

Parks & Recreation Planning Board
Location: Lake Stevens Community Center
1808 Main Street
Lake Stevens, WA 98258
Date: Monday, July 9, 2018
Time: 6:00 – 7:00 p.m.



**Parks & Recreation
Planning Board**

Look for agendas, minutes
and special meeting notices
on the City Web site at:
www.lakestevenswa.gov

Meeting Location:
Lake Stevens
Community Center
1808 Main Street
Lake Stevens, WA 98258

The Parks & Recreation
Planning Board comprises
seven members who are
appointed to four-year
terms. The Parks &
Recreation Board focuses
on the functionality and
accessibility of our parks
and outdoor spaces, and
advises the City Council
regarding park acquisition,
recreation programming
and development, and the
design and operation of
parks and recreation
facilities.

City Hall
P.O. Box 257
1812 Main Street
Lake Stevens, WA 98258
425-334-1012

Call to Order: Tina Decker, Chairperson

Roll call: Tina Decker, Carl Johnson, Marlene Sweet, Terry Van
Wyck, Chris Jones, Roger Schollenberger, and Susan Green. City
Council liaison Kurt Hilt

Action Items: Approval of June 11, 2018 Minutes

Guest Business:

Discussion Items:

- Park naming
- Volunteer appreciation
- Frontier Heights design schedule
- Arts and Parks Coordination Team – Tina & Roger
- Aquafest Booth & Music in the Park July 22nd
- Open Government Training – Public Records Act Training,
<http://www.atg.wa.gov/open-government-training>

Board Member Reports:

Staff Report: Parks & Recreation update, Jim Haugen

Council Report: Kurt Hilt

Adjourn:

Future Discussion Items:

***ITEMS ATTACHED**
****ITEMS PREVIOUSLY DISTRIBUTED**
#ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, 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.

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

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

Monday, June 11, 2018

CALL TO ORDER: 6:05 PM by Tina Decker, Chair

MEMBERS PRESENT: Carl Johnson, Roger Schollenberger, Terry Van Wyck and Susan Green

MEMBERS ABSENT: Chris Jones, Marlene Sweet, Council Liaison Kurt Hilt

STAFF PRESENT: Jim Haugen, Parks and Recreation Coordinator; Teresa Meyers, Planning Department

GUESTS PRESENT: Bob Cummins

EXCUSED ABSENCE:

Carl Johnson made a motion to excuse Chris Jones and Marlene Sweet. Terry Van Wyck seconded the motion. Motion carried (5,0,0,2)

ACTION ITEMS:

Motion to approve May 14, 2018 minutes moved by Carl Johnson; seconded by Terry Van Wyck. Motion carried (5,0,0,2)

GUEST BUSINESS:

Board Member Carl Johnson invited Bob Cummins with the Lake Stevens Rowing Club to approach the board with potential lake festivities participation opportunities. The Lake Stevens Rowing Club annually promotes "Olympic Day" featuring rowing activities, olympic athlete presentations and races. Mr. Cummins and Board Member Johnson wanted to make the City aware of the event with the option to share the activities or perhaps establish an annual "Sports Festival" to include foot races, paddle boards, cross-fit, rowing and water skiing. Members suggested recruiting the school district and chamber's involvement to possibly promote an event for 2019. Discussion was held regarding reaching out to organizations for interest. No action was taken.

DISCUSSION ITEMS:

Jim Haugen presented the "Park Planning Board Naming Plan" for the board's consideration. It was determined the naming plan will solicit names for Frontier Heights and the 20th Street Ball Fields through a voting process to begin after the July 9, 2018 Parks and Recreation Planning Board meeting. Jim Haugen will provide the members with historical

background for both locations for discussion at the July meeting. The historical information will be added to the naming process to be launched via social media, newspaper, City website and throughout Aquafest. Once suggestions have been received, the data from public input will be narrowed down for consideration at the August 2018 meeting where the Board will limit the number of suggestions. Following the August meeting, the Board plans to host an open house for public comment in September to take the decision to City Council for approval at the second September 2018 council meeting.

A proposed Athletic Field Use Guideline policy and rental fee schedule was presented for discussion. Members agreed on a fee schedule consisting of a 2-hour block of time at a fee of \$15.00 for youth activities and \$30.00 for adult activities. Terry Van Wyck moved to approve the proposed fee schedule. Carl Johnson seconded the motion. The motion carried: (5,0,0,2)

Jim Haugen presented a Volunteer Recognition proposal. As Parks Coordinator, Jim oversees the various volunteers for "Adopt a Park" and "Adopt a Street". The volunteer recognition will select individuals, small to medium groups and large groups for their community service contributions. Jim will bring recommendations to the Board for the July 2018 meeting and proposed using the board as the selection committee. Upon selection, the names will be provided to the council with presentations delivered at Aquafest. Susan Green suggested getting photos of the volunteers to add to the website.

