



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

Subject	Regular Meeting Minutes	Date	June 24, 2013
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Steve Calhoun	End Time	8:24 pm
Committee Members	Steve Calhoun, Mary Carter, Diane Fitzgerald, Norm Hersman, Judy Morgan, Yolanda Adams-Smith		
Staff Present	Mary McCluskey, Parks and Recreation		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Judy asked about the clock timing at the Viking Fest Road Race, and whether the problem was ever corrected. Mary said that there were some blips at the finish line, but the vendor thinks he has corrected the issues. The display clock did begin at minute 21.
	b. Agenda and Extended Agenda Review	None
	c. Comments from citizens	None
2.	Agenda Items	
	a. Minutes of April 22, 2013	M/S/A Y. Adams-Smith/M. Carter
	b. Review of Open House	The commission discussed the April 22 open house. Everyone was pleased with the event, and hope to have more people in attendance next time. The format was positive, with maps on the wall, public comment and discussion. Diane felt that the attendees were happy to have an opportunity for input. Steve said that the people were very engaging. Some were here for one specific reason while others wanted to learn about parks and recreation. He would have liked to have more people in attendance. Judy thought it was very positive. Mary reminded the commission that we will have to do this again in time for the PROS update in 2015. Mary will look at the posters again and will put together a summary. The commission discussed public places where they can help get the word out. Poulsbo Farmer's Market, the library, Kids Fair and Central Market were all possibilities.
	c. 2014 Budget and Projects	Mary passed out a table of park projects, including the 2012/2013 park projects, as well as upcoming projects for 2014. Park reserves has taken a 50% cut over the past four years. The park mitigation fund sits at \$108,000, and park reserves has a fund balance of about \$170,000. <u>2012-2013 projects:</u> The planning for the Nelson Park easement

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		<p>project is underway; the survey is almost complete. This easement is in front of the Thai Restaurant, and was part of the shoreline permit for that building in 1986. It should have been completed by the original owner. The survey will determine how the construction project can get done. Asking for \$80,000 in 2014 for trail construction.</p> <p>Fish Park Expansion: Biggest hurdle right now is access to the Lord Property from Fish Park. Staff is currently talking with the three property owners at the corner of Lindvig/Bond for trail access. If all property owners agree, planning can begin.</p> <p>Trail Signage and Trail Maps: Hopes to get back to this planning soon.</p> <p><u>2013 projects:</u> Fish Park: The amphitheater is complete except for the seeding around the perimeter. A new recognition sign is being replaced due to vandalism. Net Shed Planning: Slope stability is complete; a set of stairs can probably be built there. The mayor has told the neighbors that the city does not have the funds to build the stairs. She has also given them the okay to do stewardship.</p> <p>Hattaland Planning: No progress on this project. A local biologist named Ron Hirschi is looking at the site for a possible Dogfish Creek improvement project. Kvelstad Pavilion: The roof has been cleaned and repaired; the floor has been replaced and stained. Poulsbo Rotary did most of the work, and it looks great. Rentals bring in about \$5000 for the three parks and signboards. The city is still looking at improving the seating around the pavilion, by replacing the concrete posts. Trail easements: Mary C. asked about the 7th to 4th Avenue trail connection. The mayor has spoken with the property owner on 7th, and he has asked for additional information. She hopes to do a volunteer project there this fall.</p> <p><u>2014 projects:</u> Mary recently met with the council's Capital Improvement Committee to talk about future planning. These are the projects that the committee discussed: Nelson Park Easement Construction (\$80,000). Fish Park (\$5,000) plus the RCO grant funds for the Lord Property side. MIW Waterfront Park Restroom upgrades (through the sewer fund). The CIC committee asked that Centennial Park be delayed until it is more clear as to what will be done with the Public Works site. The city may need to do a new overall master plan. Mary C. says that the park is just fine right now. People are using it, and the access to the stream is nice. Mary said that she reiterated to the committee that since the reserves have been cut over the last few years, the fund balance is quite low. There really isn't enough funding to match a grant. College Marketplace Ballfields: This too has been bumped out a few years. There is no emergency need for fields since the two turf fields were done in 2007.</p> <p>Mary asked if the Commission had any other projects that they would like to propose for 2014. Mary C. would like to see the trail from the sewer vault in Caldart Heights to 10th Avenue. Steve has walked the zig-zag trail. Mary will check with the Mayor on the project status. Mary also told the commission that some decision will have to be made on the</p>

