

May 26, 2022

Zoom Meeting



## Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

The purpose of these minutes is to capture a high-level summary of the Board's discussion and action. This is not a verbatim transcript. Meeting audio is available on the [City's website](#) (in the 'Event' column, select a meeting to listen to).

### Call to Order/Attendance/Welcome

**The meeting was called to order at 7:00 p.m. by Chair Franklin.**

**Park Board members present:** Chair William Franklin, Vice Chair Jeff Potter, Hayley Berkman, Jean Hilde, David Lin, Dustin McIntyre, Sara Raab McInerny, Noah Weil.

**Absent:** Genny Arredondo

**City Staff present:** Recreation, Cultural and Community Services (RCCS) Director Colleen Kelly, Recreation and Cultural Services Superintendent Mary Reidy, Parks, Fleet and Facilities (PFF) Manager Nick Borer, Parks Superintendent Kirk Peterson, Public Art Coordinator David Francis, Park Bond Project Manager Jacob Bilbo, RCCS Administrative Assistant III Lori Henrich.

### Land Acknowledgment read by Hayley Berkman

We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.

### Election of Officers

*Colleen Kelly, RCCS Director*

Ms. Kelly received nominations for Chair and Vice Chair and invited the nominees to make remarks if desired.

There were two nominations for Board Chair, Ms. Raab McInerny and Mr. Franklin. Ms. Raab McInerny declined to be considered.

Mr. Franklin remarked that he has enjoyed being involved in the Board and working with the other members. All are passionate about our parks. He is happy to continue being Chair if the Board agrees.

**A roll call vote was taken. Mr. Franklin abstained. The remaining five members voted in favor of electing Mr. Franklin Chair.**

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There were two nominations for Vice Chair, Mr. Potter and Mr. McIntyre. Mr. Potter declined to serve for a second year as Vice Chair.

Mr. McIntyre remarked that he was looking forward to more of a leadership role and was happy to support Chair Franklin.

**A roll call vote was taken. Mr. McIntyre abstained. The remaining five members voted in favor of electing Mr. McIntyre Vice Chair.**

## Approval of Agenda

**Chair Franklin called for a motion to approve the Agenda. So moved by Chair Franklin and seconded by Mr. Potter. All were in favor, the motion carried.**

## Approval of April 28, 2022, Meeting Minutes

**Chair Franklin called for a motion to approve the Meeting Minutes. So moved by Ms. Raab McNerny and seconded by Vice Chair McIntyre. Ms. Hilde abstained as she was not present at the last meeting. The remaining five members voted in favor; the motion carried.**

## Public Comment

There were no members of the public signed up for Public Comment nor any written comments received prior to the meeting.

## Director's Report

*Colleen Kelly, RCCS Director*

*Mary Reidy, Recreation and Cultural Services Superintendent*

*Nick Borer, Parks, Fleet, Facilities Manager*

*Kirk Peterson, Parks Superintendent*

*(See Attachment A for the PowerPoint presentation)*

Ms. Kelly provided general updates on the following:

- City Manager Debbie Tarry is retiring effective November 2, 2022
  - A national recruitment process will be used to identify candidates
- Council adopted Resolution 491 which rescinds an earlier emergency resolution allowing virtual only meetings
  - Hybrid meetings will begin in June. Discussion and potential adoption of 'Rules of Procedure' are on the agenda tonight
- The glass panels on the two pedestrian bridges over 155<sup>th</sup> and Aurora are due to be replaced in early June
- Officially welcomed and introduced Jacob Bilbo, Park Bond and PROS Plan Project Manager

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## Old Business

Based on discussions at the April meeting regarding proposals for park amenities, ongoing interest in advancing acquisitions and development of various types of parks, the June PRCS/Tree Board meeting will provide an overview of the status of the current PROS Plan. This overview will provide a foundation for the PROS Plan update and also context for some of the ideas coming out of the committees around park improvements.

The overview will include a deeper dive into Strategic Action Initiatives, progress that's been made, gap identification, and begin to populate some of the public input from the Board around areas the Board wants to be sure to pay attention to in the pending PROS Plan update.

