

PARKS & RECREATION PLANNING BOARD MEETING AGENDA



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

March 8, 2023 - 6:00 PM

In-person at The Mill's Sawyers room, 1808 Main Street or Via Zoom:

<https://us02web.zoom.us/j/82046001660>

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Approve February 8, 2023 Minutes
5. **Discussion Items**

A. Application for Recreation Programs and Classes	Jessica Romero
B. Recent Playground Closures	Sarah Garceau
C. Parks Update	Jill Meis
D. Priority of Projects by the Park Board	Sarah Garceau
E. Eagle Ridge Park Public Comment Review	Jill Meis, Sarah Garceau
6. **Board Member Reports**
7. **Council Report**
8. **Upcoming Agenda Items**
9. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, 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**

Virtual Meeting
Lake Stevens, WA 98258

Wednesday February 8, 2022

CALL TO ORDER: 6:02 PM by Chairperson Tina Decker

MEMBERS PRESENT: Chairperson Tina Decker, Vice Chairperson Roger Schollenberger, Susan Greene, Carl Johnson, Bryan Heigert, Marie Supanich, Dawn Williams

MEMBERS ABSENT: Marlene Sweet, Colton Whitworth, excused

STAFF PRESENT: Sarah Garceau, Parks & Recreation Director; Jill Meis, Parks Coordinator; Cody Schwindt, Planning-Clerk

GUESTS: *Eagle Ridge Open House*

ACTION ITEMS:

- 1.) **Roll Call:** Member Carl Johnson motioned to approve member absences. Member Susan Green seconded the motion. The motion carried unanimously.

Approval of January 11 Meeting Minutes: Member Carl Johnson motioned to approve the minutes as amended by Chairperson Tina Decker. Vice Chairperson Roger Schollenberger seconded the motion. The motion carried unanimously.

Elect Chairperson and Vice Chairperson: Member Carl Johnson motioned to maintain current Chairperson Tina Decker and Vice Chairperson Roger Schollenberger for 2023. Member Susan Green seconded. The motion carried unanimously.

DISCUSSION ITEMS

- 2.) **Eagle Ridge Open House:** The open house provided an opportunity in person at The Mill or via Zoom for the community to ask questions and propose ideas for the future use of Eagle Ridge Park. The entire open house session can be watched on the *City of Lake Stevens* YouTube channel.

Parks Project List: Parks and Recreation Director Sarah Garceau presented capital projects spread sheet that highlights the department's projects through 2024 by phase (planning, design, permitting, contractor bidding, and construction).

BOARD MEMBER REPORTS

Member Bryan Heigert is in communication with Evergreen Mountain Bike Alliance about a best use design for a pump track at Centennial Woods.

Vice Chairperson Roger Schollenberger thanks the community and board for the productive meeting.

Chairperson Tina Decker requests to revisit Eagle Ridge conceptual design in the March meeting as well as a Cavalero update.

ADJOURN:

Member Carl Johnson moved to adjourn the meeting. Member Marie Supanich seconded the motion. The motion carried unanimously. The meeting adjourned at 8:07 pm.

Clerk, Parks & Recreation Planning Board Clerk

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/8/2023

Subject: Application for Recreation Programs and Classes

Contact Person/Department: Jessica Romero, Parks Department

Budget Impact: possible inflows

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide feedback on the new applications for recreational programs and classes.

SUMMARY/BACKGROUND:

Each year, the Park Board reviews and provides feedback on the request for proposal (RFP). Staff reviewed the RFP process and found that it didn't provide the flexibility needed to review applications throughout the year. Staff worked to refine the process and add flexibility and efficiency by creating an application. This new application process is attached for feedback and review. Staff is requesting Park Board review and provide feedback on the application process.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None



Information on Submitting Proposals for Recreational Opportunities or Community Classes

Proposal Applications must be turned in with a 60-day lead time

Background

The City of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Lake Stevens has been taking bold steps to improve its parks and open spaces throughout the city and offer quality community activities. The city would like to open its parks and facilities to provide recreational opportunities, youth and adult sports, youth camps and other community activities.

Suggested Parks and Facilities

Catherine Creek Park – located at 12708 20th Street NE – this disc golf park has large stands of mature trees and walking trail that connects to the Centennial Trail.

Eagle Ridge Park – located at 2302 Soper Hill Rd – this natural park has a great lawn, community gardens and trail system.

