



Parks and Arts Commission

VIRTUAL

March 4, 2021 7:00PM

To help prevent the spread of COVID-19, Commissioners will be participating in the meeting remotely. Currently, following the guidance and emergency proclamation of the Governor, we are prohibiting the public from attending in person. To ensure our meetings are accessible to the public and provide for public participation, the live feed of the Parks and Arts Commission meeting will be available via Zoom:

<https://us02web.zoom.us/j/88356113669?pwd=MDI5cWlwRERweE5VbDZ6MkFnU2VCUT09>

By Phone: +1 (253) 215-8782 Meeting ID: 883 5611 3669 Password: 026840

CALL TO ORDER – 7:00 PM

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

Approval of Minutes of January 7, 2021

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the audience may address the Parks and Arts Commission for a maximum of three (3) minutes.

QUARTERLY CITY COUNCIL LIAISON UPDATE – Councilmember Crawford

NEW BUSINESS ITEMS:

1. Mukilteo Historical Society Presentation

OLD BUSINESS ITEMS:

1. Jump Bike Dirt Course
2. Byers Family Park

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements
 - a. Committee Reports
2. Staff Announcements/Information:

ADJOURNMENT

Due to COVID-19, printed packets are not available at City Hall at this time. Complete packets can be mailed upon request. Written public comment may be submitted via email (permittech@mukilteowa.gov).

For accessibility information and for accommodation requests, please call the ADA Coordinator at (425) 263-8005 (or TRS (800) 833-6384 or dial 711), or visit <https://mukilteowa.gov/departments/executive/ada-program/>. Please contact us at least two (2) business days in advance of the meeting so that we can arrange a reasonable accommodation for you.

APPROVAL OF MINUTES

January 7, 2021

CITY OF MUKILTEO, WASHINGTON
Parks and Arts Commission Minutes
January 7, 2021 7:00 PM
Virtual Zoom Meeting

CALL TO ORDER

Chairperson Specht called the meeting to order at 7:04 PM.

ROLL CALL

Commissioners:

Chairperson Specht, Vice Chairperson Foster, Commissioners Bowers, Carlson, Hammer, Hammerman, and Zaman were present.

City Staff:

Present: Recreation and Cultural Services Director Price, Community Development Director Osaki, and Permit Services Assistant Martinis were present.

AGENDA ORDER

Motion:	Add Community Development Director Osaki to the second item under New Business – Hawthorne Hall
Motion By:	Vice Chairperson Foster
Seconded By:	Commissioner Hammer
Action:	PASS 7-0
Vote:	Ayes: Chairperson Specht, Vice Chairperson Foster, Commissioners Bowers, Carlson, Hammer, Hammerman, and Zaman
	Nays: None

APPROVAL OF MINUTES

Motion:	To approve the minutes of December 3, 2020
Motion By:	Commissioner Hammerman
Seconded By:	Commissioner Bowers
Action:	PASS 7-0
Vote:	Ayes: Chairperson Specht, Vice Chairperson Foster, Commissioners Bowers, Carlson, Hammer, Hammerman, and Zaman
	Nays: None

PUBLIC COMMENT

None.

QUARTERLY CITY COUNCIL LIAISON UPDATE

Next update March 4, 2021.

NEW BUSINESS ITEMS

1. Chairperson Nomination and selection process.

MOTION FOR CHAIRPERSON

Motion:	To re-nominate Chairperson Specht
Motion By:	Commissioner Hammerman
Seconded By:	Commissioner Carlson
Action:	PASS 6-0
Vote:	Ayes: Vice Chairperson Foster , Commissioners Bowers, Carlson, Hammer, Hammerman, Zaman
	Nays: None

2. Hawthorne Hall Update.

Community Development Director Osaki approached the Parks and Arts Commission for ideas regarding Hawthorne Hall. A brief historical overview was presented, and Director Osaki asked for ideas and alternatives for the vacant building (sell, lease, City uses). Currently the City is in an outreach process, once completed, the findings will be presented to City Council.

The Commission shared a wide variety of suggestions. Director Osaki liked the Commissions input, and will reach out to them individually for further discussion.

OLD BUSINESS ITEMS

1. Parks and Arts Bylaws review.

Director Price presented the rework of the Bylaws, and noted the Commission will revisit later in the year when time allows.

MOTION TO ACCEPT BYLAWS AS WRITTEN

Motion:	To accept the Bylaws as written
Motion By:	Commissioner Carlson
Seconded By:	Commissioner Hammerman
Action:	PASS 7-0
Vote: Ayes:	Chairperson Specht, Vice Chairperson Foster, Commissioners Bowers, Carlson, Hammer, Hammerman, and Zaman
Nays:	None

2. Jump Bike Dirt Course

Director Price recapped this project and the current challenges to date (former cemetery, City of Everett owns part of the property). Director Price approached the Japanese Gulch Group, Council Member Emery, and Commissioner Hammerman to assist in research and fact finding.

