



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

<b>Subject</b>	<b>Regular Meeting Minutes</b>	<b>Date</b>	<b>October 22, 2018</b>
<b>Recorder</b>	<b>Mary McCluskey</b>	<b>Start Time</b>	<b>7:00 pm</b>
<b>Committee Chair</b>	<b>Steve Calhoun</b>	<b>End Time</b>	<b>8:28 pm</b>
<b>Committee Members</b>	<b>Steve Calhoun, Mary Carter, Mari Gregg, Justin Johnson, Kelly Michaels, Judy Morgan, Edie Lau</b>		
<b>Staff Present</b>	<b>Mary McCluskey, Parks and Recreation; Ken Thomas; Citizens Molly Lee, Denise Vestman, Debra and Paul Vaughan.</b>		

**Agenda**

<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
<b>A.</b>	Questions & Concerns of the Committee	None.
<b>B.</b>	Agenda and Extended Agenda Review	After some discussion, it was agreed that the PRC will meet Monday, Dec. 10 instead of Dec. 24.
<b>C.</b>	Approval of Minutes: 08 27 2018	M/S/A JM/KM
<b>D.</b>	Comments from Citizens	Molly Lee passed out a set of documents to the commission members. She asked the commission why they hadn't moved forward to talk with the owners of the 9.21 acres near Walmart on the north fork of Johnson Creek. It is on the City's CFP. She feels it is not reasonable to have the owners give it to the city. Secondly, the Mayor of Poulsbo wants to take over the 180 acre parcel owned by Kitsap County near Highway 3. She and others have nominated it to be a heritage park named the Johnson Creek Wildlife Preserve. Molly asked that commissioners contact Kitsap County Commissioner Gelder to keep it as a park. It should not be a money maker for the City of Poulsbo. She also gave information on another parcel along Johnson Creek that is for sale.
<b>2.</b>	<b>Agenda Items:</b>	
<b>A.</b>	Poulsbo-NK Rotary Club ADA Playground Proposal	Mary introduced Debra and Paul Vaughan of the Poulsbo Rotary Club, and local resident Denise Vestman. They would like to partner with the City, organizations, parents of children with special needs, and the community at large to provide an accessible playground in Poulsbo. The goal is to have an accessible playground for everyone. Parents and grandparents will also be able to participate. They recently

		<p>met with Darla Hicks of Bremerton who was instrumental in creating an ADA playground in Bremerton. The size of that play area is 100' x 130'. Kelly asked about specific sites. Debra said that they have evaluated all of the parks, but Raab Park came out on top. The site needs paved parking, safety, walkways/access, and restrooms. Kelly mentioned a similar park in Bellevue. She will get contact information to Mary. Denise said that many special needs people are adults, but developmentally childlike. It is necessary to have activities for them. The Commission is in full support of the concept. Mary said that the next step is to put together a more detailed proposal for the project. Fundraising in the spring and summer would be good. Steve thanked the Vaughan's for their time on the project.</p>
<p><b>B.</b></p>	<p>Summer 2018 Review</p>	<p>Mary handed out the annual revenues and registration report. Pat does a great job putting this report together, highlighting programs and camps that are offered throughout the year. A couple of things that jumped out to Mary included the fact that revenues and registration numbers are up, but summer numbers were down by about 11%. The percentage of city residents signing up for classes is up to 32%. In Sept. of 2018, 47.55% of registrations were done online. This is very high. Staff does a good job with Facebook posts and the monthly emailed newsletter. There was discussion as to why revenues were down this summer. Mary explained how a program fee is put together. Fees have not "gone up" significantly over 2017. Kelly also asked whether the sailing program could expand. Mary said that we are probably out of space on the dock, but she has requested replacement boats for an aging fleet. Mari asked about doing a follow up survey to participants. Parks and Rec does send out a survey after each class, but have not done a general one since the last PROS update in 2015. Steve thanked the staff for great work.</p>
<p><b>C.</b></p>	<p>Parks Capital Improvement Program (CIP)</p>	<p>Mary sent out a copy of the CFP – Capital Facilities Plan – to Commissioners for review and updating. This is the 20 year "wish list" for recreation or park acquisition and development projects. Staff then puts together the 6 year CIP – Capital Improvement Program. To be on the 6 year CIP, funding needs to be guaranteed. Kelly asked where the 6 year list might be. Mary pulled up a document that ended up not being the most recent 6 year CIP. She will send out the updated document via email. Mary asked the Commissioners to email her with any acquisitions or development projects for the 2019 Comprehensive Plan update. Mary mentioned that the West Poulsbo Waterfront Acquisition used up most of the Impact Fees in the fund. The city is hoping to build it back up for the Morrow Manor</p>

