



**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 26, 2020</b>
<b>Recorder</b>	<b>Pat Hightower</b>	<b>Start Time</b>	<b>7:00 pm</b>
<b>Committee Chair</b>	<b>Steve Calhoun</b>	<b>End Time</b>	<b>7:57 pm</b>
<b>Committee Members</b>	<b>Steve Calhoun, Mary Carter, Justin Johnson, Edie Lau, Kelly Michaels</b>		
<b>Staff Present</b>	<b>Mary McCluskey, Parks and Recreation; Kim Hendrickson, Housing, Health and Human Services</b>		

**Agenda**

<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	Added Discussion of December meeting: December 14 works for everyone. Mary introduced Dan Schoonmaker, who will be taking over for her when she retires in January.
C.	Approval of Minutes: 08-24-2020	M/S/A as written. EL/JJ
D.	Comments from Citizens	None.
<b>2.</b>	<b>Agenda Items:</b>	
A.	Supportive Housing Project at Klingle	Mary introduced Kim Hendrickson, Director of the Housing, Health & Human Services Dept. Affordable housing is one of the mayor and council's highest priorities. The department was created in February in part to help address this issue but has also been very involved in the city's covid response. An affordable housing task force has been formed and the council has passed a resolution to develop affordable housing on the Klingle property. The priority is for people with disabilities. Due to steep terrain, only about one of the 8 acres is developable. There is a high level of commitment to keep the property natural and develop trails. The project is in the very beginning stage, and many pieces need to be in place before moving forward. They hope to put out an RFP in January. Kim would like the commission to have a voice in the plan and trail system. She has been very impressed with how things have been working out at the Nelson property and thinks it would be nice to have some vocational possibilities at the Klingle property.
B.	Parks & Recreation – Programming	The department is unable to open the recreation center until we reach Phase 3. Mary showed a list of current programs being held outside and virtually. Youth programs have included tennis, sailing, soccer, science, art, piano and more. Adult classes have included outdoor yoga and

		<p>photography, as well as online French, Spanish, piano, social security, photography, and more. Staff plans to move some programs indoors at InMotion Performing Arts Studio, including a new program for preschoolers. Customers are asking for indoor programs. The Recreation Center will be a stop on the Chamber's Halloween Hunt this Saturday. Staff is updating programs each month and sending out a monthly newsletter. Daffodil Planting Day will be on November 7 and about 2000 bulbs will be available for planting, which is about half as many as usual.</p>
C.	<p>Capital Facilities Plan Update due 11/15/20</p>	<p>The deadline is coming up for updating the projects on the CFP Plan. This is just for projects, not for the financials. Dan will lead them in updating the Park &amp; Open Space Plan next year. The skate park and splash pad were added to the list this past spring. Nelson Park, Phase 2 would be for trails to the south of the developed area. This area is very wet. Net Shed was added at the request of some neighbors who want stairs down to the beach and reduction of vegetation. East Poulsbo now has Rotary Morrow Community Park, but Mary feels the neighborhood will need another park due to development. The 6-year CIP is the funded project list. The mayor has recommended a 50% cut to park reserves for the 2021-2022 budget, which will affect what can be done over the next two years. Steve thinks the list looks great and Mary agreed since we will have a tight budget for the next two years.</p>
D.	<p>PERC Update</p>	<p>The Public Facilities District board was updated today on the work that's been accomplished, including the public launch and approach to the project delivery. The public-public project between the PFD &amp; city would fulfill specific legislation for a regional center available to the public. It would include event space for conferences, conventions, performances and sporting events and is the only KPFD project that is proposing new fields and multi-use recreation. It would be located on the city's 6-acre property near the Olympic College/WWU on the Peninsulas campus, the new hotel, and businesses as well as housing and is right at the busy highway crossroads. Envisioned is a 20,000-sf events center with classrooms, commercial kitchen, fitness facilities, meeting rooms, and space for the city's Parks &amp; Rec Dept., as well as 4 acres of lighted turf fields. The project was awarded \$243,900 for the Phase 1 feasibility study, which is being matched by the city in staff hours. The Phase 1 agreement includes community outreach, market and financial analysis, concept plan, site planning and facility management plan. Peter Battuello is the project manager. A steering committee has been established and will be contacted soon. The committee will be broken up into work groups for indoor and outdoor recreation and events. The community outreach began last Friday when the survey was launched, along with a new website, postcards mailed to 5200 addresses, and 15,000 e-mails. The social media blast has had 20,000 hits already, and the NK Herald has called for coverage. The market and financial analysis plan will be worked on next by the consulting firm, Berk. An RFP will go out in November to find a consultant to put together the determination of space uses, using the</p>

		survey results. The process timeline will include the feasibility study in 2020-2021, design and development in 2022-2024, and construction in 2025-2026. The community will need to help pay for the project through a voted bond or Metropolitan Park District.
3.	<b>Department Head Reports</b>	<p><b>305/Noll Road Roundabout-</b> Work began two weeks ago, although there isn't a lot that you can see yet.</p> <p><b>Finn Hill Shared Use Path-</b> The path is an amazing addition and Mary has already seen kids riding bikes and families walking on the part that has been completed.</p> <p><b>Play for All at Raab Park-</b> Mary has submitted two grants, one state and one federal. She has a lot of hope for the federal Land &amp; Water grant, which was listed 4<sup>th</sup> out of 25 projects. The state grant was 17<sup>th</sup> out of 80 projects and would be determined next year when the legislature sets their budget. The Play for All group is fundraising for things not covered by grants. They will be doing a February virtual fundraiser in which people can purchase a bug laid in the concrete during construction.</p> <p><b>Poulsbo's Fish Park-</b> Mary is happy with how the project is going and expects it to be mostly completed the day before Thanksgiving. She showed pictures of the boardwalk going into the park. A different boardwalk will go to the Lord property. The sidewalk is in and they are working on curbs and gutters. A two-foot low water use vegetation strip and an area next to the parking lot will be planted by volunteers this winter. They will put the asphalt down last. Crossroads Rotary has been replacing the anti-slip, rolled roofing on the older sections of boardwalk at the park.</p> <p><b>Poulsbo Pump Track-</b> The lease with the Evergreen Mountain Bike Alliance has been extended for five years.</p> <p><b>Possible Property Donation-</b> Mary received a call from the owner of some property kitty-corner from the InMotion building, who is interested in donating the property to the city. The .9-acre property is sloped, and the city has the Geotech report that was done on the site. It is flat at the sidewalk and a half loop trail could possibly be put in. Mary is waiting on copies of two 'old' easements. Once she receives those, she'll send a report to the mayor. So far she likes the idea, at least for a pedestrian stop. Public Works has walked the property and didn't find any evidence of garbage or contamination. Steve thinks it's a good idea.</p>
4.	<b>Comments from Citizens</b>	None.
5.	<b>Commissioner Comments</b>	Mary C. wondered if the tables and chairs at waterfront park are still there. Mary replied that there are small picnic tables with attached benches that are still there for people to use when getting takeout food. The mayor hasn't decided if they'll remain up during the winter or not.
	<b>Meeting Adjournment 7:57pm</b>	M/S/A                      MC/EL

Minutes respectfully submitted by Pat Hightower.