

PARKS & RECREATION PLANNING BOARD MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

March 11, 2024 - 6:00 PM

In-Person: The Mill, Sawyers Room, 1808 Main St

Join Zoom Webinar Meeting: To Join Zoom meeting [Click Here](#)

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Elect Chair and Vice Chair
 - B. Approve January 2024 Meeting Minutes
 - C. Begin Parks Naming Procedure for 20th Street Ballfields Sarah Garceau Property
- 5. Discussion Items**
 - A. Upcoming Board Engagement Workshop Sarah Garceau
 - B. March Parks Update 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.

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 20th Street Ballfields and Trailhead: Jill Meis explained the origination of the 20th Street Ballfield. The park located at 8629 20th 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 12th, 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 20th 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 8th 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

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/11/2024

Subject: Begin Parks Naming Procedure for 20th Street Ballfields Property

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve staff to begin the naming process for 20th Street Ballfields.

SUMMARY/BACKGROUND:

On February 6, 2024, City Council approved the proposed changes to the Parks Naming Policy P-3-90. With these changes formally adopted, staff needs to confirm the Park Board would still like to move forward to begin the naming procedure.

The next step is to solicit names from the public for a minimum of 14 days and then hold a public hearing in order to forward a recommendation to City Council for adoption.

APPLICABLE CITY POLICIES:

P-3-90

ATTACHMENTS:

1. Revised Naming Policy P-3-90



CRITERIA FOR NAMING CITY PARKS AND FACILITIES

City Policy No.: P-3-90

Effective: October 9, 1990

The following criteria for naming city parks and facilities is adopted as a procedural guideline:

1. Upon receiving a request from an individual or group, the Parks and Recreation Director will decide if the request is timely. City Council or staff may also initiate this process if a new park or facility is built or if an existing park or facility name needs to be reconsidered.
2. If the request is timely, the director will refer the matter to the Park Board. If the Park Board agrees it is timely, the board will solicit public comment for a period of not less than two weeks, by posting in the local newspaper, city website and other outlets.
3. The Park Board will hold a public hearing where all proposed names will be presented. The public hearing will also hold public comment where additional names can be brought forward. The Park Board will adopt by a majority vote on the preferred name. The preferred name and a recommendation will be forwarded to the City Council.
4. The City Council will consider the recommendation submitted by the Park Board, together with all recommendations submitted to the Park Board. The final decision on the name for a city facility will be made by a resolution of the Council.

Recognizing that the naming or renaming of a park or facility should be approached cautiously with forethought and deliberation, the following criteria shall be used by both the Park Board and City Council in determining the name of a city park or facility:

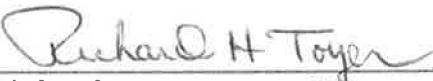
1. City facilities should bear a name which meets one of the following criteria:
 - a. The name should represent the unique historical significance of the site; or,
 - b. The name should reflect some unique natural quality or feature of the area; or,
 - c. The name may identify a national or internationally recognized person who has had a positive influence on the world; or,
 - d. The name may honor a group of people or event of local or historical significance; or,
 - e. The name may recognize a local individual or group who has contributed to the betterment of the City, or, who has played an important role in the development of the community.
2. When proposing to name a city facility in honor of a local individual or group, or other person of distinction, the following criterial shall be utilized:
 - a. Individuals will be considered who have made an outstanding contribution to the facility either by providing the initial idea for the project, or by contributing time or material resources to the project.



- b. Individual shall be considered who have played an important role in the community in such areas as civic or youth work, business, recreation programs, cultural development, or athletic activities.
- c. Individuals will be considered whose name and some historical significance which will serve to enrich the background of the community.
- d. Proposals shall be reviewed by staff to avoid duplication, confusing similarity or inappropriateness.

PASSED THIS 8th day of October 1990

AMENDED THIS 6th day of January 2024


Richard H. Toyer, Mayor


Brett Gailey (Feb 15, 2024 13:53 PST)

Brett Gailey, Mayor (Amended by)

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/11/2024

Subject: Upcoming Board Engagement Workshop

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss dates for upcoming board engagement workshop.

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 3/11/2024

Subject: March Parks Update

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only

SUMMARY/BACKGROUND:

Parks Update March 2024

Projects:

- Sunset Beach furniture was installed under the picnic shelters.
- North Cove Park beach is experiencing erosion and washing sand into the lake. The staff met and came up with a short-term solution. As a temporary measure to keep the sand out of the lake, staff placed a rock check dam and straw waddle to slow the flow of storm water. Next steps are to place gabion baskets at the erosion points until a long-term solution can be developed.
- The Frontier Heights sign was replaced after some damage.
- The interior of the Davies Beach and Lundeen restrooms were repainted.

Events, Recreation & Culture:

The city solicited concession proposals at Lundeen Park. Staff selected a proposal for paddle boat rentals and refreshments called Float and Chill. The business will begin in May 2024.

- Earth Day Clean Up (21 April)
- Gaming by the Lake (4 May) - New Event
- National Night Out (6 August)
- Movies in the Park (9 August & 23 August)
- Theater in the Park (11 August)
- Going a Viking (7 September) - New Event
- HarvestFest (31 October)
- LSHS Football Parade (14 December) *Only happens if our football team goes to state for a 3rd year straight. Go Vikings!
- WinterFest (14 December)

Staff News:

- Jill & Jaclyn attended procurement training in preparation for the changes occurring this year.
- Raymond attended a continuing education class for his Electrical Journeyman License regarding "Electrons, Protons And Electricity."
- Dawn & Tonya, during the last week of February, attended the Oregon Festivals and Events Association Conference to continue to develop their knowledge of the industry.
- Jill is attending the National Park and Recreation Association School of Revenue Development and Management School this week.

