



**Parks & Arts
Commission
VIRTUAL
August 6, 2020
7:00 PM**

To help prevent the spread of COVID-19, all Parks and Arts 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 a Zoom link to call in and/or participate.

<https://us02web.zoom.us/j/84847649614?pwd=N05HOXZOd1k3TG5naEdzaVNIU1ZiQT09>

By Phone: +1 (253) 215-8782

Meeting ID: 848 4764 9614

Passcode: 611728

CALL TO ORDER – 7:00 PM

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

Approval of Minutes of July 9, 2020

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 – NEXT UPDATE SEPT 2020

NEW BUSINESS ITEMS:

OLD BUSINESS ITEMS:

1. Byers Family Park Project Update
2. Per Capita Draft Guidelines Development

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. Complete packets can be mailed upon request. Written public comment may be submitted via email (permittech@mukilteowa.gov).

For accessibility information and 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
July 9, 2020

CITY OF MUKILTEO, WASHINGTON
Parks and Arts Commission Minutes
July 9, 2020
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 Montgomery, Commissioners Bowers, Carlson, Foster, Hammerman, and Zaman were present.

City Staff:

Recreation and Cultural Services Director Price, City Administrator Powers, and Permit Services Assistant Martinis were present.

APPROVAL OF MINUTES

Motion:	To approve the minutes of March 5, 2020
Motion By:	Vice Chairperson Montgomery
Seconded By:	Commissioner Bowers
Action:	PASS 7-0
Vote:	Ayes: Chairperson Specht, Vice-Chairperson Montgomery, Commissioners Bowers, Carlson, Foster, Hammerman, and Zaman
	Nays: None

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None

NEW BUSINESS ITEMS

1. Byers Family Park naming

Director Price referenced the agenda bill in the packet (page 5), The Byers Family Park and the donor stipulation agreement which was agreed upon by Council on August 8, 2013 for the naming of the Park. It will be named Byers Family Park, and the Donee also agreed to install at the park, a commemorative plaque established by the Byers family.

MOTION

Motion:	Naming of Byers Family Park
Motion By:	Commissioner Foster, to name Byers Family Park as stipulated per the agreement
Seconded By:	Commissioner Bowers
Action:	PASS 7-0
Vote:	Ayes: Chairperson Specht, Vice-Chairperson Montgomery, Commissioners Bowers, Carlson, Foster, Hammerman, and Zaman
	Nays: None

OLD BUSINESS ITEMS

1. 2020 Revised Work Plan update

Director Price reviewed the 2020 revised work plan for the rest of the year moving forward and noted no projects

at this time have been canceled, but there will be delays due to Covid-19.

2. Gateway Project update

The Gateway Project has been pushed out to 2021 due to Covid -19.

3. Jump Bike Dirt Course

Director Price is actively working on the Jump Bike Dirt Course by shoring up funding, negotiating a volunteer maintenance agreement with Evergreen Bicycle Club, and collaborating with the City of Everett.

REPORTS AND COMMUNICATIONS

Commissioner Foster asked for an update on the new Rosehill sign, Director Price said it has been tabled for now, further discussions ensued.

Commissioner Hammerman reported on the state of the Chamber of Commerce during this difficult time. The Chamber and Board members continue to work with the local businesses to help them stay afloat. Upcoming events for the Chamber are listed on their Facebook page (end of July date night package hosted by Red Cork, August Amazing Race-Covid friendly, and October a wine walk in Old Town).

Director Price shared staff announcements and said that even though Rosehill is closed to the public they are being very creative in engaging residents in the Community (5k-10k Virtual run, Zoom meetings with Senior Association, Bloodwork's Blood Drive, distributing masks, reaching out via phone to every local business in Mukilteo to help).

Next Meeting: August 6th, 2020 at 7:00 PM.

