

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

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

Monday, October 14, 2019

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

MEMBERS PRESENT: Carl Johnson, Marlene Sweet, Roger Schollenberger,  
Chris Jones and Terry Van Wyck

MEMBERS ABSENT: Susan Green

STAFF PRESENT: Jill Meis, Parks Planning and Development Coordinator;  
Russ Wright, Planning and Community Development  
Director; Teresa Meyers, Planning

GUESTS PRESENT: Oliver Machen; Josh Machen

**EXCUSED ABSENCE:**

Carl Johnson made a motion to excuse Susan Green. Chris Jones seconded the motion. Motion carried (6-0-0-1)

**ACTION ITEMS:**

1. Chris Jones moved to approve the minutes as submitted. Carl Johnson seconded the motion. The September 9, 2019 minutes were approved. (6-0-0-1)
2. Eagle Scout Project presentation: Chair Decker invited Eagle Scout Oliver Machen to present. Oliver described his proposed project to build a little free library in Lundeen Park. The proposal includes a two-level little library to accommodate children's books as well as adult books for free reading while visiting the park. Russ Wright informed the Board the City Council supports the idea and suggested the Board work with Oliver to determine the scale of the project and the location within the park. Next to a bench was a possible placement suggestion from the Board. After some discussion, Chair Decker asked Oliver to return to the board with a final design for approval. No action was taken.

**DISCUSSION ITEMS:**

- 1. North Cove Park:** Jill Meis shared the recent updates to the park which included the water debris clean-up progress and the pavilion building construction. Once the pavilion building has been completed there will be council chambers located on the 1<sup>st</sup> floor of the building as well as a great hall available for public rental. Russ Wright contributed to the report informing the Board of an old railroad track and pulley found during the water debris clean-up. The Board asked whether the artifacts may be repurposed. Director Wright and Ms. Meis confirmed the Arts Commission will design the story boards for the interior of the pavilion building. Chair Decker suggested the Arts and Parks Coordination Team resume regular jointly meetings for collaboration efforts.
- 2. Parks and Recreation Program:** Staff is preparing a request for proposal (RFP) to address needs and wants in the Community. The latest survey results indicated more programs were needed. Jill Meis also discussed the Arts Commission's desire to develop a "spring" activity event to open/celebrate the pavilion and park opening. Chris Jones suggested potentially hosting a "Spring Clean-up" spread out throughout all city parks.
- 3. Work Program:** Jill introduced the 2020 proposed Work Program for the Board's comments and review. Tina Decker asked about discussing options for the Adopt-A-Community work program and requested the Adopt-A-Community project schedule on the work program change from 3<sup>rd</sup> Quarter to 2<sup>nd</sup> Quarter. Roger Schollenberger suggested holding a plant sale and clean-up event at Eagle Ridge Community Garden. It was suggested staff follow-up with the Lake Stevens High School horticulture botany program for possible collaboration.

Jill defined the RFP process with examples of programming options to be included such as cooking classes; farmer's market and yoga classes for possible recreation programs. Chair Decker suggested reaching out to clubs or businesses who might be interested in sponsoring classes. Jill also confirmed staff will reach out to the Lake Stevens School District for programming coordination.

Overall discussion continued for the work program review. Suggested changes and actions included: updating Quarterly Events to 2<sup>nd</sup> Quarter or leaving as on-going with assigned time frame; Arts Foundation fundraising opportunities; look to get volunteer groups and sponsors engaged for Adopt-A-Community; maintain Arts & Park Coordination Team to keep liaison of art in park as an on-going project and add second line for coordination for park/project design. Jill will update Work Program for Board review.

- 4. Joint Council/Park Board/Arts Commission:** Jill encouraged members to attend the joint meeting December 10, 2019 where the work program will be discussed with Council.
- 5. Parks Update:** Jill presented the Parks Update report. Staff is recommending a sensory turf surface for the playground equipment at North Cove Park. The eagle scout project for an information kiosk installation at Eagle Ridge Park has been

completed. Jill will provide the Board with pictures. Roger Schollenberger asked Jill to schedule a tour of Cavelero Park in the near future for the board.

- 6. Park Planning and Development Coordinator Update:** Twenty-two vendors will be present at Harvest Fest. The Touch-A-Truck and PUD ARC trailer will be on display as well. Jill confirmed there will be two food trucks, and a kids' parade at the event. Volunteers are encouraged to help with vendor set-up between 4-5pm.

An interactive map will go out to the public later this week for input on the City Website. Jill to re-send the interactive map to the board.

**BOARD MEMBER REPORTS** – The regularly scheduled November Park Board meeting falls on Veteran's Day, so the Chair polled the Board for an alternative November meeting date option. A Special Meeting will be scheduled for November 18, 2019.

**ADJOURN:**

Motion to adjourn the meeting moved by Carl Johnson; seconded by Terry Van Wyck. Motion carried (6-0-0-1). Meeting adjourned 7:25 PM.



Tina Decker, Chair



Teresa Meyers, Secretary