

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

Impact Property Management – 2<sup>nd</sup> Floor Conf Room  
9506 4<sup>th</sup> St NE  
Lake Stevens, WA 98258

Monday, November 18, 2019

CALL TO ORDER: 6:11PM by Tina Decker, Chair

MEMBERS PRESENT: Chris Jones, Marlene Sweet, Roger Schollenberger

MEMBERS ABSENT: Susan Green, Carl Johnson, Terry Van Wyck

STAFF PRESENT: Jill Meis, Parks Planning and Development Coordinator;  
Teresa Meyers, Planning

GUESTS PRESENT: Oliver Machen; Andrea Vasquez

**EXCUSED ABSENCE:**

Chris Jones made a motion to excuse Susan Green, Carl Johnson and Terry Van Wyck. Roger Schollenberger seconded the motion. Motion carried (4-0-0-3)

**ACTION ITEMS:**

1. Oliver Machen returned to the Board to present updated design plans and drawings for his proposed Eagle Scout free little library project. After Board review and discussion for color schemes and height, Marlene Sweet moved to approve the project pending color preference and location approval from Public Works and the Parks Planning and Development Coordinator. Chris Jones seconded the motion. Motion passed: (4-0-0-3)
2. Chair Decker moved to revise the agenda to discuss the Charter of Parks and Recreation Planning Board under Discussion Items first. Chris Jones seconded the agenda revision. Motion passed: (4-0-0-3)
3. Jill Meis presented the updated Work Program. Chris Jones discussed the program calendar specifically addressing the 20<sup>th</sup> Street Ballfields requesting the task schedule be updated to 1<sup>st</sup> Quarter. Roger Schollenberger asked whether the Park Board will have an opportunity to participate in the Cavelero Park opening ceremony. Will suggestions and recognition for people over the years be a consideration? Jill indicated a Planning meeting will take place prior to the grand opening scheduled for

May 2020. Chris Jones moved to approve the work program with the change to the 20<sup>th</sup> Street Ballfield schedule. Marlene Sweet seconded. Motion passed: (4-0-0-3)

**DISCUSSION ITEMS:**

1. **Charter of Parks and Recreation Planning Board:** Chair Decker asked Jill Meis to present the item. Ms. Meis reviewed the staff report and Charter review language under LSMC 2.56.060. The current charter language is outdated. Staff recommends adding language to provide input on park project prioritization and special events. The following recommendations to the charter update were discussed: change to "C" to remove public utilities; strengthen language for Park Board prioritization; staff and board recommendations and budget details to be included. Chris Jones asked about clarification for item 6. – "investigation". Jill offered to reserach the clarification and expectation for Board before the charter goes to the Council workshop for update. *Chair Decker exited the meeting at 7:00pm.*
  
2. **Parks Update:** Jill Meis presented the parks update report in the packet.
  - The Wyatt Park transfer from the County to the City is expected to take place January 2020. Chris Jones requested to be notified in order to attend the council meeting.
  - An open house meeting for the Master Trail Plan will be held in December. Jill encouraged members to attend.
  - Staff is currently in discussion with Snohomish County regarding new signage for Cavelero Park. A reader board similar to the North Cove Boat Launch and Lundeen Park signage has been recommended. Chris Jones questioned the prior park board signage approval and whether it effects the current monument electrical signs. Jill will research sign standards for the board and bring beautification sign standards to the board for review.
  
3. **Skyhawks Recreation:** Skyhawks provide youth summer camp programs and currently have programs with the City of Monroe. Camp programs are generally week long mini-camps for kids 4-12 year old. Skyhawks provides coaches, staff and equipment for a nominal cost. Staff reached out to the school district to ensure there would be no overlap in programs. Concerns from the board included: limited number of available basketball courts in the City; standard basketball hoops to tall for younger age group and potential overlap with Boys & Girls Club summer programs. Jill will reach out to the Boys & Girls Club for their summer program schedule and Chris Jones volunteered to check with Lake Stevens Junior Athletics for any conflicts or concerns with the proposed Skyhawk program.

**ADJOURN:**

The meeting adjourned at 7:35pm.



Tina Decker, Chair

Teresa Meyers, Secretary