

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

<b>Location</b>	<b>Poulsbo City Hall Council Chambers</b>	<b>Date</b>	<b>October 26, 2015</b>
<b>Recorder</b>	Pat Hightower	<b>Time Started</b>	7:05 pm
<b>Committee Chair</b>	Steve Calhoun (absent); Mary Carter presiding	<b>Time ended</b>	8:35 pm
<b>Members Present</b>	Mary Carter, Norm Hersman, Edie Lau, Judy Morgan, Mike Randall		
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Karla Boughton, Planning		

Key Points Discussed		
No.	Topic	Highlights
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	None.
B.	Agenda and Extended Agenda Review	The commissioners agreed to change the December 28 meeting to Monday, December 14.
C.	Approval of Minutes: 8/24/2015	M/S/A EL/NH
<b>2.</b>	<b>Comments from Citizens</b>	None.
<b>3.</b>	<b>Agenda Items:</b>	
A.	Park, Recreation & Open Space Plan (PROS)	<p>The commissioners received the draft of the PROS plan in their packet. Karla began a review of the highlights of each chapter.</p> <ul style="list-style-type: none"> <li>• In the Chapter 2 Inventory, some of the park acreage amounts have changed. This is due to the latest county assessment, in which the county assessor has no longer counted tidelands as part of the acreage. This has affected the acreage of American Legion Park, which went from 12 acres to 4 ½, Fish Park, which went from 40 acres down to 36.7 and MI Williams Park. The losses have been mostly offset by increases in Poulsbo’s Fish Park, Morrow Manor and the Poulsbo Pump Track site.</li> <li>• Chapter 5 is the Demands and Needs Analysis for Level of Service standards. The planned LOS will still be the same as in 2010. This chapter also includes the Capital Improvements Plan and list of projects, as well as the maps showing the 2036 Park Development and Land Acquisition Goals and the Urban Paths of Poulsbo Conceptual map. The Urban Paths map has been updated to reflect a few of the trails that have been built. Edie and Mary C. both served on the trails committee.</li> <li>• Chapter 7 includes the Park Impact Fee Analysis which has been updated. Karla reviewed the process and numbers, including park needs, the average cost of development, and cost by park type as shown in Table 7.1. She added that Mayor Erickson is recommending that the park reserves be restored to their 2010 levels</li> </ul>

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		<p>in her 2016 budget presentation to the council. The commissioners all applauded.</p> <ul style="list-style-type: none"> <li>• Edie has reviewed the document and will provide some written editing suggestions. Her other questions and suggestions included: <b>1)</b> Pg. 5-Add information about the larger area that Poulsbo is in and the growth that is spilling over from Seattle. <b>2)</b> Pg. 5-Add a note about the actual population growth in Poulsbo from 2009-2015. <b>3)</b> Pg. 6- Clarify that parks that have fallen into two categories have not been counted twice. <b>4)</b> Map 2.1-Add color so boundaries and roads are different colors and more easily identifiable. <b>5)</b> Pg 6/7-Add an explanation of Indian Hills since it's not in the city limits, or even the Urban Growth Area (UGA). <b>6)</b> A discussion of the UGA vs. city limits was held. The Planning Dept reevaluates the UGA every 8 years, and the population numbers every year. <b>7)</b> Pg 8-Table 2-2 shows the Poulsbo Pump Track on the list, but it's not yet in existence. Karla will note "undeveloped" on the Pump Track as well as on Morrow Manor. <b>8)</b> Pg 9-Add the Lincoln Road Shared Use Trail to the chart of trails. Mary Mc will measure the trail, and with the addition, the trail needs will go down. <b>9)</b> Pg 29-Table 4-4. Move table so it is all on one page. <b>10)</b> Chap 6, Pg 32-The owner of the parcels near County Road 59 does know that the City is interested in his property. There are some behind the scenes plans to acquire the land for a regional stormwater facility with a dual use as a park. This would open it up for grants, and possibly use bonds to acquire it. <b>11)</b> Pg 37-2036 Park Dev &amp; Land Acquisition Goals Map. Change the colors for Acquisition and Generalized geographic areas identified for future park &amp; open space acquisition so they aren't so close in color and can be more easily identifiable.</li> </ul> <p>The commissioners agreed that the plan is easy to read, and Karla has done a great job writing it. The commissioners will need to have a motion to approve the plan at the December 14 meeting so that it may be presented to the council at the Dec. 16 or January 6 meeting. Mary will then be able to apply for state grants for projects, which have a May 1 deadline. Comments from the public will continue to be accepted until Nov 18.</p>

