

# PARKS & RECREATION PLANNING BOARD MEETING AGENDA



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## *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.*

September 9, 2024 - 6:00 PM  
Hybrid: In-person - The Mill, Sawyers Room, 1808 Main St.  
Join Zoom Meeting: [Zoom Link](#)

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
  - A. Approve August 12, 2024 Park Board Minutes Jaclyn  
Lewandowski
  - B. Mill Spur Closure Fee Jill Meis
5. **Discussion Items**
  - A. Budget request overview Jill Meis
  - B. North Cove Low Float Dock Jill Meis
  - C. September Parks Update Jill Meis
6. **Board Member Reports**
7. **Upcoming Agenda Items**
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.*

# PARKS & RECREATION PLANNING BOARD MINUTES



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

CALL TO ORDER: 6:01 PM by Bryan Heigert

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

MEMBERS ABSENT: None

STAFF PRESENT: Jill Meis-Parks Coordinator; Sarah Garceau-Parks Director; Jaclyn Lewandowski-Admin Assistant/Clerk

## **GUEST BUSINESS:**

No guest business.

## **ACTION ITEMS:**

**Minutes:** Motion for approval of May 13, 2024, with the changes to Tina’s comments in Board member report, made by Bryan Heigert; Susan Green seconded. The motion passed: 7-0-0-0.

**Chapter 5 of the Lake Stevens Comprehensive Plan recommendation for adoption:** Jill Meis gave overview of the revisions and discussion of the changes occurred for clarification. Motion for approval requested by Carl Johnson; Susan Green seconded. The motion passed: 7-0-0-0.

**Park Fees:** Sarah Garceau presented the park fee recommendations for change. Motion for approval to move forward recommending adopting changes by Carl Johnson; Susan Green seconded. The motion passed: 7-0-0-0.

**November Park Board Meeting:** Jaclyn Lewandowski presented possible dates available. Motion to approve moving November 11<sup>th</sup> to November 18<sup>th</sup> requested by Tina Decker; Roger Schollenberger seconded. The motion passed 7-0-0-0.

## **DISCUSSION ITEMS:**

1. **Work Plan Status Update:** Jill Meis presented.
  - a. Review & discussion about 2024 Park Board Work Program status.

**2. Parks Update:** Jill Meis presented.

- a. Updated dedication plaque was installed at Cavalero Park.
- b. Lundeen park concession building and shelter was freshly painted.
- c. Park Staff attended Stevens Creek Family Engagement Night.
- d. Grove Church volunteered cleaning up Catherine Creek Park & spread bark North Cove.
- e. New Parks Maintenance Lead hired, Chauncey Talley.
- f. Park Department started publishing and activity guide called T.R.A.I.L.S.
- g. West Lake Park groundbreaking.
- h. North Cove Low Flow Dock emergency repair has been ordered.
- i. Upcoming Events

**BOARD MEMBER REPORT:**

**Carl Johnson:** Tile on the water feature at North Cove Park was completed by Arts & Parks Foundation. Reminder to buy a fish at upcoming farmers market. How is the research for more park property. Jill Meis & Sarah Garceau both responded about our process to find more property. Carl Johnson asked if planning & development could add additional requirements to increase parks within plans. Sarah Garceau responded that we would need to see current requirements and attend Planning meetings to make suggestions.

**Roger Schollenberger:** On dedicated green belts, can we create Parks within those zones. Jill responds, potentially yes but it would be dependent on how the dedication was written & if it is an NGPA.

**Susan Green:** Nothing to report.

**Dawn Williams:** Nothing to report.

**Bryan Heigert:** Marysville pump track as well as Mukilteo Garden & Pump track, has City checked out the options used at these sites for Cavalero? Sarah Garceau responded Cavalero belongs to Snohomish County, any suggestion should be brought up to them directly. Bryan Heigert asked if Centennial Woods would be an area for a pump track? Sarah Garceau & Jill Meis responded more to come in future.

