

**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**

\*\*\*\*\*  
Look for agendas, minutes  
and special meeting notices  
on the City Web site at:  
[www.lakestevenswa.gov](http://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 21<sup>st</sup>, 10am -2pm, Cavelero Mid High  
Tour De Cure May 5<sup>th</sup>, 20<sup>th</sup> 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 20<sup>th</sup> Street SE, commonly known as the "20<sup>th</sup> 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.

### **20<sup>th</sup> 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