

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

<b>Location</b>	<b>Poulsbo City Hall Council Chambers</b>	<b>Date</b>	<b>August 24, 2015</b>
<b>Recorder</b>	Pat Hightower	<b>Time Started</b>	7:00 pm
<b>Committee Chair</b>	Steve Calhoun	<b>Time ended</b>	9:01 pm
<b>Members Present</b>	Steve Calhoun, Norm Hersman, Edie Lau, Mike Randall		
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Karla Boughton, Planning		
<b>Key Points Discussed</b>			
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>	
	<b>6 pm- Park Tour</b>	The commissioners met for a one-hour tour of city parks prior to the scheduled meeting.	
<b>1.</b>	<b>Administrative:</b>		
A.	Questions & Concerns of the Committee	Judy wondered what costs are involved in changing the name of a park. The Rotary Club has expressed interest in changing the name of Oyster Plant Park. The costs incurred would be for signage and would depend upon the sign. Mary Mc said that Bill Austin was planning on painting a new sign for the Austin-Kvelstad Pavilion since the name was changed, but it hasn't been done yet.	
B.	Approval of Minutes	M/S/A	JM/NH
<b>2.</b>	<b>Comments from Citizens</b>	None.	
<b>3.</b>	<b>Agenda Items:</b>		
A.	Park Brochure Update	The current park brochure is a bit dated, and the commissioners have had an e-mail conversation with Mary about updates. Mary would need a graphic artist to help with the redesign. The design work would run about \$500, plus printing. Suggestions included making the map easier to read and including more street information, working the Fish Park map onto one panel, and showing the entrance points of the parks, especially Fish Park, Nelson Park and Wilderness Park. Edie would like to work on the wording and will e-mail suggestions to Mary.	

<p>B.</p>	<p>2016 Budget Items</p>	<p>Mary and Karla will be working on a draft of the plan to be released in October.</p> <p>The commissioners reviewed the 2016 park project list and budget hand-out.</p> <ul style="list-style-type: none"> <li>• Morrow Manor has \$50,000 set aside, but the property donation to the city has not yet occurred. Shared utility easements with neighboring parcels are still in negotiation.</li> <li>• There is 2016 budget request for a master plan update for Centennial Park to include the 2-acre Public Works property to the south. The Farmers Market has expressed interest in moving the market there. The Garden Club is interested in funding some sort of permanent fixture in a park. The creek buffer limits development. If the master plan is completed next year, then grants can be applied for in the 2016 cycle. 2018 will be the next grant opportunity if they aren't submitted in 2016.</li> <li>• The bathrooms at MI Williams Park need to be renovated, and Mary has applied for \$50,000 in lodging taxes and \$50,000 in grants for the project. The posts on the pavilion also need to be replaced, and will be paid for using park reserves.</li> <li>• \$10,000 has been set aside for trail easements, which have yet to be determined. Easements to create a trail from 4<sup>th</sup>-7<sup>th</sup> Ave. are not complete.</li> </ul> <p>The Park Reserves are anticipated to be around \$140,000, with another \$90,000 expected in Park Impact Fees. More impact fees will come in as projects get going.</p>
<p>C.</p>	<p>Park, Recreation &amp; Open Space Plan</p>	<p>The four park types were reviewed, along with the existing planned LOS standards and how they were calculated. NK School District Fields were also calculated into the acreage due to the use of</p>

	<p>Park, Recreation &amp; Open Space Plan, ..continued</p>	<p>the fields for community activities. The WSDOT wetland mitigation acreage was also counted, as there is a signed agreement to deed it to the city. The City is trying to confirm when it will be deeded over. It may not be until 2019, as WSDOT wants to be certain the wetland is established first. Mary and Karla will discuss whether to add Morrow Manor in as existing acreage as well. Discussion was held about changing Fish Park to a regional classification, as well as whether to change the regional Planned LOS. The commissioners agreed to keep it at 1.5 acres/1000, and to see if part of Fish Park can be used as a regional park. Karla will redo the tables and send them out.</p> <p>The commissioners reviewed the 2025 Park Acquisition and Improvement List. Karla and Mary feel the list still meets the future needs of the city. Items agreed upon under Park Land Acquisition:</p> <ul style="list-style-type: none"> <li>• Remove <i>Holm property</i> from Additional land adjacent to Fish Park.</li> <li>• East Poulsbo should include two parks.</li> <li>• Delete the specific location under Vista Park.</li> </ul> <p>Under Park Land Development:</p> <ul style="list-style-type: none"> <li>• Incorporate another dog park.</li> <li>• Revise Nelson Park to focus on trails, and delete the second sentence in that paragraph.</li> </ul> <p>Karla will update the PRO2 map to incorporate that list, change the Fish Park acreage and talk to Mary about including Morrow Manor Park, and then will send the commissioners the draft for their review. The commissioners agreed that Karla has done a great job on the plan.</p>
<p><b>4.</b></p>	<p><b>Department Head Reports</b></p>	<p>Project Updates:</p> <ul style="list-style-type: none"> <li>• Nelson Park Trail- the Rotary Club will complete the last 20 feet of the trail on Saturday and then will start on the stairs.</li> <li>• The ALEA grant for Fish Park that Mary</li> </ul>

	<p><b>Department Head Reports,</b>  <i>..continued</i></p>	<p>had applied for wasn't funded. A smaller grant of \$26,000 from the Dept of Fish &amp; Wildlife (ALEA) has been approved, and the city council has approved \$10,000 towards Holm property clean up and permits. Work will begin on the new parcels in September to create new trails that will connect with the park's existing trails.</p> <ul style="list-style-type: none"> <li>• The Parks &amp; Recreation Fall/Winter Activity Guide went out today. Mary commented that everything was put together by the Parks &amp; Rec team, and that the cover was designed by the evening receptionist.</li> <li>• Mary plans to do a recap of summer programs at the October meeting, and let the commissioners know that this year's sailing camps had 116 registrations, up from 64 last year.</li> <li>• The agreement with Evergreen for the Bike Pump Track is still in negotiations. They haven't completed permits and no work has been done other than clean-up.</li> </ul>
<p><b>5.</b></p>	<p><b>Comments from Citizens</b></p>	<p>None.</p>
<p><b>6.</b></p>	<p><b>Commissioner Comments</b></p>	<p>Steve reminded the commissioners that the board has a stewardship zone at Fish Park. He will set up a date and time and see if they can work on their section with the Tree Board this fall.</p>

Minutes respectfully submitted by Pat Hightower.