The PROS Plan and the Comprehensive Plan are taking a new approach to outreach this year in keeping with the Council resolution declaring the City's intent to be an anti-racist organization and community.

To help infuse equity in our processes, staff are working to put together an outreach specific RFP to guide outreach efforts. The community relationship building consultant will collaborate with the technical consultant to merge ideas together and draft a full report by mid-2023. We are looking to develop community relationships with community members and help make sure we are reaching a broad range of residents. More information to come.

## Recreation and Cultural Services

*Mary Reidy, Recreation and Cultural Services Superintendent*

- Bringing back summer events and programs
- Due to labor market challenges, there's no school-based site for Camp Shoreline this summer
- The Teen Center will be closed June 18-25
- A Summer Experiences and Enrichment for Kids (SEEK) grant the City received will support access to camp, free of charge for twelve youth. Staff worked with family advocates at the School District to get the word out
- Applied for King County Best Starts for Kids (KCBSK) levy funds to continue our YOLO program
  - YOLO includes our Youth Outreach Leader program and a mental health therapist
- The first Artist in Residence at the cottage, Chandra Wu, is finishing up her final presentation on June 4 and 5
- The 'ArtReach' program at Shorecrest High School includes portable collection pieces loaned by the City. Activities include peer group discussions about the art. Staff is working with Shorewood High School to expand their program for 2023
- Artist Vincent Keele's 'Running with the Wild' exhibition is on display at City Hall until mid-July
- ArtSite's assessment of our collection will help inform our repair and replacement budget and will be rolled into our Public Art and Cultural Services Plan Update.

## Park Operations

*Nick Borer, Parks, Fleet and Facilities Manager*

Mr. Borer provided updates on the following:

- The School District has expressed support for putting the planned pavilion at the former pool site

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- With input from the Park Committee, staff will delay replacement of the playground equipment at Richmond Beach Community Park (RBCP) because it is still serviceable. This will allow staff time to explore different options
- Bond project update
  - The short list of design build contractors will provide proposals
  - Interviews with staff will occur in early June
  - Onboard in early July

Questions/Comments:

- Regarding Richmond Beach Community Playground (RBCP), Chair Franklin shared that he had relayed general discussions the Board had previously to bring Mr. Borer up to speed.
- PROS Plan – clarification, current plan is 2017-2023.
- The YOLO staff work mostly at the Teen Center with two that go to Ballinger Homes
- RBCP funds – lumped in with park bond projects. What does that do to the replacement schedule in general?
  - It would be delayed.
- No specific park selected for a zipline. Mr. Borer may have to go back and look at previous park designs. An adventure playground concept with a zip line in Hamlin Park was not well received.

## Committee Updates

*Bill Franklin, Chair*

This will be a standing Agenda Item following the Director's Report each month. Committees will each be offered about 5 minutes to share any progress with the Board.

## Public Outreach Committee

*Jean Hilde, Chair*

Ms. Hilde thanked everyone for their hard work and decision to send the Urban Forestry Advisory Panel recommendation to Council for consideration. She also mentioned she will miss June's meeting.

Ms. Hilde and Mr. Weil provided an update on the following:

- The committee continues to discuss outreach ideas
  - Posters in the parks
    - Mr. Borer mentioned that staff will pilot posting general informational signs in those parks that have existing kiosks
  - Creating a webpage specific to the PRCS Board on City's website
    - Setting up a meeting with staff to discuss ideas
  - Other ideas are being discussed including a survey and multiple prongs of community outreach are being explored

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## Arts and Culture Committee

*Dustin McIntyre, Chair*

Mr. McIntyre provided updates on the following:

- The last month has been idle
- The committee is interested in participating in focus group interviews in whatever capacity Staff sees fit
- Excited about seeing equity and inclusion in the plan going forward

## Parks Committee

*Sara Raab McInerney, Chair*

Ms. Raab McInerney stated that the committee has furthered conversations around PROS Plan planning and has been discussing ideas while waiting for that process to start.

Chair Franklin followed-up on the Ballinger Open Space Park presentation from last month. The committee discussed putting together recommendations for action tonight, potentially to consider improvements to Ballinger Open Space and to use as a case study of minimum level of amenities the Board would like to see across our parks. This blueprint for minimum amenities could potentially be woven into the PROS Plan update. He presented a draft recommendation for the Board to consider action on.

