

# 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.*

November 10, 2025 - 6:00 PM  
**Hybrid: In-person & Zoom**  
**Join Zoom Meeting: [Zoom Link](#)**  
**Meeting ID: 84574584331 Passcode: 288099**

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
  - A. Approve September 8, 2025 Minutes
- 5. Discussion Items**
  - A. November 2025 Parks Department Report Jill Meis
- 6. Board Member Reports**
- 7. Upcoming Agenda Item**
  - A. January chair and vice-chair appointment Jill Meis
  - B. January Joint Meeting with City Council Jill Meis
- 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 8, 2025

**CALL TO ORDER:** 6:04 PM by Bryan Heigert

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

**MEMBERS ABSENT:** Susan Green

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

## **GUEST BUSINESS:**

Anji Jorstad-Would like any guidance and feedback from Park Board regarding any information that would be good for me to know.

## **ACTION ITEMS:**

**Minutes:** Motion for approval by Tina Decker; Roger Schollenberger seconded. The motion passed: 6-0-0-1.

## **DISCUSSION ITEMS:**

- 1. Parks, Recreation and Open Space (PROS) Plan Update:** Jill Meis presented. The PROS Plan survey received over 600 submitted responses answering questions relating to community preferences and priorities.

Reviewed the Survey methodology and results of the survey provided in the agenda packet. Discussed as a group the items that surprised each and discussed how the company we hired, Conservation Technix, provides feedback.

- 2. September 2025 Department Report:** Jill Meis presented.

Updates:

- The new activity guide is available.
- Sunset Beach abutment is completed, swim lines were installed.

- The last few trees from the bomb cyclone have been removed from Catherine Creek Park.
- North cove low float dock for adding last two sections has been completed.
- Curb painting and restriping occurred at North Cove, Davies & Lundeen.
- Davies Beach structural assessment reported no major work is anticipated.
- At Catherine Creek Park, benches painted by the Lake Stevens High School Design Club have been installed.
- Frontier Heights Park Phase II construction has been awarded, and work will begin soon.
- War memorial work has begun to replace the emblems.
- Frontier Heights jungle done will be moved to Timberlake Park later this month.
- Bayview Trail planning for the next phase is complete and will be going out to bid in the coming weeks.
- Cavalero Hill Park is still pending transfer from county, estimated to be end of September.

Upcoming events:

- Going a Viking! September 20, at Lundeen Park.
- Harvest Market, October 11, at North Cove Park.
- HarvestFest, Oct 31, at North Cove Park.

**BOARD MEMBER REPORT:**

**Roger Schollenberger:** Survey is great but we need to act fast to meet these needs especially with the growth the city has. Sad to see kids using fields with bumps & unsafe.

**Dawn Williams:** Nothing.

**Tina Decker:** Frontier Heights design plan, thank you for providing per my email. Thank you Sarah Garceau for your dedicated time you took with me to go in-depth about projects. Was told there was a path from Lake Stevens High School to North Lake Middle School but the path no longer exists, would like to look into this more.

**Carl Johnson:** Nothing.

**Bryan Heigert:** Jennifer Gosselin, I want to say welcome to Park Board and thank you City staff for all you.

**Jennifer Gosselin:** Enjoyed visiting five separate parks this month. I want to learn more history about Catherine Creek Trail and Valor Park.

**ADJOURN:**

Carl Johnson motioned to adjourn; Tina Decker seconded. Motion passed: 6-0-0-1. The meeting adjourned at 7:31pm.

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Clerk for Park Board Meeting

# PARKS & RECREATION PLANNING BOARD STAFF REPORT



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**Agenda Date:** 11/10/2025

**Subject:** November 2025 Parks Department Report

**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:**

### **November Park Update:**

- The City Council accepted Cavalero Park at their September 23, 2025, meeting. The deed was transferred on Oct 20th and the ribbon cutting was held on Oct 21st.
- The city solicited a request for proposals for a community center and indoor fields at Cavalero.
- The playground jungle dome at Frontier Heights was moved to Timberlake Park. A former scout project had previously installed a GaGa pit at Eagle Ridge Park, this location did not attract users so it was moved to where the jungle dome climber had been.
- Bollard project has been completed at North Cove Park. The new bollards are stronger and ground-level lights will withstand the heavy park use.
- The War Memorial project that includes new bronze emblems is completed.
- HarvestFest was held in North Cove Park and the Mill on October 31. The event hosted 18 booths and 5 vendors. It was a success despite the rain.
- The PROS plan open house is November 10, 6:30pm to 8:00pm.
- The City Council approved updated fees for parks and recreation services that take effect January 1, 2026.

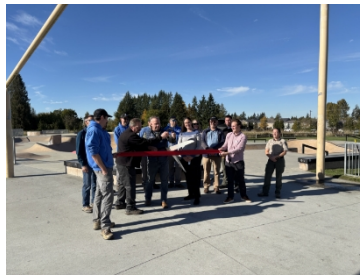
- Increase the hourly rental fees in The Mill for the Stack to \$100/hr Saturday, \$80/hr Friday and Saturday, \$75/hr Monday – Thursday. Add fees for A/V System Use of \$50/day and Microphone use of \$25/day for hard wired and \$50/day for wireless. Language was update from Non Profit to Not For Profit.
- Modify fees for shelter reservations to \$125/day and \$75/half day. Add fees for synthetic turf fields, adults \$100/hr and youth \$80/hr. Add fees for renting pickleball courts \$25/hour.
- Event associated fees were updated, including boat launch fees \$300 for the first day and \$150 for additional days, and mill spur closer at \$240 for the first day and \$150 for additional days. Fees for electricity and water were added that vary with usage. Recycling containers price are now a rental fee instead of a deposit to cover the future replacement cost.
- Service Fee is set at 3% (Credit Card transactions only. Boat Launch Kiosks are exempt as there is not a way to charge CC separate from Cash).
- Technology Fee for Parks stays at 3%.
- Frontier Heights Phase II construction began on October 31.
- The new Downtown development near North Cove Park will include 200 apartments, businesses and underground parking. With this development park impact fees will be assessed for each residential unit. This money is held by the city in a separate fund and is restricted to uses that expand parks to accommodate growth.

**Events:**

WinterFest, December 13, 4pm to 7pm at North Cove Park



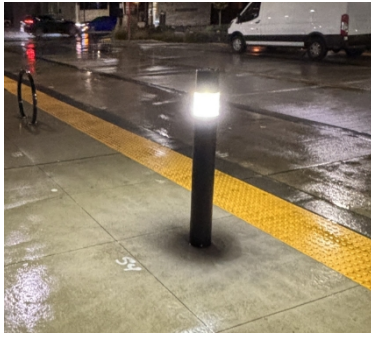
Frontier Heights  
Gaba



Cavalero Hill  
Ribbon Cutting



Timberlake  
Playground



North Cove  
Light Bollard



North Cove  
Turtle Light



North Cove  
War Memorial

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**APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

None