



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, October 5, 2023 at 5:00 PM

COMMISSIONERS:

Chair Peter Struck
Vice Chair Paul Burstein
Commissioners: Jodi McCarthy,
Don Cohen, Sara Marxen,
Rory Westberg, Ashley Hay

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the Staff Liaison's Office 3 days prior to the meeting at 206.275.7870 or by emailing ryan.daly@mercerisland.gov.

Virtual Meeting Notice

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City Council's [YouTube Channel](#)

Registering to Speak: Individuals wishing to speak live during Appearances will need to register their request with the staff liaison at **206.275.7861** or [email](#) and leave a message before 4 PM on the day of the Commission meeting. Please reference "Appearances" on your correspondence and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 5:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **825 9108 6996** and Password **896196** when prompted.

Join by Internet at 5:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **825 9108 6996** and Password **896196**

Join in person at Mercer Island Community & Event Center at 5:00 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 5:00 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"

2. [Approve the minutes of the September 7, 2023 Regular Meeting](#)
Recommended Action: [Approve minutes.](#)
3. [Parks and Recreation Commission Bylaws Update](#)
Recommended Action: [Adopt the revised Bylaws](#)
4. [Review of P-Patch Community Garden Rules](#)
Recommended Action: [Endorse the P-Patch Community Garden Rules](#)

OTHER BUSINESS

5. [PRC 2023 Planning Schedule Update](#)

6. [Commissioner Reports](#)

ADJOURN

City of Mercer Island

Parks and Recreation Commission

Department Report

October 5, 2023



City Hall Closure: Accessing City Services

Customer Service Team

(206) 275-7600

CustomerService@mercerisland.gov

(staffed Mon-Fri 8:30a-5:00p, except holidays)

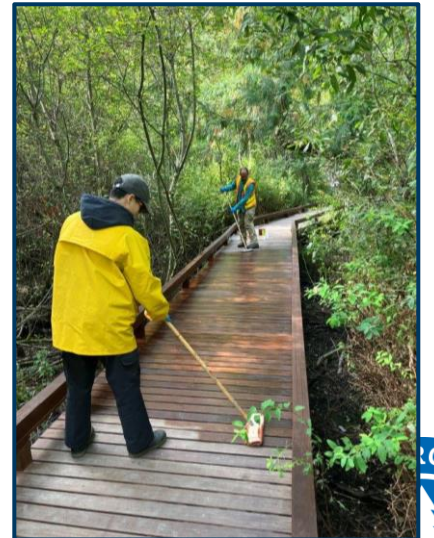
- For the quickest and fastest service, community members should contact the City of Mercer Island Customer Service Team.
- The City’s Customer Service Team can help answer your questions about services, such as service requests, pet licensing, business licenses, or parking permits during the closure of City Hall.
- The Customer Service Team can also assist you in getting connected to other City department teams as needed.



Parks and Natural Resources

- Crews testing out electric leaf blowers with funds allocated from the Climate Action Plan
- Ellis Pond boardwalk pressure washed and stained
- Walsh Group started seasonal occupation of half of Luther Burbank South lot through May 15th, 2024
- Tree removals this week for safety, dead and decaying trees on City properties and rights-of way

Item 1.



Parks and Natural Resources

Item 1.

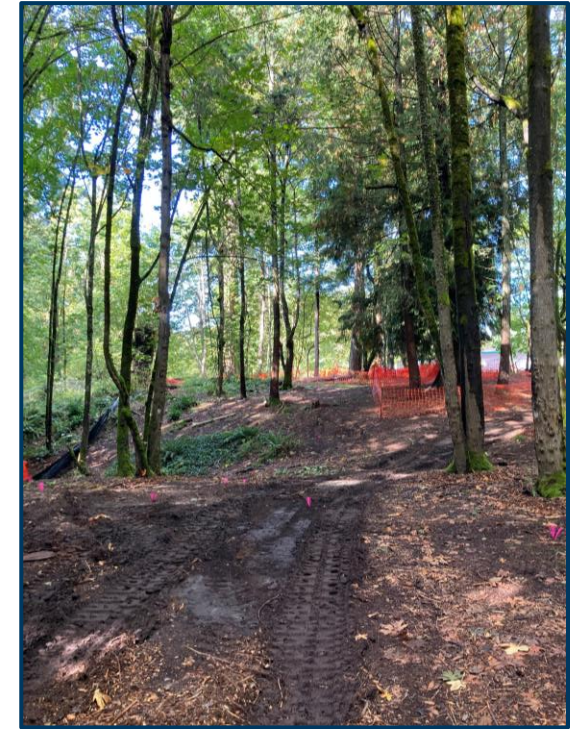
- Park bench donations have restarted. Donors can contribute to refurbish or replace
- Seasonal closures of beach restrooms: Clarke, Groveland, Luther Burbank Swim beach



Bike Skills Area- Update

BSA construction has started!

- Builders from American Ramp Company and Creative Native Concepts arrived on-site this week to begin constructing the new Bike Skills Area.
- Our Parks crews unloaded 25 pallets of wooden features at the Shop today; these are being shuttled to the lower parking area at Island Crest Park, where they will be staged for construction. (The upper parking area at ICP remains open.)
- Parking and playground access at Deane's are also limited during construction.
- Construction details and progress will continue to be shared on Let's Talk: www.mercerisland.gov/bikeskillsarea
- Site tours- If you'd like a behind the scenes tour just reach out.



Item 1.



Save the Date: Arbor Day Event

- Come celebrate Arbor Day at Luther Burbank Park at **9:45 AM on Saturday, October 21.**
- We'll be planting a tree to commemorate the opening of the Luther Burbank South Shoreline Trail.
- Stick around at 10 AM to volunteer!
- Additional information can be found here:
<https://mtsgreenway.org/event/mercer-island-arbor-day-2023/>



MERCER ISLAND HALLO-WEEKEND

TRICK OR TREAT IN TOWN CENTER
Friday, October 27, 4 - 6pm



A map of participating businesses will be posted at
www.mercerisland.gov/mihalloweekend

Coordinated by



Pumpkin Walk
Sunday, October 29, 5 - 8pm
Mercerdale Park



Join a fun, family friendly walk along the Mercerdale loop. The path will be lined with a glowing display of carved pumpkins.

Carvers of all ages are encouraged to participate in the display. Carved pumpkins can be dropped off from 12pm - 4pm on the day of the event at Mercerdale Park. Pumpkins can be retrieved the following day (if desired).

www.mercerisland.gov/mihalloweekend

We are looking for sponsors! If you are interested, please contact miparks@mercerisland.gov



Item 1.



Thank you!





PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES September 7, 2023

CALL TO ORDER

Vice Chair Burstein called the meeting to order at 5:00pm via Zoom Online meeting.