**Mr. Weil made a motion to present the letter of recommendation to the City Council, Ms. Hilde seconded.**

'In order to continue our effort toward equitable investment of Park improvement across all neighborhoods of Shoreline, and to place the highest priority on the provision of the critically needed Nature Trail and park signage at Ballinger Open Space Park, I move that we provide this recommendation to the City Council and to City staff.'

The Board reviewed the presentation, discussed and refined the language of the letter of recommendation to arrive at a final version.

Chair Franklin committed to revise the letter as agreed and forward to the City Council.

**A roll call vote was conducted. All were in favor, the motion carried.**

Questions/Comments: None.

## Remote Meeting Participation Rules and Bylaws Review

*Bill Franklin, Board Chair*

*(See Attachment B for the adopted Remote Meeting Participation Rules of Procedure)*

Ms. Kelly presented a document to guide discussion and potential adoption of the remote participation rules that will govern the Board's practices for hybrid meetings. The remote meeting rules provide a foundational understanding prior to the first in person meeting in June. They were crafted to follow the flow and general procedural detail that Council has adopted for their remote meeting participation. The idea is to be consistent across all our City Meetings. The document has been revised to reflect the role of the PRCS /Tree Board as well as our less formal practices overall.

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The Bylaws update are a separate process because they need to be updated in the code.

The Board reviewed and discussed the language of the Rules of Procedure and amended them to set a tone that creates a culture where it is acceptable for members to attend remotely under any circumstances. This cultural focus fosters inclusivity for current and future Board members. Board meetings will continue to be set-up as a webinar with an option to attend in person.

Questions/Comments:

- Is the meeting room technology setup to have remote participation?
  - The City has invested in advanced hybrid technology to make the experience as seamless as possible. Room 303 is the typical meeting room for the PRCS/Tree Board meetings.
  - Room 440 is smaller; there are supply chain issues, staff expects that critical part needed will be here in early June. 440 will be used temporarily until Room 303 is ready.
- Regarding Public Comment participation, what is our social distancing expectation/plan?
  - . We will do our best to be socially distant and remind everyone that masks are optional. have the option to encourage those attending in person to be masked.

Vice Chair McIntyre offered that this topic would be a great opportunity for the Public Outreach Committee to consider and potentially amend the rules further in the future.

**Vice Chair McIntyre moved to adopt the Rules of Procedure as amended, Ms. Raab McInerny seconded. A roll call vote was taken, all were in favor, the motion carried.**

## Public Art Cultural Services Plan Update

*David Francis, Public Art Coordinator*

*(See Attachment C for the PowerPoint presentation)*

Mr. Francis provided an overview of community engagement efforts, which included Arts and Culture survey data, focus group meeting data, and upcoming interviews with key stakeholders. A draft will be presented to the Board later this summer.

- Reviewed and discussed survey demographics
  - Approximately 350 respondents
  - 140 written comments
- Discussed big picture results
- What do people want more of?
  - Free art & events
- Why is Arts and Cultural Services important?
  - Interest in creating beauty, city identity and pride, supporting community connections and history, and reflecting community culture all ranked high in the survey
- A sample of the comments received clustered around more live theater venues/performance spaces, emphasize cultural diversity, better funding and advertising
- Ideas that came out of the focus groups included:
  - Publicity and marketing
  - More interactive public art
  - More culturally based events/activities

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- o More neighborhood activation

**Next Steps:**

- The Public engagement process is wrapping up; focus groups have been completed
- More input from Black, Indigenous, and people of color (BIPOC) artists needed
- Interviews with key stakeholders in June will help fill gaps
- The outline and drafting process begins in June
- Work with the Art and Cultural Services Committee over the summer

**Questions/Comments:**

- In the survey analysis, do the comments regarding theater relate to creating a theater space or group or a combination?
  - o A combination would be preferable. Mr. Francis discussed events and programs that have taken place in the past and what the future could look like for establishing a theater presence.
- The overpass at 195<sup>th</sup> could be used for a location to showcase public art, or something that represents Shoreline. A general upgrade of the bridge is also desirable.
  - o Mr. Francis welcomed the suggestion and mentioned that site specific poetry has been displayed there in the past.

