

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

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

Monday, July 9, 2018

CALL TO ORDER: 6:00 PM by Tina Decker, Chair

MEMBERS PRESENT: Carl Johnson, Roger Schollenberger, Chris Jones, Terry Van Wyck and Susan Green; Council Liaison Kurt Hilt arrived after roll call at 6:08pm

MEMBERS ABSENT: Marlene Sweet

STAFF PRESENT: Jim Haugen, Parks and Recreation Coordinator; Russ Wright, Planning and Community Development Director; Teresa Meyers, Planning Department

GUESTS PRESENT:

EXCUSED ABSENCE:

Carl Johnson made a motion to excuse Marlene Sweet. Terry Van Wyck seconded the motion. Motion carried (5,0,0,1)

ACTION ITEMS:

Chair Decker suggested a change to the minutes to reflect the volunteer group Convergent Technologies "had" performed the tasks at Eagle Ridge Park. Motion to approve July 9, 2018 minutes with the change moved by Terry Van Wyck; seconded by Carl Johnson. Motion carried (5,0,0,1)

GUEST BUSINESS:

No guest business presented.

DISCUSSION ITEMS:

Park naming: Jim Haugen distributed the updated "Park Planning Board Naming Plan" for Frontier Heights and the 20th Street Ballfields. Voting will take place during Aquafest, July 27-29, 2018 as well as on the website. Recommendations will be presented to the Board for consideration at the August 13th meeting.

Volunteer appreciation: Russ Wright and Jim Haugen provided the proposed Volunteer Appreciation process with a detailed explanation for the selection criteria. As a pilot

program, the plan will be introduced to City Council as a Community (Adopt-A-Community) Volunteer. Discussion took place regarding recognizing “citizens” versus “volunteers”; selection process and award delivery. The Board recommends providing the award recipients with an acrylic award trophy rather than a certificate. Award recognition ceremony to be determined and coordinated with the Council and Mayor for presentation at Winterfest as a possibility.

Frontier Heights design schedule: Jim Haugen introduced the design schedule for the park. Meetings with the Board and Frontier Heights residents including an Open House for the Final Master Plan presentation will be scheduled. A special meeting may need to be held to present the final master plan. Tina Decker asked if it would be possible to include residents from adjacent neighborhoods for input on the park design. Susan Green inquired whether the utility easement was definitive. Russ Wright assured the Board the City will coordinate with all utilities to determine appropriate use for the easement before approaching the surrounding neighborhoods with the park design. Tina Decker also suggested the Board participate in a site visit prior to neighborhood meetings and final design presentation.

The Arts and Parks Coordination Team next meeting scheduled for August 8th.

Members were asked to volunteer to staff the City booth for Aquafest. Jim Haugen also reminded members of volunteer opportunities available for the Music by the Lake event at Lundeen Park, July 22, 2018. Booth volunteers are needed from 1-5pm.

BOARD MEMBER REPORTS

Chris Jones reported he will compile the Athletic Association data to present to City Council and shared the Association had 80 people attend a recent Aquasox game in Everett. Carl Johnson complimented the impressive improvements at the Eagle Ridge Park Community Garden. Tina Decker requested a display board for Cavelero Park be available in the City booth for Aquafest.

STAFF REPORT – Jim Haugen

Cavelero Park – The park plan permit application has been submitted and is under review.

Eagle Ridge – The Convergent Technologies event went well. The north end of the park will be cleaned and ready for paving. Final RCO grant presentation in Olympia will be made on August 16, 2018. Jim distributed photos of the grading progress at Eagle Ridge.

Frontier Heights – HBB Landscape Architecture is working on schedule dates for Park Board and open house meetings. The final RCO grant presentation in Olympia will be made on August 16, 2018.

Lundeen Park – A-1 Landscaping and Construction continues to finish improvements. The park opened on July 4th. The play structure still needs a specific part before opening the area to the public. Staff continues to work with the distributor for delivery. The first Music by the Lake event was held July 7th with good attendance. Hydrology Stand Up

Paddle Board Company will begin a paddle board concession at the park on July 11th.

20th Street Ball Fields – Grass is popping up at the fields. Fencing and parking plans are in the works.

North Cove Park Plaza– Work has begun with the Public Works Department to have the downtown plaza ready for Aquafest. The sails and painting at the plaza will be the first implementation of the citywide beautification plan.

Arts & Parks Foundation - Next meeting is September 13th at 4:00pm. Please consider becoming a member.

CITY COUNCIL LIAISON REPORT

Council Member Hilt thanked all the members for their service.

ADJOURN:

Motion to adjourn the meeting moved by Carl Johnson; seconded by Chris Jones. Motion carried (5-0-0-1). Meeting adjourned 7:00 PM.

FUTURE AGENDA ITEMS:



Tina Decker, Chair



Teresa Meyers, Secretary