ROLL CALL

Vice Chair Paul Burstein, and Commissioners Jodi McCarthy, Don Cohen, Sarah Marxen and Ashley Hay were present for the Parks & Recreation Commission. Absent: Chair Peter Struck and Commissioner Rory Westberg

Staff present were City Manager Jessi Bon, Management Analyst Cassidy Berlin, Chief of Operations Jason Kintner, Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, Recreation Coordinator Dave Setterlund, and Recreation Specialist Raven Gillis.

APPEARANCES

1. Maria Stepanov-Sommerfield commented on the P-Patch program purpose and objectives.

REGULAR BUSINESS

1. Review of draft City Council Park Area Naming Policy

Ryan Daly, Recreation Manager presented. Commissioners reviewed the presentation, asked questions and engaged in discussion.

It was moved by Cohen; seconded by Hay to:

Recommend the draft City Council Park Area Naming Policy to the City Council for consideration.

Passed: 5 – 0

2. Approval of Minutes

Minutes from the July 6, 2023 Regular Meeting were presented.

It was moved by Hay; seconded by Cohen to:

Approve the minutes from the July 6, 2023 meeting

Passed: 5 – 0

3. Community Garden: P-Patch Program Objectives

Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, and Recreation Coordinator Dave Setterlund presented. Commissioners reviewed the presentation, asked questions, engaged in discussion, and provided feedback.

DEPARTMENT REPORT

4. Recreation Manager Ryan Daly reported on the following items:

- City Hall Closure update
- Project Update: Luther Burbank South Shoreline Improvements
- Project Update: Mercer Island Medallions
- Project Update: Bike Skills Area
- Project Update: Luther Burbank Pickleball Courts
- Playground Replacements
- Seafair @ Groveland Recap
- Parks and Natural Resources Updates
- Park Volunteers
- Mostly Music in the Park
- Shakespeare in the Park
- Summer Celebration!
- Thank you to our Summer Celebration Sponsors!
- Summer Camps
- Senior Programs
- Upcoming: Blue Friday during Community Coffee tomorrow, Seahawks watch parties at the MICEC, Art Uncorked

OTHER BUSINESS

5. 2023 Planning Schedule Update

Recreation Manager Ryan Daly provided an update.

6. Commissioner Reports / Work Plan Update

Commissioner Hay expressed much appreciation for the Parks & Recreation Team for an awesome summer. Many of the events were enjoyed by her family as well as thousands of others! Thanks, again for the hard work. Good job!

Vice Chair Burstein also commented that the summer season wasn't long enough to participate in all the spectacular special events the City offered and agreed with Commissioner Hay's comments!

ADJOURNMENT at 6:39 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
October 5, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Parks and Recreation Commission Bylaws Update	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt the revised Bylaws	

STAFF:	Andrea Laron, City Clerk Ryan Daly, Recreation Manager
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	Draft Parks and Recreation Commission Bylaws

SUMMARY

The purpose of this staff report is to align the Parks and Recreation Commission Bylaws (Bylaws) with those of the other boards and commissions of Mercer Island and to seek the Parks and Recreation Commission’s adoption of the revised Bylaws (Exhibit 1).

BACKGROUND

In 2019, the Parks and Recreation Commission adopted Bylaws in accordance with Mercer Island City Code 3.53.020, which reads, in part: “The parks and recreation commission shall determine the time and place of its meetings and other rules and regulations.” The Bylaws were reviewed and/or amended each year thereafter. The most recently adopted version of the Bylaws were adopted in [July 2022](#).

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures have been modified to meet current needs and address outdated or new practices. At the request of the City Clerk’s office, all board and commission bylaws will be reviewed and updated to address these changes and to ensure consistency. Significant changes include:

1. City Council Rules of Procedure, City Code, and State Law

The Legislature recently amended the Open Public Meetings Act (OPMA), which requires a physical meeting location even if all meeting participants are remote. Additionally, appearances are now a requirement of all public meetings. The Bylaws were amended to address the changes in the OPMA and align with City Council Rules of Procedure, City Code, and state law.

2. Training and Elections

Training requirements were added to address Code of Ethics and the Open Government Trainings Act. The election process for the Chair and Vice Chair was also revised to align with the City Council election of the Mayor and Deputy Mayor.

3. Meetings and Agenda Preparation

Consistent with Council Rules of Procedure, sections on remote attendance, the “order of meeting agendas,” and printed agenda materials were added.

4. Parks and Recreation Commission Protocols

Like City Council, a section on Parks and Recreation Commission Protocols was added to address appearances, discussion, decisions, no surprises, and prohibited conduct.

5. Appendices

Consistent with the Council Rules of Procedure, appendices were added to address the following:

- Parliamentary Rules and Motions
- Parks and Recreation Commission Code of Conduct
- Parks and Recreation Commission-Staff Communication Guidelines
- How does the City use Nextdoor.com?

6. Housekeeping

Staff reviewed the Bylaws at length and language was updated throughout the document to correct scrivener errors, formatting, and reflect changes to staff titles, clarify references, gain consistency amongst the advisory board and commission bylaws, and align with City Council Rules of Procedure as appropriate.

RECOMMENDATION

Move to adopt the revised Bylaws

MERCER ISLAND PARKS & RECREATION COMMISSION BYLAWS



ADOPTED
XXXX XX, 2023

TABLE OF CONTENTS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
SECTION 1.	PURPOSE – FUNCTION AND JURISDICTION	3
SECTION 2.	MEMBERSHIP AND TRAINING	4
SECTION 3.	PARKS & RECREATION COMMISSION ORGANIZATION Error! Bookmark not defined.	
SECTION 4.	MEETINGS.....	8
SECTION 5.	AGENDA PREPARATION.....	12
SECTION 6.	PARKS & RECREATION COMMISSION PROTOCOLS.....	13
SECTION 8.	AMENDMENTS TO BYLAWS..... Error! Bookmark not defined.	
APPENDIX A	PARLIAMENTARY RULES AND MOTIONS.....	16
APPENDIX B	PARKS & RECREATION COMMISSION MEETING CODE OF CONDUCT	18
APPENDIX C	PARKS & RECREATION COMMISSION-STAFF COMMUNICATION GUIDELINES	19
APPENDIX D	HOW DOES THE CITY USE NEXTDOOR.COM?.....	23

DRAFT

SECTION 1. PURPOSE – FUNCTION AND JURISDICTION

- 1.1** Pursuant to Mercer Island City Code (MICC) [3.53.020](#), the Parks & Recreation Commission (Commission) shall serve in a policy advisory capacity to the city council and any other board or commission of the city on matters and have the following duties and responsibilities:
- A.** Develop the parks, recreation and open space (PROS) plan as a component of the city's comprehensive plan and provide recommendations on periodic updates to the plan as directed by the city council.
 - B.** Provide a forum for the community to express their views on parks and recreation programs, services, and facilities.
 - C.** Advise and prepare recommendations on master plans for parks, trails, open space areas, and other recreation facilities and advise on the acquisition of park property.
 - D.** Make recommendations on the proposed budget for parks and recreation, pertaining only to programs, levels of service, and capital improvement projects.
 - E.** Promote park and recreation activities within the city.
 - F.** Support and foster inclusive programs and services that embrace and enhance the cultural diversity of the community.
 - G.** Explore opportunities to obtain private, local, state, and/or federal funds to support parks and recreation programs, services and facilities.
 - H.** Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, organizations, foundations, and other community groups to collaborate on the delivery of parks and recreation services.
 - I.** Provide a forum for the community to express their views regarding library services on Mercer Island and serve in an advisory capacity to the King County Library System.
 - J.** Advise on other matters as directed by the City Council.

