

**City of Poulsbo  
Parks & Recreation Commission  
Meeting Minutes**

<b>Location</b>	<b>Poulsbo City Hall Council Chambers</b>	<b>Date</b>	<b>Dec. 15, 2014</b>
<b>Committee Chair</b>	Steve Calhoun	<b>Time Started</b>	7:00 pm
<b>Commissioners Present</b>	Yolanda Adams-Smith, Steve Calhoun, Mary Carter, Norm Hersman, Edie Lau	<b>Time ended</b>	8:10 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Council member Linda Berry-Maraist		

Key Points Discussed		
No.	Topic	Highlights
<b>1.</b>	<b>Administrative:</b>	
A.	Introduction of New Commission Member Edie Lau	Steve introduced the newest commission member Edie Lau. Edie has lived in Poulsbo since 2007 and has been active on the Trails Committee.
B.	Questions & Concerns of the Committee	None
C.	Agenda and Extended Agenda Review	None
D.	Approval of Minutes: 10/27/2014	M/S/A MC/YAS
<b>2.</b>	<b>Comments from Citizens</b>	None
	<b>Presentation</b>	Steve Calhoun presented outgoing Council member Linda Berry-Maraist with a plaque and thanked her for many years of support for Parks and Recreation in Poulsbo.
<b>3.</b>	<b>Agenda Items:</b>	
A.	2015 Budget updates	Mary reviewed the progress of 2014 capital park projects and 2015 projects that have been approved. Linda told the Commission that having some of the commissioners speak during the budget public hearing was effective and important. The capital park dollars will again be cut 50% for 2015, but not on a permanent basis as was suggested.
B.	Salmon Viewing Saturday & Fish Park work group	Steve reported that Salmon Viewing Saturday on November 1 went very well. There were about 180 people in attendance, along with 12 organizations and many volunteers. The 2015 event will be held on November 7. Steve also reported that the PRC/Tree Board work group planted trees and ferns on November 16 in their assigned stewardship area. That event also went well, and another work party will be held mid-2015.
C.	Trail Signage	Mary reported that the Trails sub-committee has been working on a design for a basic trail sign. The plan is have signs ordered by the end of the month, and then find an

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		Eagle scout to do the installation. Signage for bike routes is a bit trickier, as there are regulations for street signage (font size). The sign will have a QR code that will take people to the Parks and Rec page, and then we can set up the Quick Links for maps. We will also need to do some basic directional arrow signs that can be attached to the sign post as well.
D.	Fish Park – project update	Mary reported that the 2011 grant for Fish Park is now complete. We will have to wait until Spring 2015 to find out the results of the next grant. The Puget Sound Corps crews through the Department of Ecology were at Fish Park in October doing restoration work. They will be back next June. The Western Wa University students are monitoring plants on the site.
E.	Little Valley ballfield	Two informational meetings regarding the Little Valley ballfield RFP were held in November. About 5-6 organizations have expressed interest in managing the site. Proposals are due back 1/31/2015. Staff will review them first, and then the PRC will see them at their February 2015 meeting.
F.	Park Recreation & Open Space 2015 Timeline (PROS)	Mary showed a timeline to get the PROS plan update completed by December 2015. Linda reminded the commission that the Level of Service is an important piece to the plan, and they may want to consider raising the number of trail miles in this update. There are no official national standards for parks or trails.
4.	<b>Department and Council member Reports</b>	Linda reported that the Raab Park entry trail was completed on November 1 by an Eagle scout. The project was funded by an NKTA grant through REI. NKTA will also be putting together a “lending library” for trail building tools. Linda also reported that the city engineer will be working on a non motorized plan in 2015-2016, and plans on asking the trails committee for input. Mary reported that another Eagle scout will be building an additional 250’ of gravel trail in Forest Rock Hills Park.
5.	<b>Comments from Citizens</b>	None.
6.	<b>Commissioner Comments</b>	None.

Minutes respectfully submitted by Mary McCluskey