ADJOURNMENT

Motion:	To adjourn the meeting at 8:01 PM
Motion By:	Commissioner Hammerman
Seconded By:	Vice Chairperson Montgomery
Action:	PASS 7 -0
Vote:	Ayes: Chairperson Specht, Vice Chairperson Montgomery, Commissioners Bowers, Carlson, Foster, and Hammerman, Zaman
	Nays: None

These minutes are excerpts from the Parks and Arts Commission meeting. An audio recording of the meeting was made.

Prepared by:

Cheryl Martinis, Permit Services Assistant

MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT	
SUBJECT TITLE: Byers Family Park Update	FOR AGENDA OF: August 6, 2020
Department Director: Jeff Price	EXHIBITS: 1. Park project photos
Contact Staff: Jeff Price, Director Recreation & Cultural Services	

Informational:

RRJ Company continues their work on the Byers Family Park. Anticipated completion of the park is the end of August or early September. Photos are attached of current construction. The City Council is scheduled to act upon the recommendation at their August 3rd Council meeting (as of this writing). Once complete, the park will feature a plaza, bicycle repair station, benches, and updated curb ramps adjacent to the new park.

Recommendation:

None needed.



MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT	
SUBJECT TITLE: Public Art Per Capita guidelines	Meeting Date: August 6, 2020
Staff Lead: Jeff Price	Exhibits: Snohomish County application City of Burien application and process
Department Director: Jeff Price, Recreation & Cultural Services Director	

BACKGROUND:

The Per Capita Arts Funding Resolution provides 25 cents per capita for physical (i.e. statutory) and performance-based art. The Council action was based upon Parks & Arts Commission (PAC) recommendation for arts funding, and a subsequent action by Council (at PAC's recommendation) to amend the resolution to include performance-based art. At this juncture, staff is working on developing guidelines for a community process for interested artists to apply for public art grants. It is anticipated that the first round of grant opportunities will occur most likely in late 2021 or 2022, so the annual funds could accumulate each year into a larger pool of funds to award.

Attached are several examples of guidelines several other agencies use for their arts funding grant process.

RECOMMENDATION: Commissioners to get familiar with other local agencies application processes and provide input and comment to staff to incorporate into City of Mukilteo's draft plan.

Grants for Arts & Culture 2019



THE SNOHOMISH COUNTY ARTS COMMISSION cultivates and enhances a vibrant community of artists and arts organizations by connecting citizens with a range of cultural opportunities to celebrate, appreciate and participate in the diverse arts and culture of the County.

We believe it is essential to preserve and develop the arts and culture of our community for the benefit of all Snohomish County residents. We see the arts as touchstones of community life and our grant programs serve as investments in our community. Grants are supported by contributions from the 1% for the Arts Fund and must be completed in 2019.

Eligibility

You can apply for Arts Grants as an individual or a group but you must be represented by a 501(c)(3), non-profit organization or government agency. Projects must demonstrate a public benefit enhancing the arts in the community to be eligible. You must be over 18 years old at the time of the application.

Snohomish County Arts Commission members are not eligible for grants.

Grant Categories

Snohomish County Arts Commission grants are limited to no more than \$2,000 in reimbursement for expenses. All applications are reviewed by the Snohomish County Arts Commission and other professionals with experience in the arts, and cultural programs.

Arts Learning Grants

The purpose of an Arts Learning Grant is to support high-quality projects that provide a responsive opportunity for learning in and through the arts to benefit K-12 students. Grant recipients must demonstrate their program will foster an exchange of knowledge between artists and educators and impact the achievement, skills and attitudes of learners.

Cultural Enrichment & Performance Art Grants

The Cultural Enrichment & Performance Arts Grant program provides support to arts and other community-based organizations for projects that support the arts and culture enrichment in our community. Projects might include festivals, music performances, theater & dance. The grants recognize the expanding role that arts organizations play in the broader, cultural, social, educational and economic areas of community life. Projects from communities that are underserved by arts services may receive priority for funding.

Individual Artist Fellowships

The Individual Artist Fellowship Program honors Snohomish County artists, their artistic achievements and supports their efforts to advance their careers. In selecting artists to receive Fellowships, the Commission looks to artists of outstanding talent, demonstrated ability and commitment to the creation of new work(s). Artist must seek a sponsor through a 501(c)(3), nonprofit or government agency sponsor.

