the community center expansion although this is a separate project. Brief discussion on fences between splashpad and parking lot.

3. Riverview Park Update: The park is closing this week for construction to commence next month. The plan is to get it completed as quickly as possible although that is subject to the weather. Anticipated opening is July 1, 2023. A sign will go up shortly.
4. Community Center Expansion Update: Permission has been obtained from the state to use an alternative build method for expansion to the facility. Selection of a contractor and designer is in process. The project is expected to go back to council in May or June with a recommended decision. There will be a walk through on Wednesday with interested parties. Director Chambless noted there is no design finalized yet.
5. Park Plan Discussion: CIP Project Manager Dylan Gamble reviewed the Parks, Recreation and Open Space (PROS) Plan which is a chapter within the comprehensive plan which calls out the needs, existing volumes, and number of trails. The request for qualifications will post soon which will allow the department to hire a consultant to look at services, data, work within the current parks plan, update it, and work through public and citizen engagement. He noted there will be more public engagement and there is a strict deadline for the end of 2024. Questions and discussion regarding public engagement followed.

SPECIAL EVENTS UPDATE

Community Liaison Nicole Wiebe provided an overview of special events for the year including The Real Twin Peaks this weekend which is a celebration that the Chamber of Commerce and North Bend Downtown Association are spearheading although the Arts Commission and Snoqualmie are participating. She noted there will be an insert in the March utility bill with a survey from the Arts Commission, and a printed version of Save the Date calendaring of events this year that the city is coordinating including the two egg hunts, and big truck day at Jeanne Hansen Park, two movies, two music events, a block party, and tree lighting.

ITEMS FOR FUTURE DISCUSSION

1. Status and review of fees
2. Discussion of online park reservation system

ADJOURNMENT

The meeting was adjourned at 8:30 pm.

Minutes taken by Deana Dean, City Clerk

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the _____ Parks & Events Commission Meeting.

RESOLUTION NO. 911

**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON,
AMENDING RESOLUTION 735, APPROVING A USER FEE SCHEDULE FOR
SPECIAL EVENTS IN CITY PARKS AND FOR ATHLETIC FIELD RENTALS
FOR LEAGUE USE**

WHEREAS, the City Council approved Resolution No. 735 on January 10th, 2005

approving a user fee schedule for special events in City parks and for athletic field rentals for league use, and

WHEREAS, it is necessary to amend the fee schedule so established in order to recover an amount to reflect actual costs, now, therefore, be it

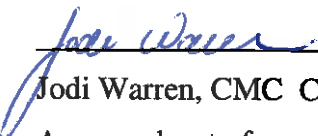
RESOLVED by the City Council of the City of Snoqualmie that the Amended User Fee Schedule, as set forth in Exhibit A attached hereto, is hereby approved and adopted.

PASSED by the City Council of the City of Snoqualmie, Washington, this 13th day of July 2009.



Matthew R. Larson, Mayor

Attest:



Jodi Warren, CMC City Clerk

Approved as to form:



Patrick B. Anderson, City Attorney

City of Snoqualmie Parks & Recreation Rental Fees

All fees must be paid upfront.

Note: To be eligible for the Resident rate, you must provide identification that verifies that you live inside the Snoqualmie city limits. Failure to do so will result in the Non-Resident fee being charged for your event.

BALLFIELDS	Amount of Time	Resident		Non-Resident		Damage Deposit	
		Youth	Adult	Youth	Adult	Youth	Adult
Soccer/Football practice	2 hours / field	\$8	\$20	\$13	\$25	\$100	
Soccer/Football game	2 hours / field	\$15	\$25	\$20	\$30	\$100	
Baseball/Softball practice	1.5 hours / field	\$8	\$20	\$13	\$20	\$100	
Baseball/Softball game	1.5 hours / field	\$15	\$25	\$20	\$30	\$100	
Tennis	1 hour / court	\$10		\$15		\$100	
Tournaments-Soccer/Football	2 hours	\$20	\$30	\$25	\$35	\$200	\$300*
Tournaments-Baseball/Softball	1.5 hours	\$20	\$30	\$25	\$35	\$200	\$300*
Events/Camps – Half Day	8am - 2pm or 2pm – 9pm	\$200		\$250		\$200	
Events/Camps – Full Day	8am – 9pm	\$400		\$500		\$400	
PREP FEES							
Baseball/Softball		\$50/game/field		\$50/game/field			
PARKS**	Address	Resident		Non-Resident		Damage Deposit	
		3 hours	Add'l hr.	3 hours	Add'l hr.	Resident/Non-Resident	
Riverview Park	39000 Park St.	\$75	\$25	\$150	\$50	\$100 / \$200	
Snoqualmie Community Park	35016 SE Ridge St.	\$100	\$35	\$350	\$120	\$100 / \$200	
Sandy Cove Park	7970 Falls Ave. SE	\$100	\$35	\$150	\$50	\$100 / \$200	
Whitaker Park	6813 Eagle Lake Dr.	\$25	\$9	\$75	\$25	\$100 / \$200	
		Half Day	Full Day	Half Day	Full Day	Half Day Full Day	
Snoqualmie Point	37580 SE Winery Rd.	\$250	\$500	\$500	\$1,000	\$500 / \$1000	
Gazebos (Railroad Park)		\$35	\$70	\$50	\$100	\$100 / \$200	
Picnic Shelters		\$60	\$120	\$75	\$150	\$150 / \$200	
Special Event Permit Fee		\$25		\$50			
Power Snoqualmie Point Stage						\$100	

*Tournaments will not be considered without a deposit and fees do not include prepping fields.

**Reservations are for a minimum three (3) hour period or half a day. An additional cost will be added if City staffing is required.

SPEC Bylaws language modifications: proposed by P. Sweum

Edits for language borrowed from Bellingham Planning Commission

Yellow highlights = added text

Strike-thru (~~Strike-thru~~) = removed text

ARTICLE II – OFFICIAL MEETING PLACE

The official meeting place of the ~~Planning~~ Commission shall be in the Council Chambers of City Hall in ~~Bellingham~~ Snoqualmie, Washington; or in a predesignated City facility/meeting space; and/or by virtual attendance. All meetings shall be held ~~there~~ except on such occasions, and at such times as the Commission may, by a majority vote of those present at any regular or special meeting, otherwise direct.

ARTICLE III – MEMBERSHIP

The ~~Planning~~ Commission shall consist of ~~seven (7)~~ five (5) members appointed by the Mayor and confirmed by the City Council. The term of each member shall be 4 ~~three (3)~~ years, and no member shall serve no more than two (2) consecutive terms as Chair...

ARTICLE IV – ELECTIVE OFFICERS

1. Officers: Each year, the Commission shall elect a Chair and a **Vice-Chair**. In the absence of both the Chair and the **Vice-Chair**, members may, by majority vote of those present, elect a Chair *pro tem* who shall assume the duties and powers of the Chair.

[Discussion of “Co-Chair” vs “Vice-Chair” vs “Deputy Chair” in effort to clarify roles]

ARTICLE VI – TRANSACTION OF BUSINESS

1. Quorum: ~~Four~~ Three (3) members of the SPEC shall constitute a quorum...

2. Attendance: Attendance is expected of each Commission member at all regular and special meetings. In the event that a member must miss a meeting, communication with the Chair or Executive Secretary shall take place prior to the meeting. If a member is absent from four (4) or more consecutive meetings in the span of twelve (12) calendar months (regardless of meeting frequency) a recommendation for removal from the Commission may be forwarded to the Mayor.

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