

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.

January 13, 2025 - 6:00 PM
Hybrid: In-person & Zoom
Join Zoom Meeting: [Zoom Link](#)

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Appoint Chair and Vice-Chair Jaclyn Lewandowski
 - B. Approve November 18, 2024 Park Board Minutes Jaclyn Lewandowski
- 5. Discussion Items**
 - A. Joint Park & Council Meeting Jaclyn Lewandowski
 - B. 2025 Approved Budget Overview Sarah Garceau
 - C. January 2025 Department Update Jill Meis
- 6. Board Member Reports**
- 7. Upcoming Agenda Items**
- 8. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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PARKS & RECREATION PLANNING BOARD MINUTES



Hybrid: Zoom & In-person
The Mill, Sawyer Room, 1808 Main St
Lake Stevens, WA 98258
Monday, November 18, 2024

CALL TO ORDER: 6:02 PM by Bryan Heigert

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

MEMBERS ABSENT: Susan Green

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

GUEST BUSINESS:

No guest business.

ACTION ITEMS:

Minutes: Motion for approval of September 9, 2024 minutes, made by Carl Johnson; Tina Decker seconded. The motion passed: 5-0-1-1.

2025 Work Program: Jill Meis presented the suggested updates for the 2025 Work Program and reviewed the meaning of PROS Plan. Suggestions for a few changes were requested, Jill Meis will update work program. Motion for approval to move forward with mentioned changes to be adopted by Roger Schollenberger; Bryan Heigert seconded. The motion passed: 6-0-0-1.

DISCUSSION ITEMS:

1. **Meeting Frequency:** This topic was requested to be removed and agenda amended to discuss Board relevance instead: Tina Decker requested and presented.
 - a. Is board adding value and is the board looked at as a resource. Are there changes to the bylaws needed?
 - i. Sarah Garceau and Jill Meis responded the importance of the board, role of the board and what value they add. Staff encouraged members to be involved. Key items mentioned during the discussion:
 1. Overview of Park Board in past when they had other roles, including reviewing planning documents and approving event permits.
 2. Encourage Board members to work as a conduit for gathering and disseminating information to the community.

3. Board members can email Parks to add items to the Park Board agenda.
4. Board members can notify the Parks Department if they have a passion to work on a specific project.

2. Parks Update: Jill Meis presented.

- a. Upcoming City Events.
- b. Parking Passes-Discovery pass no longer accepted at North Cove Boat Launch. Snohomish County Pass no longer accepted at Davies Boat Launch.
- c. North Cove low dock installation occurred; additional sections for a total length of 120 feet will be added in summer of 2025.
- d. West Lake Park nearing completion, ribbon cutting to be announced later.
- e. Future of Cedarwood property: asking the community to fill out the online survey to help determine the future of Cedarwood property.
- f. Fish art pieces were added to North Cove by Arts & Park Foundation.
- g. North Cove adaptive management plan is being implemented to reduce water issues.
- h. A replacement rope for the climber at Lundeen playground was installed.
- i. Frontier Heights was brought up, clarified reason for rope course to be closed.
- j. New cabinet at North Cove boat launch for personal flotation devices.
- k. Davies boat launch hazard was removed.
- l. Two small pocket parks playgrounds were removed by City.

BOARD MEMBER REPORT:

Roger Schollenberger: Would like to know, if possible, could we get an underwater photo of the train in Lake Stevens to add to the history timeline at The Mill.

Dawn Williams: Nothing to report.

Colton Whitworth: Nothing to report.

Carl Johnson: Arts & Park Foundation fish installation is completed at North Cove Park.

Tina Decker: Nothing to report,

Bryan Heigert: West Lake Park didn't seem close enough to have a ribbon cutting yet. Jill Meis responded: Fencing, bridge, dog park, parking lots, and more have recently been completed. Park will remain closed until the concrete work is completed. Bryan Heigert was wondering if the "Daughter & Daddy" dance was put on by the City of Lake Stevens. Sarah Garceau confirmed that this was a public event put on by a company.

NEXT MEETING AGENDA ITEM: Voting for Chair & Vice-Chair.

ADJOURN:

Tina Decker motioned to adjourn; Roger Schollenberger seconded. Motion passed: 6-0-0-1. The meeting adjourned at 7:38pm.

Clerk for Park Board Meeting

DRAFT

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/13/2025

Subject: Joint Park & Council Meeting

Contact Person/Department: Jaclyn Lewandowski, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Each year the Parks Board has a joint meeting with City Council to review their accomplishments from 2024 and the work plan for 2025.

The preferred meeting date is Tuesday, January 28th if members are available.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/13/2025

Subject: 2025 Approved Budget Overview

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Below is an overview of the adopted budget for 2025 for the Parks and Recreation Department.