**Tina Decker:** Now that the tile work is completed next step will be to install the legacy fish on the opposite side of the wall. Would like to have information emailed about all city social media & "Notify me" link.

**Colton Whitworth:** Nothing to report.

**UPCOMING AGENDA ITEMS:**

No agenda items requested.

**ADJOURN:**

Carl Johnson motioned to adjourn; Roger Schollenberger seconded. Motion passed: 7-0-0-0. The meeting adjourned at 7:49pm.

\_\_\_\_\_ Clerk for Park Board Meeting

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/9/2024

**Subject:** Mill Spur Closure Fee

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

**Budget Impact:** Inflow

**Legal Review:** No

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

Approve Mill Spur closure fee for fee schedule update

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**SUMMARY/BACKGROUND:**

Staff presented a fee update for parks fees at the August meeting. Subsequently, staff analysis identified the need for an established Mill Spur closure fee to cover the city expenses and provide consistent permitting fees. The proposed daily fee is \$200.00.

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**APPLICABLE CITY POLICIES:**

Fee Schedule

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**ATTACHMENTS:**

None

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/9/2024

**Subject:** Budget Request Overview

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

**Budget Impact:** TBD

**Legal Review:** No

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

For discussion only

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**SUMMARY/BACKGROUND:**

Each year, city departments submit budget requests to administration for consideration in the annual budget. The Parks Department is requesting three new staff members and various equipment to support capital projects. There are several stages to the budget process and the Park Board, as well as the public, are encouraged to attend and participate. The City Council retreat is September 13, where the executive staff and council members will see the proposed budget. The next budget meeting is October 1st at the Mill.

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**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

1. Budget slide

# 2025 Budget Requests

<b>Staffing</b>		
<b>Title</b>	<b>Qty</b>	<b>Reason</b>
Maintenance Worker	1	To keep up with capital projects.
Office Assistant	1	To keep up with customer inquiries and departmental need, as well as managing the sports fields
Revenue Development	1	Position will cover their own staffing costs by bringing in revenue exceeding the cost of their position. This position will help alleviate some of the work currently allocated to other employees, which has exceeded available resources, in addition to funding park projects

<b>Equipment</b>	
<b>Item</b>	<b>Reason</b>
Boat w/ Trailer	Lake Safety. (Buoys, Swim Line, Remove Obstructions)
UTV	For pulling the Groomer.
Trailer (tilt)	For transporting the Groomer.
Synthetic Turf Groomer / Sweeper	For maintaining synthetic turf at Frontier.
Skid Steer	Various projects. Share with PW (33% of \$73.8k) and two attachments (Grapple and 6-Way Dozer Blade)
Robot Painter	For field at West Lake Park

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/9/2024

**Subject:** North Cove Low Float Dock

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

**Budget Impact:** ~\$150,000

**Legal Review:** No

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

For discussion only

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## **SUMMARY/BACKGROUND:**

North Cove Boat Launch has a low profile dock for use by rowers, kayakers and other non-motorized users. This dock has been marked for replacement due to declining condition. Staff have been working with consultants to design and install a new dock in the same location. The new dock is 9' x 120' and will include a light transparent 35' ramp to improve access. The work is tentatively scheduled to be completed by September 28 in order to accommodate the upcoming regatta.

Plans for the new dock are attached.

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## **APPLICABLE CITY POLICIES:**