3. Byers Family Park

Director Price reported the benches, bicycle repair station (Commissioner Specht's idea), and rock wall have been completed. Work in process includes the arbor, planting of native growth plants along the rock wall, one more wooden bench for a total of three, relocating the power line (working with Zipply), and the park sign.

Director Price suggested a Commission work party in May or June; all Commissioners were receptive (Covid-19 dependent).

REPORTS AND COMMUNICATIONS

Commissioner Hammerman reported on the successful two day Santa/Firetruck food drive that took place during the holidays.

Commissioner Hammerman encouraged all to walk around the new ferry terminal. The Parks and Arts design input is throughout the terminal, and it is gorgeous. Good job!

Director Price announced although Rosehill remains closed there is a lot going on (January 19th and 21st Bloodworks will be hosting a blood drive at Rosehill, January 19th and City Council will discuss co-sponsorship for the use of Rosehill at no cost).

Director Price commended his staff on the good job they did in leading the efforts in distributing the Cares Grant Program monies. They lead all City's in processing and distributing funds (\$450,000.00) to local businesses in Mukilteo.

Director Price conveyed the Parks, Recreation, Open Space and Arts Plan (PROSA) updates every 6 years will need refreshing and presented to City Council. All suggestions are welcome.

Chairperson Specht suggested creating a punch list of ideas (pickle ball, park suggestions, bike and walk path where ferry traffic used to wait, putt putt golf in park area, entrance of Japanese Gulch by Community Center to create a short interpretive trail) and to involve the Community.

Next Meeting: February 4, 2021 at 7:00 PM

ADJOURNMENT

Motion:	To adjourn meeting at 8:32 PM
Motion By:	Commissioner Hammerman
Seconded By:	Hammer
Action:	PASS 7-0
Vote: Ayes:	Chairperson Specht, Vice Chairperson Foster, Commissioners Bowers, Carlson, Hammer, Hammerman, and Zaman
Nays:	None

Prepared by: _____ DRAFT _____
Cheryl Martinis, Permit Services Assistant

PARKS AND ART COMMISSION AGENDA BILL	
SUBJECT TITLE: Mukilteo Historical Society presentation	Meeting Date: March 4, 2021
Staff Lead: Jeff Price	Exhibits: PowerPoint
Department Director: Jeff Price, Recreation & Cultural Services Director	

BACKGROUND:

The mission of the Mukilteo Historical Society (MHS) is to, *“The mission of the Mukilteo Historical Society is to locate, acquire, restore, preserve, and exhibit any and all articles, documents, photographs, papers, artifacts and other items of historic, cultural, educational, or scientific value which pertain to the City of Mukilteo and its environs;*

- *Develop educational materials and promote recognition of the history and development of the City of Mukilteo*
- *Maintain Light Station grounds and premises in cooperation with the City of Mukilteo*
- *Staff the Light Station store and historical exhibits at appropriate times during the year, and conduct tours of the Light Station premises*
- *In cooperation with the City of Mukilteo, provide access to the Light Station for groups and special events on a prearranged basis with volunteers scheduled to staff the various locations.*

MHS will present an overview of their mission, accomplishments, goals for 2021, and their partnership with the City of Mukilteo.

RECOMMENDATION:

No action. Volunteers from the MHS will present an overview of their organization, mission, and activities on behalf of the greater Mukilteo community. PAC commissioners are encouraged to engage and ask questions.

Mukilteo Historical Society Mission, Goals and Activities

March 4, 2021

Joanne Mulloy
MHS President



MHS Board 2021

- Joanne Mulloy, President
- Tina Saunders, Vice President
- Al Friedrich, Treasurer
- Margaret Summitt, Secretary
- Peter Anderson, Director
- Craig Fisher, Director
- Eric Richstad, Director
- Mark Sutherland, Director
- Sharon Sutherland, Director

Significant Dates

- 1965 – MHS Bylaws were drafted
- 1966 – MHS incorporated as an organization
- 2001 – US Coast Guard gifted the Light Station to the City of Mukilteo with the agreement that MHS would be keepers of the lighthouse

MHS Mission Statement

- Locate, acquire, restore, preserve and exhibit any and all articles, documents, photographs, papers, artifacts and other items of historic, cultural, educational or scientific value which pertain to the City of Mukilteo and its environs;
- Develop educational materials and promote recognition of the history and development of the City of Mukilteo.
- Maintain Light Station grounds and premises in cooperation with the City of Mukilteo;
- Staff the Light station store and historical exhibits at appropriate times during the year and conduct tours of the Light Station premises.
- In cooperation with the City of Mukilteo, provide access to the Light Station for groups and special events on a prearranged basis with volunteers scheduled to staff the various locations.