How to Apply

Due by January 15, 2019 at 12:00 PM

Timeline

Applications will be accepted for review on a rolling basis beginning November 21, 2018. The application must be received before Tuesday, January 15, 2019 at 12:00pm. The Snohomish County Arts Commission will review and approve funding. Additional grant opportunities throughout the year will be based on available funding.

November 21 – Applications open

January 15 – Final application deadline 1st round of funding.

February 18 – Finalists selected

February 22 – Grant awardees announced

March 1 – December 31, 2019 – Projects completed

Legal Requirements

Contracts and Payments Please remember you must be represented by a 501(c)(3), non-profit or government agency to receive a grant and be over 18 years old. The County will create a contract outlining the scope of your project and a payment schedule. All grant payments or on a reimbursement basis for work completed or materials purchased. All projects must demonstrate significant public benefits to the citizens of Snohomish County. The contract will include a requirement for a post-project report that details the public benefit of your project.

Public benefit documentation may include but may not be limited to:

1. Dated photograph of the audience showing how many people attended or were impacted by the show or how many students registered and completed a class?
2. Date and time of free lecture at library or teaching at a classroom and attendance.
3. Video of your work that can be used for teaching or preserving cultural heritage.

Acknowledgment

Recipients must acknowledge the Snohomish County Arts Commission as a source of support in printed materials, permanent signage visible to the public or in other ways appropriate to the project.

Insurance

Organizations receiving awards from the Snohomish County Arts Commission shall provide evidence of general liability insurance coverage that names Snohomish County as an additional insured.

Compliance with Laws

All award recipients must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, and any other applicable federal, state and local laws. All recipients of funding for facility projects must comply with ADA Section 504 and must sign and notarize an affidavit regarding their ADA plans.

Regulations Governing Historic Properties

If a proposed project would affect an historic property that is listed on or eligible for a register of landmarks or any cultural resource inventory established by public policy, then the applicant will be required to show that their project complies with all applicable laws and regulations.

Questions

Please direct any questions about the grant program or application process to Hal Gausman at Hal.Gausman@snoco.org

2019 Project Application DUE JANUARY 15, 2019 (5PM)

QUESTIONS: Snohomish County Art Commission, c/o Hal Gausman, 14405 179th Ave SE, Monroe, WA 98272
hal.gausman@snoco.org (360) 805-6729

DEADLINE:
January 15, 2019
5 p.m.

- Please answer all questions and keep to the limit on word count – Do not use smaller than 10 point type.
- Signatures of the applicant and/or authorized representative is required.
- Submit *current* W9 with application.
- Submit 1 signed original of the application,
- Submit information on type of organization (example 501(c)(3), non-profit or local government)
- Submit 2 sets of support materials (resumes, brochures, references, work samples, etc.) with original application.

1. PROJECT SPONSOR

Organization:

Please check box

☐ 501(c)(3)

☐ Non-Profit

☐ Government

Primary Contact:

Address:

City:

Phone:

Zip:

Fax:

E-mail:

Website:

Federal Tax ID Number:

Council District Area: (1) (2) (3) (4) (5) (All 5)

2. Project Title

3. Type of Project (Check box)

☐ 1. Art Learning & Teaching

☐ 2. Cultural Enrichment

☐ 3. Individual Artist Fellowship

Explain how your project addresses one or more of the three categories (Max 100 words)

Project Estimated Budget: \$

Amount Requested: \$

4. Project Narrative: (Max. 300 words)	Indicate what type of grant you are applying for: Arts Learning, Cultural Enrichment, or Individual Artist Fellowship. What is the current status of this work in Snohomish County? Why is this work important to fostering the arts in Snohomish County? Why should the Arts Commission support this work?
5. Project Description (300 words or less)	Detail what your specific project is, what it will look like, and how long it will last. In this section. Clarify which artistic discipline your project focuses on from the following: dance, literature, music, media, theater, or visual art.