## Comments from the Board

*Bill Franklin, Chair*

**Chair Franklin moved to extend the meeting to 9:10pm. Ms. Hilde seconded. All voted in favor, the motion carried.**

The Board bid farewell to outgoing youth member David Lin.

David was appreciated by the other Board members for his level of engagement and offering thoughtful comments and feedback during his time on the Board. They all wished him well in his future endeavors.

Ms. Kelly added that staff is in the process of recommending the reappointment of Ms. Berkman to another term as a youth representative on the Board.

Staff will also recommend the appointment of Millie Wang as a youth representative to serve on the Board. Council action is scheduled for June 13.

## Adjourn

**Chair Franklin called for a motion to adjourn. So moved by Mr. Potter and seconded by Chair Franklin. All were in favor, the motion carried. The meeting adjourned at 9:09 pm.**

Board Approval / June 23, 2022

Lori Henrich / June 23, 2022

Signature of Chair  
William Franklin

Date

Signature of Minute-Writer  
Lori Henrich, Administrative Assistant III

Date



Attachment A

# PRCS/TREE BOARD

May 26, 2022



# **GENERAL UPDATES- NEW**

Debbie Tarry, Shoreline City Manager since 2014 has announced her retirement effective Nov 2, 2022

City Council has adopted Resolution 491 which rescinds an earlier resolution allowing virtual only meetings

# **GENERAL UPDATES- NEW**

**Glass panels on the ped bridges are due to be replaced during first two weekends in June**

**The new project manager for the Park Bond and the Pros Plan has arrived—  
Welcome Jacob Bilbo!**

**GENERAL  
UPDATES-  
OLD  
BUSINESS**

Status of the PROS Plan  
Update Process—Joint  
Outreach Effort

Plan for addressing  
questions from April  
Board Meeting—June  
Agenda

# **GENERAL UPDATES- LOOKING AHEAD**

**Park Tour for the Board  
planned for July 28**

**Thank you to David Lin for  
two years of service to the  
PRCS/Tree Board! Tonight  
is David's final meeting**

# RECREATION AND CULTURAL SERVICES

- Celebrate Shoreline and Swingin' Summer Eve both made it into the Seattle Times Summer Guide 2022, which is exciting both to get the recognition and have these events back for the first time in 3 years. (Celebrate Shoreline is listed as a music event)  
<https://projects.seattletimes.com/2022/seattle-summer-events-guide-art-exhibits-festivals-exercise-holiday-water-music-parades/>
- Staff are preparing for the exciting summer programs only weeks away. Due to labor market challenges, there will not be a school-based site for Camp Shoreline this summer.
- The Teen Center will be closed the week of June 18-25 for staff to both take time off after a very busy school year as well as prep for the upcoming summer programs.

