



The Parks and Arts Commission (PAC) meeting will be held in the City Council Chambers, 11930 Cyrus Way. For those who wish to participate remotely, live streaming of the meeting is available via Zoom.

<https://us02web.zoom.us/j/81133115060>

By Phone: +1 (253) 215-8782 Meeting ID: 811 3311 5060

CALL TO ORDER – 6:00pm

CHAIR COMMENTS

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

Approval of Minutes of Dec 1, 2022 meeting

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.

NEW BUSINESS ITEMS:

1. Nominations and Elections
2. Formalization of Future Board Meeting Start Time
3. Review of Community Support Grant and Co-Sponsorship Grant Awards
4. Review of Staff Recommendations for proposed 2024 Fee Schedule which will be reviewed by Council January 23, 2023
5. Council will be reviewing Application process and selection criteria for Community Support and Co-Sponsorship Grants approx. 2nd qtr 2023. There may be an opportunity for PAC to participate.
6. Merry Mukilteo Post Event SWAT Analysis Results
7. Submit Topics/Subjects of Value for future Guest Speaker Presentations
8. Agency Membership to NRPA. Commission members receive access as well. Brief Show and Tell on the benefits of membership and how to access.

OLD BUSINESS ITEMS:

1. Byers Park Final Recommendation
 - a. Three Rail Fencing by contractor. \$10K
 - b. Two Illustrative Boards. \$8k installed
 - c. Binocular. \$3K installed
 - d. Pet Waste Dispenser. \$300
 - e. Roof on Pergola will require permits
2. PROSA Update
3. Dirt Jump Park Update

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements
 - a. Go Around
2. Staff Announcements/Information
 - a. SCUBA Park Update
 - b. Brainstorming to identify/suggest THREE NEW Special Events for 2023

NEXT MEETING: February 2, 2023

ADJOURNMENT

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.

CITY OF MUKILTEO, WASHINGTON
Parks and Arts Commission Minutes
December 1st, 2022
7:00 PM
City Council Chambers – 11930 Cyrus Way
and Virtual Zoom

CALL TO ORDER

Called the meeting to order at 6:01 PM.

ROLL CALL

Commissioners:

Chairperson Foster, Vice Chairperson Ellis, Commissioners Hammer, Hammerman, Loutsis, Specht, and Zaman joined after the meeting was called to order.

Absent: None

City Staff:

Recreation and Cultural Services Director Trofimczuk, Permit Services Assistant Martinis, and Reyes.

AGENDA ORDER No changes.

APPROVAL OF MINUTES MOTION: To approve the minutes of October 6, 2022, with the correct spelling of Abstain.
MADE BY: Vice-Chairperson Ellis
SECONDED: Commissioner Specht
ACTION: PASSED UNANIMOUSLY 7-0

PUBLIC COMMENTS None.

NEW BUSINESS ITEMS

1. Introduction – Recreation and Cultural Services Director

Director Trofimczuk introduced himself to the Commission and gave a brief summary outlining his career.

The Commission were receptive and grateful to have the Director position filled.

2. Byers Enhancements/Presentation by The Watershed Company

Angela Mele from The Watershed Company presented a PowerPoint on interpretive landscape design. Mele elaborated on the approach in servicing the individual's needs (landscape design, signage, flowers, bugs, and messaging) to understand the message you want to get across.

Commissioners asked questions of Mele and shared their thoughts and ideas.

Director Trofimczuk suggested listing the Commissions top priorities as a starting point (binocular station, dog station, fence, signage, planting consultant, and a roof) and proceeding from there.

Commission agreed, obtaining pricing on the top priorities would be needed to establish the path moving forward.

3. Looking ahead to January 2023 – Nominations and elections

Director Trofimczuk mentioned as an FYI.

4. Merry Mukilteo Update

Director Trofimczuk shared the times and activities for the upcoming event.

5. ActiveNet Service Agreement

Director Trofimczuk explained ActiveNet is a cloud based software the City is currently exploring (options/fees/contract).

6. Mukilteo Lighthouse Quilters

Director Trofimczuk explained the organization has been using a room at Rosehill at no cost, and moving forward they will need to pay a fee.

7. Bocce Ball at 92nd ST Park

Director Trofimczuk stated they are discussing introducing Bocce Ball to the Parks, starting at 92nd ST Park.

8. Mukilteo T-Dock-Snorkeling/Scuba/Watercraft Access

Director Trofimczuk discussed the Mukilteo Municipal Code, and the thirty (30) year old dive park located in Mukilteo, he is going to be researching.