Lundeen Park – located at 10108 Lundeen Parkway – this waterfront park has a playground, great lawn and basketball hoops. Has a concession that rents paddleboards and kayaks during the summer months.

Frontier Heights Park – located at 8801 Frontier Circle West – this park includes a looped walking path, great lawn, practice field, playground and parking.

Oak Hill Park – located at 10300 33rd Street NE – this park has a playground, picnic shelters, great lawn and basketball hoops.

North Cove Park – located at 1808 Main Street – this waterfront park has a beach and great lawn.

20th Street Ballfields – located at 8629 20th Street SE – the area holds up to three youth athletic fields.

Davies Beach – located at 20 South Davies Road – boat launch and beach access with designated swimming area.

The Visitor Information Center – located within Lundeen Park – has a small meeting room with a kitchen available.

The Mill – located adjacent to North Cove Park – has three distinct meeting spaces, as well as covered patios ideal for one-time programs or events. *****Please note this facility books up to two years in advanced and has limited availability for programs. Please check for availability of your dates prior to submitting your application at marketing@lakestevenswa.gov.***

Instructions to Applicants

Thank you for your interest in providing recreation and community programs in Lake Stevens. Lake Stevens is committed to providing high-quality diverse activities to our citizens and park users.

Step 1: Complete the application for 'Recreation Programs'.

Step 2: Attach a detailed program outline and site plan with your program proposal application.

Step 3: Verify ability to obtain insurance for your class or recreational opportunity.

Step 4: Sign and submit completed application.

To apply, submit your completed application to the Lake Stevens Parks and Recreation Department. Physical Address: 1812 Main Street, Lake Stevens Washington 98258-0257. Mailing Address: Post Office Box 257, Lake Stevens, WA 98258-0257. If you have any questions, please call 425-622-9456 or send email to parks@lakestevenswa.gov.

Section One: General Specifications

The Lake Stevens Parks and Recreation Department is soliciting proposals from individuals, community organizations and private firms interested in providing recreational opportunities in its parks and open spaces. Examples of community programs and recreation classes include art classes, gardening classes, cooking classes, robotics programs, fitness classes, music, community safety classes, children's programs, etc.

It is the responsibility of the applicant to verify that the space is adequate to support their operation. No modifications or improvements will be allowed by the successful applicant without advance written approval from City of Lake Stevens Parks and Recreation Director.

Section Two: Insurance

Applicant is required to furnish proof of *Commercial General Liability* insurance with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than an AM best rating of A:VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policies shall be written on an occurrence basis. City shall be named as an additional insured and a copy of the endorsement naming the city as an additional insured shall be attached to the Certificates of Insurance. Vendor shall provide a Certificate of Insurance with applicable additional insured endorsements for both CGL coverage and products/completed operations with the city prior to vendor using the park and/or providing services. Claims-made Commercial General Liability insurance will not be accepted.

If the scope of services includes activities involving the use of automobile, *Automobile Liability* insurance for ANY AUTO with a minimum limit of \$1,000,000 combined single limit is required.

All proposals submitted become the property of the City and are subject to the Public Records Act, RCW 42.56.

The City of Lake Stevens reserves the right to reject all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.



Application for Recreation Programs and Classes

The Lake Stevens Parks and Recreation Department is welcoming proposals from individuals, community organizations and private firms interested in providing recreational opportunities in its parks and open spaces. Examples of community programs and recreation classes include art classes, gardening classes, cooking classes, robotics programs, fitness classes, music, community safety classes, children's programs, etc.

Step 1: Complete the application for 'Recreation Programs'.

Step 2: Attach a detailed program outline and site plan with your program proposal application.

Step 3: Verify ability to obtain insurance for your class or recreational opportunity.

Step 4: Sign and submit completed application to parks@lakestevenswa.gov.

