



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

Subject	Regular Meeting Minutes	Date	June 22, 2015
Recorder	Pat Hightower	Start Time	6:07 pm
Committee Chair	Steve Calhoun	End Time	8:02 pm
Committee Members	Steve Calhoun, Mary Carter, Norm Hersman, Edie Lau, Mike Randall		
Staff Present	Mary McCluskey, Parks and Recreation; Karla Boughton, Planning		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Introduction of new commission member- Mike Randall	Steve Calhoun introduced new commission member Mike Randall. Mike is new to Poulsbo, and formerly served on the Citizen Advisory Board for NW Trek for 6 years and the Tacoma Zoo board for 2 years. He wants to get involved in Poulsbo.
B.	Approval of Minutes: 4/27/2015	M/S/A MC/EL
2.	Open House: Park Recreation and Open Space	<p>Karla Boughton began the open house by reviewing recent survey results. Maps were made available, including one that showed the 20-year vision for parks. The Urban Paths of Poulsbo map was also available for viewing. Karla stressed that the map is conceptual; a hybrid between existing sidewalks and city right of way, project approvals, and willing property owners. Three citizens were in attendance and were able to use dots to mark what projects on the Capital Improvement Project list were most important.</p> <p>Gail Pignon of the Poulsbo Garden Club mentioned that the club is interested in backing a long-term project in one of the parks, perhaps a structure or a garden, something that would be permanent. Centennial and Morrow Manor Park were suggested as possibilities, as they are smaller and would make a bigger impact. If the city decides that the Public Works property will become part of the park, the park's acreage will almost double.</p>

2.	Open House: Park Recreation and Open Space	<p>John Zantek from the American Legion Post #245 discussed a project the club would like to do at American Legion Park. They would like to use the 4 parking spaces at the park's over-look off of Front St, and replace it with a memorial of 389 bricks containing the names of veterans, as well as adding a flagpole with US and POW/MIA flags. It may also include benches and a commemorate plaque. The American Legion would do the fundraising, and expects it to cost around \$35,000. The Legion would take responsibility for raising and lowering the flags, and it was suggested that volunteers could do maintenance to keep it looking nice. Their timeline would have it ready for their 2019 centennial. Mary Carter thought it was a great idea, and the other commissioners concurred.</p> <p>The commissioners moved to recommend the proposal from the American Legion Post #245 to add a commemorative plaque and bricks in the current parking area adjoining American Legion Park. M/S/A MC/MR</p> <p>Rita Hagwell commented that she likes the two ideas that were brought up during the open house. She told the commissioners that her land was put on the Urban Paths of Poulsbo plan and that her attorney has let the city know they would have to acquire her land by eminent domain, and that she has spoken to the city council about it. She presented documents from her attorney and the city, as well as her views about them. She added that the commission needs to be fair about what land they acquire and how they acquire it.</p>
3.	Agenda Items:	
A.	Goals and Objectives- PROS Plan	<p>Discussion was held about active Poulsbo residential projects. Karla handed out a list and map showing the projects, color coded by those Recorded and Not Built Out, Approved Projects Not Recorded and Projects In-Process. The project list shows 262 units that have been approved and are now under construction. Some are not totally built out yet, and once they are completed, each project will be removed from the list. Karla said it gives a picture of where the growth will be seen in Poulsbo, even though it won't happen all at once. She added that the market has to support it and developers need to be able to fund it. She expects that three projects will see building permits this year.</p>
A.	Goals and Objectives- PROS Plan	Once a project has been approved, there is a five

