

Community Services Committee Meeting Minutes

Location	**VIRTUAL**	Date	July 08, 2020
Committee Chair	Britt Livdahl	Time Started	4:00 pm
Council Present	Britt Livdahl, Connie Lord, Andrew Phillips	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Kathi Foresee, Irene Moyer, Donna Rae George, Anita Albala, Dan Sluys, LeAnne Musgrove		

Key Points Discussed

No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	No changes.
C.	Minutes of 06/10/2020	M/S/A CL/AP
2.	Agenda Items:	
A.	Special Event Permit review: Downtown Poulsbo Classic Car Show (Sept 12); Poulsbo Beer Run (Oct. 3)	<p>The CSC reviewed the Classic Car Show application for September 12. Mary reminded everyone that in order to host an event that allows more than 50 people, the County must be in Phase 4. Anita Albala said that they would expect about 120 people with cars, and another 800 visitors for the event. Most of the boats will be in the water but available for viewing.</p> <p>The CSC also reviewed the Poulsbo Beer Run on October 3. They expect about 1400 people. There were no issues or questions with either event.</p>
B.	Raab Park Community P-Patch	<p>Mary introduced Donna Rae George, who has been the P-Patch Coordinator for 2019-2020. Things have gone well at the garden due to Donna Rae's attention to protocols during the pandemic. All plots are sold.</p> <p>Going into 2021 – There will be no funds for a coordinator, so Donna Rae and Mary have discussed how to effectively manage the garden. While Parks and Recreation will continue taking registrations and communicating with the gardeners, there still needs to be a point of contact for specific "on site" issues. DRG has identified up to 12 people who can be the volunteer monitors, in charge of different tasks such as green bins, weed whacking, maintaining the shed and tool inventory, back fence clearing, gazebo maintenance, garden box</p>

		<p>repairs, hosting orientations, etc. Their "payment" would be a free 10 x 10 plot, valued at \$38. These volunteers would report to an overall garden coordinator, who would then communicate with the Parks and Recreation Director. This set up would really make it a "community" garden.</p> <p>After a brief discussion, the CSC and Mayor agreed to move forward on this volunteer plan, and thanked Donna Rae for her dedication.</p>
C.	Poulsbo's Fish Park – bid award	<p>Mary gave a brief background on this phase of the Fish Park project. She first applied for an RCO grant in May 2016. They only funded 1 project in the January 2017 legislative session. At some point during the January 2018 legislative supplemental session, the legislature then funded about 12 more projects from the 2016 list including Poulsbo's Fish Park Phase IV. The City also received a 2017 legislative appropriation thanks to Senator Rolfes. By the time contracts were approved and completed (August/September 2018), the project could really begin. The two grants totaled \$975,000.</p> <p>Fast forward throughout the next two years, staff completed many reports and environmental studies in order to apply for the Critical Areas Permit and Shoreline Permits. This site has wetlands, buffers and one parcel sits right on the estuary shoreline. Designing the elements was challenging, but a plan was created thanks to Fischer Bouma Partnership and Parametrix.</p> <p>The project includes improvements on the east side (Bond Road) of the park: Renovated parking lot with 12 spaces; 228 lf of 6' wide boardwalk leading from the parking lot west and into the park; 560 lf of 6' wide sidewalk along the west side of Bond Road to the city owned shoreline parcel known as the lord Property; 200 lf of 6' wide boardwalk from the sidewalk and onto the Lord Property; clean up and improvements on the Lord Property including pathways and fencing; two viewing platforms (built by volunteers); invasive removal at the parking lot and Lord property; replanting in the fall by volunteers (city purchases plants); and printing and installation of 6 interpretive signs (designs are complete; need to get them printed, mounted and installed).</p>

Once completed, the entire 40 acres will be accessible by the public, and improvements to the environment by removing invasives and replanting native plants will be a huge step forward. Outdoor spaces are very important in our lives in these days of the pandemic.