Applicant Information		
Organization Name (if applicable):		
Applicant Name:	Applicant Title (if applicable):	
E-Mail Address:		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:		
Professional/Personal Reference: Name:	Phone:	
Relationship:	Email:	
Program/Class Description		
Program/Class Title: _____		Program Date(s): _____
Type of Program: (Check all that apply) *		
☐ Art/Dance ☐ One-Time Workshop ☐ Adult (18+) ☐ Other (describe below)	☐ Sports/Fitness ☐ Class Series ☐ Ages 50 + Programming	☐ Enrichment ☐ Youth (0-17) ☐ Special Populations Programs

Program Details: (attach additional page if needed)		
Program Hours: _____ to _____	Set Up Begin: _____ Clean Up End: _____	
Facility or Park Location Requesting:		
Equipment and Facility Needs (tents, tables chairs, running water, electricity etc.):		
Min. Participants: _____ Max. Participants: _____	Number of Staff: _____ Volunteers: _____	
Is there a cost to attend/participate in the program/class? Yes: \$ No: <i>*Note: The general fee due to the City is 10% of program/class revenues. Free class proposals will need to be analyzed and approved by the department based on requested City facility space.</i>		
Are there any restriction for who can sign up for the class (i.e. age)?		
Marketing and Promotion: How do you plan to advertise this program?		
Insurance Requirements		
Most activities and events require a Certificate of Liability Insurance and Endorsement naming the City of Lake Stevens as additional insured. Do you have current insurance? Yes_____ No_____		
Please list specific insurance provided, or if it will need to be obtained:		
<u>INDEMNIFICATION/HOLD HARMLESS</u> The undersigned, shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises during this event, use of the park and/or facility, or from conduct or any activity, work done, permitted or suffered during this event, in or about the park and/or facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned further agrees to reimburse the City of Lake Stevens for any damage arising from the organization and/or group's use of the park and/or facility. The undersigned further certifies that the information given in this application is true and correct and further states that he/she has the authority to make this application for the group or organization. The undersigned further states that he/she accepts responsibility for this organization and/or groups compliance with all of the terms and conditions and that the group and/or organization will observe all rules and regulations established herein for the site/facility requested and will comply with all applicable federal, state or local statutes, ordinances or regulations that may not be outlined in the permit/contract when issued. The undersigned understands that failure to do so, will be grounds for revocation of an issued permit.		
_____ Signature of Responsible Person	_____ Printed Name	_____ Date

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/8/2023

Subject: Recent Playground Closures

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact: TBD

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Presentation only, no action

SUMMARY/BACKGROUND:

The Parks Department recently inspected all playgrounds in the City. There were five playgrounds that were shut down as a result of deficiencies found. Staff held a meeting at the Mill on Thursday March 2, to discuss with the community about the process and methodology and next steps for the playgrounds. The meeting was well attended and received some good questions and comments. Six community surveys were created to help inform next steps. Staff will present the methodology and next steps for the Park Board.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. presentation

Playground Meeting

Welcome

Playgrounds

Play
Info

Public
Engagement

City of Lake Stevens
Parks and Recreation Department
03/02/2023

The logo features a large purple circle containing the text "Parks & Recreation Department" and "Est. August 2022". Below the circle are two smaller maroon circles labeled "History" and "About". The entire graphic is set against a light green background with stylized dark green leaves.

Parks & Recreation Department

Est. August 2022

History

About

Who Maintained Parks Before?

Public Works
Operations
Maintenance

Community Development &
Planning Department
Administration
Recreation

10 Staff

- 1 - Director
- 3 - Admin & Recreation
- 6 - Operations & Maintenance
- + Support From Other Dept.

