



**Parks and Arts Commission**  
**Virtual Zoom Meeting**  
**Thursday, January 7, 2021**

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To help prevent the spread of COVID-19, all Parks & 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 & Arts Commission meeting will be available via a Zoom link to call in and/or participate.

City of Mukilteo is inviting you to a scheduled Zoom meeting.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84437105660?pwd=MWVoWWNkM2ZqeUtUdUYzUG90cm1xZz09>

By Phone: +1 (253) 215-8782 Meeting ID: 844 3710 5660 Password: 792992

**CALL TO ORDER – 7:00 PM**

**ROLL CALL**

**AGENDA ORDER**

**APPROVAL OF MINUTES**

Approval of Minutes of December 3, 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 –  
MARCH 4, 2021**

**NEXT UPDATE**

**NEW BUSINESS ITEMS:**

1. Chair nomination and selection process

**OLD BUSINESS ITEMS:**

1. Parks & Arts Commission Bylaws review
2. Jump Bike Dirt Course
3. 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](mailto: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**

**December 3, 2020**

**CITY OF MUKILTEO, WASHINGTON**  
**Parks and Arts Commission Minutes**  
**December 3, 2020**  
**7:00 pm**  
**Virtual Zoom Meeting**

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**CALL TO ORDER**

Chairperson Specht called the meeting to order at 7:02 PM.

**ROLL CALL**

**Commissioners:**

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

Absent: Commissioner Bowers (unexcused).

**City Staff:**

Present: Recreation and Cultural Services Director Price, Council Members Crawford, and Kahn, and Permit Services Assistant Martinis were present.

**AGENDA ORDER**

No changes.

**APPROVAL OF MINUTES**

Motion:	To approve the minutes of November 5, 2020
Motion By:	Commissioner Carlson
Seconded By:	Commissioner Hammer
Action:	PASS 6-0
Vote: Ayes:	Chairperson Specht, Commissioners Carlson, Foster, Hammer, Hammerman, and Zaman
Nays:	None

**PUBLIC COMMENT**

None.

**QUARTERLY CITY COUNCIL LIAISON UPDATE**

Council Member Crawford thanked departing Commissioner Montgomery for her service and welcomed new Commissioner Hammer.

Council Member Crawford presented an overview on the 2021 budget, and noted the difficult decisions Council has had to make. Council Member Crawford noted two items that will be on hold for 2021 (Beautification project and Per Capita Contribution for the Arts), but hopes to have these restored in 2022.

Commission discussed and asked questions. The Commission thanked Council Member Crawford for her efforts in supporting the Parks and Arts Commission.

**NEW BUSINESS ITEMS**

**1. Vice Chairperson Nomination and selection process.**

Motion:	To nominate Commissioner Foster as Vice Chairperson
Motion By:	Commissioner Carlson
Seconded By:	Commissioner Hammerman
Action:	PASS 5-0-1
Vote: Ayes:	Chairperson Specht, Commissioners Carlson, Hammer, Hammerman, Zaman
Nays:	None
Abstain	1

**2. Parks and Arts Bylaws review.**

Director Price discussed updating the Bylaws for the Parks and Arts Commission, noting that Permit Services Assistant Martinis and her associates will work on aligning the Bylaws to replicate the Planning Commissions Bylaws.

Commissioners agreed and offered suggestions.

**3. Department update.**

Director Price gave a brief overview of the unpleasant decisions he and staff have faced. The majority of the employees at Rosehill have been furloughed, with the exception of Director Price and one other staff member. Additional services eliminated in 2021 are Earth Corp. and the Beach Watchers.

The plan is to re-open Rosehill Community Center after the first quarter; Covid-19 dependent.

The Commission expressed their sympathy to Director Price, offered their assistance in anyway and suggested creating a more formal volunteer group.

#### **4. Joint Meeting with City Council.**

Director Price suggested delaying the joint meeting with City Council until spring/summer due to Covid-19.

Commissioners discussed grant money/proposals and availability. Director Price will explore and report to Commission at a later meeting.