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		<p>Raab Park stage. Is this an important piece of the park? Is it worth it to build a new one? Judy said that originally, it was used for Midsommarfest, but the sun gets in your eyes as it goes down. Midsommarfest has now moved. Some discussion ensued. There would have to be architect plans. Mary C. does not have a feeling about the structure either way, but that there doesn't seem to be heavy use. There is no other outdoor venue like this one. It has been patched together for many years.</p>
	d. Recreation Programs	<p>Judy had asked that the PRC talk more about recreation. Mary gave an overview of how the program is put together. Program ideas are created by instructor or patron request; the staff might find instructors by luck, word of mouth, or sharing with others such as the Bainbridge Island Park District. The program has been built over the years, and all staff members contribute greatly. The brochure is mailed out only twice a year, mainly due to mailing costs of about \$11,000 per issue. It is mailed to Poulsbo and Suquamish, and stuffed into the Kingston Community News for the north end residents. Special events such as the concert series involve sponsorships, and salmon viewing day involves partnerships. Staff uses a worksheet for each class, putting together the cost of the class including the instructor fee, payroll taxes, excise tax, facility fee, supplies and overhead fee. The classes pay for themselves. The biggest program is the Learn and Grow Preschool – if full, it has 66 children, and brings in about \$70,000 per year. Parks and Recreation offers after-school programs at the middle and elementary schools. These offerings are growing in numbers. Advertising is available in the brochure, but it must advertise recreation, education or other nonprofit type activities. Norm asked about any complaints. Mary said that complaints might involve a facility, or a class offering such as Tarot Card Reading or How to Sell Your Own Home. Mary often questions if a class is in the mission of the department, so she has sometimes declined classes. Mary tries not to duplicate a program that may be offered elsewhere in the community. Partnerships are used to offer some programs, such as programs through Well Being Yoga, West Sound Wildlife Shelter, and WSU Master Gardeners. The recreation budget is about \$500,000. She will do a full financial recap at the October meeting. The commissioners were very complementary on the quality of the program. Mary told commission members that they are free to audit a class, send an instructor Mary's way, or provide class ideas.</p>
	e. Project Updates	<p>Wilderness Park: Regarding the recent clearing, Mary contacted the NKHS principal with no response. The police department said that the clearing has helped, but they hope that more can occur. Mary C. likes to see it opened up. It will definitely need upkeep. NKREC: the project recently received \$140,000 for stormwater review of the site, a parking lot improvement project at Strawberry, and new equipment purchases for Strawberry Field. Lions Park Tennis Courts: the courts have been power washed for the summer season. Tree Board tour: PRC members are invited to join the Tree Board on a walking tour of Heritage Park in Kingston on July 8. The mayor wanted to know if the PRC would like to do a walking tour in August to scope out trails. The shoreline is fragile</p>

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		and muddy, and there is a lot of blackberry. It was decided that Becky, Mary and Norm will do a tour and report back.
	Comments from citizens	None
	Comments from commissioners	Mary C. said that Raab Park opening hours are inconsistent. Sometimes the gate is opened after 7 am. The gate is not locked, but people don't know they can open the gate and walk through. Since the sign says dawn to dusk, it should probably be that way. Or should hours be posted? Mary will talk with Public Works. Judy asked whether the December 23 meeting could be changed to Dec 16. Motion approved: JM/MC

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
1.	2013 Meetings: August 26, October 28, December 16		
2.			