SECTION 2. MEMBERSHIP AND TRAINING

2.1 Qualifications.

- A. Applicants who have an interest in park planning, recreation, athletics, urban forestry, environmental stewardship, and library programs as evidenced by training, experience or actions will be given preference for appointment; however, a broad mix of occupational backgrounds and experiences is desired.
- B. An intent of the appointment process shall be to evenly represent the areas of interest as stated above and reflect the City's diverse community. Appointed members shall represent the public interest and not specific interest groups.

2.2 Members.

- A. **Number.** The Parks & Recreation Commission shall consist of seven members, serving in nonpartisan positions.
- B. **Residency.** City residency is required.
- C. **Terms.** The term of each member is four years and expires on May 31 of the last year of the term or until the member's successor is appointed and qualified. The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: positions 1 and 2; positions 3 and 4; position 5 and 6; position 7.
- D. **Term limits.** No member shall serve more than two consecutive terms. If a member is appointed to a vacancy with two or more years remaining on the term, that term will be deemed a full term. If a member is appointed to a vacancy with less than two years remaining in the term, that term will not count toward the two-consecutive-term limit.
- E. **Staff liaison.** The City Manager shall appoint a staff liaison to assist with support services for the Parks & Recreation Commission. Such staff support shall include, but not be limited to, the development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.
- F. **Council liaison.** The mayor and deputy mayor shall annually designate one councilmember to act as liaison between the city council and the parks and recreation commission.

2.3 Appointment. Appointments to the Parks & Recreation Commission will be made by a vote of the City Council during a regularly scheduled City Council meeting. Members shall serve without compensation.

2.4 Removal. Members may be removed by the Mayor and Deputy Mayor, with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absences from more than three consecutive regular meetings. The decision of the City Council shall be final and there shall be no

appeal therefrom. Members finding themselves unable to regularly attend meetings are expected to resign and notify the chair and staff liaison.

2.5 Training.

- A. **Code of Ethics.** All board and commission members are required to attend a Code of Ethics training provided by the City Attorney's office, regarding [MICC Chapter 2.60](#) and [Chapter 42.23 RCW](#).
- B. **Open Government Trainings Act.** The Open Government Trainings Act enacted by the 2014 Legislature requires every member of a governing body subject to OPMA to receive in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements. Training must be completed no later than 90 days after assuming their duties. These trainings may be completed before assuming office, and each member must take a refresher course at least every four years.
- C. **Violation of Open Government Trainings Act.** Those members that fail to complete the required training within 30 days' notice by the City Clerk will be referred to the Mayor and Deputy Mayor. Members found in violation of the OGTA may be removed for neglect of duty/just cause in accordance with Section 2.4 of the Bylaws and MICC 3.53.030(D).

SECTION 3. PARKS & RECREATION COMMISSION ORGANIZATION

3.1 Election of Chair and Vice Chair. The Parks & Recreation Commission shall elect a Chair and Vice Chair for a term of one year from among themselves at its June Parks & Recreation Commission meeting, or as soon as possible thereafter, or upon vacancy or resignation of the Commissioner filling the Chair or Vice Chair position. The Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Commissioner may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Parks & Recreation Commission.
- F. Elections will continue until a Chair is elected by a majority vote of the Parks & Recreation Commission.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

3.2 Duties of Officers.

- A. **Chair.** The Chair serves as the Presiding Officer and acts as chair at all meetings of the Parks & Recreation Commission. The Chair may participate in all deliberations of the Parks & Recreation Commission in the same manner as any other member and is expected to vote in all proceedings unless recusing themselves. The Chair does not possess any power of veto.

In consultation with the Vice Chair, the Chair appoints Commissioners to serve as liaisons to ad hoc committees.

- B. **Vice Chair.** The Vice Chair serves as the Presiding Officer in the absence of the Chair and assumes the responsibilities of the Chair when needed. If both the Chair and Vice Chair are absent, the Chair will appoint another Commissioner to serve as acting Chair. If the Chair fails to appoint an acting Chair, the Commissioners present shall elect one of its members to serve as Presiding Officer until the return of the Chair or Vice Chair.

- C. **Presiding Officer.** The Presiding Officer shall:

1. Preserve order and decorum during Parks & Recreation Commission meetings;
2. Observe and enforce these Rules;
3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

3.3 Filling a Parks & Recreation Commission Vacancy. If a vacancy occurs in the office of Commissioner, the City Council will follow the procedures outlined in Section 8 within the [City Council Rules of Procedure](#).

DRAFT

SECTION 4. MEETINGS

Pursuant to [MICC 3.53.040](#), the Parks & Recreation Commission shall determine the time and place of its meetings and other rules and regulations, which shall be on file with the City Clerk.

4.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All Parks & Recreation Commission meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Parks & Recreation Commission shall be open to the public.
- B. **Meetings.** All meetings as described in Section 4.2 may be held in-person, remotely, or as a hybrid, to the extent permitted by law.
- C. **Meeting Cancellation.** Any future Parks & Recreation Commission meeting may be canceled by a majority vote of the Parks & Recreation Commission. The Chair or Vice Chair may cancel a Parks & Recreation Commission meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the Parks & Recreation Commission shall constitute a quorum and are necessary for the transaction of Commission business. In the absence of a quorum, the members present shall adjourn that meeting to a later date.
- E. **Minutes.** The Staff Liaison (or authorized designee) shall attend all regular and special Parks & Recreation Commission meetings and keep an account of all proceedings of the Parks & Recreation Commission (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to Parks & Recreation Commission meetings as part of the Parks & Recreation Commission packet. Commissioners are encouraged to inform the Staff Liaison of any errors or proposed changes in advance of the meeting. If a Commissioner wishes to make any corrections (except scrivener) to the minutes, they must make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Parks & Recreation Commission has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- F. **Parks & Recreation Commission Meetings Code of Conduct.** The Parks & Recreation Commission Meetings Code of Conduct is attached as [Appendix B](#) to these Rules, which outlines acceptable behavior while in a Parks & Recreation Commission Meeting.
- G. **Attendance.** Attendance at regular and special meetings is expected of all Commission members.