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## **ATTACHMENTS:**

1. Small set of plans
2. Rowing Dock 5 (5)
3. Rowing Dock - Decked 3 (2)

4

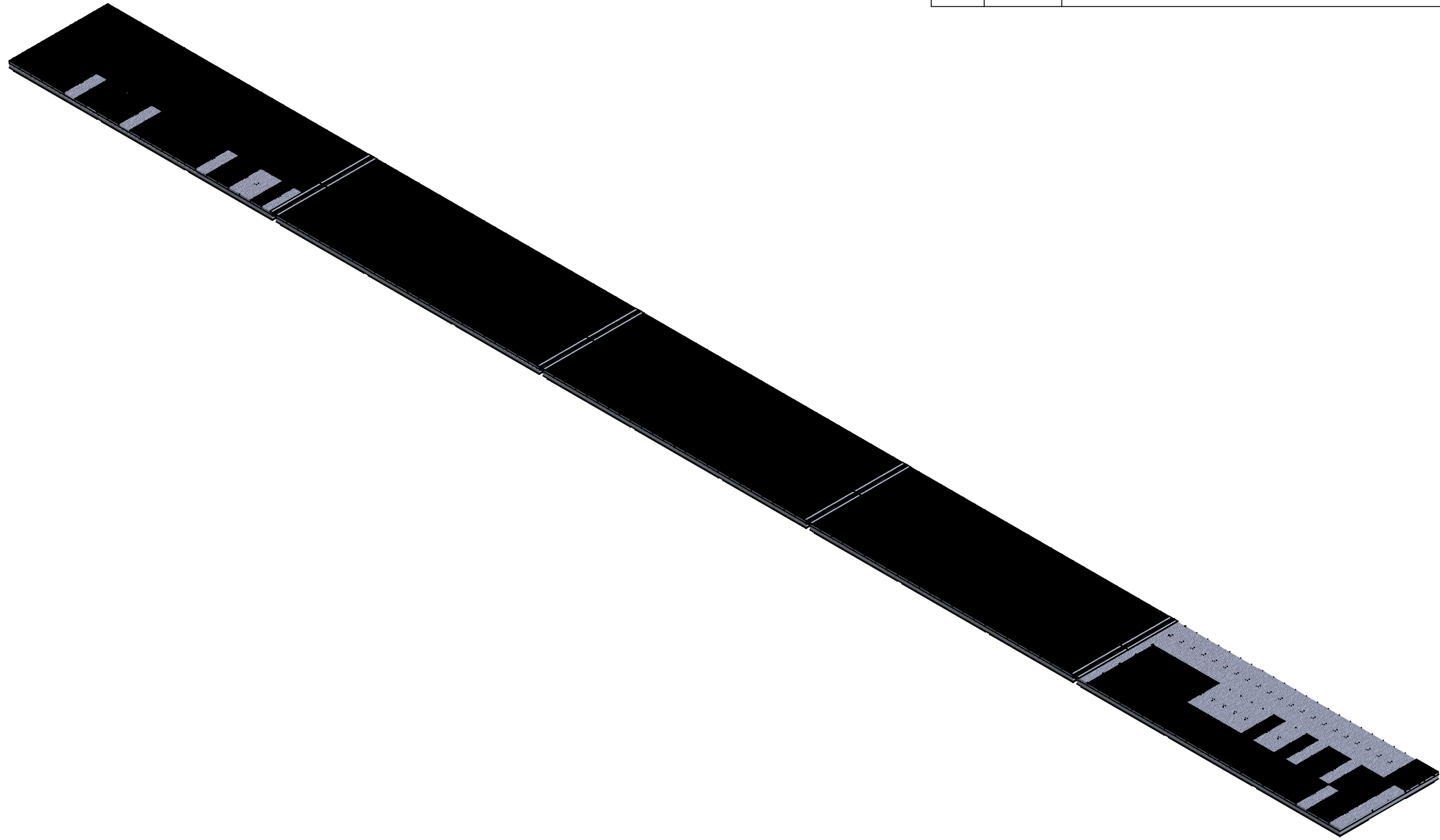
3

2

1

CITY OF LAKE STEVENS  
DOCK LAYOUT  
QTY. 1

REVISIONS				
ZONE	REV.	DESCRIPTION	DATE	APPROVED
	A	CHANGED DECKING TYPE FROM MIXED THRU-FLOW AND PVC DECKING TO THRU-FLOW THROUGHOUT THE 9' WIDTH - D.S.	8/28/24	N.G.



