

PARKS & RECREATION PLANNING BOARD MINUTES



In-Person Meeting Only
The Mill, Sawyer Room, 1808 Main St
Lake Stevens, WA 98258
Monday, April 15, 2024

CALL TO ORDER: 6:33 PM by Bryan Heigert, Chair

MEMBERS PRESENT: Bryan Heigert, Carl Johnson, Colton Whitworth, Dawn Williams, Roger Schollenberg, Susan Green, Tina Decker

MEMBERS ABSENT: No absence.

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

DISCUSSION ITEMS: Structured meeting covering the following:

1. Meeting Overview - Sarah Garceau
 - a. Roberts Rules Overview - Jaclyn Lewandowski
 - i. Key Words Defined
 - ii. Voting Procedures
 - iii. Resources
2. Attending Meetings
 - a. Meeting Structure – Sarah Garceau
 - b. Virtual Expectations – Jaclyn Lewandowski
 - c. Review Agenda Packet Prior to Meeting – Sarah Garceau
 - d. Expectations For Missed Meetings – Sarah Garceau
 - e. Special Meetings – Sarah Garceau
3. Communication
 - a. Follow Up – Sarah Garceau
 - b. Emails – Jaclyn Lewandowski
 - c. Phone Calls – Sarah Garceau
4. Board Survey
 - a. Review Results – Sarah Garceau
5. Board Direction
 - a. Review Board Purpose – Sarah Garceau
6. Practicing Wording and Procedures

- a. Role play – Board members & City Staff
 - i. Calling to the clerk for attendance
 - ii. Voting
 - iii. Discussion

ADJOURN:

The meeting adjourned at 8:32pm.

Jaclyn Lewandowski
Clerk, Jaclyn Lewandowski