



Parks and Arts Commission
VIRTUAL
Thursday, November 4, 2021

To help prevent the spread of COVID-19, Planning 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 Planning Commission meeting will be available via Zoom:

<https://us02web.zoom.us/j/86086424464?pwd=a3Z3dFJvOHFndXBPYldla3Jnc3k2Zz09>

By Phone: +1 (253) 215-8782

Meeting ID: **860 8642 4464**

Password: **713782**

CALL TO ORDER – 7:00 PM

ROLL CALL

AGENDA ORDER

APPROVAL OF MINUTES

Approval of Minutes of October 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. Parks & Arts Commission By-laws review

OLD BUSINESS ITEMS:

1. City Budget and Parks CIP
2. 2021-2022 PAC Work Plan follow up

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements
 - a. Committee Reports
2. Staff Announcements/Information: Department re-opening update

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
(permitted@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

October 7, 2021

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

CALL TO ORDER

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

ROLL CALL

Commissioners:

Chairperson Specht, Vice Chairperson Foster, Commissioners Hammer, Hammerman, and Zaman.

Absent: Commissioners Ellis, and Loutis.

City Staff:

Recreation and Cultural Services Director Price and Permit Services Assistant Martinis.

AGENDA ORDER

No changes.

APPROVAL OF MINUTES

MOTION: To approve the minutes of July 1, 2021, and September 2, 2021

MADE BY: Commissioner Hammer

SECONDED: Vice Chairperson Foster

ACTION: PASSED UNANIMOUSLY 5-0

PUBLIC COMMENTS

None.

QUARTERLY CITY COUNCIL LIAISON UPDATE – November 4, 2021

NEW BUSINESS ITEMS

1. Debrief Joint PAC/City Council Work Session

Director Price asked for feedback from the Commissioners regarding the Council work session.

- All Commissioners were impressed with the dialogue with Council. The participation from everyone was positive.
- Commissioner Hammerman applauded Vice Chairperson Foster for his formal approach.

Director Price reminded the Commission that Council Member Champion encouraged all to go to the waterfront (bring a map), look at the access to Edgewater Park as residents, and provide feedback regarding concerns with access, egress, and closing lanes.

- All Commissioners agreed; a field trip as a group to the waterfront would be beneficial.

2. 2021-2022 Draft PAC Work Plan

Director Price reviewed, discussed, and updated the 2021-2022 PAC Draft Work Plan; highlighting the Arts Funding Guidelines, PROSA (A 20 year plan that needs updating every 6 years) that will be due in 2023, and encouraged the Commissioners to start brainstorming.

- Commissioners asked questions and made suggestions.

3. PAC Commissioners Term Schedule

Director Price presented the beginning and ending schedules for each Commissioner, noting Chairperson Specht’s term is up at the end of the year, and he encouraged him to re-apply. Commissioner Hammerman is approaching ten years on the Commission, and Director Price thanked her for her service.

OLD BUSINESS ITEMS

1. City Budget and Parks CIP

Director Price provided a brief update for the Parks, Recreation, Open Space, and Arts Capital Improvement Program 2017-2022, listing all the projects on hold due to Covid-19. These projects will be included in the draft CIP to City Council for final adoption.

REPORTS AND COMMUNICATIONS

1. Chairperson and Commissioner Announcements

- Commissioner Hammerman shared upcoming Chamber events. Candidate Forum for Mukilteo Mayor, City Council, School Board Positions, collaboration with Rosehill Community Center for a Spook-Tacular event (donations of candy are being accepted), Thank the Community event (awards for businesses and community members), December, a Let’s Glow house lighting event, and a Santa food collection.

Director Price stated he and staff enjoy working with the Chamber.

2. Staff Announcements/Information

NEXT MEETING November 4, 2021

ADJOURNMENT

MOTION:	To adjourn the meeting at 7:54 PM.
MADE BY:	Commissioner Hammerman
SECONDED:	Commissioner Hammer
ACTION:	PASSED UNANIMOUSLY 5-0

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 REPORT

SUBJECT TITLE: Parks & Arts Commission Bylaws review	FOR AGENDA OF: November 4, 2021
Department Director: Jeff Price, Director Recreation & Cultural Services	EXHIBITS: 1. PAC By-laws
Contact Staff: Jeff Price	

Purpose:

The purpose of this item is to review the PAC's bylaws and determine if edits are needed.

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.

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 scheduled 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
APPOVAL 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 provided a quorum is present. A majority vote of the quorum is required to pass the amendment.

MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT

SUBJECT TITLE: 2022-2027 Capital Improvement Program Draft for Parks status	FOR AGENDA OF: November 4, 2021
Department Director: Jeff Price	EXHIBITS: CIP for parks from PROSA
Contact Staff: Jeff Price, Department Director	

Information:

A brief update will be provided for the Parks, Recreation, Open Space, and Arts Capital Improvement Program 2017-2022, (page 53 from the plan). Given the COVID related resource challenges during this past 18 months, a few of these projects related to recreation and parks have not yet started or completed. These projects are 92nd Street Park Playground Equipment Replacement, Harbour Pointe Village Park Playground Equipment, and the Dirt Bike Jump Course in Japanese Gulch. Staff are including these projects in the draft CIP to City Council. City Council has now been able to review the draft CIP on two occasions thus far. Final adoption of the CIP is scheduled for the November 8th City Council meeting.

Recommendation:

None needed. Provide comments or questions on the CIP elements for recreation and parks.

6-Year Capital Improvement Program (2017-2022)

Project	Type*	Year	Estimated Cost	Funding Source**
Waterfront Redevelopment Phase I				
• Promenade Design		2018		
• Promenade Construction	D	2019-2020	\$320,000	G, L
• Edgewater Beach Park	RN	2018-2020	\$1,800,000	G, L
• Japanese Gulch Creek Park	D, RS	2018-2020	\$2,500,000	G, L
• Beach Restoration	D, RS	2018-2020	\$1,700,000	G, L
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Waterfront Pedestrian Bridge (Path Under SR 525 Bridge, Part of Ped Bridge)	D	2018-2020	\$4,700,000	G, L
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Peace Park (Byers' Family Park) - Design/Build Phases I & II	A, D	2018-2020	\$50,000	L, DN
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Waterfront Redevelopment Phase II				
• Mukilteo Lane & Signage	RN	2018-2019	\$260,000	G, L
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Japanese Gulch Park - 76th Street Trailhead - Interim Dirt Jump Bike Course	D	2018-2020	Volunteers	DN
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Waterfront Redevelopment Phase III				
• Speedway Pocket Park	D	2021-2022	\$1,165,000	G, L
• Frontage Road Improvements (Front Street at Diamond Knot)	RN	2021-2022	\$650,000	G, L
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Hawthorne Hall Revitalization	RN	2021-2022	\$1,000,000	G, L
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92nd Street Park Playground Equipment Replacement	RN	2022	\$120,000	L
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Harbour Pointe Village Park Playground Equipment	RN	2022	\$120,000	L

*A=Acquisition, D=Development, RN=Renovation, RS=Restoration

**L=Local Funds, G=Grant, DN=Donations

MUKILTEO PARKS AND ARTS COMMISSION AGENDA REPORT

SUBJECT TITLE: Parks & Arts Commission 2021-2022 Work Plan Update	FOR AGENDA OF: November 4, 2021
Department Director: Jeff Price	EXHIBITS: PAC Work Plan Schedule update
Contact Staff: Jeff Price	

Purpose:

Parks & Arts Commissioners to review and discuss updated, draft work plan for remainder of 2021 and first quarter of 2022.

Recommended Parks and Arts Commission Action:

Provide feedback and input on draft work plan for PAC.

2021-2022 PAC DRAFT WORK PLAN

PROJECT	2021		2022				PAC Involvement/info
	November	December	January	February	March	April	
Arts Funding guidelines		n/a	x	x	x		input sought
Byers Family Park	COMPLETE	n/a					Completed
Byers Family Park Naming	COMPLETE	n/a					Completed
Field Trip tbd		n/a					Tour TBD Summer 2022
Gateways (1st - 4th qtrs)		n/a		x	x		Input sought, info. TBD
Partner presentations		n/a			x		TBD: Earthcorps, BW, Historical Comm
Chair/Vice-Chair elections		n/a	x				Commissioners complete
Jump Course		n/a	x	x	x		input sought, informational
Recreation Update		n/a					Information, fall 2022
PROSA Review/Parks CIP	x	n/a	X				Informational
Council/PAC Joint Mtg	COMPLETE	n/a			x		April or May 2022 (discuss in March)
Review PAC Bylaws	x	n/a					input sought
PROSA 2023		n/a					Spring 2022
2020-2021 PAC Schedule	x	n/a	x				input sought
Eagle Scout Projects	as needed	n/a					Input sought as needed
Benches	as needed	n/a					Input sought as needed