28 Parks

- Additionally: The Mill, Trails and Open Space
- Many Parks are Co-Managed

Playground Meeting

Welcome

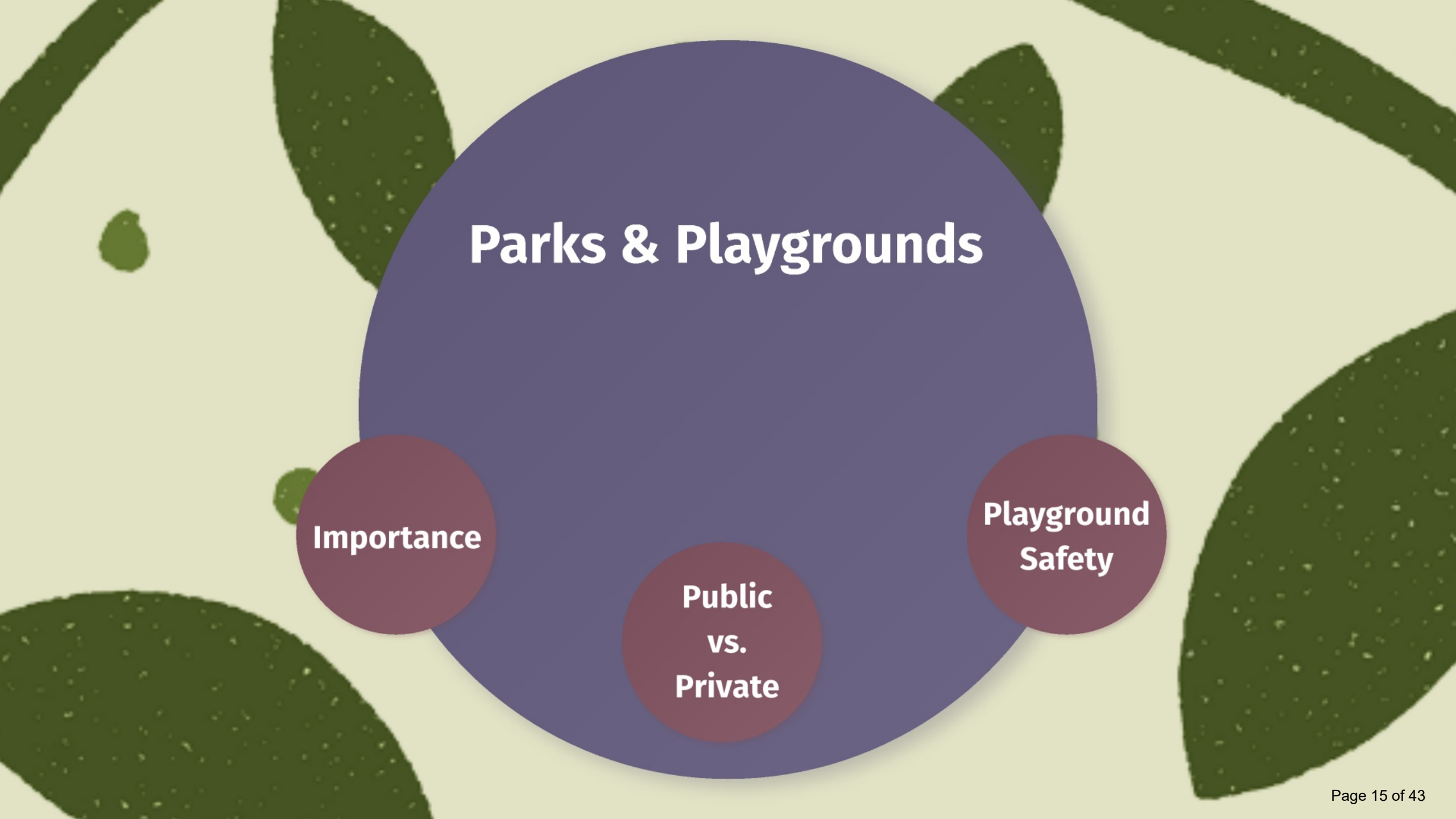
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City of Lake Stevens
Parks and Recreation Department
03/02/2023

Parks & Playgrounds



Importance

**Public
vs.
Private**

**Playground
Safety**

Benefits of Parks

Social Importance
Health & Environmental Benefits
Economic Value
Overall Quality of Life

Benefits of Playgrounds

Emotional, Social & Physical Growth
Improve Flexibility & Balance
Communication & Friendship
Exercise and Increases Health
Develop Motor Skills & Hand-Eye Coordination
Boosts Self-Confidence & Self-Esteem
Allows for Cognitive Learning
And Much More...

Public Playground

U.S. Consumer Product Safety
Commission (CPSC)

American Society for Testing and
Materials International (ASTMI)

ADA Accessibility Standards (1008)

Why?

- To Keep Children Safe
- Prevent Deaths and Seriously
Debilitating Injuries
- Accessibility

Inspections & Repairs

Certified Playground Safety Inspectors (CPSI)

- Educational Course
- Exam - Every 3 Years

Playground Maintenance Technician (PMT)