### **OLD BUSINESS ITEMS**

#### **1. Jump Bike Dirt Course.**

Director Price re-assured the Commission he is committed to this project, and Commissioner Hammerman will continue to do exploratory work for the future.

### **REPORTS AND COMMUNICATIONS**

Chairperson Specht suggested compiling a roster of the Commission to include names and phone numbers.

Commissioner Hammerman conveyed there is going to be a holiday decorating contest for residents and local businesses put on by the Mukilteo Chamber of Commerce.

Commissioner Carlson mentioned there is going to be a fantastic light show at Legion Park in Everett, put on by the Arboretum and Master Gardner's Club.

Director Price announced the goal is to have the Byers Park completed by the end of the year. Director Price thanked Pro Granite of Mukilteo for their generous donation of two park benches.

Director Price announced there will be a third round of Cares Grant money for local businesses in Mukilteo. To date 100 businesses have been authorized by Council to receive grant money.

**Next Meeting:** January 7, 2021 at 7:00 PM

### **ADJOURNMENT**

Motion:	To adjourn meeting at 8:08 PM
Motion By:	Vice Chairperson Foster
Seconded By:	Commissioner Hammerman
Action:	PASS 6-0
Vote: Ayes:	Chairperson Specht, Commissioners, Vice Chairperson Foster, Commissioners Carlson, Hammer, Hammerman, and Zaman
Nays:	None

Prepared by: \_\_\_\_\_ DRAFT \_\_\_\_\_

Cheryl Martinis, Permit Services Assistant

## MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT

<b>SUBJECT TITLE:</b> Selection of PAC Chair for 2021	<b>FOR AGENDA OF:</b> January 7, 2021
<b>Department Director:</b> Jeff Price	<b>EXHIBITS:</b> N/A
<b>Contact Staff:</b> Jeff Price, Director Recreation & Cultural Services	

**Purpose:**

Pursuant to the Parks & Arts Commission Bylaws under Article 3, Section 1, page 1, Election of Officers, the Park & Arts Commission is required to conduct elections at the first regularly scheduled meeting of the new year for Chair. Per the Bylaws, this is the 3<sup>rd</sup> (and final) opportunity for the current Chair to continue as Chair through 2021; board approval pending.

This nominating and election process will take place at the January 7th meeting.

## MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT

<b>SUBJECT TITLE:</b> Parks & Arts Commission Bylaws review	<b>FOR AGENDA OF:</b> January 7, 2021
<b>Department Director:</b> Jeff Price, Director Recreation & Cultural Services	<b>EXHIBITS:</b> 1. PAC proposed by-laws edits
<b>Contact Staff:</b> Jeff Price	

**Purpose:**

The purpose of this item is to review the PAC's bylaws and review the recommended edits.

**Background:**

The Parks & Arts Commission (PAC) to review the City of Mukilteo Parks & Arts Commission Bylaws on an annual basis. Any recommended edits require approval by the full board of commissioners.

# **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, or at the next scheduled meeting. ~~(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. **If the meeting is virtual, he or she must turn off their camera and mut their microphone until all proceedings, with respect to the matter at the meeting, is 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 **for a maximum of 3 (three) minutes.**

**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.~~ The bylaws may be amended at any meeting of the Commission provided a quorum is present. A majority vote of the quorum is required to pass the amendment.

<b>PARKS AND ART COMMISSION AGENDA BILL</b>	
<b>SUBJECT TITLE:</b> Dirt Jump Bicycle Course in Japanese Gulch	<b>Meeting Date:</b> January 7, 2021
<b>Staff Lead:</b> Jeff Price	<b>Exhibits:</b>
<b>Department Director:</b> 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. Commissioner Hammerman has volunteered to be a liaison between the Japanese Gulch Group and the Parks & Arts Commission.

