

**CITY OF LAKE STEVENS  
PARK AND RECREATION PLANNING BOARD  
REGULAR MEETING MINUTES**

Lake Stevens Community Center  
1812 Main Street  
Lake Stevens, WA 98258

Monday, December 11, 2017

**CALL TO ORDER:** 6:00 PM by Chris Jones, Board President

**MEMBERS PRESENT:** Chris Jones, Carl Johnson, Marlene Sweet, Terry Van Wyck and City Council Liaison Kathy Holder. Susan Green arrived at 6:15 p.m. after roll call.

**MEMBERS ABSENT:** Roger Schollenberger and Tina Decker

**STAFF PRESENT:** Jim Haugen, Parks and Recreation Coordinator; Russ Wright, Planning Community Development Director, Jeanie Ashe, Economic Development Coordinator and Teresa Meyers, Secretary

**GUESTS PRESENT:** Aidan Finn, Boy Scouts of America and Lake Stevens Little League representatives: David Frans; Jason Cantu; Michelle VanWinkle; Jimmy Lampinen and Scott Lewis

**EXCUSED ABSENCE:**

Motion by Chris, seconded by Marlene, passed to excuse absence of Roger Schollenberger and Tina Decker (4,0,3)

**ACTION ITEMS:**

Motion to approve October 9, 2017 Minutes by Carl, seconded by Terry, motion carried (4,0,3).

**GUEST BUSINESS:** Jim Haugen introduced Teresa Meyers from the Planning Department as the recording secretary for the Park and Recreation Planning Board.

Chair Jones introduced Aidan Finn with the Eagle Scouts. Aidan addressed the board and provided an overall outline of his proposed scout project to provide a visitor's kiosks in Eagle Ridge Park. Aidan provided renderings for the kiosks to be placed at both trail heads. The kiosks will allow for trail maps, community notices and park history to be posted. Carl Johnston moved to approve; Terry Van Wyck seconded. The motion passed (5,0,2)

Jeannie Ashe, Economic Development Coordinator, introduced the Bicycle-Friendly Community Plan Proposal to the Board. Jeannie explained the proposed vision, targets, goals, process and resources of the plan. With the proposed vision to recognize Lake Stevens for its safe and accessible bicycle lanes, amenities, as well as a gateway to the Centennial Trail, she requested the Board assist to develop a bicycle advisory committee. Members of the committee would consist of Park and Recreation Board Members, Planning Department staff, City Council members, Lake Stevens Police Department and School District members as well as citizens. Once an advisory committee is implemented and a recommendation is forwarded to the Council, the committee can pursue Bicycle Friendly Certification for Lake Stevens. Terry Van Wyck suggested selecting downtown business owners to serve on the advisory board. Board Member Green recommended focusing on providing bike racks to business owners to interest riders and sustain big bike events.

Russ Wright clarified the motion before the board which is the intent for the Park Board to forward a recommendation to the Council to pursue the Bicycle Friendly Certification. Jeannie Ashe will staff and spearhead the advisory committee. Council member Holder recommended reaching out to the Centennial Trail group for additional participation.

Terry Van Wyck moved to approve; Carl Johnson seconded; motion carried (5-0-2)

#### **DISCUSSION ITEMS:**

Sports Field: Chair Jones introduced the league officials present in the audience representing the Lake Stevens Junior Athletic Association which includes soccer, football, t-ball and baseball. Chris also provided the Board with a report summary created by the Little League. The report data summarized the increased league participation, lack of available fields, parking needs and general projection for continued league growth.

Soccer coach, Dave Frans contributed to the discussion confirming that some facilities and activities cause parking issues for sporting events as well as overlap for use between soccer and football. Although most field use is in the County, the group would like to see additional fields within Lake Stevens not only for local team use, but, to attract other players and attendees to drive through Lake Stevens to use amenities.

Russ Wright asked the group to prioritize their preference for fields. The overwhelming response requested a designated practice field to relieve wear and tear of fields. The group will provide the Board with a master schedule for soccer and football games to better assist with future field development.

At the current rate of growth within Lake Stevens, the fields are approaching a maximum limit and the league fears having to turn participants away without new field options in the City. The entire group stated that all sports leagues are willing to collaborate to help improve current fields and maintain additional fields. The suggestion was made to look at the possibility of obtaining U.S. Soccer Association grants for assistance with turf fields and lighting needs. The group asked the Board to describe the City's position on the 20<sup>th</sup> Street

and Frontier Heights field feasibility – specifically inquiring as to how to get involved with helping to prepare, maintain and use the fields. Russ Wright responded explaining the 20<sup>th</sup> Soccer Field Plan will dedicate some field use and is in motion for 2018 development. Field work will still need to be performed at Frontier Heights and league collaboration is hopeful. Chair Jones will provide the Planning Director with a current inventory of football, baseball and soccer field needs. Dave Frans will provide the Board with soccer league player participation numbers for justification as well. The audience members departed the meeting at 7:15 p.m.

**Joint Meeting with the Arts Commission:** Jim Haugen addressed the Board introducing a program for joint event planning between the Parks & Recreation Planning Board and the Arts Commission to better plan annual events such as Halloween and Winterfest. The joint work session with the Arts Commission is tentatively scheduled for February 2018.

**Winterfest Recap:** Jim shared the overall positive community feedback for the successful event celebrated downtown on Saturday, December 2, 2017. For an idea conceived and executed in a few months, the outcome was remarkable and provided genuine community unity. At one time during the event, nearly 500 people were in attendance sharing the event on social media. The “fireball” sculpture created by the Public Works Department was by far the most commented highlight of the event. Although the heavy rain on December 2, 2017 was a factor, the turnout was impressive. Chair Jones recognized the entire Public Works Department for their tremendous efforts to stage the event.

### **BOARD MEMBER REPORTS**

Susan Green attended a Healthy Communities meeting which was very informative and may provide opportunities for community efforts. She encouraged others to participate. Carl Johnson suggested putting up some “No Feeding the Wildlife” signs. Chris Jones informed the Board the league is working on getting the fields with lights switched to LED lighting.

### **STAFF REPORT**

#### **2017 Park Board Work Program**

Jim reviewed the accomplishments and highlights for the year:

#### **Eagle Ridge**

The gazebo has been purchased with a \$500.00 contribution from the Snohomish Conservation District. It will be erected in the Community Garden in 2018.

#### **Frontier Heights**

The CDBG grant application for the park revitalization was declined. Susan Green asked for clarification. Russ Wright explained the biggest point of feedback from the grantor suggested the park was too isolated to meet the grant match requirements. Even though the Grant was not approved, a new finely tailored Grant will be presented in the future. Currently the City is looking at the design of park improvements for 2018.

**Lundein**

Request for Qualifications (RFQ) for Grading, drainage and irrigation was awarded to Bruce Dees & Associates. The firm is familiar with the park design having been part of the original design team in 1980. The RFQ will go to City Council for approval, December 12, 2017.

**Arts & Parks Foundation**

Next meeting is January 11, 2018.

**COUNCIL REPORT:**

Both Russ Wright and Chair Jones recognized Kathy Holder for her many years of service and dedication to the council, the Park Board and the community.

**ADJOURN:**

Motion to adjourn the meeting moved by Carl, seconded by Marlene. Motion carried (5,0,2). Meeting adjourned 7:35 PM.

**FUTURE AGENDA ITEMS:** Park improvements including playground equipment.



Chris Jones, Chair



Teresa Meyers, Secretary