6. Project Benefit to Community	What is the intended public benefit impact of this project on the community? What lasting effect on Snohomish County do you expect to generate through this project? How you will you document the public benefit? (300 words or less)
7. Relevant Expertise/Experience /Accomplishments:	What background and experience makes you or your organization qualified to pursue your project? (300 words or less)

Work Samples

You should submit reproduced examples of past work that best illustrate your qualifications.

Please prepare the following information about all of the work samples you submit:

- Titles (and/or track numbers) of the work(s) submitted and order in which to be reviewed.
- Date the work(s) were completed or if they are in-progress.
- Your role (Example: "I was the choreographer and director of this project").

All submittals must be based on industry standard formats **and may not be returned**.

The Snohomish County Arts Commission reserves the right to publicize the individuals, organizations, and projects awarded grants.

Estimated Reimbursable Expenses For The Project				
		COLUMN A	COLUMN B	COLUMN C
	Description of project expense (Reimbursable expenses will require documentation)	List of estimated project reimbursable expenses	Estimate of in kind labor, cash or contribution	Total Column A + Column B
1				
2				
3				
4				
5				
6				
7	Total Per Column			
8	Grant Request		Please remember funds are allocated by reimbursement AFTER work is completed	
SIGNATURE The signatory declares that they are an official of the sponsoring organization, over 18 years old and authorized to sign this application and will assure that any funds received as a result of this application are used only for the purposes described.				
<hr/>				
Signature			Date	
<hr/>				
Spell Name			Title	



1. Applicant/Agency Name:		
Non-profit organization? Yes <input type="checkbox"/> or No <input type="checkbox"/>		
2. Contact Person Name and Title:		
3. Address:		
4. Telephone:	Fax:	E-mail:
5. Title of Proposed Project: Project is New <input type="checkbox"/> or On-going <input type="checkbox"/>		
6. 2021 Project Dates:		
7. Last Year Operating Budget:	Income: \$	Expenses: \$
Current Year Operating Budget (approx.):	Income: \$	Expenses: \$
8. Project Cost:		
(a)	Burien Arts & Culture funds requested	\$
(b)	Total Project Cost:	\$
9. Authorized Signature of Applicant:		
I certify that the information in this application is accurate to the best of my knowledge:		
<hr/>		
Printed Name and Title		
<hr/>		
Signature		<hr/>
		Date

10. Project Description: Describe in detail the project/programs for which funding is requested. Include information such as: dates, times, and location of performances, exhibits, or events. Also anticipated attendance numbers, intended audience, and artistic purpose. *Please review Application Guidelines for criteria for answering these questions.*

11. Innovative Projects: If applicable, explain how this project brings a new cultural and/or educational experience to the Burien community.

12. Outreach to Underserved Populations: If applicable, explain how your project will serve underserved populations (such as low-income youth, ethnic, ESL populations, special needs populations, etc.). Include specific outreach and promotional strategies that will be implemented.

13. Public Benefit: Are there ways you strive to make your project inclusive to all in the community? For projects charging admission, please identify a benefit you can provide to the community at no charge. If applicable, describe any scholarships you offer and how these opportunities are promoted to potential beneficiaries.

14. Evaluation: What criteria will you use to measure the success of your project(s)? What have you learned from previous evaluations?

15. Administrative Capabilities/Individuals: Please cite examples of successful projects you've administered in the past. Please provide a brief bio of project manager. Describe the accomplishments of the arts or heritage professionals engaged in your project.

16. Administrative Capabilities/Organizations: Briefly describe the mission and goals of your organization. Please provide a brief bio of project manager. Describe the accomplishments of the arts or heritage professionals engaged in your project.

17. Other Funding- *please answer all:* (1) What other sources of income will support your project? (2) Have these been confirmed? (3) Will your project be possible if other sources and/or City funding is not obtained?




