

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

Lake Stevens Community Center  
1808 Main Street  
Lake Stevens, WA 98258

Monday, May 14, 2018

CALL TO ORDER: 6:02 PM by Carl Johnson, Board Vice-Chair

MEMBERS PRESENT: Chris Jones, Roger Schollenberger, Marlene Sweet and Susan Green

MEMBERS ABSENT: Tina Decker, Terry Van Wyck

STAFF PRESENT: Jim Haugen, Parks and Recreation Coordinator; Kurt Hilt, City Council Parks Liaison

GUESTS PRESENT: Kevin Mulvaney; Renee Mulvaney; Sofie Hilt

**EXCUSED ABSENCE:**

Chris Jones made a motion to excuse Tina Decker and Terry Van Wyck from the meeting, Roger Schollenberger seconded. Motion carried (5,0,2).

**ACTION ITEMS:**

Motion to approve April 9, 2018 minutes moved by Chris Jones; seconded by Roger Schollenberger; motion carried (5,0,2)

Motion to approve the February 12, 2018 Joint Meeting Minutes moved by Roger Schollenberger; seconded by Chris Jones, motion carried (5,0,2)

**GUEST BUSINESS:**

Eagle Scout, Kevin Mulvaney presented his proposed scout project to rebuild the Lake Stevens Disc Golf Course sign. Kevin provided a sample of the sanding and finish work for the sign asking for the Board's design input. Board members prefer the sign design to mirror current park signs to include a blue border or frame around the entire sign and incorporate the city logo on the sign. Chris Jones referenced the "Sign Program/Budget" previously approved by the Park Board specifically citing the Eagle Ridge Park sign as an example suggesting the disc golf sign follow current signage designs. Roger Schollenberger suggested Kevin add the year the golf course was established. After some discussion, Jim Haugen suggested Kevin fine tune the sign design including the color and wording to return to the Board for final review and approval. Chris Jones moved to approve the project; Susan Green seconded; motion carried (5,0,2)

## **DISCUSSION ITEMS:**

Roger Schollenberger shared a recap of the participation at the Discover Expo event held at Cavalero Mid-High in April. Roger, Tina, Chris and Jim Haugen all attended the Expo and help staff the Parks and Recreation booth. The two most prevalent take-aways from the Community were: 1.) Disappointed with the tree removal and closure of Lundeen Park and 2.) Happy with the improvements at Eagle Ridge including the proposed playground and Community Garden. Jim Haugen shared the rack card Tina Decker created for Parks and Recreation which was handed out to the public at the Expo event.

Jim Haugen provided a quick overview of the booth manned at Centennial Trail for the Tour De Cure Ride. Although the booth was well staffed by Jim Haugen and friends, very few riders stopped for snacks and water since it was the 2<sup>nd</sup> stop on the tour. Jim does not recommend manning a booth again next year.

Roger Schollenberger reported the Arts & Parks events will be highlighted once the official rack cards are published with all the upcoming 2018 Arts Commission events to be held in the parks.

Carl Johnson suggested signage for Eagle Ridge Park be installed. Currently there isn't any wayfinding for the park.

Jim Haugen introduced the staff report for Sport Field Uses which Russ Wright presented to the City Council, May 8, 2018, with the recommendation to discuss options for use of city-owned sports fields by athletic teams and provide guidance on a preferred rental/use agreement method. Examples of park agreements and fee schedules from other jurisdictions accompanied the staff report with the recommendation from the Planning Director to adopt an agreement mirroring the City of Marysville. Jim asked the Board to review the report and proposed examples to be discussed further at the June Parks & Recreation Planning Board meeting.

Councilmember Kurt Hilt reported the council agrees with the simple agreement for users with a preference toward Marysville's agreement.

Staff reminded members who haven't already participated in the Open Government Training – Public Records Act Training to please do so. Training can be done on-line and coordinated through the City Clerk. Susan Green still needs to complete the training. Jim to check with Kathy Pugh to determine how long training is valid.

## **BOARD MEMBER REPORTS**

Chris Jones reported the little league association is hoping to host a Home of Tournament Champions event for 2019. The goal for the association is to get the word out to the Chamber and the City for involvement, sponsorship and promotion. The event in the past has always been a catalyst for bringing in visitors, citizen participation and economic development to Lake Stevens.

## **STAFF REPORT – Jim Haugen**

**Lundeen Park** – A-1 Landscaping and Construction has been hired to do the Lundeen Park construction. The plan is to start the week of May 14<sup>th</sup>. The Park is currently closed with a June 30<sup>th</sup> deadline established to have the great lawn ready.

**Cavelero Park** – Things are progressing well with the Cavelero Park design. The project is still on track to have final plans ready for construction permitting by the end of May. A Type II Administrative Conditional Use permit decision has been made.

**Eagle Ridge** – Activity is progressing in the Community Garden as the weather improves. An RCO grant (Recreation Conservation Office State Grant) for a playground of nature based play structures has been submitted.

**Frontier Heights** – HBB Landscape Architecture has been hired for the park design and the City met with HBB this week to begin the process. AN RCO grant is being prepared for a circular walking path and parking area.

**Murals** – The Arts Commission is looking at ideas for downtown plaza improvements. Possible designs include painting the retaining wall, adding flags and sails and decorating the brick wall of the Community Center with skis or paddle boards.

**Arts & Parks Foundation** - Next meeting is June 14th at 4:00. Please consider becoming a member.

## **CITY COUNCIL LIAISON REPORT**

Councilman Kurt Hilt reported on the Joint Council workshop with the City of Marysville. The joint meeting was held to discuss growth particularly parks and amenities specifically the Soper Hill Road and Highway 9 developments which are expected heavily impact both communities.

## **ADJOURN:**

Motion to adjourn the meeting moved by Chris Jones; seconded by Roger Schollenberger. Motion carried (5-0-2). Meeting adjourned 7:25 PM.

## **FUTURE AGENDA ITEMS:**

Park Naming Policy

Sports Field Rental/Agreement Policy



Tina Decker, Chair



Teresa Meyers, Secretary