1. **Absence.** Any member anticipating absence from a meeting should notify the Chair and staff liaison from the Recreation Division.
 2. **Chronic Absences.** Chronic absences of any member may be referred by the Commission to the Mayor for a public hearing pursuant to Section 2.5 of these bylaws. "Chronic," for the purposes of this section, means unexcused absences from more than three consecutive meetings.
- H. Remote Attendance.** Remote attendance by a Commissioner who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:
1. **Notice:** A Commissioner shall contact the Chair and the Staff Liaison at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the Staff Liaison has called the roll at a meeting, the Chair shall indicate any Commissioner attending remotely, which will be noted in the minutes. If joining after roll call, the Staff Liaison shall note the time the Commissioner joined and, if before adjournment, when the Commissioner left in the minutes.
 2. **Remote Attendance Requirements:**
 - a. Remote attendance by a Commissioner shall be through the City's preferred teleconferencing platform.
 - b. A Commissioner's camera should be turned on when participating in the meeting.
 - c. A Commissioner attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
 - d. A Commissioner attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
 - I. **Roll Call Voting.** All Parks & Recreation Commission voting will be done by roll call. Once a motion has been **made, and seconded, and discussion has concluded**, the Chair will ask the Staff Liaison to call the roll. The Staff Liaison calls the roll, and each Commissioner, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Commissioners shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the Staff Liaison reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Chair announces the result.

4.2 Types of Meetings

All meetings of the Commission shall be conducted in accordance with these bylaws, Mercer Island City Code, and Washington state law. Where these bylaws fail to provide

otherwise, the meetings shall be conducted in accordance with parliamentary rules and procedures in the most current edition of Robert's Rules of Order.

- A. **Regular Meetings.** The Parks & Recreation Commission's regular meetings will be held on the First Thursday of each month at 5:00 P.M in the Mercer Island Community & Event Center (8236 SE 24th Street, Mercer Island). Meetings will be held in a hybrid format including both in person and remote attendance using a videoconferencing platform. If any Thursday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:00 p.m., on the first business day following the holiday, or on another day designated by a majority vote of the Parks & Recreation Commission.
- B. **Special Meetings.** A special meeting is any Parks & Recreation Commission meeting other than a regular Parks & Recreation Commission meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special Commission meeting may be scheduled by the Chair, or in their absence, the Vice Chair, Recreation Manager, the Chief of Operations, or the City Manager. Final disposition cannot be taken on any matter not included on the special meeting notice.

4.3 Order of Regular Parks & Recreation Commission Meeting Agenda

- A. **Call Meeting to Order & Roll Call.** The Chair calls the meeting to order. The Staff Liaison will take roll call and record names of those present and absent in the minutes.
- B. **Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Parks & Recreation Commission regarding any matter, except campaign-related matters. Each person wishing to address the Parks & Recreation Commission should register with the Staff Liaison by 4 p.m. on the day of the Parks & Recreation Commission meeting. When the speaker's name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Chair may allow speakers to comment on individual agenda items at times during any regularly scheduled Parks & Recreation Commission meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Parks & Recreation Commission as a whole, and not to individual Commissioners or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Parks & Recreation Commission, may be requested by the Chair to leave the meeting. Pursuant to state law, the Parks & Recreation Commission cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

The Staff Liaison will summarize all public comments in the minutes. Traditionally, the Parks & Recreation Commission does not respond to comments made at a meeting; however, the Staff Liaison may follow up with the speaker as appropriate.

- C. **Staff Liaison's Report.** The Staff Liaison will discuss the meeting schedule and report on significant activities since the last meeting; provided, however, that Commissioners may not enter into debate or discussion on any item raised during the Staff Liaison's Report.
- D. **Special Business.** Special Business may include Chair and Vice Chair Elections, review of bylaws or other presentations to the Commission.
- E. **Regular Business.** Regular Business items are all other regular Parks & Recreation Commission business, including but not limited to staff presentations and reports requiring Parks & Recreation Commission review including making recommendations to City Council.
- F. **Other Business.**
 - 1. **Absences.** The Parks & Recreation Commission will note upcoming Commissioner absences and make a motion to excuse or not excuse a Commissioner's absence.
- G. **Adjournment.** With no further business to come before the Parks & Recreation Commission, the Chair adjourns the meeting.

SECTION 5. AGENDA PREPARATION

- 5.1 Agenda Setting.** An agenda shall be prepared and distributed by the Recreation Division to each member not less than 5 calendar days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and other materials as may pertain to the agenda.
- 5.2 Agenda Modification.** All meetings shall be conducted in accordance with the agenda. To the extent it does not violate public notice requirements, a Regular Agenda may be modified, supplemented, or revised at the beginning of the meeting by an affirmative vote of the majority of Commission members present. The Commission, by a majority vote, can add matters for discussion to a Special Meeting agenda; however, in accordance with the OPMA, final disposition cannot be taken on any matter not listed in the special meeting notice.
- 5.3 Agenda Materials.** All agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list by 5:00 p.m. no later than the Friday prior to the meeting, in accordance with section 4.1. If the deadline cannot be met, the Parks & Recreation Commission and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Mercer Island Community and Event Center upon Commissioner request, with 24 hours' notice.

SECTION 6. PARKS & RECREATION COMMISSION PROTOCOLS

- 6.1 Governance and Procedures.** All Parks & Recreation Commission discussion shall be governed by *Roberts Rules of Order, Newly Revised* and by these Bylaws. Examples of parliamentary rules and motions are shown in [Appendix A](#) to these Bylaws. In the event of a conflict, these Bylaws shall control. The Staff Liaison shall answer questions of a parliamentary nature that may arise during a Parks & Recreation Commission meeting. The Staff Liaison shall decide all questions of interpretations of these Bylaws.
- 6.2 Appearances (Public Comment).** The Parks & Recreation Commission agrees to adhere to the following protocols during Appearances:
- A. The Parks & Recreation Commission shall listen attentively to the speaker's comments.
 - B. The Parks & Recreation Commission shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The Parks & Recreation Commission shall not engage in debate or discussion with any individual but may be recognized by the Chair to ask the speaker clarifying questions.
- 6.3 Discussion Protocols.** The Parks & Recreation Commission agrees to adhere to the following protocols for Parks & Recreation Commission discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Chair before speaking.
 - D. Be respectful of staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other Commissioners who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 6.4 Recommendations.** The Parks & Recreation Commission's goal is to provide a consensus recommendation to the City Council and any other board or commission of the city; in all cases, however, a majority vote is taken.
- A. To document the recommendations of the Commission, the Recreation Division staff shall include the facts and the motion that was made for the final recommendations in the agenda bill that is presented to the City Council.
 - B. A Commissioner is never required to state reasons for a dissenting vote; provided, however, that any member of the Commission shall have the right to state the reasons for their dissent from, or protest against, any action of the Commission. Such statement shall be noted in the minutes along with the record of the vote in the following format: "Commissioner XX verbally stated their reasons for voting in the minority on this matter."

