

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.

May 12, 2025 - 6:00 PM
Hybrid: In-person or ZOOM
Join Zoom Meeting: [Zoom Meeting Link](#)

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Approve January 13, 2025 Park Board Minutes Jaclyn
Lewandowski
 - B. Cavalero Park Acquisition Sarah Garceau
- 5. Discussion Items**
 - A. Next Steps for Cedarwood Jill Meis
 - B. Dog Park Rules Jill Meis
 - C. May 2025 Department Report 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, January 13, 2025

CALL TO ORDER: 6:03 PM by Bryan Heigert

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

MEMBERS ABSENT: Colton Whitworth, Susan Green

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

GUEST BUSINESS:
No guest business.

ACTION ITEMS:

Absence: Colton requested to be excused for January 13, 2025 Park Board meeting. Carl Johnson motioned to approve, Tina Decker seconded motion. The motion passed: 5-0-0-2.

Appoint Chair & Vice-Chair: Bryan Heigert was nominated to continue as Chair by Roger and Tina Decker nominated herself and Roger Schollenberger seconded the request to continue as Vice-Chair. Brian motioned to approve himself as Chair and Tina Decker as Vice-Chair; Carl Johnson seconded. The motion passed: 5-0-0-2.

Approve November 18, 2024 Park Board Minutes: Request to amend minutes for the spelling of Bryan Heigert's name in the Board Member Report. Carl Johnson motioned to approve with the spelling amendment, Roger Schollenberger seconded. The motion passed: 5-0-0-2.

DISCUSSION ITEMS:

Joint Park & Council Meeting: Sarah Garceau presented. Discussed Parks Board participating in a joint meeting with City Council to review accomplishments from prior year and present work plan for 2025. Preferred date is Tuesday, January 28th; all Park Board members support date requested by City Council. Summary will be prepared by Park Staff.

2025 Approved Budget Overview: Sarah Garceau presented.

Budget has been adopted, overview of top items approved consisted of:

- Staffing will be increased by three full time staff.
- Two pieces of equipment, truck & skid steer.
- Projects overview given with timeline for twelve projects & explanation of PROs Plan and how it will replace Comprehensive Plan.
 - Roger Schollenberger, with his background, would like to support and be involved with the Frontier Heights field capital project.

January 2025 Department Update: Jill Meis presented.

- Park & Recreation Department won the Team Excellence award. Nominated and awarded by city-wide staff.
- Discussed parks impact by the bomb cyclone to various locations
- Park crew upgraded the handles at North Cove Boat Launch restrooms.
- Picnic tables removed from Catherine Creek Park.
- Bumpers installed on North Cove non-motorized dock.
- Secured a contract for trail maintenance along South Lake Stevens Dr.
- An area at Swim Beach is experiencing erosion. Staff will continue to monitor to see if furth work will be needed.
- Park crew with DOC was able to paint over graffiti at Cedarwood building as well as trim back vegetation and other maintenance work.
- Winterfest was a success with a record number of volunteers participating. The crafts at the event were a hit.
- West Lake Park and the first phase of the Bayview Trail is open. Dog park will remain closed until Spring to allow grass to grow. Separate ribbon cutting will take place for the opening of dog park.
- 2025 Year End Report is being created and emailed out when finalized.

BOARD MEMBER REPORT:

Dawn Williams: Nothing to report.

Tina Decker: Ribbon cutting, possible to have later in day for more Park Board members to join? (Jill noted and will try depending on all schedules involved). Pump tracks, are we still considering? (Jill responded yes, however, at this time it is not feasible with current sites.)

Roger Schollenberger: Nothing to report.

Carl Johnson: After 4 years, we have completed the fish project. Looking for additional locations to place more fish around to continue.

Bryan Heigert: Found out the County pump track will not be happing. Mentioned the opportunity for obtaining property off of HWY92 at Hartford Park. Jill will set up a time to speak with Bryan for additional information.