New Department Vision Statement:

Enriching lives through diverse parks and recreation experiences.

New Department Mission Statement:

Lake Stevens Parks and Recreation enriches lives through our commitment to:

Play: We provide vibrant locations to recreate in, and have recreation programs and events that engage our community and activate our spaces.

Access: We provide access to our diverse areas, including the city's lake, natural resources and trails.

Stewardship: We maintain our parks to the highest standards while looking for ways to be more efficient. We embrace low impact methodology and climate resilience, and protect and improve our environment by focusing on sustainability and water quality.

Community: We strive to engage the public, promote healthy lifestyles, encourage inclusiveness and foster community identity.





APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Parks 2023 Year End Report



2023 YEAR END REPORT

SUCCESSSES

- Created park maintenance plans
- Improved event management of internal events and produced event manuals
- Revised park ordinance and park rules
- Updated shelter reservations policy
- Revised The Mill policies and improved guest experience by creating a self-help binder for rentals
- Revamped the Parks website to meet the community's needs
- Created internal procedures and external information for the recreation lake safety program
- Created an application process for providing recreational classes, camps, and programs
- Increased playground safety and established routine inspections
- Increased training for all staff
- Improved communication between the Parks Department, and the front desk staff at City Hall
- Added a full-time dedicated administrative assistant (previously allocated FTE from other departments)
- Completed a walkthrough and inspection on every City-owned location designated for parks and recreation

WORK TRANSITIONED TO THE PARKS DEPARTMENT

- Clerking duties for Parks and Recreation Planning Board changed from Planning Department to Parks Admin
- Event management and permitting from Planning Department to Recreation Specialist
- Implemented a new Parks phone number to redirect public inquiries from City Hall to Parks Admin
- Fee stations monitoring at boat ramps changed from Finance to Parks Maintenance
- Recreational needs for the lake (such as buoys), jointly managed with Public Works, now under Parks Maintenance

PARKS AND RECREATION BY THE NUMBERS



NORTH COVE PARK

1. Art tower installation
2. Pop-up skate park/high school collab on skate park art
3. Boat launch repair with sheriff and state
4. Water fountain replacement
5. Game boards installed



DAVIES BEACH

1. Non-motorized dock installation



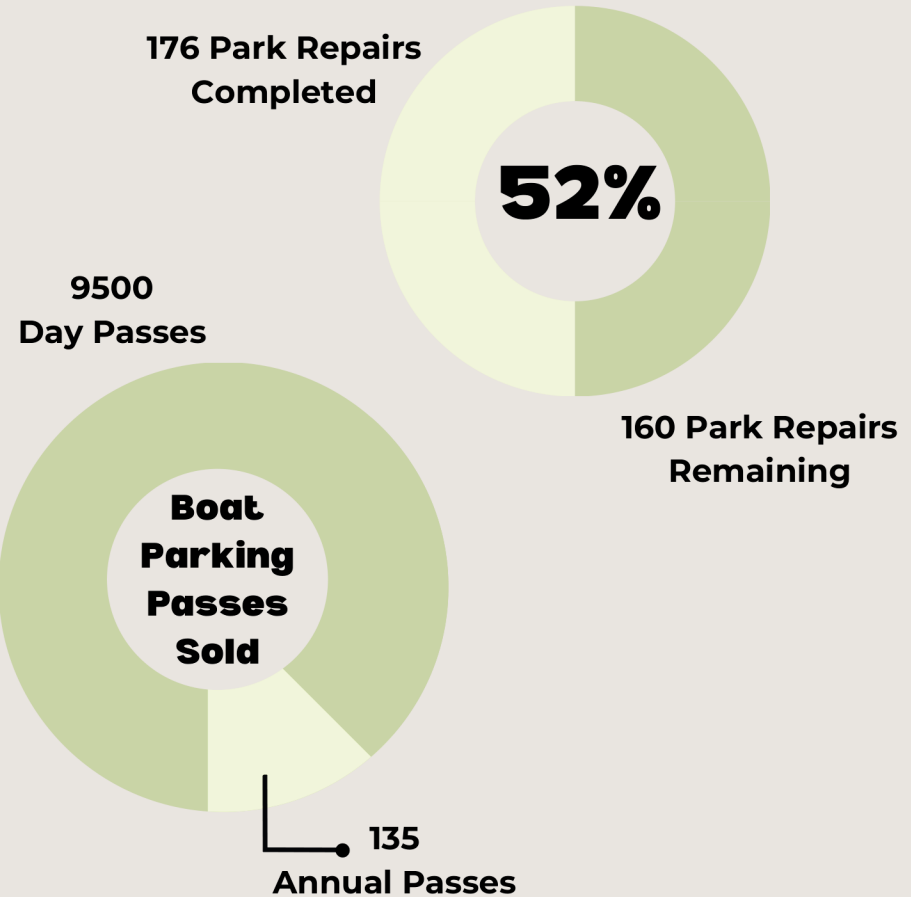
SUNSET BEACH PARK

1. Complete park renovation



FRONTIER HEIGHTS PARK

1. Game boards installed.
2. Added park benches



22

Locations



93

Acres Managed



29

Event Permits
(Internal and External)



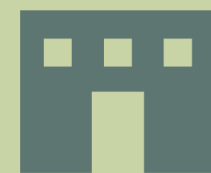
300

People Served
Through Classes,
Camps and Programs



\$399,278

Purchases At The
Farmers Market



181

Mill Rentals



339

Shelter Rentals
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