There will be additional trails to be built in the future – the permits are complete and these trails can be built as time and money allows.

We finalized design and permits in early 2020, and went out to bid June 15, 2020; bids closed on July 6. The engineer's estimate was \$664,495, and we received 4 bids. The apparent low bidder is WS Contractors of Buckley. Their base bid price came in at \$734,535; Nordland was the second bid at \$756,897.

The project is short of funds, and the City has two alternatives in moving forward.

- (1) Toss out the bids, remove a key element of the project, and re bid with less work. Pros: We may save some money but will lose a key piece of the project. Cons: It will take time and money to re design, and it will not get done in 2020. The RCO grant expires in June 2021. We have already received a one year extension.
- (2) Request an additional \$150,000 in park reserves. It will bring down the reserve, but within the City's reserve policy (20% of annual operating revenues). We also have another \$85,000 in park impact fees. Mary would work with Deb Booher to determine which funds to use and bring that to Council July 15.

Mary showed a financial spreadsheet that included other project costs including contingency, in house inspections and on-call engineering services, and volunteer projects. Mary has discussed the project with City Engineer Diane Linus and she said that they can provide support.

There was discussion about the project. Connie felt that this project needs to get completed, and that if the City has reserves, they should be used. The Mayor commented that she has concerns about the state grant, and with state budgets tight, we should get this project done as soon as possible. With the RCO grant expiring in 2021, we

		<p>don't have time to redesign. Andrew asked about this expenditure in the time of Covid. Britt too expressed her concern of spending more money, but agreed that it needs to get done. The CSC recommended approval.</p>
	<p>Special Event Permit Review – continued</p>	<p>Dan Sluys expressed concern about the Classic Car Show, and said that the HDPa board sent a questionnaire to the general membership. Many businesses do not want to have this event in 2020. They will be taking a vote on Tuesday. The merchants support this event financially. The Mayor reminded the CSC that these repeat events are approved administratively, but the decision can be appealed to the City Council.</p>
<p>D.</p>	<p>Update on Parks and Recreation Programs – Summer 2020 and Fall 2020</p>	<p>Mary reported that staff has been able to start two outdoor programs in Phase 2 – Sailing and Tennis, both with a 1-4 ratio as per state regulations. Thanks to Ridgewood HOA for allowing the City to do tennis lessons on their courts, as we are not able to use the school district courts at this time. Phase 3 will allow slightly higher numbers in classes (6-10) and programs indoors. Staff has done a tremendous job planning, cancelling, refunding, planning, changing direction, etc during this time. Building protocols are in place once the building is open in Phase 3.</p> <p>Staff is also moving forward on Fall programming with the assumption that the County is in Phase 3. Use of school district facilities is still in question. There are large programs that cannot be done if we don't have access to gyms.</p>
<p>E.</p>	<p>PERC Update</p>	<p>Mary reported that the Executive Committee has been meeting weekly since mid-May. In addition to working with Peter Battuello, project manager, PERTEET, additional RFPs have been put out for branding and website; and community engagement. CE will close July 17. The firm selected will assist in creating community surveys, developing key message points on the value of the PERC, organizing legislative outreach, assessment of a capital campaign, etc.</p> <p>Karla and Mary have begun work on the Stakeholders Committee. This will be a group of about 30-35 people representing organizations, business, electeds, commissions and users. They will be the community</p>

		<p>umbrella over the planning, policies, advocacy, funding and involved community input to the project. This large group will then be broken into workgroups, which may include (users) indoor recreation and aquatics; (users) outdoor recreation and plaza; events; business partnerships, and financial concerns.</p> <p>Mary and Karla have also met with Mike Walton, KPF, to review how the project is set up, financial obligations, and timelines.</p>
3.	Department Head Reports	
A.	Park Project Updates	None
4.	Mayor/Council Member Reports	None

Minutes respectfully submitted by Mary McCluskey