Anji Jorstad: Thanked us for the invite and is looking forward to seeing everyone at the City Council Joint meeting. Congratulated Park Department for receiving the City Excellence Award.

NEXT MEETING AGENDA ITEM: N/A

ADJOURN:

Carl Johnson Motioned to adjourn: Tina Decker seconded the motion to adjourn. Motion passed: 5-0-0-2. The meeting adjourned at 7:19pm.

Clerk for Park Board Meeting

DRAFT

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/12/2025

Subject: Cavalero Park Acquisition

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Make a recommendation to City Council to support the future acquisition of Cavalero Park.

SUMMARY/BACKGROUND:

The City of Lake Stevens has had conversations with Snohomish County about the future potential of transferring Cavalero Park and Lake Stevens Community Park. Lake Stevens Community Park is still located outside city limits; whereas, Cavalero Park is located inside city limits. The Department has determined it is time for the Parks board to review the possibility of acquiring Cavalero Park and make a recommendation to City Council.

Cavalero Park currently has an off-leash dog park, skate park, playground and a basketball court. The park is often thought of by the public to be a city park, even though it is still owned and managed by the County.

In order for the City to acquire a new park, such as Cavalero, we would need to increase the level of service. This would be accomplished with routine cleanings, adding trash cans, and minimizing the response time to remove graffiti and repair vandalism. Additionally, we would review the potential for further developing the park and adding additional amenities and recreational opportunities.

At the Council Retreat on April 24th, the Parks Department presented a plan that would allow for successfully accomplishing the transfer of Cavalero. The Department would

need an additional 0.5 FTE Maintenance Worker, \$62,500 for Operating and Materials, and \$20,000 in Equipment.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/12/2025

Subject: Next Steps for Cedarwood

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: TBD

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss survey results and next steps for Cedarwood

SUMMARY/BACKGROUND:

The following summarizes the key findings of community input received through the survey from November 15 to January 5, 2025, regarding potential amenities and improvements for the recreational area, reflecting the diverse needs and aspirations of the residents. The Cedarwood survey summary shows that most participants live within city limits and a 10-minute walk of Cedarwood, are aged 35-54, and have minor children. Community members suggested a variety of amenities aimed at enhancing the inclusivity, modern design, and functionality of Cedarwood. Key proposed facilities include:

- Dog Park: A dedicated area for pets.
- Covered Playgrounds and Sports Courts (Basketball ranked #1): For year-round use.
- Indoor Recreational Spaces: Such as a community center and swimming pool.
- Full ADA Accessibility: Ensuring inclusivity for all.
- Bike Paths and Walking Trails: Promoting active lifestyles.
- Modern Playground Designs: Including ninja courses and climbing equipment.
- Splash Pad: for cooling on summer days.
- Outdoor Exercise Equipment: For fitness enthusiasts.
- Sensory-Friendly Areas: Catering to children with disabilities.

- Safety Measures: Adequate fencing, security cameras, sidewalks and community policing.

Further suggestions from the community include:

- Outdoor Amphitheater
- Conference Hall
- Community Garden
- Modern Play Structures
- Badminton and Pickleball Courts
- Roller Skating
- Restrooms and Picnic Tables
- More Trees and Shaded Benches
- Improved Parking Solutions
- Safe Pedestrian Access
- Interpretive/Educational Zones

Some of the suggestions are not feasible at this site and other suggestions are coming in future projects, so staff prioritized the following items for additional public input:

- Splash Pad
- Basketball Court
- Picnic Shelter
- Covered Area
- Interpretive Signage
- Sensory Play Areas
- Trees and Shade
- Restrooms

The Cedarwood community is eager to see improvements that cater to both local neighborhood needs and broader community development goals. This report highlights the diverse range of suggestions and priorities expressed by the residents, providing a foundation for further public input and planning. The next steps are to award a design contract to conduct feasibility and public outreach to help guide future efforts to bring recreation to this site.