B

B

A

A

Tolerances are 1/16"  
unless specified otherwise

PART: Dock Layout

REF #: City of Lake Stevens

INVOICE #: 11320

REV: A

DRAWN: D. Saul

SCALE: 1:100

CHECKED: N. Graham

SHEET 1 OF 3

DATE: 8/28/2024



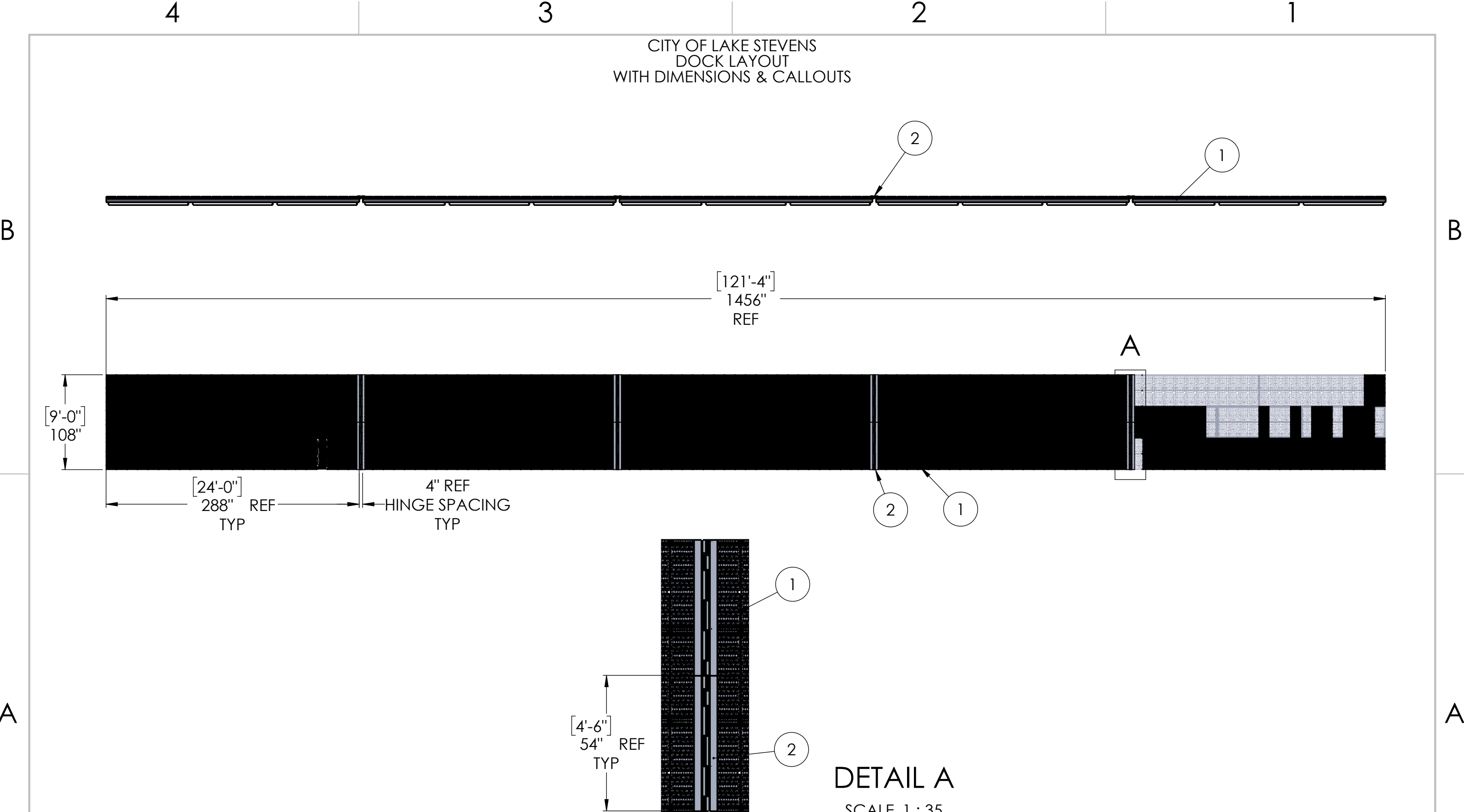
4

3

2

1

CITY OF LAKE STEVENS  
DOCK LAYOUT  
WITH DIMENSIONS & CALLOUTS



DETAIL A  
SCALE 1 : 35

Tolerances are 1/16"  
unless specified otherwise

PART: Dock Layout	REF #: City of Lake Stevens	INVOICE #: 11320	REV: A	DRAWN: D. Saul
			SCALE: 1:100	CHECKED: N. Graham
			SHEET 2 OF 3	DATE: 8/28/2024

4

3

2

1

9' x 24' MULTI FLOAT ASSEMBLY  
QTY. 5

REVISIONS				
ZONE	REV.	DESCRIPTION	DATE	APPROVED
	A	CHANGED DECKING TYPE FROM MIXED THRU-FLOW AND PVC DECKING TO THRU-FLOW THROUGHOUT THE 9' WIDTH - D.S.	8/28/24	N.G.