18. Project/Program Budget (You may submit a budget in your own format)

Revenue Sources	2020 Project Revenue	2021 Estimated Project Revenue	Confirmed Funding? Y or N
Admissions			
Concessions			
Federal			
State			
County			
Cities (indicate city name below)			
Corporate/Business Support			
Foundations			
Individual Donations			
Other:			
TOTAL REVENUE			
In-Kind			

Expenses	2020 Project Expenditures	2021 Estimated Project Expenditures
Personnel Costs		
Supplies		
Consultant or purchased Services		
Communications		
Performance Hall Rental		
Equipment		
Advertising		
Printing Costs		
Other (specify below)		
TOTAL EXPENSES		
In-Kind		
NET PROFIT (LOSS) (revenue - expenses) =		

Attachment Checklist

Attachments required to be submitted with the City of Burien Arts & Culture Fund Application:

-  For Organizations--Verification of non-profit status.
-  For Organizations—List of current board members.
-  For Organizations--Copy of Board authorization to submit this application

Please e-mail a PDF of your application along with attachments to:
Gina Kallman
ginak@burienwa.gov

Application is due by 4:30 p.m. Friday, August 14, 2020.

Questions?

Gina Kallman
Cultural Arts Supervisor
Telephone: 206-988-3713
E-Mail: ginak@burienwa.gov

About the City of Burien

The City of Burien is a vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment. For more information, visit www.burienwa.gov.

2021 Arts and Culture Grant Application Guidelines

2021 Funding Application Due Date: **August 14, 2020, 4:30 PM**

The City of Burien allocates approximately \$20,000 each year for Arts and Culture Grants. The purpose of the City's Arts and Culture Grants is to support arts and heritage organizations as well as artists who will provide cultural opportunities for City residents. We also hope these projects will attract regional artists and audiences that can contribute to Burien's identity as an arts and culture-oriented city.

Funding Priorities

The City of Burien Arts Commission is interested in applications that focus on:

1. Ongoing programs developed for or presented in the Burien community, and supportive funding to keep the organizations who run these programs healthy.
2. Innovative projects (new or ongoing) that bring cultural experiences to Burien.
3. Cultural education experiences for underserved populations.

What We Fund

- Applicants must be individuals or non-profit organizations. Evidence of non-profit status for organizations will be required.
- The proposed program and/or event must be held in Burien or serve a majority of Burien residents.
- Only one application per individual/organization will be accepted per year.

What We Do Not Fund

- Grant funding cannot be used to fund scholarships.
- Grants cannot fund purchase of equipment or infrastructure.
- Grant funding cannot be used to develop or produce fund-raising events or programs.

Review Criteria

There is no priority between each of the elements listed, nor is there a requirement to meet all criteria:

- Artistic and heritage merit and excellence.
- Administrative capability and fiscal stability of the applicant's organization.
- Recruitment of underserved populations through special outreach and/or specialized promotional strategies.
- Documented evaluation and measurement of previous year's program grant objectives.
- Diversity of applicant's additional funding sources.
- Burien-based artists, heritage professionals, and cultural organizations.
- All application materials provided as requested.

How to Apply

Applications for 2021 Grant Funding are due August 14th, 2020. The applicant will need to complete the application and send PDF and attachments (see last page of Application) to ginak@burienwa.gov

The Burien Arts Commission will review applications and make recommendations to the Burien City Council for final approval by the end of 2020.

For questions, please contact Gina Kallman, Cultural Arts Supervisor at ginak@burienwa.gov.

These Guidelines do not apply to Arts in Public Place funding pursuant to Ordinance No. 684

Dear city officials—

I'd like to officially register my opposition to the NPLUA on display at the entrance to the Mukilteo community Garden (please include this in the notes of the upcoming August 4, 2020 meeting of the parks and arts commission and any appropriate upcoming city council meeting). The big orange sign says that someone has proposed an amendment to the city's Comprehensive Plan to change the zoning from "parks and open space" to "commercial", and to change some wording that currently states "the land is incompatible for a senior center" (I couldn't find the NPLUA on the city's web-site, so I'm going from memory of what I read today on the orange sign).