Staffing will be increased by three (3) full time staff:

- Quarter 1 – Parks & Recreation Revenue Development Specialist. This position will focus on revenue generation to support capital projects, equipment purchases, park improvements, recreational opportunities, and other department focused needs. This includes writing and managing grants, expanding sponsorship opportunities, establishing public and private partnerships, as well as working on other potential revenue development and financial needs.
 - Quarter 3 - Parks Maintenance Worker. This additional worker was approved due to the increase in workload for the department, specifically for the completion of the Bayview Trail Phase 0, West Lake Park and Frontier Heights Phase II completion. An additional truck will be added to the Parks Fleet.
 - Quarter 3 - Parks & Recreation Office Assistant. This position will focus on front line customer service, booking recreational facilities and will take on lower-level routine needs to allow other staff to focus on their core purposes and keep up with the department needs.
-

Equipment:

- F150 Long Bed 2WD – Replacement Vehicle (PW22 - 2006 Ranger)
- Skid Steer (Parks/PW Shared)
- Requested but not approved include a Groomer/Sweeper for Synthetic Turf (will re-request as a supplement as construction begins at Frontier) and a new Boat and Trailer (the department will seek grant funding and/or ask again in 2026).

Projects (see the chart for tentative timelines in the Department Report)

- Replace Light Bollards at North Cove (Uplighting / Bollard Combination) - Current bollards have continual maintenance issues.
- PROs Plan (Parks, Recreation and Open Space Plan) - This will replace Chapter 10 of the Comprehensive Plan.
- Parks/PW Building Feasibility Study - This is for the main office and shop space, which will need to be expanded to accommodate future growth.
- Frontier Heights Phase II - Includes a synthetic turf field, pickleball courts, viewing labyrinth, exercise equipment and a sensory garden.
- Eagle Ridge Park Phase II - Engineering will advance from 30%.
- Eagle Ridge Storage Building - Perform necessary building maintenance and repairs.
- North Cove Marina Feasibility & Marine Unit Relocation - Renovate the current wooden dock and move Police and Fire from their current location.
- North Cove Non-Motorized Dock - Complete the installation for a total length of 120 feet.
- Cedarwood Recreation - Plan and design the recreation elements.
- Davies Beach Pier Resurfacing - Replace the aging wood with transparent decking.
- West Lake Park Recreation Amenities - Plan and design the recreation elements.
- Bayview Connector Phase 0.5 - Construct the trail from 12th St SE to 8th St SE.
- Bayview Connector Phase I - Funding is being requested from Legislative, and if approved engineering will advance from 30%.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 1/13/2025

Subject: January 2025 Department Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only

SUMMARY/BACKGROUND:

January Park Updates

- The Parks and Recreation Department won the Team Excellence award. This award is nominated and awarded by city-wide staff.
- Many of our parks were impacted by the bomb cyclone and park crews worked quickly to clear debris. Catherine Creek Park was hardest hit and approximately 26 trees were lost. In addition, Eagle Ridge lost 1, Catherine Drive neighborhood lost 7 and the Reserve neighborhood lost 13 trees.
- Park crew upgraded the handles at North Cove Boat Launch restrooms to allow for auto locking at night.
- Catherine Creek Park also had two picnic tables removed along with a sign that was outdated.
- Bumpers were installed on the North Cove non-motorized dock.
- Staff were able to secure a contract for maintenance along the South Lake Stevens Trail.
- An area at City Swim Beach is experiencing erosion. Staff have maintained the site and is monitoring to see if further work will be needed.
- Parks crew with the help of DOC painted over graffiti at the Cedarwood building along with trimming back the vegetation and other maintenance work.

- WinterFest was a success with a record number of volunteers participating. The crafts provided at the event were a hit as well.
- West Lake Park and the first phase of the Bayview Trail is now open to the public. The dog park will remain closed until Spring to allow the grass to establish. A separate ribbon cutting celebration will take place for the dog park opening.
- The 2025 Year End Report is being created and will be emailed out when finalized.



Cedarwood - Graffiti Cover



West Lake Park - Dog Park



Catherine Creek - Storm Damage



West Lake - Ribbon Cutting

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Project List with Timeframe Details

Capital/Large Project List Updated 1/9/2025

Location	Project Description	2025			
		Q1	Q2	Q3	Q4
North Cove	Replace Light Bollards	Green	Red	Purple	
Admin	PROs Plan	Green	Red	Purple	Purple
Admin	Parks/PW Building Feasibility Study	Red	Purple		
Frontier Heights	Frontier Heights Phase II	Blue	Red	Purple	
Eagle Ridge Park	Eagle Ridge Park Phase II	Blue	Blue	Blue	
Eagle Ridge Park	Eagle Ridge Storage Building	Green	Red	Purple	
North Cove	Marina Feasibility & Marine Unit Relocation	Green	Green		Blue
North Cove	Non-Motorized Dock		Yellow	Purple	
Cedarwood	Cedarwood Recreation	Green	Green	Blue	Blue
Davies Beach	Davies Beach Pier Resurfacing	Yellow	Yellow	Red	Purple
West Lake	West Lake Park Recreation Amenities			Green	Blue
Bayview Trail	Bayview Connector Phase 0.5	Blue	Yellow	Red	Purple
Bayview Trail	Bayview Connector Phase I		Green	Green	Blue

- KEY**
- Planning
 - Design/Engineering
 - Permitting
 - Contractor Bidding
 - Construction (or Services)