



CITY OF
MUKILTEO
*Recreation and Cultural Services
Department*

**Parks and Arts
Commission
City Hall
Council Chambers
March 2, 2023**

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.

Zoom: <https://us02web.zoom.us/j/81133115060>
By Phone: +1 (253) 215-8782 | Meeting ID: 811 3311 5060

CALL TO ORDER – 6:00 PM

FLAG SALUTE

LAND ACKNOWLEDGEMENT STATEMENT

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

- February 2, 2023

PUBLIC COMMENTS

MEETING ITEMS

1. New Business Items
 - Recreation and Cultural Services 2023 Work Plan
 - PROSA Plan Update Timeline
 - Land Acknowledgment Statement
 - PAC Commissioner Speakers Tour/Series
2. Old Business Items
 - PAC By-Laws Regarding Attendance
 - SCUBA Park Discussion
 - BYERS Park – Fence and Sign Update

REPORTS AND COMMUNICATIONS

- Chairperson and Commissioner Announcements
- Staff Announcements

NEXT MEETING

April 6, 2023

ADJOURNMENT

Complete packets are available at City Hall, 11930 Cyrus Way, Mukilteo, WA 98275

For accessibility information and accommodation requests, please call the ADA Coordinator at 425-263-8003 (TRS 800-833-6384 or dial 711) or visit www.mukilteowa.gov/departments/executive/ada-program/.

Land Acknowledgement Statement

“We acknowledge the original inhabitants of this area, the Snohomish people, and their successors, the Tulalip Tribes.

Since time immemorial, they have hunted, fished, gathered, and taken care of these lands. We respect their sovereignty, their right to self-determination, and honor their sacred spiritual connection with the land and water.

We understand the cultural and historic significance that the City of Mukilteo holds in respect to the signing of the Point Elliot Treaty of 1855. As a city we commit to being honest about the legacy of colonization on our indigenous predecessors and commit to bringing about a future that includes their people, stories, and voices to form a just and fair society.”

APPROVAL OF MINUTES
February 2, 2023

CITY OF MUKILTEO, WASHINGTON
PARKS AND ARTS COMMISSION MEETING MINUTES
February 2, 2023
City Council Chambers - 11930 Cyrus Way / Virtual Meeting via Zoom

CALL TO ORDER	Chairperson Foster called the meeting to order at 6:01 PM and led the flag salute.
ATTENDANCE	<u>Commissioners</u> Chairperson Foster, Vice-Chairperson Ellis, Commissioners Hammer, and Loutsis. Commissioners Hammerman, Specht and Zaman were excused. <u>City Staff</u> Recreation and Cultural Services Director Trofimczuk, and Senior Department Assistant Martinis were present.
AGENDA ORDER	No changes.
APPROVAL OF MINUTES	MOTION: To approve the minutes of January 5, 2023. MADE BY: Commissioner Ellis SECONDED: Commissioner Loutsis ACTION: PASSED UNANIMOUSLY 4-0
PUBLIC COMMENTS	Mr. George Bannon was introduced by Chair Foster. Mr. Bannon requested status of sign restricting boats using the stairway east of Silver Cloud Inn and the development of a site plan that was provided to the Commission which will be completed as time permits. <ul style="list-style-type: none">▪ Mr. Bannon requested access of NOA site for the purpose of expanded parking. In addition, he would like to explore the idea of changing the daylight section of brewery creek highlighted in the downtown water plan of 2016 to approximately 150 feet to the east to allow for parking.▪ Commissioner Ellis responded and highlighted concerns with boats entering the scuba diving park from the waterside.▪ Chair Foster acknowledge the presentation Mr. Bannon provided, but asked questions surrounding the cost for the changes in the proposal and if the proposals were presented to the city council.
MEETING ITEMS	New Business Items: <ul style="list-style-type: none">▪ Director Trofimczuk provided a brief of special guests and highlighted the new liaison to the Commission as Council Member Emery, which will be attending at least 4 meetings throughout the year.▪ Chair Foster open the floor to further discussion. Commissioner Loutsis asked Director Trofimczuk of the bigger items that need to be addressed and Director Trofimczuk addressed two items which include the Waterfront Promenade, and the Harbour Reach Park project.▪ Director Trofimczuk discussed PAC bylaws, and Spring Summer Recreation Guide.▪ Council member Emery arrived for meeting and addressed the Commissioners.▪ Director Trofimczuk provided an update of Rosehill Community center 2023 CIP, and Commissioners had questions on planters and carpeting. Director Trofimczuk provided a response.▪ Director Trofimczuk provided an update of the summary of council meeting with fees and PROSA timeline. Old Business Items:

- Director Trofimczuk provided an update of Dirt Jump Park project and the use of ARPA funds. The project is in the final stages of planning with the City of Everett. Additionally, grant application for \$10,000 was submitted and will close on February 6, 2023.
- Director Trofimczuk reviewed the tabled items of January assignment with three new special events ideas for 2023.
- Chair Foster proposed to table till March meeting when majority of Commissioners are present. Director Trofimczuk provided several ideas that included community potluck, kids' fest, and Ski and swap meet at Rosehill with a movie.
- Commissioner Loutsis provided the idea of setting up a community-based idea in other areas around the city.
- Chair Foster provided the idea of trail riding fundraisers for bikes.
- Commissioner Hammer brought up the idea of a family scavenger hunt at Japanese Gulch with prizes to get families to spend some time in the gulch.

REPORTS

Announcements:

- Chair Foster tabled the telescope for Byers Park and the cost to the city if stolen or vandalized. Commissioner Loutsis brought up concerns with design and cost. Director provided a response.
- Commissioner Loutsis acknowledged the Mayor's State of the City on the 22nd, the Commission's stance on Scuba Park, and Council member Emery's ideas for tonight.
- Commissioner Ellis addressed the idea of the Marine Protected Area that includes a Scuba exclusion for zone fishing with no boating or fishing. Additionally, what are the procedures for a new park? The stormwater sampling continues to move forward, and there is an Art show at Rosehill for students, opening will be on the 15th and 16th.
- Director Trofimczuk will be presenting breakfast to Rosehill staff on February 22nd for staff appreciation. Commissioners are welcome to join.
- Council member Emery thanked the Commission for their ideas, time, and contributions to the community. Provided several ideas to the Commission. The idea of Art installations around the waterfront area to enhance the community. Looking at using ARPA funds of around \$100,000 to be allocated to help support these ideas. The second idea is to increase the accessibility to Japanese Gulch such as the barrier to free path which would require community comments due to development process. The third idea for the commission is exercise stations in places such as Japanese or Big Gulch. Council member Emery also provided a history of Byers Park, and an update of fees in Council chambers.

NEXT MEETING

March 2, 2023

ADJOURNMENT

MOTION: To adjourn the meeting at 7:33 PM.
 MADE BY: Commissioner Hammer
 SECONDED: Commissioner Ellis
 ACTION: PASSED UNANIMOUSLY 4-0

These minutes are excerpts from the Planning Commission proceedings. An audio recording of the meeting was made.

Prepared by:

DRAFT

Joseph Reyes, Permit Services Assistant

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.