		Park. Mary reminded Commissioners that Molly Lee recommended some properties for the CFP. Projects should be prioritized.
<b>D.</b>	<b>Park Projects Update</b>	Mary reviewed the Park Projects Update that was a part of the Commissioner's agenda packet. Fischer Bouma Partnership is the consultant for the Fish Park project. Boy Scout projects are still ongoing. Centennial Park continues to roll along. Grant money must be spent by the end of November. Hydroseed has recently been sprayed on the grass areas. Plants are ordered and will be planted November 14 and 17. The Morrow Manor Park grant did not score very high, so Mary will continue working on alternate funding sources. The City of Poulsbo will be submitting a proposal to the Kitsap Public Facilities District for a Poulsbo area event center. The WSU-Kitsap Extension Office-Master Gardeners have decided to pull out of the partnership and will not be providing volunteers to help coordinate the Raab Park P-Patch. They feel it is not a part of their mission. Mary will be requesting funds for a part time person to coordinate the garden. It needs to be a person who is good with the public as well as have gardening knowledge. If the Council decides not to fund the garden, it can be mowed over and shut down
<b>E.</b>	<b>Salmon Tours and Daffodil Days</b>	Both events will be on November 3. Mary asked for volunteers to help with parking/street crossing at Salmon Tours.
<b>3.</b>	<b>Department Head Reports</b>	Mary reported that the City Council reviewed the Urban Paths of Poulsbo plan on October 10, and now it will go through the 2019 Comprehensive Plan update process. Public hearings will be done as part of the process.
<b>4.</b>	<b>Comments from Citizens</b>	<p>Molly Lee stated that the 9.21 acres is on the CFP (20 year plan). The CIP requires projects to be done in six years. She has also provided information about Linda Berry-Maraist's property on Johnson Creek. She asked that they put the 9.21 acres on the CIP and Linda's property on the CFP. The 180 acres is County property, and the City of Poulsbo wants to take it and use it for commercial purposes. Please call Commissioner Gelder and show support for that property to be a heritage park.</p> <p>Ken Thomas reported that the Mayor and two council members are meeting soon with reps of the Suquamish Tribe. If the commissioners have anything they would like discussed, please let the Mayor know.</p>

		<p>Ken also reported that the American Legion Post 245 is shifting into the planning/construction phase for the Veterans Honor Plaza at American Legion Park. November 11 is the 100 year anniversary of the end of WWI. There will be no cost to the city to build the plaza. They are also closing their office downtown and will open an office in the new Fishline building.</p>
<p>5.</p>	<p><b>Commissioner Comments</b></p>	<p>Mary Carter commented that neighbors have thrown brush and debris on the trail at Raab Park. She is concerned about critters and safety. Mary and Public Works are aware of the situation.</p> <p>Judy asked if the former pond at Centennial Park could be used for run off during high flows. Mary said we would need permits, but the overflow issue that occurs is further upstream. Steve also commented that once Public Works moves to their new site, the stream can return to its natural state. This should relieve the overflow issues.</p>

Minutes respectfully submitted by Mary McCluskey