# RECREATION AND CULTURAL SERVICES

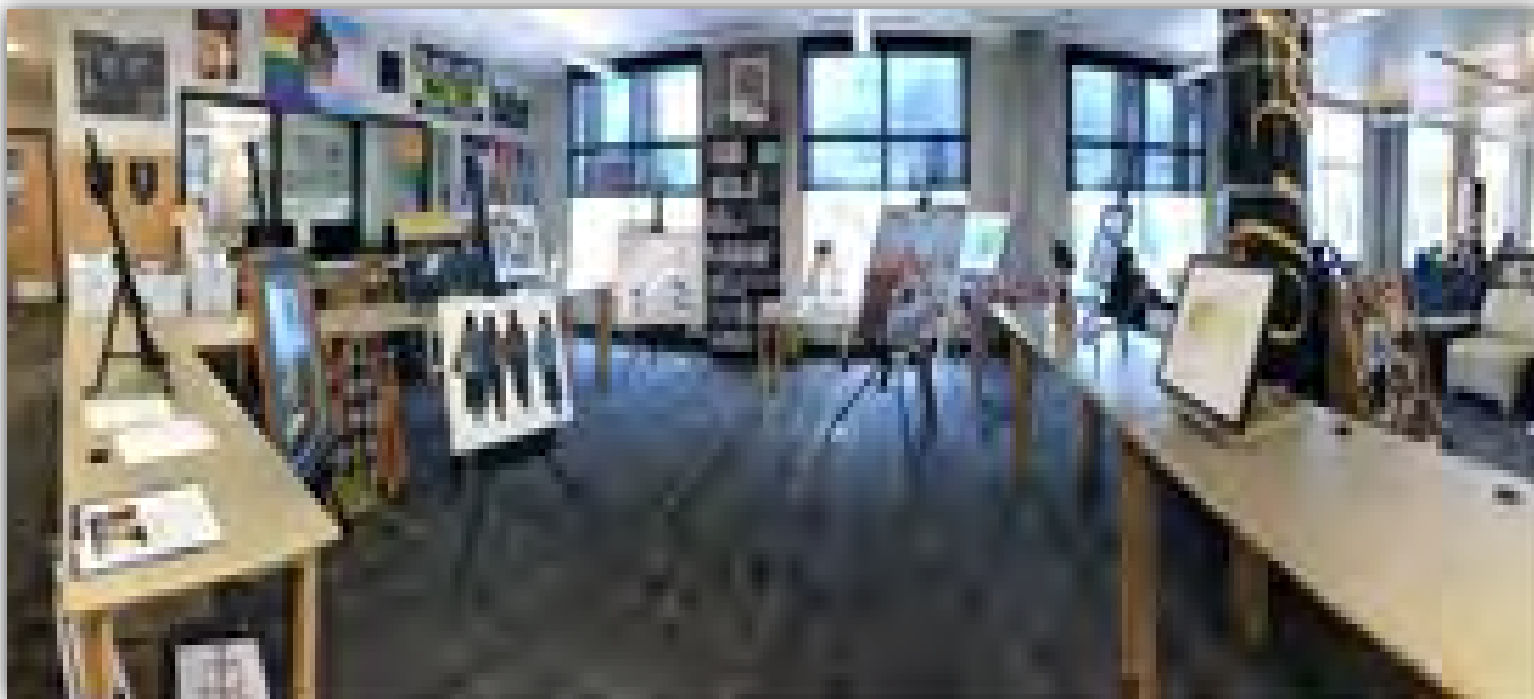
- As you may recall, the City received a Summer Experiences and Enrichment for Kids (SEEK) grant this summer to support access to the Outdoor Camp (OC). At this time, we have 12 youth registered as part of this grant, which means they will be able to access the camp free of charge this summer.
- The City applied for King County Best Starts for Kids levy funds to continue the YOLO program, which has been funded through this levy for the past 3.5 years. YOLO includes our Youth Outreach Leader program and a Mental Health Therapist at the Teen Center and Ballinger Homes teen program activities. We hope to hear back within the next month.

# RECREATION AND CULTURAL SERVICES—PUBLIC ART

**Chandra Wu**, the first Artist in Residence at RBSWP Cottage, will host her final presentation June 4, June 5 with drop-in hours from 12:00-3:00pm.



# RECREATION AND CULTURAL SERVICES—PUBLIC ART



‘ArtReach’ is a program at Shorecrest High School where the City loaned 15 portable collection pieces. The pieces are in the library for English and Art classes to view. 16 student leaders have received training to lead peer group discussions on the art with the 500 students who will participate in the program. Expansion to Shorewood High School is planned for 2023.



# RECREATION AND CULTURAL SERVICES—PUBLIC ART



**Vincent Keele's** 'Running with the Wild' exhibition of 21 paintings is at City Hall until mid-July.

**AND...**

**ArtSite** is finishing up its assessment of our collection, telling us the repair and maintenance needs of our permanent collection. This will inform both our Public Art and Cultural Services Plan Update as well as budget preparations.