		<p>year expiration date for it to be built. Mary Carter commented that based on these projects, they City will need a lot of parks on the east side. Karla mentioned that some of the bigger developments will have pocket parks and recreational amenities. The developers have also been made aware of the Urban Paths plans so that they can consider connecting trails.</p> <p>Karla reviewed the discussion about goals and policies at the last meeting. The current plan will be continued, developing our parks to their fullest potential, continuing work on trails, and adding shoreline property. She also did some consolidation of policies, as well as removing some that have already been implemented. The consensus was that no new policies or goals would need to be added after the open house. Karla asked the commissioners to review the draft and let Mary Mc know of any input by July 20. Karla feels that at some point they should also discuss private vs. public parks. Mary C commented on what a good job Karla had done with the draft. Karla is also working on the comprehensive plan update and said that the planning dept. will be sending out a community survey. The other city utility and transportation plans are also being updated.</p>
B.	Trails Subcommittee	<p>The Trails subcommittee has discussed the various signs to be put up around and between the parks on the urban trails. Mary Mc has sent the signs in for bid. They will be installed on existing posts and fence lines, as well as some new posts. It's hoped that they can be installed as part of an Eagle Scout project. The subcommittee also briefly went over the trails priorities list, and many have already been done. They plan to update the plan in the next two or three years.</p>
C.	2016 Capital Budget Items	<p>Staff will begin working on the 2016 budget beginning in July. There is currently \$92,000 in reserves. A small amount was spent on the Nelson Park easement trail. Some projects, such as Morrow Manor and Vista Park, will be carried over if not completed in 2015. The Morrow Manor Park property has not yet been donated, and there is still \$56,000 budgeted in 2015. The mayor is working with the owner of Vista Park to get access to put in trails and benches. It is hoped the city will receive final permission this fall. The Recreation Center is supposed to receive a new HVAC system this year.</p>

C.	2016 Capital Budget Items	<p>Centennial Park is rising back up to the top of the list. The city recently purchased a house on 8th Ave. due to flooding issues. The Centennial Park renter will be moving out this summer, and both houses will be demolished. The Public Works property will be available in the next two or three years. Talks have been held with the Poulsbo Farmers Market about using the PW buildings for the market, but it's unknown if they can raise the money to do needed building improvements. The mayor feels that the waterfront park restrooms need to be renovated. The city is also still working with private property owners to obtain easements for trails from 7th Ave. to 4th Ave. and Caldart Heights to 10th Ave. There isn't much money for the projects, so they would need to be completed by volunteers. Mary Mc will be applying for 2017 grants next May, depending upon what comes up, including whether any shoreline properties are available. Discussion was held about the parcels off of Viking with shoreline access. Karla has had several people come forward with interest in the property, but have been deflated by what can and can't be done with the property due to shoreline rules.</p>
D.	Oyster Plant Park-name change proposal (Poulsbo Rotary Club)	<p>The Poulsbo-NK Rotary Club has expressed interest in taking over the maintenance for Oyster Plant Park in exchange for renaming it either Rotary Oyster Plant Park or Oyster Plant Rotary Park. The city doesn't currently have any parks that are exclusively maintained by one group. Fish Park has zones that different groups of volunteers maintain. The property is owned by the Department of Fish and Wildlife, and the Rotary Club helped develop the site in 1999-2001. Mary said that Public Works is concerned that if the maintenance isn't done, they will receive complaints. The City and Rotary Club would need to have an agreement with performance expectations. Strict guidelines and levels of maintenance would be needed and would need to be enforced. Mary C doesn't feel that it's a high maintenance park. Edie would like to know what the cost of maintenance would be. She feels they need more information and that they need to be careful setting a precedent. Mary Mc. said that she will talk with the Rotary Club representative to get more information.</p>

4.	Department Head Reports	Mary Mc reported that the Little Valley Ballfield project is in contract negotiations and that the city is waiting for the Evergreen Mountain Bike Alliance to turn in their permits. The Rotary Club has had two work parties on the Nelson Park Easement Trail and has about 30 feet of trail done. They hope to finish the Nelson Park side this weekend, and then will work on the stairs. The trail will be about 300 feet long. The Fish Park Grant is in limbo while the legislature sets the capital budget. The project is on the House list, but not the Senate's list.
5.	Comments from Citizens	None.
6.	Commissioner Comments	Mary C reported that there were 79 children at the Raab Park Youth Garden program this morning. They made stepping stones and it was very successful. Next week they will be discussing worms. Mary Mc commented that both the youth garden and P-Patch look amazing. All P-Patch lots have been rented. Discussion was held about park irrigation; MI Williams Park, Oyster Plant and American Legion have irrigation, but not Raab. Steve reported that Fish Park has had some great work parties including the Poulsbo office of Windermere. Friday is the United Way Day of Caring.. Mary C. said that some good neighbors have weeded and pruned the island on Hostmark.
7.	Adjournment.	M/S/A EL/MC

Minutes respectfully submitted by Pat Hightower.