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B.	Summer Program Recap	The commissioners reviewed a recap of 2011-2015 Program Registration and Revenue numbers, as well as a Summer Program comparison. Mary reminded the commissioners that online registration with Rec1 began in Sept 2013, so the comparisons have been run from Sept 1-Aug 31 each year. Overall revenue for 2014-2015 is down about 2.3 % from the prior year. Online registrations for Sept 2015 accounted for 43% of that month's revenue. 2015 summer program revenue and registrations were both up. Mary reported that moving the sailing program to the Port of Poulsbo went very well, with no camp cancellations in 2015.
C.	Salmon Viewing Saturday and Daffodil Planting Day (November 7)	Salmon Viewing Saturday will be held from 9a-2p on Sat, Nov 7. Fourteen organizations have committed to being at the event, including Paul Dorn and salmon docents from the WSU Kitsap Extension program. There will be children's crafts and possibly a GOPro to be able to see underwater. About 175 people attended last year.  Daffodil Planting Day will begin at city hall at 9a the same day. Volunteers will plant 3700 daffodils along the Lincoln Rd shared use path and at the library. The Poulsbo Garden Club has been very helpful.
4.	<b>Department Head Reports</b>	<p>Project Updates.</p> <ul style="list-style-type: none"> <li>Public Works plans to have the boardwalk repaired by Thanksgiving. It was damaged by a tree that fell from private property on Aug 29.</li> <li>Work is ongoing on the Nelson Trail project, and the next section will be from Nelson Park to the trail in front of the Thai Restaurant building. Some wet areas have been found along that route, so there will be a redesign of the pier blocks for the trail connection. Mary is unsure of the timeline.</li> <li>Estimates for remodeling and/or replacing the MI Williams Park restrooms have come in between \$450,000 &amp; \$490,000. Mary reported that the mayor is pretty uncomfortable with those numbers. There is \$100,000 in the 2016 budget for the project, so staff will have to go back to the council for more money once a project is identified. The restrooms are not currently ADA accessible.</li> <li>The Holm Property section of Fish Park has been cleaned up, including the house foundation, septic and well. There is a small grant for building trails through the Wa Dept of Fish and Wildlife. A mower will be coming out for a day to mow blackberries, and volunteers and a DNR restoration crew will work on trails.</li> </ul>

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		<ul style="list-style-type: none"> <li>The commissioners reviewed changes that have been made to the parks brochure. Additional suggestions included: 1) Replacing the picture of the Fish Park Rock. 2) On the inside section, add to Fish Park to "see the map on the other side". 3) Add the Poulsbo Pump Track site. 4) Change the colors to more of a forest green. 5) Remove the tilt from the photos. 6) Add Martinson Cabin hours. 7) Change the city logo to its original colors. 8) Under Raab Park, separate the P-Patch and Youth Garden so they are on their own bullets and add "Summer programs" to the Youth Garden. Mary will bring and updated version to the December meeting.</li> <li>Vista Park is still in limbo. The Olhava property was put up for auction. There were no bidders, so it has gone back to the bank. Now that the foreclosure has been done, the bank can put it up for sale.</li> <li>The Poulsbo Rotary Club would like to adopt Oyster Plant Park. Early discussions would have them taking over all park maintenance, replacing deck boards, plantings and trail enhancements. They would like to have the Rotary name added to the park. Mary will have more information in December.</li> <li>The short plat for Morrow Manor was submitted to the Planning Dept. on Monday. It needs to be reviewed, but there is hope that the park donation will happen in the next 4-5 weeks.</li> </ul>
5.	Comments from Citizens	None.
6.	Commissioner Comments	Edie reported that the Park Commission and Tree Board worked at their stewardship zone at Fish Park a couple of weeks ago. Several people enjoying the park gave compliments to those that have been working in the park.
7.	Meeting Adjournment.	M/S/A JM/MR

Minutes respectfully submitted by Pat Hightower.