

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.

July 14, 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 May 12, 2025 Park Board Minutes
- 5. Discussion Items**
 - A. Introduction of new Park Board Member, Jennifer Gosselin
 - B. Parks, Recreation and Open Space (PROS) Plan Update Jill Meis
 - C. July 2025 Parks Department Report Jill Meis
- 6. Board Member Reports**
- 7. 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, May 12, 2025

CALL TO ORDER: 6:02 PM by Bryan Heigert

MEMBERS PRESENT: Bryan Heigert, Carl Johnson, Dawn Williams, Roger Schollenberger, Susan Green

MEMBERS ABSENT: Tina Decker

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 January 13, 2025 minutes, made by Dawn Williams; Carl Johnson seconded. The motion passed: 5-0-0-1.

Cavalero Park Acquisition: Sarah Garceau presented the possibility of Cavalero Acquisition and making a recommendation to City Council to support the future acquisition of Cavalero Park. After deliberation about the repair needs, what it takes to acquire, & benefit of acquiring, Carl Johnson motioned to approve and Roger Schollenberger seconded the motion. The motion passed: 5-0-0-1.

DISCUSSION ITEMS:

- 1. Next Steps for Cedarwood:** Jill Meis presented.
Discussed survey results and next steps for Cedarwood. Surveys were conducted from November 15, 2024 to January 5, 2025 and was able to find the key items that the community would like to see be built. Some of the suggestions were not feasible while others will be coming in future projects. Next step is to award a design contract to conduct feasible to bring recreation to this site.

Discussion between the park board included the timeline of teardown, basketball court would have available due to our weather, overview of the one-million dollar grant for this project and reviewed what a sensory play included.

2. Dog Park Rules: Jill Meis presented.

With the grand opening of the dog park at West Lake Park, staff researched and analyzed rules for local dog parks to provide a safe environment. Presented the list of 17 rules we would like to include for our dog park. After discussion of how the rules are enforced, board members requested us to move the more serious rules to the top, example If a dog bites a person or another dog, it must be reported, instead of at the bottom. We will make the adjustments prior to purchasing and posting at the new dog park.

Discussion about adding information about CitizenVue via QR code and making sure Parks email & phone number can be found on the rules. Suggested finding a vendor who has a dog washing service to work at the West Lake Park or look into a coin operated dog wash for the park.

3. May 2025 Department Report: Jill Meis presented.

- 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 \$200,00 Boating Facilities Program (BFP) grant from the Recreation and Conservation Office (RCO) for planning North Cove Marina.
- City closed on the property adjacent to Eagle Ridge property. Feasibility will begin to see what possibilities can be added to the park.
- City hired Vernica Dees for the Revenue Development Specialist. Position started on April 7th. Vernica Dees goal is to look at ways to create sustainable revenue streams for parks and recreation in the city.
- New monument sign will be installed at West Lake Park.
- Eagle Ridge community garden plots are open for rentals.
- New digital locking door handles were installed at North Cove Boat Launch.
- Park Staff repaired the chain link fence along East Lake shore 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.
- Park 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 plans will take input from the

community, Park Board, City Council and stake holders at upcoming meetings. The Park Board may have a special meeting to accommodate this endeavor.

- May 14th 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.
- 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 \$1.6M per year. (discussion of how this tax levy works and how it benefits Parks)

Upcoming events include: Farmers Market, Lake Stevens Community Garage Sale, Music in the Park, and Aquafest.

BOARD MEMBER REPORT:

Susan Green: How will malicious reports be handled from dog park? Sarah Garceau responded that the park staff are unable to do anything outside of suggesting to call 911. CSO will be able to help handle these reports.

Carl Johnson: No report.

Roger Schollenberger: For the Year End Report, would like a comparison of 2023 vs 2024 for mill rentals to see if it is going up. Jaclyn Lewandowski will look up this data for next meeting and we will make sure to add not going forward to add Year-To-Year comparisons on our year end report. Roger proceeded to ask, how is the process going for Frontier Heights. Jill Meis responded that it is moving forward and will be getting final bids soon. Roger followed up with asking what type of field will be installed at Frontier Heights. Jill Meis responded it would be a coconut turf and won't be painted.

Dawn Williams: No report.