I believe that the proposal has several fatal flaws, and I implore you to reject it. The flaws, as I see them:

- 1) The city bought it (all the Japanese Gulch properties) as a park. The city stated that the intention was to develop it as parkland in perpetuity. It must remain parks and open spaces forever. Remember that we bought the property specifically to foil the plans of the former landowners to build commercial developments such as warehouses. Isn't it ironic that the proposal seeks to restore this space to commercial development?
- 2) Who is expected to pay for development as a senior center? The city should not take that on as a stand-alone facility. There are plenty of existing city facilities (e.g., Rosehill Community Center) that can function in this capacity without permanently altering the character of the parks lands. If we have spare funds, then they should be used to improve the trails within the Japanese Gulch area. It is a wild land that is constantly changing, and some intelligent development would lead to even more citizens being enticed to get out there and enjoy the deep dark forest that is right in our own back yard.
- 3) If a private interest is expected to pay for the development and operation of a new senior center on what used to be parks and open space territory, what is to keep that private interest from changing the senior center to a completely different, and even more incompatible, usage in the future? Perhaps a private senior center that is hurting for operating funds will do what so many churches have had to do. . . sell off their most valuable assets (their land holdings in a highly desirable area).
- 4) Intentionally mixing seniors with active mountain bikers is highly incompatible. The very nature of each demographic's needs puts them inexorably at odds. This is designated parks and open space. What could possibly be the compelling reason that a senior center and its associated activities should push out the existing user base?
- 5) The City's Comprehensive Plan from 2015, amended in 2018 (available on the city's website) specifically opposes this NPLUA in policy PK2. If Policy PK6 is being used to justify the SALE of parkland, then the city must state very clearly the overwhelming positive investment in other parkland that will result from this SALE. Creation of a privately-owned senior center on former park lands is NOT a positive investment in the city's parkland holdings.

Some back ground information:

Senior Center? Back in the early-mid 2000s, I used to shout at the tops of my lungs that we should de-fund the new, planned, rosehill, and instead use the millions of dollars to buy land in the gulch while it was still cheap. Eventually, we got both of these treasures (the gulch land and the rosehill community center). . .but at great expense on both accounts. That left us with deferrals on the plans to develop the

gulch as an awesome park area, but it was always clear that the impetus for the land acquisition in the gulch was for “parks and open space”, as well as ball fields (at the “top” south end) and a dog park at the “bottom” north end.

Quick Summary: our tax dollars bought the gulch properties for parks and open spaces intended for recreation. However, with no funds, not much of a development plan, a whole bunch of existing clandestine users, and a bunch of passers-by with covetous eyes, we started to get some scope-creep.

Scope creep: First, it was a little community garden, which is . . . kind of. . . recreational, and, therefore, in line with use of parks and open space. Then that garden grew, and it produced lots of veggies for local food banks and a lot of excitement for a few dedicated gardeners (this is good, if ,perhaps, a touch exclusive). Then came fences, gates, buildings, electricity, and water service. All still within the bounds of compatible usage. But then I saw a NPLUA sign that said that someone wanted to re-zone a portion of the precht property (the south end of the gulch, where the community garden is) in order to allow it to be developed as a senior center. A senior center?! (!) What, pray tell, does a senior center have to do with an undeveloped native-growth area that is overrun on nice days by mountain bikers going fast on the muddy trails?! That sounds like a grossly incompatible land use for “parks and open space”. I believe that a re-zone of any of that area would be like letting the camel get his nose under the tent. . .it’s a first step to offer our parks for development, and there’s no going back once it’s done. I don’t really know where to begin getting clear insights into who is making these proposals, who they expect will pay for any senior center, and whether they’ve considered the incompatibility of the adjacent land usage, but I’d like to suggest that it may be just the type of project that a local news organization might like to take on and expose the interests, the players, and the finances of such plans.

Thanks for your time in addressing this issue. Please feel free to contact me if you have further questions.

Kurt Roberts