OLD BUSINESS ITEMS

1. Dirt Bike Jump Course Update

Commissioner Hammerman reported the current progress to date, and things are beginning to take shape. She expressed her gratitude to Director Trofimczuk for moving this project forward.

2. PAC Recommendations on Byers Park Enhancement

Commission unanimously agreed to obtain bids, then re visit.

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements

Vice-Chairperson Ellis reported he continues to volunteer recording stormwater outflow, and working with Earth-Corp (20 volunteers) clearing out native species in Japanese Gulch, next scheduled event is December 17th, 2022.

Chairperson Foster thanked staff and welcomed Director Trofimczuk.

2. Staff Announcements/Information

Director Trofimczuk has been serving at special events, and wants to visit with the Kiwanis, Eagles, and Elks. He encouraged the Commissioners to attend Council meetings.

NEXT MEETING: January 5, 2023

ADJOURNMENT MOTION: To adjourn the meeting at 7:40PM.
MADE BY: Vice-Chairperson Ellis
SECONDED: Commissioner Specht
ACTION: PASSED UNANIMOUSLY 7-0

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

Prepared by:

DRAFT

Cheryl Martinis – Permit Services Assistant

MUKILTEO PARKS AND ARTS COMMISSION AGENDA BILL	
SUBJECT TITLE: Approval of Minutes of Dec 1, 2022 Meeting 2023 Nominations and Elections	Meeting Date: Jan 5, 2023
Staff Lead:	Exhibits: 1. Draft of the Dec 1, 2022 PAC Meeting Minutes 2. PAC Bylaws 2020 Update
Department Director: Tony Trofimczuk - Recreation and Cultural Services Director	

BACKGROUND

The Parks and Arts Commission Meets each month. The last meeting occurred on Thursday, Dec 1, 2022.

PAC Bylaws outline the process for nomination and elections which occur at the January meeting.

RECOMMENDATION

To approve the draft of minutes of Dec 1, 2022 PAC meeting minutes.

Hold: Officer Nominations and Elections.

SUMMARY:

None

ALTERNATIVE:

Revise the minutes per PAC direction

CITY OF MUKILTEO PARKS AND ARTS COMMISSION BYLAWS

ARTICLE I:

PURPOSE

The objectives, purposes, powers and duties of the Parks and Arts Commissioners of the City of Mukilteo are those set forth in Chapter 2.44 of the Mukilteo Municipal Code.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Parks and Arts Commission (referred to hereafter as the Commission) shall consist of a Chair and Vice-Chair.

Section 2. The Chair shall preside at all meetings and Public Hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chair shall be one of the appointed members of the Commission. He or she shall have the privilege of discussing all matters before the Commission and of voting thereon. The Chair shall preside at all meetings of the Commission; call special meetings of the Commission in accordance with the bylaws; sign documents of the Commission; and see that all actions of the Commission are properly taken and recorded.

Section 4. In the absence of the Chair, the Vice-Chair shall serve as presiding officer as described in Section 3. The Vice-Chair shall be an appointed member of the Commission. During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Section 5. The staff person assigned to the Commission shall serve as the Recording Secretary, and shall be responsible for keeping the minutes of regular meetings and Public Hearings.

ARTICLE III

ELECTION OF OFFICERS

Section 1. Nomination and election of officers shall be conducted at the first meeting of each calendar year (this does not mean that a meeting has to be held in January of each year but rather a vote is taken at the first meeting when the first meeting is convened).

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until the successor shall take office.

Section 3. No member may serve more than three (3) consecutive one- (1) year terms as Chair. The Vice-Chair shall succeed the Chair, if the office is vacated before the term is completed, and shall serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting. Vacancies in office, other than covered above, will be filled by immediate election procedures. The former Chair will be the advisory Past-Chair to provide continuity to the Commission.

ARTICLE IV MEETINGS

Section 1. The Commission shall schedule a regular meeting every other month or as needed in the designated meeting area as advertised, providing that regularly scheduled meetings may be canceled if there is no business pending, subject to the approval of the Chair. The Public shall be notified accordingly. The Commission may also hold workshops or study sessions in place of, or in addition to, regularly scheduled meetings. The Public shall be notified accordingly.

Section 2. A majority of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the entire membership of the Commission. Voting shall be by roll call when required. A record of the roll call shall be kept as a part of the minutes. Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission shall notify the Recreation & Cultural Services Director at the earliest possible opportunity, and in any event, prior to 4:00 p.m. on the date of the meeting. The Recreation Director shall notify the Chair of the Commission in the event that there will not be a quorum.

