

**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. Convergint Technologies had 125 employees volunteer to perform many tasks at Eagle Ridge Park on June 8, 2018. Tasks included: 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