- Focus on Maintenance
- Certification Program - One Time

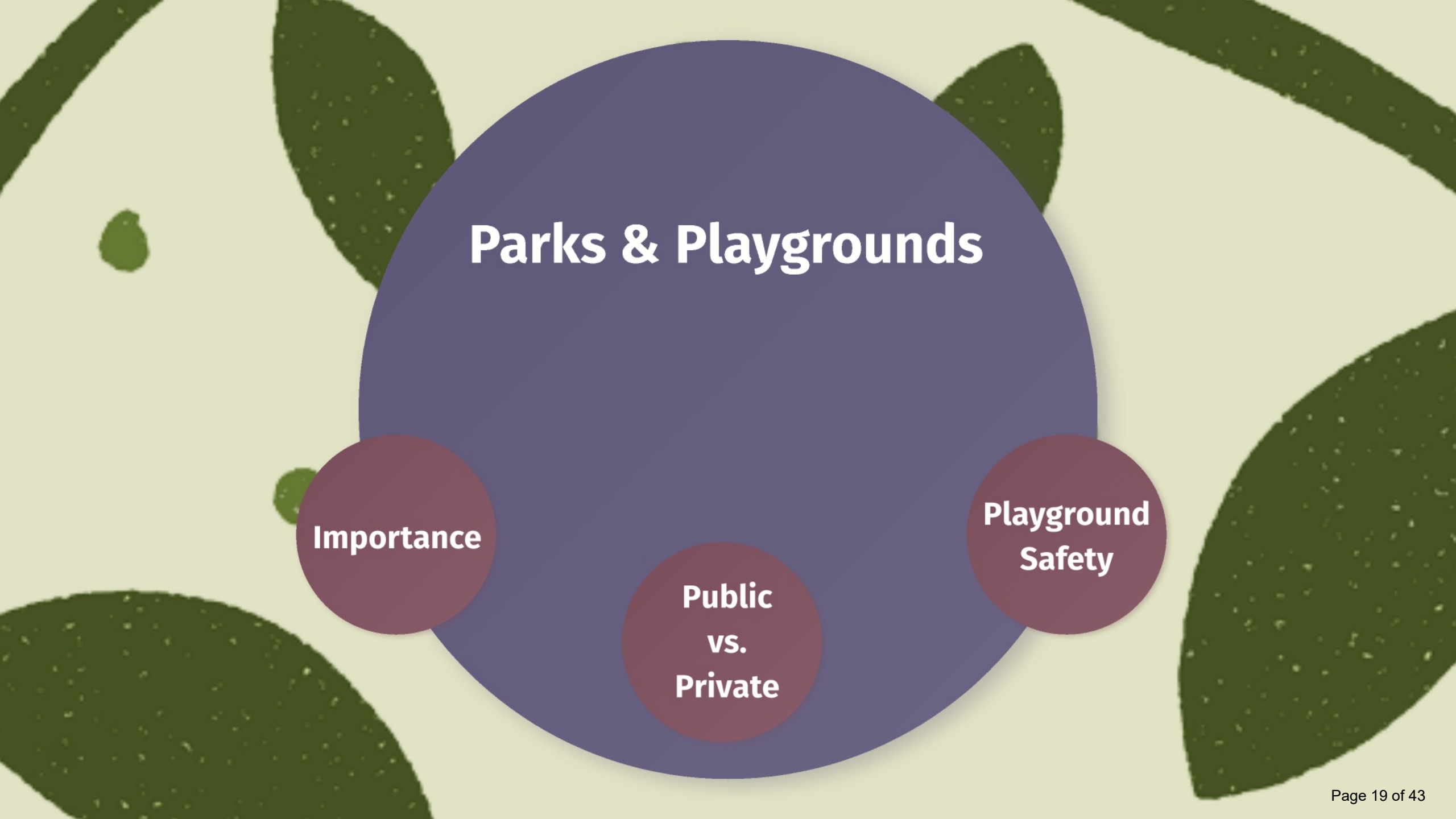
Inspection Types

- Audits
- Low Frequency
- High Frequency



**Certified
Playground
Safety Inspector**

Parks & Playgrounds



Importance

**Public
vs.
Private**

**Playground
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**City of Lake Stevens
Parks and Recreation Department
03/02/2023**

Playgrounds in Lake Stevens

13 Public Playgrounds (on City Property)

- 5 Closed For Safety
- Many Were Built For HOAs

**Mandolin
Court**

**Greenwood
Village 2**

**Summer
Hill
Estates**

**The
Reserve 2**

Oak Hill



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City of Lake Stevens
Parks and Recreation Department
03/02/2023

Parks Need Your Feedback!

6 Surveys Will Be Available For 2 Weeks!

General City Wide Playground Survey

One Survey For Each Of:

- Mandolin Court
- Summer Hill Estates
- Oak Hill aka The Timbers
- The Reserve 2
- Greenwood Village 2

**Parks &
Recreation**

**Contact Us When You Have
Questions, Comments or
Concerns!**

(425) 622-9403

Parks@LakeStevensWA.gov

Facebook Page Coming Soon

Parks Need Your Feedback!