The Arts and Parks Coordination Team did not meet, so no update was presented.

BOARD MEMBER REPORTS

None

STAFF REPORT – Jim Haugen

Lundeen Park – A-1 Landscaping and Construction has been working to complete the renovations with a June 30th deadline for the great lawn. A vendor has been selected to provide paddle board rentals at Lundeen Park once the park reopens.

Cavelero Park – The park design is close to completion and ready for permit submittal. The landscape plan should be completed by June 15, 2018.

Eagle Ridge – An RCO (Recreation Conservation Office state grant) for a playground of nature based play structures has been submitted. Convergent Technologies will have 125 employees volunteer to perform many tasks at Eagle Ridge Park on June 8, 2018. Tasks include: building community garden beds; installing fence posts; numbering beds; painting the Senior Center exterior; installing a new security system; cleaning out the Food Bank and installing shelves and various landscaping and cleanup of throughout the park.

Frontier Heights – HBB Landscape Architecture has been hired for the park design and the contract is in development. An RCO grant has been submitted for a circular walking path and parking area.

20th Street Ball Fields – The fields have been Hydro seeded.

North Cove Park Plaza– Linda Ehmen with the Arts Commission presented a downtown plaza improvements design to the City Council. Jim will work with Public Works and service clubs to have the plaza design in place for Aquafest.

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

CITY COUNCIL LIAISON REPORT

None

ADJOURN:

Motion to adjourn the meeting moved by Carl Johnson; seconded by Terry Van Wyck.
Motion carried (5-0-0-2). Meeting adjourned 7:55 PM.

FUTURE AGENDA ITEMS:

Park Naming Policy
Community Service Award Recommendations

Tina Decker, Chair

Teresa Meyers, Secretary



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: July 10, 2018

Subject: Volunteer Recognition – Community Service Award and Citizen of the Year (Adult and Junior)

Contact _____ **Budget** \$300
Person/Department: Jim Haugen, Parks & Recreation Coordinator **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the Community Service Award Volunteer Recognition Program

SUMMARY/BACKGROUND: The City has been actively involved with the Adopt-A-Community program. Organizations have adopted streets and parks throughout the City and individuals and groups have been involved with single and ongoing event volunteer opportunities. The Parks and Recreation Coordinator is responsible for scheduling and overseeing volunteer activities working with Public Works and Human Resources. As part of the Parks & Recreation Coordinator 2018 Work Program, that was previously presented to Council, Item 3 states: *Develop a robust volunteer program "Adopt a Community" to help facilitate community projects in parks/open spaces, along roadways and events with service clubs, scouting groups and other volunteers. This would include developing a list of projects, schedules and appreciation/recognition for volunteers.*

The Parks & Recreation Planning Board has reviewed a program to appreciate and recognize community volunteers.

The citizen of the year award will be awarded to a citizen that has contributed to the community in any way. Contributions of time, monetary donations, work in kind or material donations. The process is laid out in Exhibit A

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$300 for awards to be paid from the Parks & Recreation budgeted account

ATTACHMENTS: Exhibit A - Volunteer Recognition Program.pdf



Adopt-A-Community Service Volunteer Recognition and Citizen of the Year Awards

Categories

1. Adopt-A-Community Service Award for Individuals
2. Adopt-A-Community Service Award for Small groups, less than 25
3. Adopt-A-Community Service Award for Large groups, 25 or more
4. Citizen of the year
5. Junior Citizen of the Year

Performance timeframe for consideration will be from July 1 to June 30.

Presentation and awards to be made during Aquafest.

The Park Planning Board will make a recommendation on the Adopt-A Community Service Award based on staff information.

Nominations for Citizens of the year will be made by a citywide request to employees to nominate individuals demonstrating an exceptional contribution to our community.

Each recipient will receive an acrylic plaque award & certificate (a style similar to the one pictured).

Citizen and Junior Citizen of the Year will also be included in the Aquafest Grand Parade.



Parks Planning Board update 6/11/2018

Cavelero Park

Park plan was submitted to permitting on June 21st.

Eagle Ridge

Convergent Technologies event went well. The north end of the park is being cleaned up and readied for paving. Final RCO grant presentation in Olympia will be made on August 16th.

Frontier Heights

HBB Landscape Architecture is working on schedule dates for Park Board and open house meetings. Final RCO grant presentation in Olympia will be made on August 16th.

Lundeen

A-1 Landscaping and Construction is finishing up at Lundeen Park. The park opened on July 4th. The play structure should be ready around the 9th. The first Music by the Lake event is July 7th and Hydrology Stand Up Paddle Board Company will begin a paddle board concession at the park on July 11th

20th Street Soccer Fields

Grass is popping up at the park. Fencing and parking plans are being planned.

North Cove Park Plaza

Work has begun with Public to have downtown plaza ready for Aquafest.



Arts & Parks Foundation

Next meeting is September 13th at 4:00.