



**City of Poulsbo  
Poulsbo Parks & Recreation Commission  
Poulsbo City Hall**

<b>Subject</b>	<b>Regular Meeting Minutes</b>	<b>Date</b>	April 24, 2017
<b>Recorder</b>	Mary McCluskey	<b>Start Time</b>	7:00 pm
<b>Committee Chair</b>	Steve Calhoun	<b>End time</b>	8:20 pm
<b>Committee Members Present</b>	Steve Calhoun, Mary Carter, Judy Morgan, Edie Lau		
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Ethan Rowe, WWU Intern; City Council member Ken Thomas		

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative</b>	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 2/27/2017	MSA JM/MC
<b>2.</b>	<b>Comments from Citizens</b>	None
<b>3.</b>	<b>Agenda items</b>	
A.	Introduction – WWU intern Ethan Rowe	Ethan introduced himself, why he choose Poulsbo Parks and Recreation for his internship, and the different projects that he is working on during spring quarter.
B.	Legislative Update on Poulsbo projects	The Washington State legislature is going into a Special Session beginning today. There is no budget for the Recreation and Conservation Office (RCO) grants as of yet.
C.	Metropolitan Park District - update	Due to staff workloads, the Mayor has decided to delay the formation of the MPD exploratory committee for at least a couple of months.
D.	Nelson Park Caretaker Proposal	The current caretaker is moving out in June. The Mayor has talked with Coffee Oasis about a partnership idea. Instead of an individual caretake, a supervisor would live there, and be responsible for maintaining the park. The supervisor would be an employee of Coffee Oasis. 2-3 female residents would also live there and receive short term living and job

		<p>training. Residents would also go through a background check. Edie said that this is a very creative solution. The residents must sign a Hope Agreement to outline expectations of the residents. The commissioners thought that this was a great idea. Judy said that Coffee Oasis has a great program in Bremerton. They have resources for these young people. Judy asked if they could get periodic reports on the program. Mary said that in the contract, an annual report will be required. This will hopefully start this summer. Public Works will do the maintenance until the program is up and running. Mary has talked with RCO about the concept. They are fine with an organization doing the caretaking. Coffee Oasis will not pay any rent, and the City will pay utilities. The exchange is the work that they will be providing. PRC is in support. The full City Council will review this in the next month.</p>
E.	Arbor Day: WWU (Poulsbo) Intern Project and Celebration: April 22	<p>The Poulsbo Tree Board and volunteers held a successful Arbor Day celebration on April 22. About 15 people were in attendance. Not only did they get a tree planted with the help of City Arborist Kevin McFarland, but a local student with the WWU/Huxley College of the Environment presented her Tree Identification Signage for the “mini arboretum” at Centennial Park. Public Works will complete the installation of the signs.</p>
F.	Time Change for PRC meetings?	<p>One of the city commissions has moved their meetings to late afternoon. Mary asked the PRC if they would prefer a 5pm meeting to a 7pm meeting. After some discussion, it was agreed to leave the meetings at 7pm.</p>
<b>4.</b>	<b>Department Reports</b>	<p>Mary prepared a report on the various park projects in Poulsbo (attached).</p>
<b>5.</b>	<b>Comments from Citizens</b>	<p>Ken Thomas thanked the PRC for their service and balancing their focus on parks and recreation. The City Council must prioritize and balance many departments. He reported that there is a citizen’s group working on the future of the cemetery. They are about to present options to the City Council. One option is to transfer the cemetery to the Parks and Recreation Dept. He is not sold on this concept. The City does not have a maintenance fund for the cemetery. Ken also reported that the American Legion Post 245 is taking a renewed interest in American Legion Park. One project is to build a World War 1 memorial in celebration of their centennial in 2019. They are selling bricks to fundraise for the project.</p>

		They also want to do some volunteer work at the park. The Mayor would like to re open the park to cars Viking Fest weekend.
<b>6.</b>	<b>Commissioner Comments</b>	Edie reported that she has done some research on a program called Evergreen Carbon Capture. They support tree plantings to help communities help shrink their carbon footprint. There are no partnership programs like this in Kitsap. The next step is to identify an area in the city. The minimum investment would be 100 conifer trees on at least ½ acre. Restoring creek channels would be beneficial. Mary will send out information on this program to the commissioners. Mary also reported that there is a Spring Tree Walk at the library on Wednesday, April 26.

Minutes respectfully submitted by: Mary McCluskey

Park Project Updates

April 2017

<p>Poulsbo's Fish Park</p>	<p>As you may have read in the newspaper, the City agreed to purchase the \$1 house at 20831 Bond Rd. NE. This site is 3 parcels totaling 2.68 acres (see attached map). The house sits in the floodplain of Dogfish Creek. Because the house is owned by Freddie Mac, there is quite a bit of paperwork being signed by the City, but we hope to close May 5. Many people have been involved with this acquisition, but Tom Nordlie, Rotary Club members, and the Mayor have worked quickly to see this become a reality. The next step is for environmental review, and eventually we hope that the Rotary Club will demolish the house and then we will plan for additional improvements to the park. The Poulsbo Lions Club has begun work the newest platform, at the east end of the newest boardwalk.</p>
<p>Nelson Park trail easement</p>	<p>The 30' missing part of the trail in front of the Thai Restaurant building is partially completed. The footings – also known as pin piles - were completed April 11. This part of the project required slope assessment and engineering due to the wet slope that is underneath the structure. The Poulsbo Rotary Club is gearing up to build the stairs that will finally connect Nelson Park and Fish Park.</p>
<p>Poulsbo Pump Track</p>	<p>Evergreen Mountain Bike Alliance has had three work parties in the past 2 months. There are new piles of dirt on site, and the track is beginning to take shape. Wet weather continues to play a role in the project, but I am optimistic that it will be open this summer.</p>
<p>Liberty Bay Waterfront Trail neighborhood meeting</p>	<p>This Open House style meeting was held on April 13. About a dozen members of the public reviewed the plan for the new trail stretching from the north end of American Legion Park to Liberty Bay Auto. The next step is for the Planning Department to process permits. Staff will also begin searching for funding for the \$4m construction budget.</p>
<p>Waterfront Park improvements</p>	<p>The city has 4 projects that need to get done in the Waterfront Park this year:</p> <ul style="list-style-type: none"><li>• Gazebo support replacements</li><li>• Gazebo roof repairs</li><li>• Bench replacement and grading (removing the concrete seat posts)</li><li>• Replacement of the bathrooms</li></ul> <p>Instead of tearing up the park numerous times Public Works has</p>

	<p>recommended doing the projects at one time. There is not enough time to get it all done before Viking Fest and the busy summer season, so they are recommending that the projects start right after Labor Day.</p> <p>We are very close in getting the green light for the bathroom replacement, as the old City Hall project closes on April 25. No final decision has been made on what type of structure we are going to build, but permitting, planning, and building it will take about 4 months.</p>
Bench Sales	3 of the 14 benches have been sold. They are almost done, and will be picked up in Tacoma and stored until fall 2017.
Centennial Park	<p>I am about to submit a site plan for improvements to Centennial Park. This includes removing invasives and doing restoration work along the creek, adding soft surface trails for public access, and additional plantings upland. The house is also getting closer to coming down, as is the first city-owned \$1 house on 8<sup>th</sup> Avenue. Please see the attached <i>draft</i> drawing with the packet. I have applied for 3 small-ish grants, but have not heard from any of them yet.</p>

Mary McCluskey

4/17/2017