No other statement is proper or will be allowed to be recorded in the minutes of the meeting.

B. The Chair has the responsibility to present the recommendations to the City Council on behalf of the Commission when requested by either the Parks & Recreation Commission or City staff.

C. Commissioners recognize that they are part of an advisory body. As such, when the Parks & Recreation Commission has voted to recommend an agenda item, the members shall not contact staff to encourage actions inconsistent with such Parks & Recreation Commission recommendation or take other action adversely impacting staff resources.

D. Commissioners, who voted on the prevailing side, may bring any approved recommendation up for reconsideration, only on the same day that the vote was taken, and immediately following Parks & Recreation Commission review and approval of such agenda item, before the Parks & Recreation Commission has moved on to other items. The Parks & Recreation Commission's goal is to make final recommendations and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).

6.5 No Surprises. Commissioners should use best efforts to contact the Staff Liaison to advise of emerging issues. Generally, Commissioners agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least 48-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Commissioners will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

6.6 Prohibited Conduct. In addition to the requirements applicable under RCW Chapter 42.23, which establishes the minimum standards for officials, officials shall be subject to the City's Code of ethics as provided within MICC Ch. 2.60.

SECTION 7. AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote (4 votes) of the entire membership of the Parks & Recreation Commission.

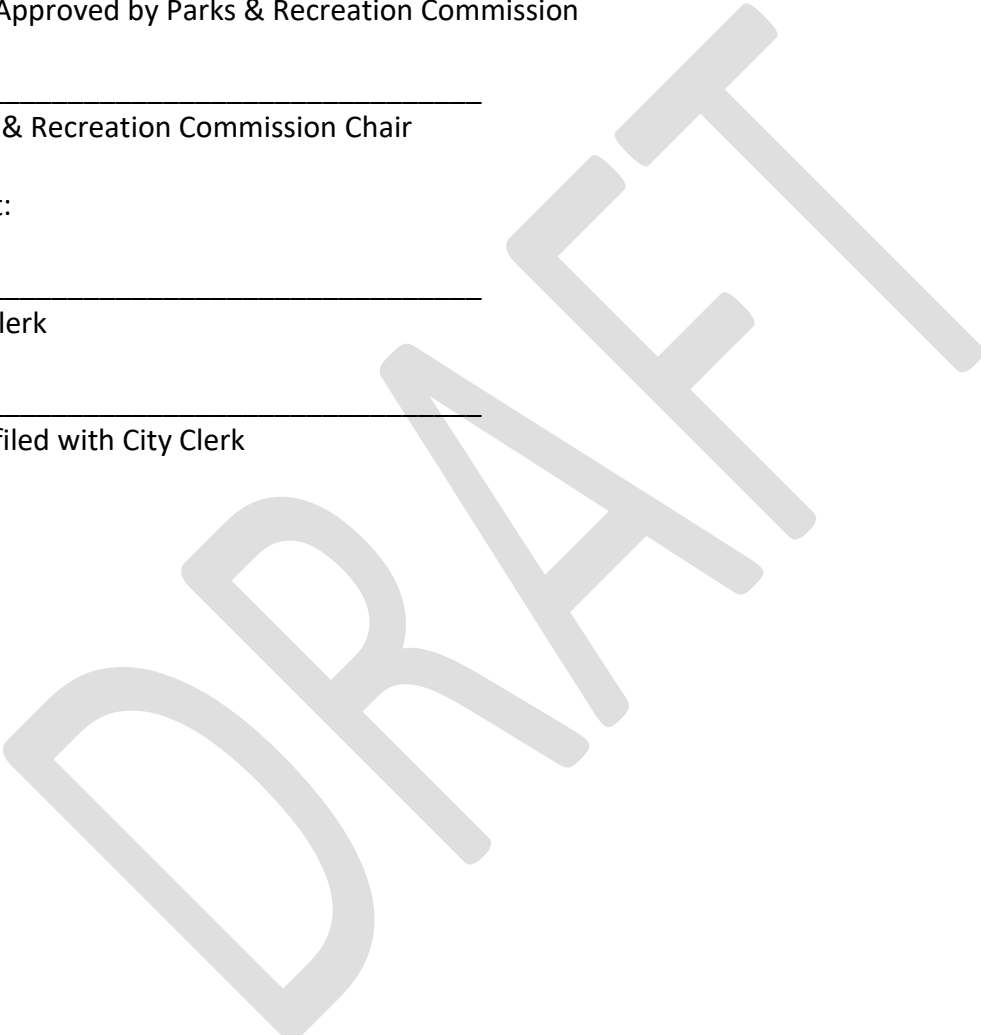
Date Approved by Parks & Recreation Commission

Parks & Recreation Commission Chair

Attest:

City Clerk

Date filed with City Clerk



APPENDIX A PARLIAMENTARY RULES AND MOTIONS

1. Following the presentation of the item and questions of staff, a motion should be made before the Commission begins discussion to frame and guide the discussion.
2. If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second, include: nominations, withdrawal of motion, request for a roll call vote, and point of order.
3. When making motions, be clear and concise and do not include arguments for the motion within the motion.
4. No comments may be made or heard until there is a second on the motion.
5. After a motion and second, the Chair will indicate the names of the Commissioners making the motion and second.
6. When the Commission concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion. Commissioners may object to such summary if any feel the summary does not reflect the Commission's consensus.
7. If the maker of a motion wishes to withdraw their motion, the Chair shall ask the Commission if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Commission will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
8. A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
9. A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Parks & Recreation Commission meeting.
10. A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
11. A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
12. A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

13. Motions that cannot be amended include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
14. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
15. The motion maker, Chair, or Staff Liaison should repeat the motion prior to voting.
16. All votes of the Parks & Recreation Commission will be conducted by roll call voting.
17. When voting, Commissioners will reply with “aye,” “nay,” or “abstain” and shall refrain from additional comments about the motion or their vote.
18. At the conclusion of any vote, the Chair will announce the results of the vote.
- 18.19. **A motion requires a majority vote of the quorum to pass.**
- 19.20. A motion that receives a tie vote is deemed to have failed.
- 20.21. When a question has been decided, any Commissioners who voted in the majority may move for reconsideration.
- 21.22. A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B PARKS & RECREATION COMMISSION MEETING CODE OF CONDUCT

The Mercer Island Parks & Recreation Commission welcomes the public to the Parks & Recreation Commission meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Parks & Recreation Commission meetings. Audience members will be expected to treat all attendees with respect and civility.

