

**CITY OF MOUNTLAKE TERRACE  
RECREATION AND PARKS ADVISORY COMMISSION  
MEETING MINUTES**

August 8, 2023  
7:00 p.m.

Mountlake Terrace City Hall  
23204 58<sup>th</sup> Ave W  
Mountlake Terrace, WA

**PRESENT**

Molly Luna, Chair  
Austin Horner, Vice Chair  
Keith Edholm  
Ellen Lavoie  
Audrey Meyer  
Alana Niemi  
Forrest Reda

**EXCUSED**

**ABSENT**

**Council Liaison**

Councilor Laura Sonmore

**City Staff**

Carolyn Hope, Deputy City Manager  
Jeff Betz, Recreation and Parks Director  
Ken Courtmanch, Parks Services and Property Management Superintendent

**1 CALL TO ORDER:**

Chair Luna called the meeting to order at 7:00 PM.

**2 ROLL CALL:**

The roll was called with Chair Luna and Commissioners Edholm, Horner, Meyer, Niemi, and Reda present.

**3 APPROVAL OF MINUTES:**

Approval of the June 13, 2023 meeting minutes.

Commissioner Meyer noted that in the sections on voting for Chair and Vice Chair that the Commissioners that made nominations were reversed. Commissioner Edholm nominated Commissioner Luna for Chair and Commissioner Niemi nominated Commissioner Horner for Vice Chair. The draft minutes had them reversed.

Commissioner Edholm moved to approve the minutes as corrected. Commissioner Niemi seconded. Motion passes 6 yes, 0 no.

**4 PUBLIC COMMENT:**

There was no public comment.

**5 BOARDS AND COMMISSION ORIENTATION:**

Superintendent Courtmanch asked to let the record show that Commissioner Lavoie had joined the meeting at 7:04.

Deputy City Manager Carolyn Hope was introduced and discussed an interest in on-boarding new Commissioners with the group. Deputy City Manager Hope then produced a presentation on screen that covered a brief history of the city, a number of city functions and departments, the budget process, the roles of the Commissions, as well as touching on the Open Public Meetings Act and Public Records Act. The group had an opportunity to review the presentation, ask questions and make comment throughout the discussion.

**6 2023 WORK PLAN**

Superintendent Courtmanch reminded the Commission that the Fall Volunteer Effort in conjunction with the National Day of Service is scheduled for September 9, at 9:00 a.m. however, the location was still to be determined. He informed the group that Commissioner Meyer had discussed the effort with the owners of Time Out Burger in Mountlake Terrace and they have tentatively offered to provide lunch to all volunteers. With that in mind, he asked the Commission to consider what location would be the best area to address. The consensus of the group was to work around city hall, which would allow for a good location to offer a lunch at the end of the event.

Superintendent Courtmanch noted that the spring cleanup is generally around Earth Day or Arbor Day and asked the group to consider what date it should be held in 2024. He stated there is an interest in having a volunteer appreciation at the same time so the question has been asked about the date so staff can start planning. He suggested Saturday April 20, considering Earth Day is on Monday the 22<sup>nd</sup>. The consensus of the group was to hold the event on April 20, 2024.

**7 TREE BOARD UPDATE**

Superintendent Courtmanch informed the group that Storm Water Manager Laura Reed is working on an update to the tree code and will likely be sending a draft for review.

He also noted that there was a tree on private property removed over the summer. The company had inadvertently hit an existing tree in the park, which had to be removed.

Director Betz had contacted the company and they will be replacing the tree with three trees of our choice to be located in the same park.

Commissioner Meyer said that the Ivy League had worked at Jack Long Park for the last work party. They removed ivy in the back of the park and will be working at Forest Crest Park for the next work party scheduled for August 12<sup>th</sup>.

**8 REPORTS FROM CHAIR AND MEMBERS:**

Chair Luna reported that she attended the parade during Tour de Terrace and also attended the National Night Out. She asked about the artwork idea for Terrace Creek Park. Director Betz noted that the interested party has been invited to the next Art Commission meeting and Superintendent Courtmanch said he had contacted the Disc Golf Association and they were looking into getting discs donated for the art idea along the fence.

Commissioner Lavoie noted she also attended the Tour de Terrace in the parade and attended the festival events as well. She also noted volunteering at National Night Out. Commissioner Edholm reported he volunteered at National Night Out as well. He also reported that the next NPIS meeting is scheduled for Thursday August 10. Commissioner Niemi reported volunteering at National Night Out. Commissioner Meyer reported attending the Parade and National Night Out. Vice Chair Horner reported attending the Tour de Terrace. Commissioner Reda reported being in the parade and enjoyed the Tour de Terrace and mentioned he would like to see more concerts in the parks.

**9 COUNCIL LIAISON REPORT:**

Councilor Sonmore reported that there are surveys out that the Commission should consider and pass along to other residents that include a Tree survey and the Comp Plan survey. She also reported that the newsletter has been going out every other month and that will change to quarterly. She further reported attending Tour de Terrace and National Night Out and had heard that many in attendance felt the NNO was a calm and enjoyable event.

**10 STATUS REPORT:**

Superintendent Courtmarch reported that the NPIS has decided to address the play equipment at Terrace Ridge Park and will be working over the next couple of meetings to prepare a recommendation to the RPAC. He also reported that the Mountlake Terrace Arts of the Terrace art show will be coming up in September and that there is a car show scheduled at Evergreen Playfield #6 on Sunday August 20. Director Betz reported that South County Walks is scheduled for Wednesday morning at 9:30 starting at the Pavilion. He also reported that there is an input meeting scheduled for Wednesday August 9 for the Ballinger Park west side improvements including the viewing platform. Consultants will be on hand with materials to review starting at 6:00 at city hall with a presentation starting at 6:30. Director Betz further reported that staff is working on an agreement to start the design process for the Evergreen Field #3 improvements. These improvements are mostly grant funded and include a synthetic turf infield, lighting, fencing, tennis court resurface, restroom and concession stand replacement.

**11 NEW BUSINESS:**

None

**12 ADJOURNMENT:**

As there were no further items for discussion, Chair Luna adjourned the meeting at 9:03 pm.