# PARK OPERATIONS

- The School District has communicated that they will support the planned pavilion at the former pool site
- With input from the Park Committee, staff have decided to delay full replacement of the playground equipment at Richmond Beach Community Park to provide time for exploration of different options.
- Bond project update, status of the progressive design build contractor selection process



**QUESTIONS?**

# Attachment B



## Rules of Procedure Pertaining to Remote Participation in PRCS/Tree Board Meetings

**Remote Attendance.** The Board recognizes the benefits of full attendance of its members at meetings and prefers Board members to attend meetings in-person. However, should a Board member have a need or preference to attend remotely, this is allowed subject to the following:

**A. Remote Attendance Requirements:**

1. Remote attendance by a Board member shall be through the City's approved online video conferencing application.
2. A Board member's camera should be turned on when participating in the meeting.
3. A Board member attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
4. A Board member attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
5. If a Board member attending remotely cannot maintain a stable connection, the remote Board member shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Board member is not able to request an excused absence, the Board Chair shall note the excused absence and staff will make an appropriate notation in the minutes.

**Public Comment.**

- A. Members of the public may address the Board in-person or remotely through the telephone or online during the "Public Comment" portion of the meeting. Individuals may speak to agenda items or any other topic for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. Individuals wishing to speak at the meeting will be required to sign up prior to the start of the Public Comment period. Individuals participating remotely wishing to speak must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the order in which they have signed up. If time is available, the Board Chair may call for additional in-person and remote unsigned speakers.
- B. Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may provide hard copies of materials to all Board members and dedicated Board staff if they wish.

# PUBLIC ART & CULTURAL SERVICES PLAN

## PUBLIC ENGAGEMENT UPDATE

May 26, 2022



# COMMUNITY ENGAGEMENT

1. Arts & Culture Community Survey
2. Focus Groups
3. Interviews
4. Data from Current CIP projects' outreach
5. PRCS Board's *Public Art & Cultural Services Committee* Reviews Draft

