

# PARKS & RECREATION PLANNING BOARD MEETING AGENDA



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## *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.*

September 13, 2023 - 6:00 PM

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

<https://us02web.zoom.us/j/86210290180>

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
  - A. Approve July 10, 2023 Minutes
5. **Discussion Items**
  - A. Parks Update
  - B. Eagle Ridge Playground Jill Meis
  - C. Park Board Rules of Procedure Change Jill Meis
6. **Board Member Reports**
7. **Upcoming Agenda Items**
  - A. October meeting cancelled due to Parks Department staff attending National Parks Conference
8. **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**

Hybrid Meeting  
Lake Stevens, WA 98258

Wednesday July 10, 2023

CALL TO ORDER: 6:00 PM by Chairperson Tina Decker

MEMBERS PRESENT: Chairperson Tina Decker, Vice Chairperson Roger Schollenberger, Marlene Sweet, Colton Whitworth

MEMBERS ABSENT: Susan Green, Carl Johnson, Dawn Williams, Bryan Heigert, excused; Council liaison, Marcus Tageant

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

GUEST BUSINESS: None

**ACTION ITEMS:**

Member Marlene Sweet motioned to excuse member. Vice Chairperson Roger Schollenberger seconded. The motion carried 4-0-0-4. Member Bryan Heigert is unexcused.

**A) Approval of June 14, 2023 Meeting Minutes:** Vice Chairperson Schollenberger motioned to approve the minutes. Member Whitworth seconded the motion. The motion carried unanimously.

**DISCUSSION ITEMS:**

**A) Bayview Trail Plan:** Coordinator Jill Meis presented the Bayview View Trail Plan slideshow and materials. Coordinator Meis answered questions from Vice Chairperson Schollenberger and Chairperson Decker. Chairperson Decker expressed interest in art installation along the trail.

**B) July Parks Update:** Coordinator Jill Meis provided an update to the Board which included the Water Art Tower ribbon cutting, newly installed life rings at water access sites, capital projects, and events.

### **BOARD MEMBER REPORTS:**

Chairperson Tina Decker inquired on the health of the trees off Mill Spur. Director Garceau described the process of submitting questions or concerns through the City's website.

### **UPCOMING AGENDA ITEMS:**

Plan to fill remaining Park Board position. Coordinator Meis will follow-up.

### **ADJOURN:**

Vice Chairperson Schollenberger moved to adjourn the meeting. Member Colton Whitworth seconded the motion. The motion carried 4-0-0-4. The meeting adjourned at 6:41 pm.

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Clerk, Parks & Recreation Planning Board

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/13/2023

**Subject:** Parks Update

**Contact Person/Department:** Jill Meis, Parks Department

**Budget Impact:**

**Legal Review:** No

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**RECOMMENDATION(S)/ACTION REQUESTED:**

Discussion only

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**SUMMARY/BACKGROUND:**

Parks Update  
September 2023

**Capital Projects:**

- Sunset Beach construction is moving along and should be complete by mid-October. The site has been graded and the concrete ramp prepped. The beach area has been created and shore stabilization has been installed. Please see pictures below.
- The North Cove Boat Launch has been repaired by the Snohomsh County Sheriff's Dive Team.

**Events, Recreation & Culture:**

- Visit the City's page for volunteer cleanup opportunities at various city parks: <https://www.lakestevenswa.gov/602/Volunteer-Days-at-City-Parks>
  - Davies Beach Restoration Day - Saturday, September 16, 9:00 am - 12:00 pm - Fence and table painting, litter pick up
  - Disc Golf Beautification Day at Catherine Creek Park, Sunday, September 17, 9:00 am - 12:00 pm - spreading woodchips and cleaning trails (no staff on site)

- Harvest Market is October 21, 2023, 10:00am to 3:00pm.
- HarvestFest is October 31, 2023, 4:00pm to 8:00am.
- Diwali Celebration is November 4, 2023, 5:00pm to 8:00pm.
- WinterFest is December 2, 2023, 4:30pm to 6:30pm





**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

None

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/13/2023

**Subject:** Eagle Ridge Playground

**Contact Person/Department:** Jill Meis, Parks Department

**Budget Impact:** TBD

**Legal Review:** No

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**RECOMMENDATION(S)/ACTION REQUESTED:**

Discuss Eagle Ridge Playground

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**SUMMARY/BACKGROUND:**

Eagle Ridge Park was master planned in 2010 with revisions in 2012 and 2014. The Park Board held an open house in February to get public input on park design and talk about any changes that are necessary to move the project forward. Items discussed included:

- Design of amphitheater
  - Interpretive signage
  - Leaf litter
  - Support of rain garden
  - BBQ
  - Lighting
  - Homeless
  - Transit stop addiiton
  - Sidewalk needs
  - Community garden comments
  - Adding a display garden
  - Restrooms
  - Elimination of chemical spray
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The city has advertised for an engineer consultant to begin the design of the project. One of the elements of the design that will need additional input is the playground for Eagle Ridge. City staff will hold an open house for playground elements and configuration at a future date. The purpose of this topic is to find out from Park Board members their preference for features that will be presented during the meeting. Staff will gather information on suggestions to discuss at a future meeting.

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**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

None

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/13/2023

**Subject:** Park Board Rules of Procedure Change

**Contact Person/Department:** Jill Meis, Parks Department

**Budget Impact:**

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Discussion of Rules of Procedure

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## **SUMMARY/BACKGROUND:**

In October 2022, the Park Board voted to change the date of their regular meeting to the second Wednesday of the month. This change has been challenging as it conflicts with the Lake Stevens Farmers Market and off-site options have not been well suited for the public to attend. Staff is gauging interest in moving the meeting to a Monday or Thursday option.

Staff is also looking for feedback from the board on a every other month option fo the meeting. The current work program for the Park Board would allow for more time in between meetings. A longer duration between meetings would provide a more robust agenda and allow staff more planning time for subjects brought before the Park Board.

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## **APPLICABLE CITY POLICIES:**

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## **ATTACHMENTS:**

None