



**Parks & Recreation Board
Regular Meeting
January 6, 2026 - 5:30 PM
Classroom, Auburn Community and Events
Center**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Parks and Recreation Board Meeting scheduled for Tuesday January 6, 2026 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Toll Free: 253-205-0468

Zoom: <https://us02web.zoom.us/j/82268913083?pwd=kazYmbM7swScjD4FqQsWKunq3E09qC.1>

Meeting ID: 822 6891 3083

Passcode: 066173

ROLL CALL

AGENDA MODIFICATIONS

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Alexa Bragg, Parks Administrative Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Alexa Bragg, Parks Administrative Assistant

Fax number: 253-931-4005

Email written comments to: abragg@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Parks, Arts and Recreation Department in person, by phone (253) 931-3043, or by email (abragg@auburnwa.gov).

APPROVAL OF MINUTES

- A. Approval of November 4th, 2025 Park Board Minutes

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

DISCUSSION ITEMS

- A. Naming the New Downtown Park Plaza — Park Policy 1130 - Parks Director Julie Krueger
- B. Review Tree Maintenance Policy — Parks Planning Manager Thaniel Gouk

ACTION ITEMS

- A. Vote on Park Board Chairperson
- B. Vote on Park Board Vice-Chairperson
- C. Approve new Recreation Cancellation Policy — Recreation Manager Kevin Witte

UNFINISHED BUSINESS

NEW BUSINESS

- A. King County Park Levy 2026-2031 - Parks Director, Julie Krueger
- B. Winter Flooding - actions and damage assessments - Parks Director, Julie Krueger

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of November 4th, 2025 Park Board Minutes

Meeting Date:

January 6, 2026

Department:

Parks, Arts & Recreation

Attachments:

Nov 4 Park Board Minutes

Budget Impact:

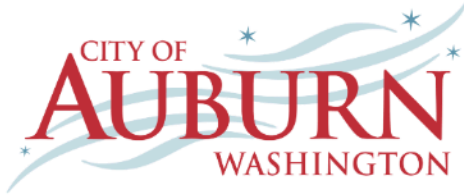
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Parks & Recreation Board
Regular Meeting
November 4, 2025 - 5:30 PM
Classroom, Auburn Community and
Events Center**

MINUTES

CALL TO ORDER

Call to Order: 5:30pm

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ROLL CALL

Attendance: Chair Matt Jennings, Board Member John Boatman, Board Member Wayne Osborne, Board Member Michael Hassen

Excused: Vice-Chair Mike Palko-Dean, Board Member Tiffany Lindsay

Staff: Parks Director Julie Krueger, Parks Planning Manager Thaniel Gouk, Administrative Assistant Alexa Bragg

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APPROVAL OF MINUTES

A. Approval of October 7th Park Board Minutes

Approved, with changes to Board Member Wayne's name.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. Downtown Park Plaza Updates - Thaniel Gouk

Park Planning Manager Thaniel Gouk talks about the downtown plaza updates. The goal is to have the downtown plaza complete when the new theater is finished. Parks Director Julie Krueger and Thaniel talk about the Conservation with Futures funds that were received. This is part of the theater property which will become part of the plaza. Board member Wayne asks if it can be astrograss, and Park Planner Thaniel says it cannot be astrograss due to the requirements of Conservations Futures funds that we use to build the plaza. The grass will be irrigated, per Thaniel. Parks Director Julie states that they are going to use the old Auburn Avenue Theater brick for the new theater. The ballards on the eastside of the plaza will be able to go down, so trucks can drive in if needed. The theater doesn't have a parking requirement, it does not need to be added. Thaniel met with the lighting designer to allow for lighting uniformity. The theater and the park are going to bid together in spring of 2027 (the goal). Board Member Cary Davidson asked how much they cost and where the funds came from. Thaniel states that park impact fees, King County Park Levy funds, and Conservation Futures gave us \$700,000. There was a \$250,000 state of Washington grant that we received. The theater is budgeted at \$13.1 million. Funding for the Theater: \$1.6 million from state of WA direct appropriation, \$4 million in development, \$4 million in REET funding, \$2 million in Park Impact fees, \$600k in ARPA funds.

DISCUSSION ITEMS

A. Jacobson Tree Farm - Thaniel Gouk

Berger Partnership (consultant) did a design/drawing for the Jacobson Tree Farm in 2020. Park Planning Manager Thaniel presented the phase 1 and phase 2 of the development site plan for the Farm. The sidewalk and bike lane may now be a multi-use lane for pedestrians in this area. The City of Auburn Public Works team is working on a cost estimate for the road furnishings for this development. The state Recreation Conservation Office have a few grant coming up this spring that Parks will apply for. The drawing is going to be updated, but we need more information about restrooms. It's

shared between different water and sewer districts. Director Julie Krueger states there is a RCO legacy grant that is connected to federal funds, which are tied up right now. Chair Matt Jennings asks what the next steps would be. Park Planning Manager Thaniel Gouk states the estimates and what the access restrictions are before they spend money on it. Chair Matt Jennings asks if this is a priority, and asks about the Lea Hill area and the lack of parks and open space in the Lea Hill area. Director Julie Krueger states that it is a priority parks-wise, but funds-wise it may prove to be more difficult. She states that there are funding options, but needs to know the estimate of the costs.