# SURVEY DEMOGRAPHICS

Current count: 347

Average time in Shoreline: 22 years

85% white

7.5% Asian

5.5% Other

1.6% Native /Indigenous

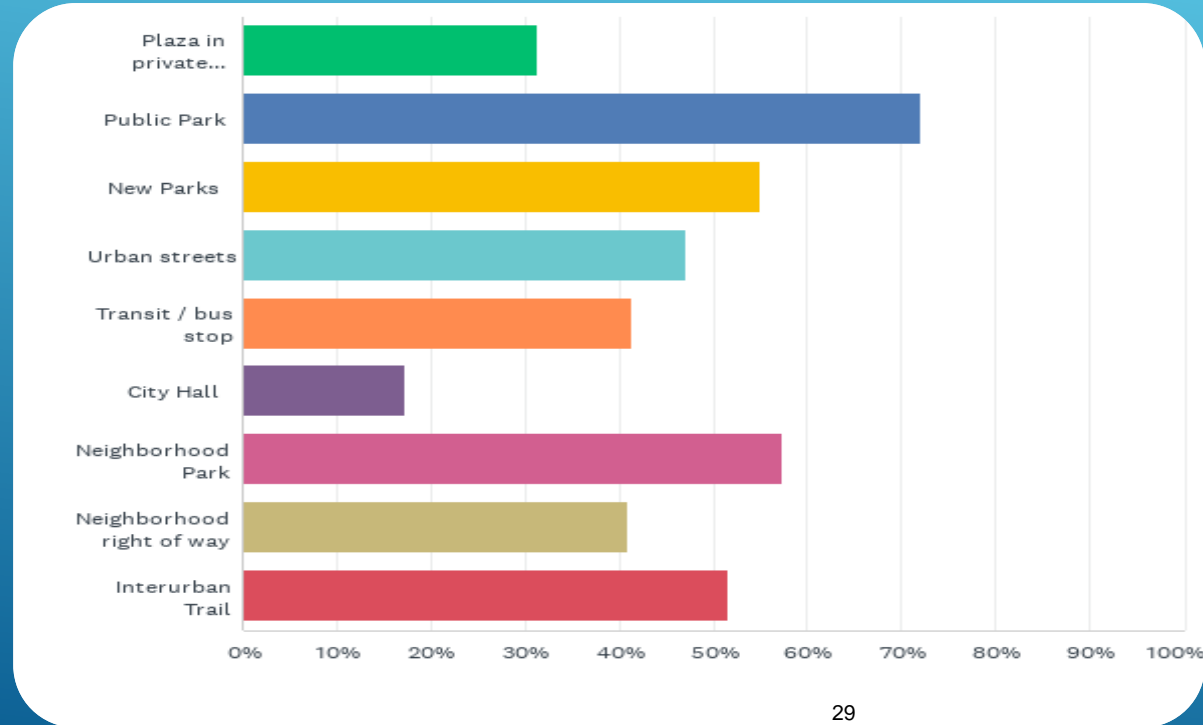
1.6% Black

# BIG PICTURE RESULTS

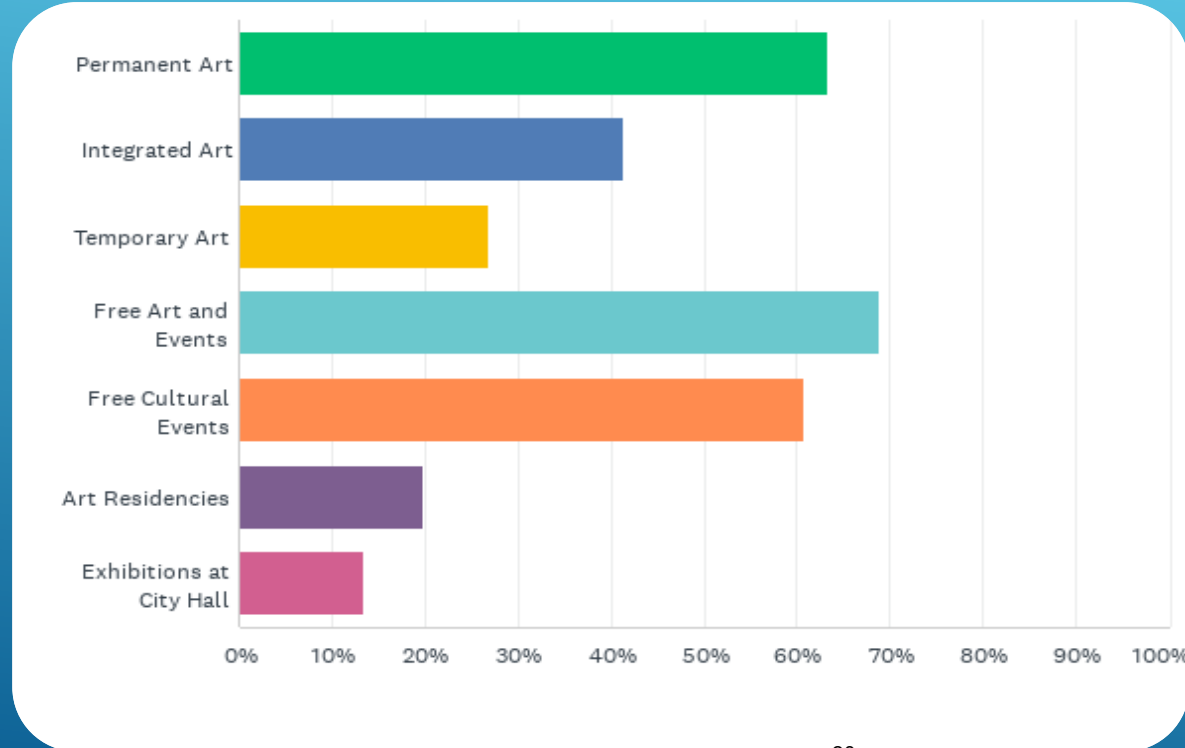
- 95% said that arts and culture is very important (70%) or somewhat important (25%) to the quality of life in Shoreline.
- Almost 70% enjoyed Public Art in Shoreline; 25% enjoyed Public Art outside the City. [either / or questions were problematic]
- Outside the City: 1. Member/supporter of arts org; 2. Museums, galleries, exhibits; theater; 3. Live indoor music at a club;
- What would you like to see more of? Free Art and Events 68.97%; Permanent Art, 63%



# Q13: WHERE WOULD YOU MOST ENJOY SEEING PUBLIC ART?



# Q15: WHAT DO YOU WANT MORE OF? (PLEASE PICK TOP 3)



Q16: I LIKE  
ARTS AND  
CULTURAL  
SERVICES  
BECAUSE  
THEY...

