

**CITY OF BLAINE  
PARK AND CEMETERY BOARD MINUTES**

**Thursday, May 11, 2017**

**9:30 AM – 11:00 AM**

**Sandie Miller - Chair**

**A. CALL TO ORDER: 9:30 AM**

**B. ROLL CALL:**

**PRESENT:** Janet Pickard, Sandie Miller, Joan Clark, Sandra Schable and Garth Baldwin.

Board Member Ventura did not ask to be excused prior to the beginning of the meeting.

**MOTION BY CLARK TO EXCUSE BOARD MEMBER VENTURA, APPROVED UNANIMOUSLY (5-0).**

**ABSENT:** Sean Ventura

**STAFF:** Public Works Director Ravyn Whitewolf, Planner II Alex Wenger, Planner I Maddie Ottley

**C. PUBLIC COMMENTS: None**

**D. NEW BUSINESS:**

**Park and Recreation Plan Update**

Mr. Wenger stated that the Blaine Park and Recreation Plan is required by the State to be updated every few years, and the current plan will need to be updated within the next year. The plan will need to meet the State's standards to qualify for grant funding.

Mr. Wenger highlighted that community outreach will be an important element of the update. This could be completed through public surveys and outreach through social media.

Board Member Clark mentioned the idea of recruiting more volunteer help for maintenance and projects within parks.

The board held a discussion about the update of the plan.

### 7<sup>th</sup> Street Little Free Library Proposal

Mr. Wenger presented the proposal by the Daisy Group Girl Scout Group to place a “Free Little Library” located south of the community garden within the 7<sup>th</sup> street right-of-way.

The board members agreed locating the structure next to the garden is an ideal location.

Board Member Baldwin highlighted visibility of the structure will be important and therefore placement south of the garden abutting H Street, as proposed, would be ideal.

The board agreed.

Public Works Director Ravyn Whitewolf stated that the structure would need a right-of-way obstruction permit.

**MOTION BY CLARK, SECONDED BY PICKARD, TO ACCEPT THE PROPOSAL BY THE DAISY GIRL SCOUT GROUP TO INSTALL A “FREE LITTLE LIBRARY” WITHIN THE 7<sup>TH</sup> STREET RIGHT-OF-WAY, SOUTH OF THE COMMUNITY GARDEN, APPROVED UNANIMOUSLY (5-0).**

## **E. ON GOING BUSINESS:**

### Marine Park Bench Discussion

Mr. Wenger asked the board if they would like to review all proposed donated benches and plaques, or if they would prefer staff to review the proposals.

Mr. Wenger highlighted that due to the Park and Cemetery Board infrequent meetings, some of the projects have taken a significant amount of time to complete.

Chairperson Miller stated if there is a policy and procedure for the benches and plaques, then staff review should be sufficient.

The Board had a discussion and agreed with Chairperson Miller.

Community Development and Tourism Coordinator Ms. Debbie Harger provided the Board with an informational packet about the policy and regulations for the donor bench and plaque program.

Ms. Harger highlighted one of the current policies requires all plaques to be reviewed by the Park and Cemetery Board, which can be amended by the Board.

Ms. Harger than presented a proposed donation plaque for installation at Marine Park.

**MOTION BY CLARK, SECONDED BY BALDWIN, TO ACCEPT THE PROPOSED BENCH PLACEMENT AND PLAQUE, APPROVED UNANIMOUSLY (5-0).**

The Board held a discussion about amendments to the policy and procedure for plaque and bench donations.

**MOTION BY PICKARD, SECONDED BY CLARK, TO AMEND THE BENCH AND DONATION POLICY NUMBER 6.1 TO STATE, "APPLICATIONS FOR PLAQUES AND MEMORIALS MUST BE MADE IN WRITING TO CITY STAFF. VARIATION FROM CITY STANDARDS AND PROCEDURES SHALL BE SUBJECT TO REVIEW BY THE PARK AND CEMETRY BOARD", APPROVED UNANIMOUSLY (5-0).**

#### Parks Maintenance Update

Ms. Whitewolf stated that the City has hired a permanent part time employee to maintain the Cemetery, noting the hired employee is a Blaine local.

Ms. Whitewolf highlighted that the Lincoln Park sewer project is going well, and the project is projected to be completed by the end of the month. Ms. Whitewolf noted as part of the project landscape restoration will occur, including partial paving of some of the trails, removal of timber debris, and prepping for light installation along trail.

Mr. Wenger noted that after completion of the project he will be working with a contractor to thin out smaller trees and conduct some landscaping work.

#### Veterans Memorial Park Paver Project

Board Member Baldwin presented an example brick of what is being proposed.

Mr. Wenger stated that he and Public Works employee Pat Freeman looked at the existing brick system at the park, and replacement of individual bricks would be difficult and time extensive for City employees. Mr. Wenger noted that the brick floor may be replaced with a different material due to existing maintenance difficulty.

Mr. Wenger suggested a wall memorial similar to the existing Honor Roll wall memorial.

### Marine Park Canoe Journey Plaque Follow Up

Mr. Wenger stated that the Park and Cemetery Board should send a recommendation to City Council to pursue installation of the proposed monument, which will cost about \$700.

Board Member Clark noted that City payment of the plaque could be precedent setting and is against the plaque donation policy.

Board Member Baldwin noted that he would like to see approval by Lummi Nation prior to voting on the proposal.

The Board agreed with Mr. Baldwin.

Mr. Wenger stated that he will inquire about the proposal with the Lummi Nation and report back to the Board.

### Bank Stabilization at Hughes Bayview Follow Up

Mr. Wenger noted that he met with the adjacent property owner next to the park and observed exposed dirt along part of the bank. Mr. Wenger agreed to have the exposed area planted with native vegetation, and add bark to help with stabilization.

Mr. Wenger also highlighted the property owner requested an engineering analysis of the bank, which the Board could incorporate into planned future projects.

#### **F. ITEMS FROM BOARD MEMBERS: None**

#### **G. FUTURE AGENDA ITEMS:**

Mr. Wenger noted staff will present a report on the 7<sup>th</sup> Street Garden finances at the next meeting.

Mr. Wenger stated the Let's Move Blaine Committee would like to present a proposal to the Board to install a series of trail markers, starting out at Semiahmoo and planning for future phases in Central Blaine.

Board Member Clark noted that she would like to see promotion of the plaques at Marine Park playground and inquired about further donation plaques.

Mr. Wenger stated that he can bring information back to the Board next month regarding the proposed ceremonial recognition plaque for the Marine Park Canoe Journey event.

Board Member Pickard noted there is a hole in the playground area next to the slide and the musical instruments are not working again.

**H. APPROVAL OF MINUTES:**

**MOTION BY SCHABLE, SECONDED BY CLARK, TO APPROVE THE MINUTES OF APRIL 2017 AS AMENDED , APPROVED UNANIMOUSLY (5-0).**

**ADJOURNMENT: 10:56 AM**

Park and Cemetery Board minutes of May, 2017 will be approved at the June, 2017 Park and Cemetery Board meeting.