MHS Membership

Memberships	2021	2020	2019
STATUS			
New	17	18	12
Renewal	108	118	95
Lifetime	21	22	19
	146	158	126

Commitment to Community of Mukilteo



- Board meets monthly to make decisions and review activities.
- Publish a quarterly newsletter
- Meet monthly with historical minute and speakers to learn about our history, community and lighthouse
- Clean lighthouse and provide training to volunteer staff prior to opening day
- Plan Opening Day Ceremony
- Maintain gardens around the lighthouse
- Develop interpretive exhibits on grounds and in other places, like the Library
- Staff weddings and special tours including school tours
- Staff lighthouse and gift shop during season (April to September)
- Clean Pioneer Cemetery headstones and grounds each year, place flags and flowers
- Plan and host Memorial Day Ceremony
- Find and celebrate Pioneer of the Year to coincide with the Lighthouse Festival
- Support Lighthouse Festival activities
- Purchase and check Christmas lights for City to install



2020 Accomplishments

- ✓ Researched other non-profits, including professional organizations, consulted with the US Coast Guard and developed guidelines for opening with COVID-19 restrictions. Followed State restrictions for the year and eventually closed for the entire season.
- ✓ Held successful two-day Labor Day garden sale and lighthouse opening. No one reported sick and it was supported by many members.
- ✓ Reorganized gift shop to move traffic in one direction and out back door. Shop ready to continue social distance shopping for holiday appointment shopping. Scheduled 23 appointments with contact tracing and limited shoppers at one time.
- ✓ Generated income from foundations, grants, gift shop sales and membership dues sufficient to cover operating costs.
- ✓ Developed picture book and scheduled publicized tours with the City
- ✓ Procedures for scholarship award essay contest established and an inaugural award of \$1,500 was presented to the winner.



2020 Accomplishments

- ✓ Added Adobe software and second monitor
- ✓ Purchased & setup copy stand equipment to scan negatives and large format objects
- ✓ Catalogued:
 - ✓ 466 Historical Photos
 - ✓ (Now have 3,223 accessible online)
 - ✓ 385 Archive Items
 - ✓ (Now have 403 accessible online)
 - ✓ 49 Object Items
 - ✓ (Now have 485 accessible online)
 - ✓ 9 Library Items
 - ✓ (Now have 20 accessible online)
- ✓ Fulfilled Online Requests for 39 Historical Photos
- ✓ Published articles include 11 "Muk Revisited" in the Beacon and 12 for Mukilteo Monthly

2020 Accomplishments – Preservation Team



- ✓ Closed out 2018 Lighthouse Environmental Programs (LEP) grant for investigating humidity concerns.
- ✓ Supported City of Mukilteo in roof replacement, requesting LEP grant funds of \$10,000 to help in funding roofing materials. This was provided to the City of Mukilteo.
- ✓ Due diligence done to ensure new shutters met the requirements for historical preservation.
- ✓ Exhibits and furniture moved away from the windows. Sanded and filled the wood around the windows. Painted windowsills in preparation for installation.
- ✓ Shutters were installed downstairs in Quarters B.

2021 Goals - Overview

- Catalog and add online access to more historical items; explore and organize other historical items for future cataloging
- Collect archive materials to fill gaps and retain current history
- Explore and organize Board reference materials for disaster preparation
- Explore the potential to create a museum with vision, timeline, staffing, issues to resolve and expenses.
- Schedule and fund lighthouse cupola repair/repainting.
- Purchase dehumidifier and cart for lighthouse. Replace batteries in all the data readers. Monitor and record humidity, temperature and dew point.
- Expand social media presence and create contests with a prize at the end of the year.
- Hold 1-3 outside sales and extend gift shop appointments.

Thank you to the City of Mukilteo!



- Rosehill:
 - Jeff Price
 - Dale Dahl
 - Beverly Temmer
- Public Works:
 - Matt Nienhuis
 - Jamieson McDaniel
 - Public Works team
- Ranger Nik

PARKS AND ART COMMISSION AGENDA BILL	
SUBJECT TITLE: Dirt Jump Bicycle Course in Japanese Gulch	Meeting Date: March 4, 2021
Staff Lead: Jeff Price	Exhibits: None
Department Director: Jeff Price, Recreation & Cultural Services Director	

BACKGROUND:

The Japanese Gulch Master Plan and the Parks, Recreation, and Open Space Plan mentions the development of a dirt jump bicycle course in Japanese Gulch. Staff will provide an overview of the status of the project.

RECOMMENDATION:

No action. Staff will update the commissioners on status of the project.

PARKS AND ART COMMISSION AGENDA REPORT	
SUBJECT TITLE: Byers Family Park Update	Meeting Date: March 4, 2021
Staff Lead: Jeff Price	Exhibits: Park Sign Drawing
Department Director: Jeff Price, Recreation & Cultural Services Director	

Informational:

Both benches have been installed along with the bicycle repair station. The decorative plaza is completed along with the rock wall. The arbor has also been installed. The next stages of the project include the relocation of a powerline, installation of the park sign, and landscaping. Project completion is targeting for this spring. Staff will update commissioners on status and next steps.

Recommendation:

None needed.