6 Surveys Will Be Available For 2 Weeks!

General City Wide Playground Survey

One Survey For Each Of:

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**Parks &
Recreation**

Playground Meeting

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City of Lake Stevens
Parks and Recreation Department
03/02/2023

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/8/2023

Subject: Parks Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Cedarwood Clubhouse: The request for proposal was distributed and the city will hold an interview session on March 15. The Park Board requested photos of the facility at their last meeting. These are included in this report.

North Cove: The water tower sculpture will be installed in April. Pictures are included.

Eagle Ridge: The community gardens are open for rentals. The rules of the garden have been reviewed and changes have been made. The changes, in part, include a uniform set time of rental per year; updating the method you can rent as the city is going to an online format; outlining expectations for garden use; and setting rules for the shed.

Events, Recreation & Culture:

- There will be the Great Egg Hunt on April 8, 2023 at North Cove Park.
 - The Lake Stevens Farmers Market will return on June 7, 2023 at North Cove Park.
 - The Lake Stevens Health and Wellness Festival will take place on June 25, 2023 at North Cove Park.
-





APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/8/2023

Subject: Priority of Projects by the Park Board

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The Parks Board requested that this be added to the Agenda so they can prioritize the upcoming park projects.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Project List w Timeframe Details

Capital Project List

Location	Project Description	22	2023					2024						
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
Davies Beach	Low Float Dock													
North Cove	Water Tower													
North Cove	Skate Park Elements													
North Cove	Splash Pad Extension													
North Cove - Mill Spur	Depot Building													
North Cove	Drainage and Dry Wells													
Sunset Beach	Full Build													
Sunset Beach	New Dock/Pier													
20th Ballfields & Dog Park	Phase 1 of Trails Master Plan													
North Cove	Row Dock Fix													
Davies Beach	Pier Restoration & LE Relocation													
North Cove	Guest Moorage													
Frontier Heights	Phase II													
Cedarwood Community Center	Full Build													
South Lake Stevens Road	Expand Walking Trail													
Centennial Woods	Full Build: Pump Track & Climbing Wall													
Eagle Ridge	Full Build													

KEY

- Planning
- Design/Engineering
- Permitting
- Contractor Bidding
- Construction

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/8/2023

Subject: Eagle Ridge Park Public Comment Review

Contact Person/Department: Jill Meis, Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide Feedback

SUMMARY/BACKGROUND:

On February 8, 2023, the City held an open house to discuss any potential changes to the previously created Eagle Ride Masterplan. The meeting was recorded and public comments were accepted through February 17th. The public comments are attached with responses from Staff.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Eagle Ridge Park Comment Review

Public Comment for Eagle Ridge Park

Open House 2/8/2023

Survey Closed 2/17/2023

- Design the amphitheater around the school district needs
 - This amphitheater is a multi-purpose element and will be used by other groups not exclusively by the school district. Staff will reach out to the school district to let them participate in the design.
- More interpretive signage around the park (4 mentions)
 - Staff will incorporate this into designs
- Leave leaf litter
 - The maintenance of the park is done according to best practices for public use natural landscaping maintenance is incorporated to the extent practicable
- Keep rain garden
 - There are no plans to remove the rain garden
- BBQ installed at the picnic shelters
 - Staff will consider incorporating into design
- Increased lighting
 - Staff will consider incorporating into design
- Homeless presence
 - Staff will work with the police department and encourage the public to report when seen.
- Adding a community transit stop
 - Staff will work with Community Transit for bus stop once timeline has been established
- Sidewalks in area
 - Sidewalks in the area are reflected in the city's sidewalk plan
- Community garden expansion
 - The community garden is not part of the scope of this development effort
- Move compost
 - The community garden is not part of the scope of this development effort
- Display garden
 - The plans will have landscaping throughout the project. A display garden can be considered if maintenance plans are established by staff and staff resources are available.
- Partner for expansion of community gardens (2 mentions)
 - The community garden is not part of the scope of this development effort
- More restrooms
 - Restroom facility size will be evaluated at engineering stage
- Eliminate the use of round up
 - There is no use of chemicals at Eagle Ridge, Senior Center or the Community Gardens by city staff