1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the Parks & Recreation Commission about any issue during a Parks & Recreation Commission meeting. The ground rules are:

- A. Each person wishing to address the Parks & Recreation Commission should register with the Staff Liaison by 4 p.m. on the day of the Parks & Recreation Commission meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. Traditionally, the Parks & Recreation Commission does not respond to comments made at the meeting, but may follow up, or have staff follow up, with the speaker if needed.
- D. Comments must be addressed to the entire Parks & Recreation Commission, not to individual Commissioners, staff members, or the audience.
- E. Audience members shall refrain from applause, comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Parks & Recreation Commission, may be requested to leave the meeting.
- G. The Parks & Recreation Commission cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the Parks & Recreation Commission meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C PARKS & RECREATION COMMISSION-STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Parks & Recreation Commission's policies and priorities consistent with the Parks & Recreation Commission goals. The following are general guidelines to help facilitate effective communications between the Parks & Recreation Commission and City staff.

1. Channel communications through the appropriate City staff.

While any staff member is available to answer Commissioner questions and requests for information, the Recreation Division (Rec) Staff Liaison is the primary information liaison between the Parks & Recreation Commission and City staff. Questions of Rec staff should be directed to the Staff Liaison. When a Commissioner makes a request to a particular staff member, it is important to inform/copy the Staff Liaison. In addition, staff will inform/copy the Staff Liaison so that the Staff Liaison is aware of the Commissioner's requests and needs.

2. All Commissioners should have the same information with which to make decisions.

When one Commissioner has an information request, the response will be shared with all members of the Parks & Recreation Commission so that each member may be equally informed.

3. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

4. Code Compliance Complaints.

The Community Planning and Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible.

Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

5. Complaints/Concerns Directed to Parks & Recreation Commission.

The Parks & Recreation Commission may receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, if a response is

warranted, appropriate or necessary the Staff Liaison or designee will direct the correspondence to the appropriate staff member. Correspondence related to matters outside of the purview of the Parks & Recreation Commission will be directed to the appropriate staff by the Staff Liaison or designee. Commissioners should not respond to correspondence that is outside of the purview of the Parks & Recreation Commission. On occasion, a letter or email is directed specifically to a Commissioner. The Commissioner should forward the correspondence to the Staff Liaison or designee to provide a response (if a response is warranted, appropriate, or necessary).

6. The Parks & Recreation Commission provides recommendations – City staff is responsible for administrative functions and City operations.

The purpose of the Parks & Recreation Commission is to serve in an advisory capacity to the City Council and any other board or commission on city matters and have the following duties and responsibilities pursuant to Mercer Island City Code 3.53.020

- A.** Develop the parks, recreation and open space (PROS) plan as a component of the city's comprehensive plan and provide recommendations on periodic updates to the plan as directed by the city council.
- B.** Provide a forum for the community to express their views on parks and recreation programs, services, and facilities.
- C.** Advise and prepare recommendations on master plans for parks, trails, open space areas, and other recreation facilities and advise on the acquisition of park property.
- D.** Make recommendations on the proposed budget for parks and recreation, pertaining only to programs, levels of service, and capital improvement projects.
- E.** Promote Park and recreation activities within the city.
- F.** Support and foster inclusive programs and services that embrace and enhance the cultural diversity of the community.
- G.** Explore opportunities to obtain private, local, state, and/or federal funds to support parks and recreation programs, services and facilities.
- H.** Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, organizations, foundations, and other community groups to collaborate on the delivery of parks and recreation services.
- I.** Provide a forum for the community to express their views regarding library services on Mercer Island and serve in an advisory capacity to the King County Library System.
- J.** Advise on other matters as directed by the city council.

The primary functions of staff are to forward the Parks & Recreation Commission recommendations to City Council and keep the Parks & Recreation Commission informed. Staff is obligated to take guidance and direction only from the Staff Liaison, Department Director, or City Manager.

Individual Commissioners shall not knowingly or willfully interfere with the administration of City business including, but not limited to: coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the Parks & Recreation Commission policy.

7. To provide the Parks & Recreation Commission with timely information, Commissioners should submit questions on agenda items to the Staff Liaison and Chair in advance of the Parks & Recreation Commission meeting.

Commissioners are encouraged to submit their questions on agenda items to the Staff Liaison and Chair as far in advance of the meeting as possible so that staff can be prepared to respond before or at the Parks & Recreation Commission meeting. Having a practice of “no surprises” between the Parks & Recreation Commission and City staff and vice versa fosters a productive working relationship.

8. Respect the will of the “full” Parks & Recreation Commission.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Commissioners. However, if a request reaches a certain degree of workload, it will need to come before the “full” Parks & Recreation Commission. The Staff Liaison will consult with the Director and City Manager with the request to determine when it is appropriate to bring it before the full Parks & Recreation Commission for discussion and recommendation.

9. Depend upon the staff to make independent and objective recommendations.

Staff is expected to provide its best professional recommendations on issues, provide information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and/or Commissioners. When this occurs, please refrain from attacking the messenger. Staff respects the role of the Parks & Recreation Commission in its advisory capacity to the City Council.

10. The Staff Liaison and staff will transmit Parks & Recreation Commission recommendations to the City Council as accurately as possible.

Staff will assist the Chair in preparing the written recommendation. The Chair will be provided the opportunity to address the City Council to verbally transmit the recommendation. Staff seek to accurately describe the Commission’s legislative review process and recommendation.

11. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should be made only to the Staff Liaison or Director through private correspondence or conversation.

12. Seeking political support from staff is not appropriate.

The City is a non-partisan local government. Neither the staff liaison nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., Staff Liaison, the Chief of Administration, Chief of Operations, and City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

13. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

DRAFT

APPENDIX D HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Commissioners and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Commissioners post on NextDoor about official City business, they **must** capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The Staff Liaison can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

Parks & Recreation Commission Bylaws Update

October 5, 2023

Item 3.



Bylaws Update

At the request of the City Clerk's office, all board and commission bylaws will be reviewed and amended to address changes in state law, reflect updated/new practices and ensure consistency.