(no label)	YES	YES, BUT WOULD LIKE MORE	MAYBE	TOTAL
Create City identity and pride	54.45% 153	33.45% 94	12.10% 34	281
Reflect community members' cultures	48.01% 133	41.16% 114	10.83% 30	277
Create beauty in the city	58.75% 178	34.32% 104	6.93% 21	303
Support community connections	54.68% 152	30.22% 84	15.11% 42	278
Expose to cultural diversity	41.18% 112	50.74% 138	8.09% 22	272
Expose to new artistic concepts	47.06% 128	26.10% 71	26.84% 73	272
Represent community history	48.74% 135	25.63% 71	25.63% 71	277
Reflect current events	37.12% 98	21.97% 58	40.91% 108	264

## Q17 Anything else you would like to see the City do to bring arts and culture to residents?

much parks open spaces City Hall ShoreLake Arts gallery art culture festival art installations free  
permanent walk want outdoor current new gatherings S together people indoor bring  
something theatre especially live cultures neighborhood community events

Create performance space public art beauty events helps

parks families community work Shoreline residents

art Place city theater artists wonderful needs funding also

arts cultural space art program public include center area love schools please

see support enough local back better offer project enjoy make private even local artists  
many music dance experiences love see Shoreline love see Thank

# Sample Comments

- MORE LIVE THEATER VENUES
- CREATE A PUBLIC PERFORMANCE SPACE
- LIVE THEATER
- REVIVE THE NORTH CITY JAZZ FESTIVAL
- MORE THEATRE PLEASE
- EMPHASIZE CULTURAL DIVERSITY ESPECIALLY THE INDIGENOUS CULTURES
- MORE DIVERSITY, CULTURAL EVENTS, AND THEATRE!
- EMPOWER THE COMMUNITY TO CREATE MORE GRASSROOTS EVENTS AND PUBLIC ART
- MORE FUNDING FOR ARTISTS AND COMMUNITY GROUPS
- ADVERTISE WELL, PLEASE
- LOVED THE PIANO INSTALLATIONS AROUND THE CITY

# Focus Groups

- ▶ March 28: Youth and Teens
- ▶ April 7: Artists and Arts Groups
- ▶ April 21: General Community

## TOP IDEAS:

- ▶ Publicity and marketing
- ▶ More interactive Public Art
- ▶ More culturally based events and activities
- ▶ More neighborhood activation
- ▶ Need for outdoor performance space

# NEXT STEPS

- ▶ Public engagement process wrapping up
- ▶ More input from BIPOC Artists, JHP, Black Coffee NW, Shoreline Historical Museum is needed
- ▶ Interviews will help fill gaps; suggestions welcome
- ▶ Outline and drafting process begins in June with input from Special Events, Community Services, Neighborhoods, Environmental Services
- ▶ Anticipate working with Board's Public Art and Cultural Services Committee over the summer

# QUESTIONS / DISCUSSION







## Memorandum

**DATE:** June 23, 2022

**TO:** Parks, Recreation & Cultural Services/Tree Board

**FROM:** Colleen Kelly  
Recreation, Cultural and Community Services Director

**RE:** Context for the Parks Recreation and Open Space (PROS) Plan Update and Park Bond Implementation Processes

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### **Requested Board Action:**

No action requested. This item is intended to provide historical information as context for upcoming discussions related to the PROS Plan Update and the Park Bond implementation activities.

### **Project or Policy Description and Background:**

The city's current PROS Plan has been in effect since 2017 and contains a series of Strategic Action Initiatives (SAIs) that have guided our work since that time. Staff will provide an overview of those SAIs along with updates related to what has and has not been accomplished.

In addition, staff will provide a high-level review of the history of significant park projects funded since the passage of Shoreline's first Park Bond in 2006.

### **Next Steps**

This presentation is an opportunity for the Board to gain more information about key accomplishments as well as ongoing gaps and needs related to the City's Parks, Recreation and Cultural Services investments. Board members are encouraged to ask clarifying questions and to use this information as a basis for beginning to consider what recommendations Board members may wish to make as these two key processes unfold.