



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

Subject	Meeting Agenda	Date	June 24, 2019
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Steve Calhoun	End Time	
Committee Members	Steve Calhoun, Mary Carter, Mari Gregg, Justin Johnson, Kelly Michaels, Judy Morgan, Edie Lau,		
Staff Present	Mary McCluskey, Parks and Recreation		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	
B.	Agenda and Extended Agenda Review	
C.	Approval of Minutes: 04 22 2019	
D.	Comments from Citizens	
2.	Agenda Items:	
A.	Poulsbo Kids Day 2019 (Sept. 7)	
B.	Public Works site - update	
C.	Rotary Morrow Community Park	
D.	Vista Pathway	
E.	Park Project Updates	
5.	Commissioner Comments	

 Reviewed by Mayor Erickson

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.



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

Subject	Regular Meeting Minutes	Date	April 22, 2019
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Steve Calhoun	End Time	8:20 pm
Committee Members	Steve Calhoun, Mary Carter, Mari Gregg, Kelly Michaels, Edie Lau		
Staff Present	Mary McCluskey, Parks and Recreation;		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Mary added C. – Bee Houses.
C.	Approval of Minutes: 02 25 2019	M/S/A as corrected. MC/EL
D.	Comments from Citizens	Lindsay Kravitz: She has been talking with parents about a splash pad in Poulsbo. She is willing to head up a citizen committee. A splash pad is a cement floor with water shooting out of holes in the ground. It might include toys, slides, or other water features. She thinks that Raab Park would be the best park to have one of these. Edie recommends talking with Tacoma to find out more information – seasonal operations, costs, and maintenance needs. The water would recirculate and be re-used. Mary talked about other fundraising projects in the city, and how citizen groups have taken on a new skate park and accessible playground equipment. Edie asked if this could be incorporated with the accessible park? Lindsay said that including it would reach more people and increase fundraising. Steve also mentioned that this was brought up during discussion about a park at the future Public Works site.
2.	Agenda Items:	
A.	Kitsap Public Facilities District – project update by Mayor Erickson	The Mayor was not able to make the meeting tonight. Mary reviewed the presentation that Karla Boughton, Peter Battuello and Mary made to the KPFD on March 11 for the Poulsbo Event and Recreation Center (PERC). There was a question from the KPFD Director as to whether the new

		<p>PERC is a part of the NKREC project or not. The answer is yes – this is still part of the original NKREC project. Edie asked about public input, and Mary will send an email to the commission with contact information. The first goal is to get funding for a feasibility project to see if the community wants this type of project and would be willing to pay for it. There was discussion about a swimming pool, and if the YMCA will be involved. The YMCA will be brought to the table to discuss partnership possibilities. There was also discussion about a Metropolitan Park District and how that might work in the community. Kelly asked about the make up of the KPF board – each city and each commissioner appoints one member to make up the 7 member board. The board will have discussions on the merits of the seven projects in June.</p>
B.	Donated Bench Policy	<p>Mary has begun putting together a draft policy on donated benches. She gets quite a few requests over a year. PW has been involved because the maintenance will fall on them. Mari asked if there was a park bench standard in Poulsbo, and Mary said no. She also recommended creating a plan so that in the future a bench can be easily selected. Mary feels that a standard bench might change from park to park. The specs could be broad enough to allow for that. There was discussion about damage and upkeep of the benches. The commission thought that it was important to put guidelines into place. Mary C. talked about the memorial benches on the boardwalk. They are in poor shape, mostly due to the weather and salt water impact.</p>
C.	Bee Houses	<p>Mary reported that the Mayor was contacted by a woman who wants to see bee houses installed in some of the parks. These bees do not bother people but are there mostly for pollination purposes. She is willing to buy and put up 6 houses to start with. They will need to be stored October-March. The commission discussed different parks that might support these houses, and like Raab, Nelson, Fish Park, Lions and Centennial. They would also like to see an educational sign discussing why the houses are important. The commission likes the idea and made a motion to support pilot bee houses as proposed EL/KM</p>
3.	Department Head Reports	<p>Mary gave some updates on park projects: Poulsbo Pump Track. Mary passed out the 2018 annual report from the Evergreen Mtn Bike Alliance. Mari asked if Pump Track events could be incorporated into some of the longer bike rides such as the Classic Bike Club. Mary thought that the events were quite different.</p>

