

## PARKS & RECREATION PLANNING BOARD MINUTES



Hybrid: Zoom & In-person  
The Mills, Sawyer Room, 1808 Main St  
Lake Stevens, WA 98258  
Monday, January 8, 2024

CALL TO ORDER: 6:01 PM by Roger Schollenberg

MEMBERS PRESENT: Bryan Heigert, Carl Johnson, Colton Whitworth, Roger Schollenberg

MEMBERS ABSENT: Susan Green, Dawn Williams

STAFF PRESENT: Jill Meis-Parks Coordinator; Sarah Garceau-Parks Director; Jaclyn Lewandowski-Administrative Assistant, Parks & Recreation

### **EXCUSED ABSENCE:**

Carl Johnson moved to excuse Susan Green's absence; Bryan Heigert seconded. The motion passed: 4-0-0-2.

### **GUEST BUSINESS:**

Marlene Sweet stated that she has resigned, gave overview of her years of service, and thanked the board.

### **ACTION ITEMS:**

**Vote for 2024 Chair & Vice-Chair:** Collectively decided to table until next meeting once all board members have been reinstated. Motioned by Bryan Heigert; seconded by Carl Johnson. The motion passed: 4-0-0-2. Roger noted he would like Bryan to consider taking a position.

**Minutes:** Motion for approval of November 8, 2023, made by Carl Johnson; Bryan Heigert seconded. The motion passed: 4-0-0-2.

**Naming Policy P-3-90:** Jill Meis reviewed changes. The Naming Policy was updated by modernizing language, streamlining process, and adding key elements to allow Park board review and initiate process. Clarification of process discussed. Motioned by Carl Johnson to accept changes; Bryan Heigert seconded. Motion passed: 4-0-0-2.

**Renaming 20<sup>th</sup> Street Ballfields and Trailhead:** Jill Meis explained the origination of the 20<sup>th</sup> Street Ballfield. The park located at 8629 20<sup>th</sup> Street SE is undergoing construction in 2024 and the City would like the Park Board to consider beginning the formal naming process following the Naming Policy P-3-90. Carl Johnson motioned to start formal naming process; Bryan Heigert seconded. Motion passed: 4-0-0-2.

**2024 Work Program:** Park and Recreation staff prepared the 2024 work program for Park Board to review and approve. Next step would be presenting it to City Council for final approval. Work program reviewed. Carl Johnson motioned to approve; Bryan Heigert seconded. Motion passed: 4-0-0-2.

#### **DISCUSSION ITEMS:**

- 1. Grounds Operations and Maintenance Standards:** Sarah Garceau presented the document. Parks and Recreation department established a plan for how properties and open space will be operated and maintained using industry standards. The Park Board was asked to review the document and submit feedback by Friday, January 12<sup>th</sup>, 2024, for any edits, concerns, or suggestions. City Council will be reviewing at the Tuesday, January 23, 2024, meeting.
- 2. Parks Update:** Jill Meis presented.
  - a. From the last meeting, Carl Johnson asked about size of dog parks so Jill brought the data showing Cavalero park is 1.9 acres and 20<sup>th</sup> ballfield is proposed to be 1.3 acres.
  - b. Park Ranger position will be recruited for in first quarter and reviewed ranger responsibilities. Sarah Garceau answered and clarified Park Boards questions. Look forward to growing the Ranger team to make this a robust system.
  - c. Parks maintenance crew uniforms will be rolling out this year using Lake Stevens blue and will help identify the Park and Recreation team out in the field.
  - d. Request for proposal for Lundeen concessionaire will be submitted for distribution in the first quarter. Would like to have water recreation and refreshments at Lundeen but will depend on proposals submitted.
  - e. Update on Capital Projects:
    - i. Design for Frontier Heights Park is almost complete. Drainage is being improved for Frontier Heights. Work will begin this year to include walking trail, exercise stations, pickleball, sensory garden, and synthetic field.
    - ii. Davies Beach mitigation planting near shoreline to support good habitat has been completed. Cleans water and provides shade to support fries to survive.
    - iii. Consult for Eagle Ridge has been completed and design work to begin soon. Wetland delineation will be completed next week.
    - iv. Life ring installed at Sunset Beach; picture provided in packet.
    - v. Bench installed at Frontier Heights Park near basketball court.

- f. Events, Recreation & Culture:
  - i. Winterfest and Harvestfest overview of the events success, will report out attendance numbers at the next meeting.
  - ii. Parks team is working on events for 2024, list will be ready to share soon.
- g. Economic Study: Reviewed a recent study from National Park and Recreation Association (NRPA) to show economic impact of local park and recreation agencies. Washington State was ranked 8<sup>th</sup> of 50.

**BOARD MEMBER REPORT:** Each board stated:

1. Carl – Art & Park Foundation updated on tiles for the water feature. Mural will be created on front side and the fish will be on the backside. Once wall is filled with fish no more will be sold unless it expands.
2. Bryan – Asked about plants to be planted at the Water Tower and around town. Sarah gave an update.
3. Roger & Colton – Nothing to report.

**UPCOMING AGENDA ITEMS:** Roger Schollenberg suggested to discuss Eagle Ridge Park and if a plaque to be placed with Marlene Sweet's name on it. Staff will review policy for dedication to see what can be approved.

**ADJOURN:**

Carl Johnson moved to adjourn; Bryan Heigert seconded. Motion passed: 4-0-0-2. The meeting adjourned at 7:07 pm.

  
Clerk for Park Board Meeting