

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.

November 18, 2024 - 6:00 PM

In-person: The Mill-Sawyer Room, 1808 Main St. Lake Stevens, WA 98258
Join Zoom Meeting: [Zoom Link](#) | Meeting ID: 82934501726 | Passcode: 850172

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Approve September 9, 2024 Park Board Minutes
 - B. Approve 2025 Work Program Jill Meis
5. **Discussion Items**
 - A. Meeting Frequency Jill Meis
 - B. November 2024 Parks Update Jill Meis
6. **Board Member Reports**
7. **Upcoming Agenda Items**
 - A. Voting for 2025 Park Board Chair & Vice-Chair
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, September 9, 2024

CALL TO ORDER: 6:09 PM by Bryan Heigert

MEMBERS PRESENT: Bryan Heigert, Carl Johnson, Colton Whitworth, Dawn Williams, Tina Decker

MEMBERS ABSENT: Roger Schollenberger, Susan Green

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

GUEST BUSINESS:

No guest business.

ACTION ITEMS:

Minutes: Motion for approval of August 12, 2024, made by Carl Johnson; Dawn Williams seconded. The motion passed: 5-0-0-2.

Mill Spur Closure Fees: Jill Meis presented the Mill Spur Closure fee recommendation. Motion for approval to move forward recommending adopting changes by Carl Johnson; Susan Green seconded. The motion passed: 5-0-0-2.

DISCUSSION ITEMS:

1. **Budget Request Overview:** Jill Meis presented.
 - a. Reviewed and discussed Staffing & Equipment budget slides.
2. **North Cove Low Float Dock:** Jill Meis presented.
 - a. Overview of project and reviewed design idea.
3. **Parks Update:** Jill Meis presented.
 - a. Updated Oak Hill Park reopened.
 - b. Arts & Park Foundation Legacy Fish project started at the water feature in North Cove Park.
 - c. West Lake Park construction update.
 - d. Feasibility for Centennial Woods completed.

- e. Eagle Ridge concept released.
- f. Jake's Place mini park received a facelift.
- g. Parks department has two new employees.
- h. Park annual maintenance walkthrough data update.
- i. T.R.A.I.L.S Activity Guide Winter edition released & review of upcoming events.

BOARD MEMBER REPORT:

Colton Whitworth: Nothing to report.

Carl Johnson: Arts & Park Foundation tiles completed at Mt. Pilchuck. Legacy Fish are almost sold out and will be installed at North Cove Park

Dawn Williams: Nothing to report.

Bryan Heigert: Had the opportunity to travel to Port Angeles and shared pictures of a park that had a kids zipline, wood carvings, pump track, & skate park all connected. Submitted a request for Snohomish County for Cavalero Park to get a pump track. Discussed if Eagle Ridge would be getting additional trails on back side.

Tina Decker: Needed to leave early but asked us to discuss meeting schedule for 2025 in next meeting, Park Staff stated this will be added to next agenda.

UPCOMING AGENDA ITEMS:

Meeting schedule for 2025

ADJOURN:

Carl Johnson motioned to adjourn; Dawn Williams seconded. Motion passed: 4-0-0-3. The meeting adjourned at 6:55pm.

Clerk for Park Board Meeting

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 11/18/2024

Subject: Approve 2025 Work Program

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve 2025 work program

SUMMARY/BACKGROUND:

Each year city staff prepares a work program for the Park Board to guide efforts in the upcoming year. If approved by the Park Board, the plan is then presented to the City Council for approval.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Proposed 2025 PB Work Program



Parks and Recreation Planning Board 2024 Work Program

Action Item	Description	Status
Westlake Park	Review recreation amenities for inclusion at Westlake Park.	
Outreach to the Community	Attend meetings for organizations, service clubs, groups, etc. to raise awareness of park related initiatives or projects.	
Eagle Ridge Plan Reviews	<ol style="list-style-type: none"> 1. Review 60% engineering plans for site layout and elements. 2. Attend public meeting for playground design. 3. Provide feedback for direction. 	
Cedarwood Recreation Center	Review preferred alternatives and make recommendations for amenities.	
North Cove Boat Launch Dock	Review concept plans and design	
Visit all City Parks in 2024	Visit and provide feedback. Are there repairs needed? Do you have thoughts on future park needs?	

2025 Schedule will be every-other month unless additional meetings are required and requested with advance notice.

Park Board Encouraged Yearly Participation

- Volunteer at Special Events and Park beautification days

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 11/18/2024

Subject: Meeting Frequency

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only.

SUMMARY/BACKGROUND:

At the request of a board member, this item will be an open discussion on the frequency of meetings. The Parks and Recreation Planning Board meets every other month with the ability to add a meeting if needed.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 11/18/2024

Subject: November 2024 Parks Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only

SUMMARY/BACKGROUND:

November Park Updates

- Upcoming City Event: WINTERFEST, Saturday, December 14th from 4:00pm-7:00pm at North Cove Park.
- Parking Passes - The accepted parking passes for the boat launches have been analyzed and discussed with City Council. The North Cove Boat Launch has accepted the Discover Pass, Water Access Pass (issued with a fishing license), City of Lake Stevens Parking Pass and Disabled Veterans Parking Pass. Davies Beach Boat Launch has accepted the Snohomish County Parking Pass, City of Lake Stevens Parking Pass and the Disabled Veterans Parking Pass. City Council has recommended discontinuing the Discover Pass at North Cove and the Snohomish County Pass at Davies Beach.
- North Cove Low Float dock was installed at the location of the existing dock in late September. Additional floats will be installed next summer.
- West Lake Park is nearing completion. This project will add a dog park, two parking lots, picnic facilities and the first phase of the Bayview Trail. Ribbon cutting dates will be set after substantial completion of the project.
- The future of Cedarwood has been discussed and a need to revise the future of the Cedarwood property with a recreation amenity that fits the site and will provide community benefit. After considering budget, building design, site

constraints and local needs, the City has determined that it will no longer be moving forward with the construction of a community center at the Cedarwood property located at 10100 5th Place SE. Based on preliminary estimates of LEED-certified buildings of similar size and use, it was determined the cost far exceeds the budget for this project.

- Fish art pieces were added to North Cove water feature wall.
- North Cove adaptive management plan is an incremental plan to be implemented over time to help reduce flooding at North Cove Park. The first phases of maintaining the rain garden and aerating and spreading sand were implemented.
- The playground at Lundeen park had a new climber installed to replace the existing aged one and a new game table was installed by the concession building.
- A new life jacket cabinet was installed at North Cove boat launch.
- Davies boat launch had the hazard removed in October.
- Two playgrounds were removed from small pocket parks in the north end of the city.





APPLICABLE CITY POLICIES:

ATTACHMENTS:

None