Section 3. Special meetings may be held at any time upon the call of the Chair, or when the Chair has been requested to do so in writing by a majority of the members of the Commission. The notice of such a meeting shall specify the purpose of the meeting. No other business will be considered. City staff shall notify all members of such a meeting at least forty-eight (48) hours prior to such a special meeting.

Section 4. All meetings, including workshops and special meetings, shall be open to the general public.

Section 5. Deadline for consideration of agenda items: Generally, no remaining agenda items shall be taken up after 9:00 p.m. This shall be at the discretion of the Chair who shall also consider Public Hearing requirements associated with notice and any other hearing deadlines.

Section 6. Public Hearings are the only meetings which must meet legal noticing requirements, by advertising in the chosen local paper, ten (10) days prior to the schedule meeting.

ARTICLE V
RECORDS AND STAFF SUPPORT

Section 1. Support for the Commission shall be provided by City staff, including, but not limited to, Planning Department and Community Development Department staff. Staff shall retain the records of the Commission, prepare the agendas for meetings and workshops, provide technical support, provide notice of meetings to the Commission members, arrange proper and legal notice of hearings, and such other duties as may be prescribed from time to time by the Commission.

ARTICLE VI
APPROVAL OF MINUTES

Section 1. Minutes may be approved when there is a quorum of the Commission by the majority of those members present at the meeting when the draft minutes are on the agenda.

ARTICLE VII
FAIRNESS Section

1. CONFLICT OF INTEREST:

Whenever any member of the Commission has a conflict of interest with respect to any matter on a Commission agenda, the member shall voluntarily excuse himself or herself from further participation in the discussion and consideration of the matter and shall vacate his or her seat and leave the Commission chambers until all proceedings with respect to the matter at that meeting are concluded. The member shall further refrain from discussing the matter with any other Commission member, or from attempting to influence any other Commission member with respect to the matter, outside the meeting. For purposes of this Section, a conflict of interest is defined as a situation in which a reasonable person would conclude that the member's independent judgment would be impaired by the member's direct or indirect financial or other interest in the matter.

ARTICLE VIII
AGENDA

Section 1. The Agenda, meeting format, and minutes shall follow the established format, with the following exceptions: (a) the Agenda may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business, (b) no minutes shall be recorded for Commission workshops unless requested to do so by the Chair or a majority of Commission members present, (c) no minutes shall be approved at Workshops, and (d) that in the case of Public Hearings, "Discussion of Agenda Items" shall follow the format described in Article X, Section 3 of these bylaws. Minutes shall be recorded for all meetings and public hearings held by the Commission.

Section 2. Comments from the Audience for Items Not on the Agenda: The Commission of Park Commissioners invites citizen participation regarding the affairs of the City. Any citizen who wishes to speak on a matter not scheduled on the agenda may do so when the Chair calls for oral presentation from the audience.

Section 3. As a matter of policy, the Commission does not usually take immediate action on items presented under the following agenda items: “Comments From the Audience For Items Not On the Agenda,” “Report From Staff on Items of Interest to the Commission,” and “Announcements and Discussion.” However, the Commission may decide to make a recommendation on such items if the Commission believes that a timely response is necessary and upon approval of the recommendation(s) by a majority of the members currently sitting on the Commission. At any time the Commission may request staff to research or provide additional information on any item.

ARTICLE IX AGENDA DEADLINES

Section 1. Agenda packet delivery: Completed packets including, staff reports, shall be surfaced mailed or emailed one (1) week preceding the day of the meeting (but not less than twenty-four (24) hours prior to the meeting for special meetings).

ARTICLE X HEARINGS

Section 1. In addition to those required by law, the Commission may, at its discretion, hold hearings when it decides that such hearings will be in the interest of the public.

Section 2. Notice of all public hearings shall be as required by Mukilteo Municipal Code and State Statute.

Section 3. Order of Consideration of Agenda Items for Public Hearings: The following procedure will normally be observed; however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business.

- a. Chair opens hearing.
- b. The staff presents report and makes recommendation.
- c. The members of the Commission may ask questions regarding the staff presentation and report.
- d. The Chair calls for comments/presentations from the public.
- e. The Chair may allow further testimony.
- f. Chair closes public input to the hearing.
- g. Commission members ask any further questions they may and will then deliberate the issues.
- h. Commission takes a vote on Commission recommendation/action or continuance.

ARTICLE XI
AMENDMENTS

Section 1. The bylaws may be amended at any meeting of the Commission by a favorable vote of not less than five (5) of the seven (7) Commission members, provided that notice of said proposed amendment is given to each member in writing as part of the meeting packet.