



PARKS & EVENTS COMMISSION HYBRID MEETING

Monday, April 17, 2023, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMISSION MEMBERS

Paul Sweum, Chair

Heather Palmerini, Co-Chair

Commissioners: Emily Anderson, Ryan Prior, and Scott Vermeulen

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

COUNCIL LIAISON REPORT

MINUTES

1. [Approval of the minutes dated March 20, 2023.](#)

REGULAR BUSINESS

2. [Bylaws Finalization](#)
3. Commission Purpose and Direction Discussion

SPECIAL EVENTS REPORT

FOR FUTURE DISCUSSION

ADJOURNMENT



PARKS & EVENTS COMMISSION MEETING MINUTES MARCH 20, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Commission Chair Sweum called the meeting to order at 7:00 pm.

Commission Members: Chair Paul Sweum, Co-Chair Heather Palmerini (remote), and Ryan Prior.

Commissioner Scott Vermeulen requested an excused absence which was approved.

Councilmember Ethan Benson was also present.

City Staff:

Mike Chambless, Parks & Public Works Director; Nicole Wiebe, Community Liaison (remote); and Deana Dean, City Clerk.

AGENDA APPROVAL: Commissioner Prior moved and Co-Chair Palmerini seconded the motion to approve the agenda which passed unanimously.

PUBLIC COMMENTS - There were no public comments.

COUNCIL LIAISON REPORT -

Councilmember Benson noted council approved the agenda bill for the all-inclusive park equipment ahead of the project which looks to be a cost and time savings. He also noted that progress at Riverview Park is coming along and there are great things happening with our parks.

MINUTES – Co-Chair Palmerini moved and Commissioner Prior seconded the motion to approve the minutes from the February 21, 2023, meeting which passed unanimously.

REGULAR BUSINESS

1. Facility Use Fees Discussion: Brief discussion on when fees were last set and past practice. Presently they are trying to ensure the process is followed and revenues are collected but the finance department will be working on a project this year to update the fees and will be bringing in a consultant to help determine actual costs. Brief discussion on fields including maintenance on dirt infields.
2. Online Reservation System: Parks and Public Works Director Mike Chambless spoke regarding the finance department transition from Springbrook to Munis and noted the parks department was looking at an online reservation system this summer but will wait until Munis goes live which will be in

approximately one year. They are preparing now in anticipation of the Munis implementation. Brief discussion followed on the current process.

3. Bylaws: Chair Sweum provided a proposed draft. Discussion followed.

SPECIAL EVENTS UPDATE

Community Liaison Nicole Wiebe spoke to the upcoming events including the April egg hunts including the Friday night flashlight hunt for teens, the Saturday hunt for little kids, and the Saturday downtown merchants hunt for kids. Phil will be doing an Arbor Day activity at Riverview Park. Information will be out this week regarding the volunteer recognition event which will be held on Thursday April 20, 2023 at Snoqualmie Inn which happens to be National Volunteer Day during National Volunteer Week. Commission questions followed including a discussion regarding a trash outreach project.

ITEMS FOR FUTURE DISCUSSION

1. Commission Purpose and Direction: This item is approved for the April 17, 2023, meeting.
2. Update on Parks and Open Space Plan
3. Update on Playgrounds

ADJOURNMENT

The meeting was adjourned at 7:57 pm.

Minutes taken by Deana Dean, City Clerk

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the _____ Parks & Events Commission Meeting.

**CITY OF SNOQUALMIE
PARKS AND EVENTS COMMISSION
BYLAWS**

ARTICLE I - NAME

The official name of the organization shall be the City of Snoqualmie Parks and Events Commission.

ARTICLE II – MISSION STATEMENT

Our mission is to enrich the quality of life in the community of Snoqualmie through the stewardship and enhancement of City parks, trails, recreational facilities, open spaces, and community events.

We provide advisement to the City Council, to the Parks Department, and to the Events Coordinator for the proper development and management of parks, trails, open spaces, recreational facilities and programs, and of community events within the City of Snoqualmie.

ARTICLE III – OFFICIAL MEETING PLACE

The official meeting place of the Commission shall be at City Hall in Snoqualmie, Washington; or in a predesignated City facility/meeting space; and/or by virtual attendance. All meetings shall be held except on such occasions, and at such times as the Commission may, by a majority vote of those present at any regular or special meeting, otherwise direct.

ARTICLE IV – ELECTIVE OFFICERS

Pursuant to the Snoqualmie Municipal Code, the Commission shall elect a Chair and Vice-Chair annually. In the absence of both the Chair and the Vice-Chair, members may, by majority vote of those present, elect a Chair Pro Tem who shall assume the duties and powers of the Chair. No member shall serve more than two (2) consecutive elected terms as Chair.

ARTICLE V – PROCEDURES

Robert's Rules of Order shall be used to provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

Motions shall be restated by the Chair before a vote is taken. Each member, including the Chair, shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the minutes. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting shall be deemed and taken as the action of the Commission.

ARTICLE VI – TRANSACTION OF BUSINESS

Regular attendance is expected of each Commission member at all regular and special meetings. If a member must miss a meeting, communication with the Chair or staff liaison shall occur prior to the meeting. If a member is absent from four (4) or more meetings in the span of twelve (12) calendar months (regardless of meeting frequency) a recommendation for removal from the Commission may be forwarded to the Mayor.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended at any meeting by the affirmative vote of the Commission, provided that the proposed amendments have been submitted in writing at a previous meeting.