Survey summary provided by GenAI and checked by Jill Meis.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/12/2025

Subject: Dog Park Rules

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide feed back on dog park rules

SUMMARY/BACKGROUND:

In anticipation of the new dog park opening at West Lake Park, staff conducted an analysis of rules for governing the off-leash dog area to meet the goals of the project and provide a safe environment for all users. The following draft rules would be displayed at the dog park and in the parking lot.

- Hours of use: 7AM to dusk.
- All pet waste must be removed by handler.
- All animals must be up-to-date on vaccinations, including Bordetella; animals with communicable diseases are prohibited.
- No shared water bowls.
- All city ordinances will be observed, including park rules and animal control rules.
- All dogs must be accompanied by a handler 12 years old or older.
- Animals must be on a leash 8 feet long or shorter when traveling to and from the dog park.
- Animals must be 6 months of age or older and vaccinated.
- Animals must be under owners' voice control when in the dog park.
- Female dogs in heat are prohibited.
- Professional dog trainers and other professionals may not use this facility to conduct business unless a concessionaire contract has been executed.

- Excessive barking, noise, digging and destructive behavior are prohibited.
- At the first sign of aggression, dogs must be leashed and removed immediately.
- Food and drink in glass containers are prohibited.
- Treats are prohibited.
- Handlers are responsible for any injuries caused by dog(s) under their control.
- If a dog bites a person or another dog, it must be reported to Lake Stevens Police Department by calling 911.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 5/12/2025

Subject: May 2025 Department Report

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion

SUMMARY/BACKGROUND:

Updates:

- The county awarded funds to West Lake Park (\$100,000) and North Cove Marina Planning (\$87,134).
- The City was ranked 3rd statewide for a \$200,000 Boating Facilities Program (BFP) grant from the Recreation and Conservation Office (RCO) for planning the North Cove Marina.
- The city closed on the property adjacent to the Eagle Ridge property. Feasibility will begin to see what possibilities can be added to the park.
- The City hired Vernica Dees for the Revenue Development Specialist. She started on April 7th. Vernica will be looking at ways to create sustainable revenue streams for parks and recreation in the city.
- A new monument sign will be installed at West Lake Park.
- Eagle Ridge Community Garden plots opened up for rental on 3/15/2025 for the new garden season. There are several beds available, including ADA beds.
- New digital locking door handles were installed at North Cove Boat Launch. These door handles will be unlocked during park open hours.
- Parks staff repaired the chain link fence along East Lakeshore Drive.
- New wood chips were added along the paths at Catherine Creek Park.
- New chains were installed on the disc swing at North Cove playground.

- Art Tower walking path at City Hall has been finalized with decorative bricks and plants.
- New trees planted at Davies along the parking lot and in the park.
- The City's Alcohol Policy now allows for special events in The Mill to have hard liquor.
- Parks staff top dressed and aerated the lawn at North Cove. This helps with the drainage at the site.
- The City solicited for and selected Conservation Technix to assist the drafting of the first Parks, Recreation and Open Space (PROS) Plan. This plan will provide a pathway for the future efforts of the department. These plan will take a input from the community, Park Board, City Council and stakeholders at upcoming meetings. The Park Board may have a special meeting to accommodate this endeavor.
- On May 14 at 4:30pm, the city will host a ribbon cutting at Lundeen Park for the communication boards. These boards will be installed at Frontier Heights, Lundeen and North Cove parks. Please join us.
- The April 2025 Activity Guide has been released. Take a look to see what is coming up for recreation.
- 2/10th of 1% tax levy for Parks and Recreation to potentially earn \$1.6 per year.

Upcoming Events:

- Farmers Market, starts June 4th, at North Cove Park
 - Lake Stevens Community Garage Sale, June 7th-8th, sign up online
 - Music in the Park, starts July 2nd, at North Cove Park
 - Aquafest, July 10th-13th, at North Cove Park
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APPLICABLE CITY POLICIES:

ATTACHMENTS:

None