Legislative Changes

- ❑ Changes in the Open Public Meetings Act
 - ❑ Physical meeting location and public appearances requirement.
- ❑ Align with City Council Rules of Procedure

Procedural Changes

- ❑ Training and Elections
- ❑ Meetings and Agenda Preparation
- ❑ Parks & Recreation Commission Protocols

Appendices

- ❑ Consistent with Council Rules of Procedure
 - ❑ Parliamentary Rules and Motions
 - ❑ Parks & Recreation Commission Code of Conduct
 - ❑ Parks & Recreation Commission-Staff Communication Guidelines
 - ❑ How does the City use Nextdoor.com

Next Steps

- ❑ City Attorney Review - Completed September 2023
- ❑ Parks & Recreation Commission Review
- ❑ Adoption – Fall 2023



Questions





PARKS & RECREATION COMMISSION STAFF REPORT

Item 4
October 5, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Review of P-Patch Community Garden Rules	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Endorse the proposed Mercer Island P-Patch Community Garden Rules	

STAFF:	Dave Setterlund, Recreation Coordinator Katie Herzog, Recreation Supervisor Ryan Daly, Recreation Manager
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. Draft P-Patch Community Garden Rules

SUMMARY

The purpose of this staff report is to seek Parks and Recreation Commission’s endorsement of the draft P-Patch Community Garden Rules (Exhibit 1).

Background

Rules and eligibility requirements are standard practice for recreational programs and activities. These standards of participation ensure participants and coordinating staff understand the behavioral expectations of the program as well as the objectives and anticipated outcomes to ensure the best possible experience for all.

At the [September 7th](#) Parks and Recreation Commission (PRC) meeting, the Commission discussed the P-Patch Community Garden program purpose statement and objectives to further guide development and refinement of the P-Patch Community Garden Rules. At that meeting staff committed to returning to the PRC to seek endorsement of the program rules at a future meeting.

Discussion

This draft of P-Patch Community Garden Rules has been revised by staff to reflect Commission input received from the September 7th meeting and incorporates guidance from the Washington City’s Insurance Authority (WCIA) on community garden programs.

The draft rules reflect the Commission’s desire to:

- Prioritize resident participation.
- Promote access to the program.
- Maintain natural character of the area.
- Enhance participant and visitor safety.

Next Steps:

Following the Parks and Recreation Commission's endorsement of P-Patch Community Garden Rules, staff will proceed to refine registration processes and coordinate with current participants to establish and implement timelines (potentially over the course of numerous seasons) to align participation and plots with the new P-Patch Community Garden Rules. New participants will be immediately subject to the updated program rules.

RECOMMENDATION

Endorse the proposed Mercer Island P-Patch Community Garden Rules

P-PATCH COMMUNITY GARDEN RULES

Purpose Statement:

The Mercer Island P-Patch is a community garden program coordinated by the City of Mercer Island and cultivated by Mercer Island residents through environmentally sustainable practices. The P-Patch program provides the opportunity for participants to grow food and ornamental plantings within individual plots enabling opportunities for connections within the community, increased food security, and improved physical and mental health for visitors and participants alike.

Program Objectives:

- Provide and allocate designated plot areas for community gardening activities.
- Enable gardening and gathering opportunities which improve both mental and physical health.
- Align participation with maintaining the natural character of the park and minimize unnatural physical and visual impacts to the surrounding park and neighborhood area.
- Provide an environment that enables participants of different ages and demographics to come together, interact, and cultivate meaningful relationships through gardening.
- Utilize garden plots and the surrounding area to enhance biodiversity and contribute to the preservation of the environment.

GENERAL:

1. Plot holders must be Mercer Island residents, at least 18 years of age, and registered annually by February 1 to be eligible for participation.
2. Priority for plot allocation will be given to the previous year's plot holders, with available remaining plots distributed to those on the waitlist, then on a first-come, first-serve basis.
3. There is a maximum of one plot per household.
4. Plot holders may not transfer their garden space to others.
5. Children are welcome and encouraged to garden, those under the age of twelve (12) must be supervised by the plot holder. Do not allow children to run in the patch area or play in/on other plots.
6. Dogs, cats, and other animals are not allowed in the garden at any time (except service animals).
7. Plot holders and guests must be considerate and respectful with all persons with whom they interact with at the P-Patch at all times.
8. Plot holders and guests shall conduct themselves in a courteous, respectful manner at all times. Plot holders and guests shall refrain from profanity, harassment, disruptive behavior, or abuse of any kind.
9. Smoking, vaping, and alcohol are prohibited in the P-Patch area.
10. Do not enter other plot spaces without the permission of the plot holder.
11. Motorized equipment is not allowed in the P-Patch area, except for battery powered garden tools. Only City vehicles are permitted to drive to the P-Patch area.

12. Plot holders are responsible for cultivating, weeding, fertilizing, watering, end-of-season clean up, and all other care for their plots.
13. Tools, equipment, materials, and supplies must be neatly stacked and stored or discarded of. Plots may not exhibit signs of abandonment, neglect, safety hazards, or be overrun by weeds.
14. Plants on the State's Noxious Weed List as well as illegal, controlled, or invasive plants are prohibited.
15. The P-Patch program is an organic gardening program. Use of pesticides, herbicides and insecticides made from synthetic materials as well as use of chemical fertilizers is prohibited. Fully composted manures such as steer and chicken manure are allowed.
16. Plantings, materials, fencing, and equipment must be kept within the borders of your identified plot. Allow space for vining or spreading crops within the plot boundaries.
17. Growing vegetables and flowers for commercial purposes or sale is prohibited.
18. Plot holders will have seasonal access to hose spigots and must be present at their plots while watering. Drip irrigation may not be left on or unattended. Hoses must be disconnected when not in use and must be neatly stored within plot holder's plot.
19. Tarps, plastic sheeting, and other non-permeable ground coverings are prohibited. Porous landscape/weed barrier fabric and burlap are allowed.
20. Plot holders are responsible for keeping pathways and fence lines adjacent to their plot clear and free of rocks, tools, plantings, and other obstacles.
21. Permanent structures and non-planting related installations are prohibited.
22. With prior approval from the Recreation Coordinator, plot holders may install raised bed structures and storage units (up to 30 inches in height). These installations will be allowed as long as they do not disrupt adjacent plots and do not obstruct pathways.
23. Temporary trellises must not exceed 6 ft in height or disrupt adjacent plots.
24. The following items are prohibited in plots: Painted/stained building materials, overhead netting or covers, yard art/decor, signage, displayed verbiage, lighting, and electric deterrent noise devices. Plant identification markers or tags no bigger than 20 square inches are permitted.
25. Plot Fencing:
 - a. May be a maximum of 6' in height including all posts and gates (measured from lowest point).
 - b. Only steel/wire fencing is permitted and must not be coated or painted.
 - c. Posts may not be set in concrete, must be no larger than 4" x 4", and have a separation of no less than 8' between posts. A single gate may be placed with a shorter distance between posts.
 - d. All metal stakes must have caps.
26. City staff may prohibit installations, plantings, or behaviors that do not align with the P-Patch program's objectives, violate the anti-harassment policy, or which negatively impact others.