ACTION ITEMS

UNFINISHED BUSINESS

- A. Final Draft of Park Board Manual - Julie Krueger

Park Director Julie Krueger presents the edits that were suggested in the Park Board Manual. Chair Matt Jennings states that on page 6 of 22, regarding attendance, there is a repeat of the attendance information that we can delete the duplicate. *Remove Commission and replace it with *Board. Chair Matt Jennings asks that there should be a board member that assists a new board member in getting them up to date. Member John Boatman Motion to approve with changes recommended. All approved.

NEW BUSINESS

Board Member Michael Hassen asks if there were changes to the 104th St Project. Park Planning Manager Thaniel Gouk states that we received a grant, but gave most of it back as it wasn't viable at the time to continue the construction of this plan. There are plans to continue construction of the 104th St project.

ADJOURNMENT

Adjournment: 6:24pm

APPROVED this ____ day of _____ 2024.

Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant

NEW Auburn Refund Policy:

Cancelled program

If a program is cancelled by the Auburn Parks, Arts & Recreation Department, the registrant will receive a credit on account or a full refund. Refunds will be issued in the same form as initial payment (e.g. credit card to same credit card, cash or check will be a check refund).

Refund prior to start of program

Refund requests **must be** made at least (7) business days prior to the start of a class, workshop or activity. **The request** must be made to the department in writing, by phone or in person, stating the reason for the request. Refund requests made less than 7 business days prior to the start of a class, workshop, or activity are subject to a Division Manager's approval **or** his/her designee.

For activities with a fee of more than \$10, a \$10 administrative fee is charged. For activities less than \$10, a credit is placed on the individual's account. There is no administrative fee for credits placed on account. Late fees are non-refundable. For programs requiring the purchase of a pre-paid ticket or admission fees, that portion of the fee is non-refundable unless a spot can be filled by another registrant.

Refund after start of program

Refund requests made after the activity has begun, due to illness, injury or unforeseen circumstance, must be made in writing and may be granted on a prorated basis. Requests must be approved by a Division Manager or their designee. No refunds/credits **on account** will be issued to an athletic team if that team cancels out of a league or tournament after schedules are drawn up.

If the registrant is not satisfied with a class, program, or activity which meets 4 or more times, **he/she they** may, in writing, identify **his/her the** concern(s) and request one of the following

1. Repeat the program at no additional charge
2. Receive a credit that may be applied to another activity
3. Receive a refund with no administrative charge

The written request must be received before the third scheduled activity and must be approved by a Division Manager. This policy applies to all programs except trips, tours, ~~outdoor programs~~ **camp**s and all adult and youth team sport leagues.

End of section to be included in rec guide

Refund Policy for Birthday Party Packages, Facility Rentals, Youth & Adult Sports (not included in brochure "how to register" page but will be noted "for more information visit the website (with link)" on their respective pages.

Birthday Parties, Facility Rentals, Youth and Adult Sports have their own policies:

Birthday Parties:

Thank you for your interest in Auburn Parks birthday party packages. Please review our youth party cancellation policy below:

1. **30 Days or More Before the Scheduled Date:**
 - You are eligible for a full refund minus a **\$10** administrative fee.
2. **Between 8 and 29 Days Before the Scheduled Date:**
 - You are eligible for a 50% refund of the total amount paid.
3. **Less Than 7 Days Before the Scheduled Date**
 - No refunds will be issued.

Youth & Adult Team Sports

No refunds after the early registration deadline (generally 2-4 weeks prior to program start date).

Explanation Youth Sports: We are now placing players onto teams and determining how many teams we will have and then preparing to order uniforms. Each player requests their own size of uniform.

Explanation Adult Sports: We are now working on game schedules and any change in team registration means having to redo game schedules.

We make exceptions to these as necessary, for things like broken bones or other injuries with doctor's note. **OR We will consider exceptions to our Team Sports refund policy for a season ending injury, supplemented by a doctor's note.**

Facility Rentals:

<https://www.auburnwa.gov/cms/One.aspx?portalId=11470638&pageId=12529679>

Questions/Notes:

Events – what is the definition of event versus program? Clauses listed in program description.

Current policy reads that no administrative fee will be assessed for credits on account. *Look at what we pay to ActiveNet.**