

Parks & Recreation Planning Board
Location: Lake Stevens Community Center
1808 Main Street
Lake Stevens, WA 98258
Date: Monday, April 9, 2018
Time: 6:00 – 7:00 p.m.



Parks & Recreation
Planning Board

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and special meeting notices
on the City Web site at:
www.lakestevenswa.gov

Meeting Location:
Lake Stevens
Community Center
1808 Main Street
Lake Stevens, WA 98258

The Parks & Recreation
Planning Board comprises
seven members who are
appointed to four-year
terms. The Parks &
Recreation Board focuses
on the functionality and
accessibility of our parks
and outdoor spaces, and
advises the City Council
regarding park acquisition,
recreation programming
and development, and the
design and operation of
parks and recreation
facilities.

City Hall
P.O. Box 257
1812 Main Street
Lake Stevens, WA 98258
425-334-1012

Call to Order: Tina Decker, Chairperson

Roll call: Tina Decker, Carl Johnson, Marlene Sweet, Terry Van
Wyck, Chris Jones, Roger Schollenberger, and Susan Green. City
Council liaison Kurt Hilt

Action Items: Approval of March 12, 2018 Minutes

Guest Business:

Discussion Items:

Arts and Parks Coordination Team – Tina & Roger
Discover Expo April 21st, 10am -2pm, Cavelero Mid High
Tour De Cure May 5th, 20th St NE Trailhead
Open Government Training – Public Records Act Training,
<http://www.atg.wa.gov/open-government-training>

Board Member Reports:

Staff Report: Parks & Recreation update, Jim Haugen

Council Report: Kurt Hilt

Adjourn:

Future Discussion Items:

***ITEMS ATTACHED**
****ITEMS PREVIOUSLY DISTRIBUTED**
#ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

**CITY OF LAKE STEVENS
PARK AND RECREATION PLANNING BOARD
REGULAR MEETING MINUTES**

Lake Stevens Community Center
1808 Main Street
Lake Stevens, WA 98258

Monday, March 12, 2018

CALL TO ORDER: 6:03 PM by Tina Decker, Board Chair
MEMBERS PRESENT: Chris Jones, Carl Johnson, Marlene Sweet, Susan Green,
Roger Schollenberger and Terry Van Wyck

MEMBERS ABSENT: None

STAFF PRESENT: Jim Haugen, Parks and Recreation Coordinator; Russ
Wright, Planning Community Development Director, and
Teresa Meyers, Secretary

GUESTS PRESENT: Nathan Fleischmann and Jon Fleischmann

ACTION ITEMS:

Motion to approve January 8, 2018 minutes moved by Carl Johnson, seconded by Chris Jones; motion carried 7-0-0)

GUEST BUSINESS:

Jim Haugen introduced Nathan Fleischmann with Boy Scout Troop 43, who presented a Life Jacket Borrowing Station project proposal. In an effort to achieve Eagle Scout, Nathan proposes to work with his troop and volunteers to build and stock a life jacket borrowing station at Lundeen Park. The project serves as a good safety improvement for the community, was pre-approved by the Boy Scouts of America Eagle Scout Project coordinator and has received \$300.00 through fundraisers and donations. Total project costs are estimated to be \$800.00 with a June 1, 2018 project completion date if not sooner. Nathan will also be making repairs to the life jacket station at the North Cove Boat Launch.

Planning Director, Russ Wright, suggested Nathan follow-up with Russ and Jim Haugen regarding construction plans for Lundeen Park and the North Cove Boat Launch. Both facilities are scheduled to undergo renovations during June 2018 which may possibly interfere with the life jacket station project.

Several Board members complimented Nathan's professional presentation encouraging him to work with Jim and Russ as well as reach out to the Lake Stevens Police Department and possibly Cabela's for life jacket donations. Carl Johnson moved to approve the project; Chris Jones seconded; motion carried (7-0-0)

DISCUSSION ITEMS:

Jim Haugen presented the Park Naming Policy: P-3-90 requesting the Board review and provide recommendations to move forward with park naming procedures. The City of Lake Stevens recently acquired a park in the Frontier Heights area, will take possession of a new park in the Nourse development subdivision and will continue to proceed with development of City owned property at 8629 20th Street SE, commonly known as the "20th Street Ballfields." The naming process has been referred to the Parks & Recreation Planning Board to begin the process of naming the new parks. Staff suggests using Policy P-3-90 as a guide to develop a current naming process policy. Recommended changes to the policy include soliciting through the local newspaper, public input through community outreach, social media and targeted surveys. Staff will prepare a revised naming policy for Board review and further implementation.

The Arts & Parks Coordination Team was established during the Joint Arts & Parks meeting held February 12, 2018. Tina Decker and Roger Schollenberger attended the meeting representing the Park Board. Discussion items included working collaboratively with the Arts Commission to combine marketing efforts, coordinate events such as a spring event (Foundation Day), staff information booths at the upcoming Tour De Cure Ride and Discover Expo as well as meet on a bi-monthly schedule.

Staff reminded members to participate in the Open Government Training – Public Records Act Training. Training can be done on-line and coordinated through the City Clerk.

BOARD MEMBER REPORTS

Chris Jones reported meeting with Jim and Russ on March 9, 2018 to discuss field options for the Junior Athletic Association. Tina Decker reported on the City Council Workshop.

STAFF REPORT – Jim Haugen

Cavelero Park

Administrative Land Use permit has been filed with the goal of an April 2019 grand opening for the Skatepark.

Eagle Ridge

Work continues at Eagle Ridge with tree removal and grading to add a paved entry to the park, additional parking and a rain garden. An email notification was distributed for the Community Garden Beds. The City is accepting rental applications for the 2018 calendar year.

Frontier Heights

A request for qualifications (RFQ) for the design of Frontier Heights Park is in process.

Lundeen

The final park design bid is scheduled to go by the end of March with work anticipated to be begin late April. The plan is to use sod and mature trees throughout the new design.

20th Street Ballfields

Design work still in process.

Grant Funds

Two grants requests have been submitted to Snohomish County in the amount of \$5,000 each which will help subsidize the swing set equipment costs at Lundeen Park and a rain garden at Eagle Ridge Park.

Arts & Parks Foundation

Next Foundation meeting is April 12, 2018, at 4:00 pm. Chair Decker asked to be included.

ADJOURN:

Motion to adjourn the meeting moved by Carl, seconded by Chris Jones. Motion carried (7-0-0). Meeting adjourned 7:40 PM.

FUTURE AGENDA ITEMS:

Park Naming Policy
2018 Budget

Tina Decker, Chair

Teresa Meyers, Secretary