WARNING:

Those who do not follow P-Patch Community Garden Rules will be notified with one written warning. Non-compliance and/or lack of communication within 2 weeks of that notification will result in dismissal from the P-Patch Community Garden program. All fees are non-refundable. Any plot that remains unattended or uncultivated by May 1st of each year will be cleaned out and reassigned without refund or access to crops. Repeated failures to abide by the P-Patch Program rules will result in dismissal from the P-patch Community Garden program and will void future eligibility.

SECURITY NOTICE:

If you witness or experience garden theft or vandalism, please notify the police by calling (206) 275.7610 to file a report. Please also call the Parks and Recreation office at (206) 275-7609. Due to the open nature of parks and garden sites, The City of Mercer Island is not responsible for loss of garden products or personal items left on site.

DRAFT

Hold Harmless Agreement

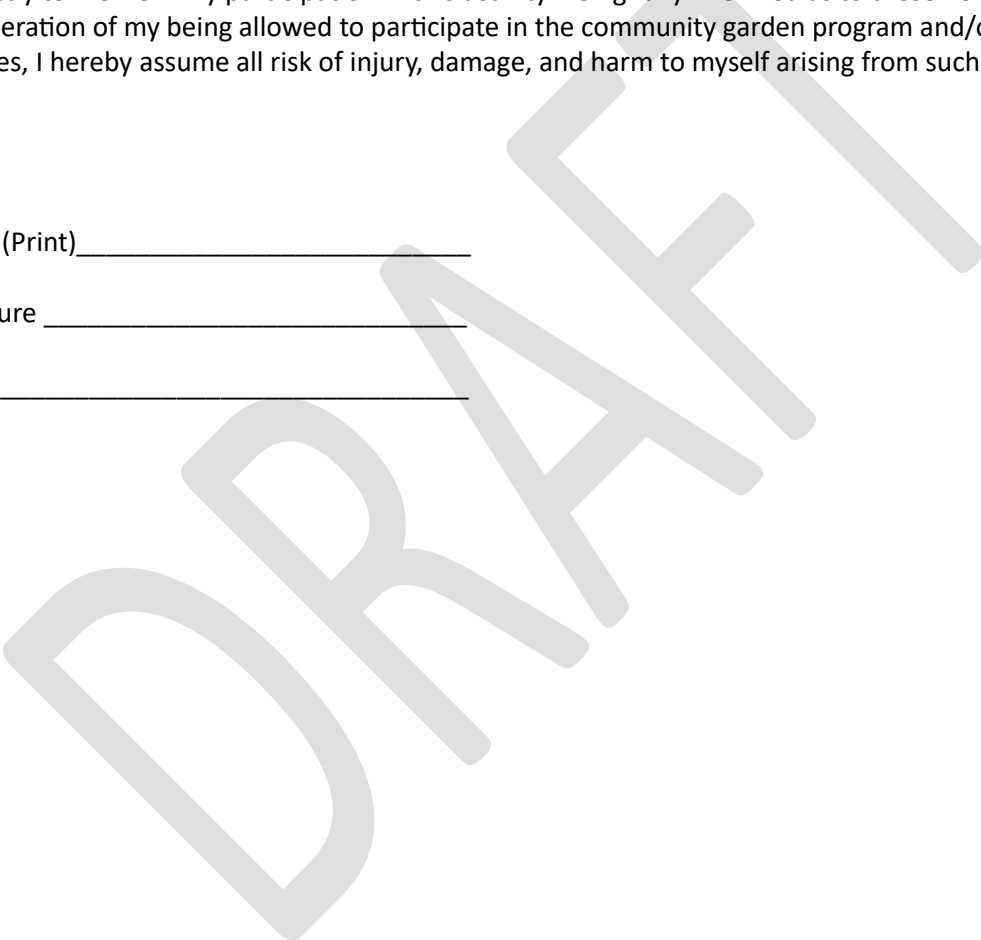
City of Mercer Island P-Patch - **RELEASE AND HOLD HARMLESS AGREEMENT**

The undersigned adult, on behalf of myself, my child and/or children, and any of my invitee(s), agree to protect, defend, indemnify and hold harmless the City of Mercer Island (City), its officers, officials, employees, agents and volunteers from any and all claims, demands, suits, penalties, losses, damages, judgments or costs of any kind whatsoever (hereinafter "claims") arising out of or in any way resulting from the activities of myself and/or my children and/or my invitees, as applicable, in the City program except those acts or commissions which are the sole negligence of the City. I am fully aware of the fact that there are special dangers and risks inherent in this activity, including, but not limited to, the risk of serious physical injury, death, or other harmful consequences that may arise or result directly or indirectly to me from my participation in this activity. Being fully informed as to these risks and in consideration of my being allowed to participate in the community garden program and/or use of City facilities, I hereby assume all risk of injury, damage, and harm to myself arising from such activities or use.

Name (Print) _____

Signature _____

Date _____



Parks & Recreation Commission

2023 Planning Schedule



1st Thursday of Month- Regular Meetings

Updated: 9.29.23

Date	Meeting Type	Agenda Item
5-Jan	Regular	ADTS Improvement Project 30% Design Recommendation
		Bike Skills Area Conceptual Design Update
2-Feb	Regular	2023 CIP Projects Update
		Bike Skills Area Design Update
2-Mar	Regular	ADTS Improvement Project 30% Design Update
		LB Pickleball Court- Exclusivity Discussion
April Cancelled	Regular	
4-May	Regular	Mercer Island Library- Annual Update
		ADTS 30% and Memo
1-Jun	Regular	Park Area Naming Policy
		*2022 Recreation Division Annual Report (Memo)
6-Jul	Regular	Chair/Vice-Chair Elections
		Luther Burbank Court Configuration
August		No Meetings Summer Break
7-Sep	Regular	P-Patch Guidelines
		Park Area Naming Policy
5-Oct	Regular	P-Patch Guidelines
		Bylaws Review
2-Nov	Regular	Sponsorship Policy
		Mercer Island Park Code Revisions- Intro
Dec. TBD	Regular	Sponsorship Policy
		Recreation Policy Implementation Status Update (Memo)
		Work Plan Progress and CIP Progress Update
		Gift Acceptance Policy *update*

Item Type	Items to be scheduled
Policy	Park Code/Rules Updates- signage in parks, appropriate uses of space, etc. <i>(as needed)</i>
Policy	Park Zoning - Planning Commission/CPD

Policy	Recreation Service Scholarship
Project	Mercerdale/Groveland & Clarke Master Plan Kick-off
Project	Luther Docks Project (<i>Periodic touch points</i>)
Project	Aubrey Davis Trail Safety Project (<i>Periodic touch points</i>)
Annual Agenda Items	
KCLS- Mercer Island Branch Operations Update (March)	
Annual PRC Chair/Vice-Chair Elections (May)	
Annual Bylaws Review (July)	
Various CIP Recommendations (TBD)	
Annual Year-End Report	