B

B

A

A

Tolerances are 1/16"  
unless specified otherwise

PART: 9' x 24' Multi Float Assembly

REF #: City of Lake Stevens

INVOICE #: 11320

REV: A  
SCALE: 1:30  
SHEET 1 OF 8

DRAWN: D. Saul  
CHECKED: N. Graham  
DATE: 8/28/2024

4

3

2

1

4

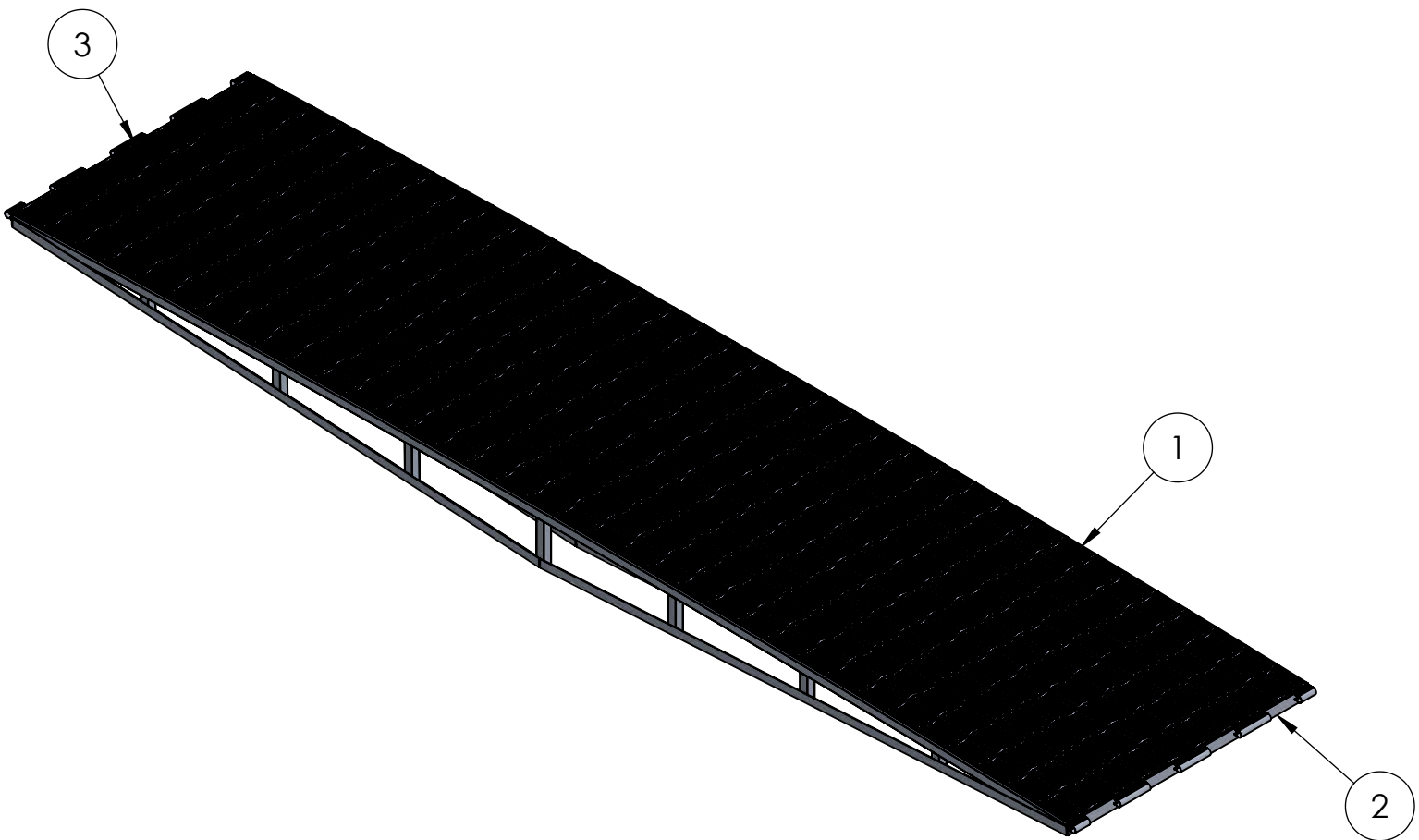
3

2

1

LABEL	DESCRIPTION	QTY.	PROJ. QTY.
1	8' x 35' Ramp	1	1
2	8' Ramp to Land Side Hinge	1	1
3	8' Ramp to Dock Side Hinge	1	1
4	Compensation Float	1	1

8' x 35' RAMP  
QTY. 1



B

B

A

A

**NOTE:**

COMPENSATION FLOAT (ITEM NO. 4) INCLUDED, BUT NOT ILLUSTRATED IN THIS MODEL

Tolerances are 1/16"  
unless specified otherwise

PART: 8' x 35' Ramp

REF #: City of Lake Stevens

INVOICE #: 11320

REV: -  
SCALE: 1:50  
SHEET 1 OF 10

DRAWN: D. Saul  
CHECKED: N. Graham  
DATE: 8/22/2024

4

3

2

1





# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 9/9/2024

**Subject:** September Parks Update

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

**Budget Impact:**

**Legal Review:** No

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

For discussion only

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## **SUMMARY/BACKGROUND:**

### **September 2024 Parks Update**

- Oak Hill playground reopened to the public.
- The first part of the Legacy Fish display installation begins September 9, at the water feature at North Cove. The Arts and Parks Foundation has been working hard on this project.
- West Lake Park construction is moving along as planned, the area in the dog park has been graded, and the fencing is going up. The parking lot at 12th Street is cleared and the bridge will be installed soon.
- Feasibility for Centennial Woods was completed and staff will be looking for alternate locations for a pump track. The site is limited and has conflicting uses present.
- Eagle Ridge concept plan has been released and it is attached to this update.
- Jake's Place/Timberland mini-park got a facelift by our parks crew. The fall protection was replaced and the playground was maintained.
- The parks crew has two new employees, Joel started on August 26th, and Nathan will start on September 16th.
- Parks annual maintenance walkthrough:
  - 160 tasks carried over from 2023.
  - 440 new tasks were added in the spring of 2024.

- 71 tasks completed to date.
- The T.R.A.I.L.S. fall/winter edition is out and distributed through our website and social media outlets.
  - Movies in the Park will be Saturday, September 14, at Lundeen Park
  - The Mill open house will be Thursday, October 10, from 6-8pm
  - Harvest Market will be Saturday, October 12, at North Cove Park
  - HarvestFest will be Thursday, October 31, at North Cove Park

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**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

1. Picture1
2. 240717\_Eagle Ridge Plan Rendering



# Eagle Ridge Park Site Plan

DESIGN

