

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference room	Date	October 14, 2015
Committee Chair	Jim Henry	Time Started	4:00 pm
Council Present	Jim Henry, Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Joe Schiel, Parks and Recreation; Karla Boughton, Planning		

****This meeting was not recorded due to software issues on the laptop****

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	Connie asked if the Swords and the Stones art project is progressing. Mary said that she has had no update from HDPA on this project. The American Legion group still needs to do a presentation to City Council on their centennial celebration project proposal for American Legion Park.
B.	Agenda and Extended Agenda Review	Date change for Nov. 11 meeting? The November meeting will be held Nov. 4, 4pm (if needed).
C.	Approval of Minutes: 9/9/2015	M/S/A KT/CL
2.	Agenda Items:	
A.	2015 Summer Sailing Review	Joe Schiel presented a recap of the 2015 Summer Sailing Program at the Port of Poulsbo. Key points: the program was warmly welcomed by the Port of Poulsbo. Participation was higher than anticipated – an average of 12 sailors a week over 8 weeks, excellent, consistent employees, and great weather. Connie asked if the Poulsbo Yacht Club still had a youth sailing program. Joe said yes, though they only did a few weeks this summer because they didn't get much advertising done. Becky said that Sue Herriot of the PYC recently told her that they are thrilled that the program went so well. Connie asked why the program was ultimately moved from Kingston. Joe responded that participation numbers had dropped for a few years, and the Port was experiencing a difficult business situation that affected City operations. It was a positive move.

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B.	Review of draft Park Recreation and Open Space plan	<p>Mary and Sr Planner Karla Boughton presented the draft of the 2015 PROS plan. This plan has been put together with the hard work of the Parks and Recreation Commission and staff. The city must update this plan every six years to stay eligible for state grants through the RCO. This plan will be adopted as functional plan in the Comprehensive Plan. The Parks and Recreation Commission's perspective is to stay the course. Staff conducted a community survey in April 2015, and some of the main takeaways from the results were to:</p> <ul style="list-style-type: none"> *Acquire more shoreline properties. * Improve and add amenities to the parks that we already have. *Provide more citywide trails. <p>The PRC held a Community Open House in April.</p> <p><u>The main areas of the plan include:</u></p> <ul style="list-style-type: none"> *Updated goals and consolidated policies. *A thorough Demand and Need Analysis, which serves as a basis for Impact fees. We need to be fair and reasonable. Poulsbo's Park Impact fee is right in line with other city comparables. <p>There are two categories of non city owned property that will be included in the impact fee calculation: NKSD has 43 acres of shared use fields that are used by community organizations and parks and recreation. The second adjustment will be the WSDOT/ Highway 305 mitigation site of 13.69 acres that will be deeded to the city in the next year. This site is adjacent to Betty Iverson Kiwanis Park. The net park acreage deficit after the shared use properties are added into the calculation is 31.24 acres.</p> <ul style="list-style-type: none"> *Chapter 6 is the Capital Facilities Plan. *Chapter 7 is the Park Impact Fee. Karla noted that the Kitsap County assessor revisited shoreline properties, including park land, and took out the tidelands along

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		shoreline parks. This impacted American Legion Park and Poulsbo's Fish Park. The new calculation shows that Poulsbo's Impact fee going forward will be \$10 less at \$1185 per new residence. When the new ordinance is brought forward for the Park Impact Fee, an annual COLA will be included in the ordinance. This is consistent with Transportation Impact Fees.
C.	MIW Waterfront Bathrooms - update	Mary presented some estimates and plans that Parametrix put together for the City. The estimate to purchase a pre-fabricated building and place in the same footprint at the park was \$472,100. The estimate to purchase a pre-fabricated building and place under the trees near the Port building was \$559,800. A remodel of the existing building would be a bit cheaper, but with ADA upgrades, two stalls would be lost. The Mayor and Mary agreed that more work needs to be done on the project.
D.	Added item by Ken Thomas: Police OT for Special Events.	Ken serves on two other committees that have discussed this item. Because the Council determined that they do not want Lodging Tax dollars to go into City general fund expenditures, the Chief has put in a Baseline Adjustment for 2016, but they hope to find a more permanent funding source for the future. These services are for the three large events – Viking Fest, 3 rd of July and the Street Dance.
3.	Department Head Reports	<u>Upcoming Events</u> : Daffodil Planting Days (9am) and Salmon Viewing Saturday on November 7 (9-2pm).

Minutes respectfully submitted by Mary McCluskey