



**City of Poulsbo
Parks and Recreation Commission
City Hall – 200 NE Moe Street
City Council Chambers**

Subject	Regular Meeting Minutes	Date	April 27, 2015
Recorder	Pat Hightower, Parks & Recreation	Start Time	7:00 pm
Committee Chair	Steve Calhoun	End Time	8:50 pm
Committee Members Present	Steve Calhoun, Mary Carter, Norm Hersman, Edie Lau, Judy Morgan, Yolanda Adams-Smith		
Staff Present	Mary McCluskey, Parks & Recreation; Karla Boughton, Planning		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None.
B.	Agenda and Extended Agenda Review	None.
C.	Approval of Minutes: 02/23/2015	M/S/A EL/NH
2.	Comments from Citizens	None.
3.	Agenda Items:	
A.	Commission Vacancy	Mary reported that Diane Fitzpatrick has decided not to continue with the Park Commission, so there is an opening. The application is on the city's web site.
B.	Park Recreation and Open Space Plan (PROS)	<p>Karla will be working with the Park Commission on the PROS plan this year. As part of the process, a community survey was conducted using the online program Survey Monkey in March and April. Judy complimented staff on the survey. There was a 300% increase in response over the 2011 survey. Key survey results and comments included:</p> <ul style="list-style-type: none"> • Most respondents live in the city limits, are women with small children, travel up to 2 miles to get to a park, and spend less than 2 hours at a park. • People would like to see the restrooms upgraded. The waterfront park restrooms are the most visible and haven't had a major update since the 1970's. • Fish Park is now visited more than the waterfront park; Raab and Lions are also among the most frequented. • Trails, bike paths, and acquiring more shoreline access properties were the top three priorities. People would like to see Poulsbo be more walkable. • Respondents feel that the City should take care of what they have, but also add new activities. The bike pump track is one new activity. People also would like to see another dog park on the other side of Hwy 305.

		<ul style="list-style-type: none"> • Respondents preferred funding to be through grants and donations, but some may be willing to pay higher taxes. • On the recreation side, people use the web site, catalog and the Internet to find program information. 30-40% still look at the paper catalog. Respondents indicated that they would like the department to do less and do it better, and not cancel programs at the last minute. A minimum numbers of registrations must be met on all programs in order for them to pay for themselves. Steve would like to give people a warning if class numbers are low and might get cancelled. Staff does that as much as possible already, but it is very staff-intensive. Mary feels that additional advertising is needed. The department currently relies on the Internet, website, word of mouth, the catalog and Facebook to get the word out. • Other requested activities that were mentioned in the comments included more special needs activities and after school programs. The department does offer after school activities but many don't go. • One person mentioned the need for some focus groups. It's possible this could be done at a Park Commission meeting. People are looking for more volunteer opportunities. <p>The commissioners discussed what the top priorities should be over the next 6 years.</p> <ul style="list-style-type: none"> • The commissioners agreed that trail development and shoreline property access should continue to be the top two priorities. Norm added that the top priority for land acquisition should be next to the water, but that the second priority should be skylines, as the quality of views are plummeting. There are four lots available off of the old county road 59 in West Poulso. Karla says the price for all four is \$750,000, and that the majority of the land is upland. • There are a number of developments coming into Poulso over the next 5 years, all of which will be paying park impact fees. Vested projects will be paying the old mitigation fee of \$500, while the newer projects will pay the new Park Impact Fee of \$1195. Karla will e-mail the commissioners about which developments have been approved, which are in the pipeline, and which are coming up. Developers now need to leave 25% of significant trees (10" or larger) on their project site. Karla said that under the state Dept of Ecology Stormwater regulations, credit incentives are in place to keep trees and vegetation. Mary Carter stated that it's important that developers know about the Urban Paths of Poulso. The Planning
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		<p>Dept works closely with property owners during the review process, as well as with the Engineering Dept, to develop trails. New trails are included with new developments, as well as through recreational easements. There is grant money available for sidewalks, such as through Safe Routes to Schools. The City has also budgeted funds for sidewalks.</p> <ul style="list-style-type: none"> • Park Impact Fees are based on the adopted Level of Service (LOS), which is a ratio between acreage and population. The funding of improvements is targeted to be split 50/50 between the city and developers, based on the assumption of a fully funded park program. This methodology is not being sustained because of city budget cuts over the past 5 years. The commissioners reviewed the 2025 Project Park Needs table, based on the LOS. The population forecast of 14,808 people remains the same, except that the planning period is going out to 2036. Future needs will probably still be community parks, which currently include Raab Park and College Marketplace. The Little Valley and Morrow Manor parks will be added to the park inventory list. Edie would like to see a list of LOS comparisons from other communities; Karla will put one together. • Karla doesn't see any recommended changes to funding methods. Grants and donations are the preferred method, with funding also from park impact fees and partnerships. Mary commented that the Mayor is still talking about a possible park district, as 80 percent of the department's recreation users come from outside the city limits. It could be city wide, 98370 or all of North Kitsap. Kingston currently has a park district. Yolanda feels that we need a new Recreation Center. • The commissioners will be hosting a community open house June 22. Karla will put together draft goals and policies to review. The commissioners should let her know if they have any thoughts on these. Mary will also put together a summary of the survey responses.
C.	<p>Project Updates: Little Valley Ballfield; MIW Waterfront Park benches; Pavilion Naming; Nelson Park Trail Extension; Poulsbo's Fish Park; Lions Park Swings; Trail Signs; Centennial Park</p>	<p><u>Little Valley Ballfield</u>- The Evergreen Mountain Bike Alliance is working on permits for the bike pump track.</p> <p><u>MIW Waterfront Park benches</u>- The benches were delivered today and should be installed by tomorrow. They are still in the process of painting the pavilion and replacing handrails. The benches are a similar style to the blue benches, but are brown to match the pavilion.</p> <p><u>Pavilion Naming</u>- The city council has voted to rename the pavilion to Austin-Kvelstad Pavilion.</p> <p><u>Nelson Park Trail Extension</u>- The trail extension project has begun. The contractor is building the piece of the trail in front</p>