		<p>Comprehensive Plan Amendment Adoption. The City Council approved all of the Comprehensive Plan amendments including the adoption of the updated Urban Paths of Poulsbo, a re-zone of the West Poulsbo Waterfront Park property, and text changes in the plan. Mary told the Commission that 6 people were at the Planning Commission meeting to say that they didn't want the new West Poulsbo Waterfront Park property rezoned to park. The Planning Commission nonetheless recommended approval and the City Council approved the rezone. Mary also told the Planning Director that the City will have a visioning process to plan what the park will look like, and hopefully the neighbors will be involved.</p> <p>Public Works site. Some discussion has begun on what might be done with the Public Works property once the department moves to their new site on Viking Avenue. The creek buffers impact the property. Coffee Oasis is interested in purchasing the property if there is additional parking.</p> <p>Rotary Morrow Community Park. As of about April 1, the park property has been deeded over to the City of Poulsbo. The project did not score well on the last grant process, so Mary is continuing to look for funds. The houses will be built this summer, and plans call for the park to be built in 2020, but that is dependent on funds.</p> <p>N. End of Waterfront Park. Public Works has decided to do the landscaping and sidewalk improvements between the pavilion and Sons of Norway in the fall of 2019.</p>
4.	Comments from Citizens	None
5.	Commissioner Comments	Edie asked whether the roundabout on Highway 305 still has the walkway for pedestrians and wildlife. Mary said that she hadn't heard anything different than that. Mary Carter reported that the Poulsbo Garden Club plant sale is May 4.

Minutes respectfully submitted by Mary McCluskey



VISTA PATHWAY ON OLHAVA

Topography covers top of the hill side, possible path centerlines, possible rest areas, with alternatives to path routes and exits. Path route is based on field judgement going off the terrain and natural flow of existing landscape. Path width is 6 feet based on existing equipment.

N: ~20'/45' (44.4% Slope)
NW: ~6'/17' (35.3% Slope)
SW: ~1.4'/13.5' (10.4% Slope)

2-4 areas for possible benches/picnic tables

2 required foot bridges
3rd foot bridge suggested

American Legion Park	American Legion Post 245 is gearing up for the construction of their memorial project at the park in June/July of 2019. The parking is now blocked off as they prepare for the project.
Austurbruin Playground replacement	Everything is on order with installation set up September 16-17, 2019.
Centennial Park	The City completed a major water line at the park in time for summer watering. The Tree Board is helping pay a WWU intern to do watering and other restoration activities at the park over the summer. Arboretum tree plantings through the DNR-Small Communities fund will probably be November 2019.
Lions Park Whirl	The very popular Whirl will be replaced in August/September. It has become warped and uneven due to heavy use.
Play for All at Raab Park (Accessible Playground)	The Steering Committee (including Steve) has met a few times since April. One meeting was with the fundraiser who is putting together the fundraising plan, while the other meetings have been with the steering committee and designer to come up with a tentative playground plan. This plan is needed in order to put together a solid budget and fundraising brochure.
Poulsbo's Fish Park	The wetland report had to be returned to the wetland biologists for revisions, and we are now awaiting a final report. The Critical Areas Permit is on hold until they receive that report. Because of these delays, it looks like we will go for a 2020 construction project. The upside is that we will probably get better bids, and with a tight budget, that will be helpful. We are still hoping that some new trails can be built by volunteers in the fall of 2019, as well as the Rotary platforms on the \$1 property.
Public Works site	Staff met with the Community Services Committee on June 12 to discuss next steps. Staff has recommended that a full environmental assessment be completed, and will be releasing a Request for Proposal very soon. This will be the first step to assess the City's liability and responsibility on the site.
Rotary Morrow Community Park	The project did not score well on the last grant process, so I am continuing to look for funds. The building of the houses is underway, and plans call for the park to be built in 2020 if funds are in place. Value-engineering the project and phasing of the development are two ideas that may get the project ready for 2020.
Waterfront Park – north end improvements	Public Works will begin the landscaping and sidewalk improvements September 9.