Bryan Heigert: Mentioned he had a discussion with Rotary President about pump track and BMX bike project. Bryan followed up with asking about the new City Hall property off of 20th SE, what property is being built up for the displaced businesses. Sarah Garceau responded that there is a company that bought property adjacent to the new City Hall who will be building multifunctional use. At this time the companies located at our property are not being displaced and have contracts with us.

ADJOURN:

Roger Schollenberger motioned to adjourn; Dawn Williams seconded. Motion passed: 5-0-0-1. The meeting adjourned at 7:28pm.

Clerk for Park Board Meeting

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 7/14/2025

Subject: Introduction of new Park Board Member, Jennifer Gosselin

Contact Person/Department: , Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Jennifer Gosselin will provide a brief overview of her background and the experience she brings to our board.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 7/14/2025

Subject: Parks, Recreation and Open Space (PROS) Plan Update

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only

SUMMARY/BACKGROUND:

The PROS plan will establish a path forward for providing high-quality, community-driven recreation programs and facilities for local residents. The consultant for the PROS plan mailed a statistically valid survey to 2500 residents within the community and followed up by providing an online survey. These survey results will inform the goals and policies of the department for the next 6-10 years. There will be preliminary results presented at the open house scheduled for Thursday, July 17 at 6:30pm at the Mill. The topics for discussion will be focused on local parks needs, walking and biking trails, recreation programming, existing recreation amenities, community survey snapshot and other ways to get involved.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PARKS & RECREATION PLANNING BOARD STAFF REPORT



Agenda Date: 7/14/2025

Subject: July 2025 Parks Department Report

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

For discussion only

SUMMARY/BACKGROUND:

July 2025 Parks Department Report

- The logs at Catherine Creek from the bomb cyclone are going to be transported to a mill for processing.
- Cavalero Hill Park is tentatively transferring in August. The City Council will be reviewing this at their meeting on Tuesday, July 15.
- The West Lake Dog Park opened to the public on June 25 to an eager group of dogs with their 2-legged companions. New ADA-accessible bench pads were added.
- West Lake Park and Bayview Trailhead monument sign will be installed soon.
- Staff has selected a design consultant for Cedarwood and design work should begin in August.
- The repair at Sunset Beach will take place later in July. The work will require a closure of the park for approximately 1 week.
- Lundeen concession and restroom building plumbing repairs were completed on July 4.
- The fence was replaced on the south property line at Davies Beach.
- The city received \$500,000.00 for planning the next phase of the Bayview Trail from the state budget.

- New parking notifications rolled out at North Cove Boat Launch letting the public know where trailer-only parking is and there is a \$100 parking violation for non-payment of parking fee. Trailer-only parking has been painted on each stall that it applies to in addition to signage.
- The tax levy proposal has been placed on hold while feasibility is fully vetted.
- Two new hires started on July 1, 2025. Isaiah Green was promoted from seasonal worker to full-time Park Maintenance Worker, and Danny Suver was hired for the position of Parks Maintenance Lead.
- The American Legion requested City Council replace the emblems representing the service branches on the War Memorial. Staff worked with the Legion to find new emblems that are larger and include the Space Force logo. Work will begin in approximately 8 weeks.
- Last meeting, we were asked about year-to-year number comparison relating to our rentals, here are the numbers for 2023 vs 2024:
 - Event Permits: 29 in 2023 and 43 in 2024
 - Mill Rentals: 181 in 2023 and 173 in 2024
 - Shelter Rentals: 339 in 2023 and 337 in 2024

Trail Rules

These rules have been posted on the website and signs will be installed along city trails.

- Yield to slower users and pedestrians
- Give audible signal when passing; pass on left
- Speed limit is 15mph
- All animals must be on a leash of no more than 8 ft in length
- Horses Prohibited on all improved trails
- Human-powered vehicles and e-bikes/e-scooters allowed
- No motorized or electric vehicles on trail
- Camping Prohibited
- Dispose of all waste and litter
- Remote Aircraft and drones prohibited LSMC

Events

- Lake Stevens Farmers Market on Wednesdays at the Mill
- Movies in the Park on August 8 and 22 at 8:15pm at Lundeen Park
- Going a Viking on September 20 at 11am at Lundeen Park



APPLICABLE CITY POLICIES:

ATTACHMENTS:

None