		<p>of the Thai restaurant building, and the Poulosbo Rotary Club will build from the south end of that trail into Nelson Park. Once completed, people will be able to walk on a trail from Nelson Park to Fish Park.</p> <p><u>Poulsbo's Fish Park</u>- Mary received notice that the city is getting a \$26,000 grant from the Wa Dept of Fish and Wildlife for improvements on the new parcels at Fish Park.</p> <p><u>Lions Park Swings</u>-The pump station project at Lions Park will begin soon. They will need to remove the swings, but they will be replaced just north of the existing site.</p> <p><u>Trail Signs</u>- Mary has received a bid for metal, 12x18 inch signs at \$30 each. Some will be more generic, with the words "Urban Path". An Eagle Scout will be doing the installation, so they will need to be very specific about where they will be installed. Installation should be completed this summer.</p> <p><u>Centennial Park</u>- The city has purchased a parcel on 8th Avenue next to the Coffee Oasis building. The Centennial Park renter will move out by the end of April and both houses will be demolished. There is ongoing discussion about what will happen with the Public Works property. One idea is to lease space to the Poulsbo Farmer's Market. Tree Board members have discussed Centennial Park becoming an arboretum.</p>
4.	Department Head Reports	<p><u>Arbor Day</u>- About 16 people attended the Arbor Day event at Centennial Park on April 25. A tree was planted and the city received its 18th Tree City Award. A staff member from the Dept of Natural Resources attended, and an aerial view of the park was handed out, with a tree inventory and their values.</p> <p><u>Heronswood Tour</u>- The Tree Board will be doing a summer tour of Heronswood Nursery on Mon, July 13 at 6pm. The commissioners should let Mary know if they would like to attend.</p>
5.	Comments from Citizens	None.
6.	Commissioner Comments	<p>Mary Carter commented that the parks look great. She noticed the Public Works staff has cut the daffodils down and mulched.</p> <p>Steve mentioned that the Lions Club has extended the Fish Park boardwalk to the stairs that lead up to the Elm tree.</p>
7.	Adjournment. JM/YA-S	Next Meeting: June 22, 2015

Minutes respectfully submitted by Pat Hightower.