**RECOMMENDATION:**

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

## MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT

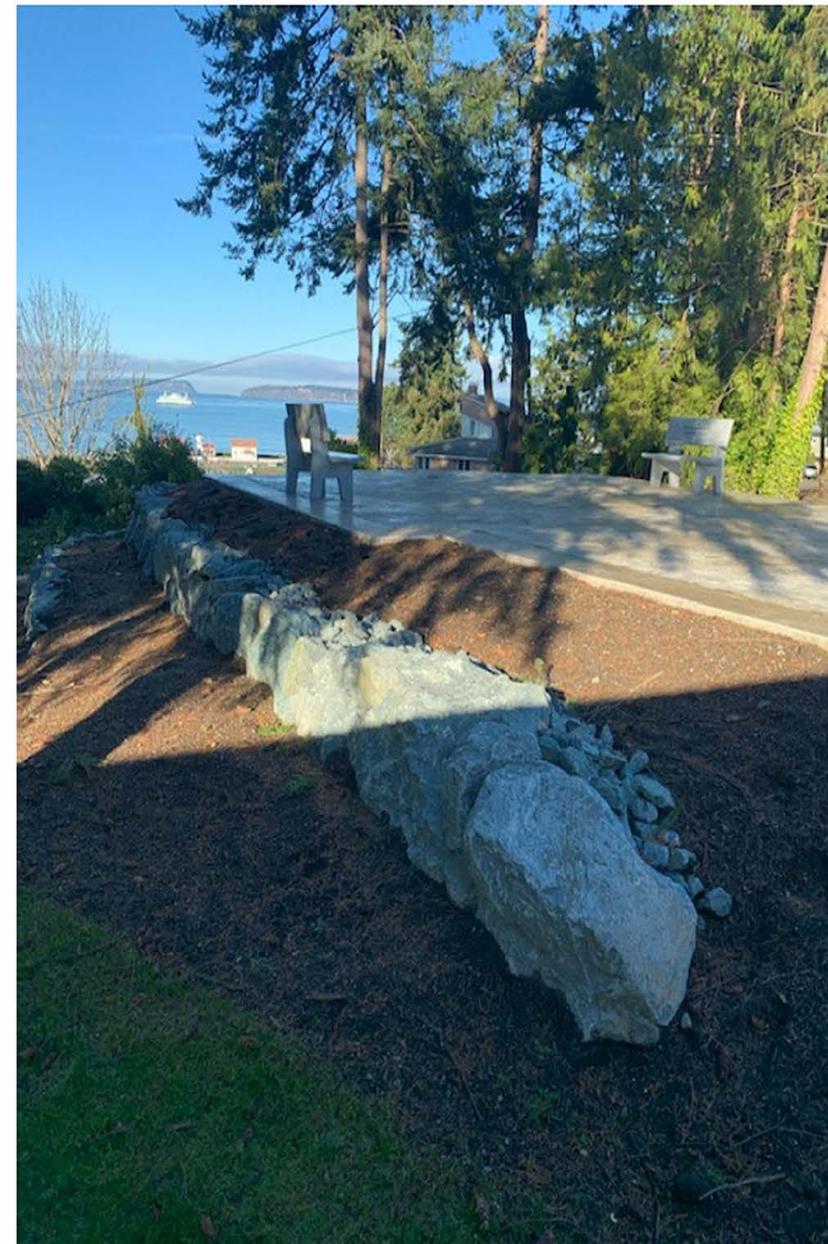
<b>SUBJECT TITLE:</b> Byers Family Park Update	<b>FOR AGENDA OF:</b> January 7, 2021
<b>Department Director:</b> Jeff Price	<b>EXHIBITS:</b> 1. photos
<b>Contact Staff:</b> Jeff Price, Director Recreation & Cultural Services	

**Informational:**

Both benches have been installed along with the bicycle repair station. The decorative plaza is completed along with the rock wall. The park was hydroseeded 3 weeks ago. The next and final phase is completion of the arbor later this month (January). Once complete, the park will feature a plaza, bicycle repair station, benches, and updated curb ramps adjacent to the new park.

**Recommendation:**

None needed.



Exihit 1

