



City of Poulsbo Park & Recreation Commission Virtual Meeting

Subject	Meeting Minutes	Date	June 28, 2021
Recorder	Pat Hightower	Start Time	7:01 pm
Committee Chair	Steve Calhoun	End Time	8:30 pm
Committee Members	Steve Calhoun, Mari Gregg, Justin Johnson, Kelly Michaels, Judy Morgan, JoAnn Schlachter, Mary Swoboda-Groh, Amy Zinkhon		
Staff Present	Dan Schoonmaker, Pat Hightower, Parks & Recreation ; Nikole Coleman, Planning		

Meeting Video: <https://cityofpoulsbo.com/parks-recreation-parks-and-recreation-commission/>

No.	Topic	Action/Recommendation/Discussion
1.	Questions and Concerns of the Commission	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
2.	Approval of Minutes: 4/26/21	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A MSG/KM
3.	Deer Run-Dennis Peters	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: The Deer Run Board of Directors would like to donate three native grove protection tracts to the city. The tracts back to the school district wooded area and run about 650 feet to Bjorn St and another 350 feet from Bjorn to Bjorgen Creek. They contain mostly cedar and alder with a few maples. The tracts run along thirteen Deer Run properties, but the expense of maintaining them is spread over the 140 homes in the development. Because they are protection tracts, they have to get the city's permission to do any work. They feel it would be a better solution to donate them to the city in order to benefit the Poulsbo community, with the city taking over the cost of maintenance. The city is getting more and more of these requests for them to take over HOA property, playgrounds, etc. Nikole commented that it's also a question of the value it adds to the city parks department. This type of property was meant to be critical area. It is possible to accept property without having a plan for it. The Mayor is interested in talking to the council more about it. Mari said that the Meredith Heights HOA President is talking to the city about donating a section of land as well. She feels that the city should have a larger plan for consistency. The commissioners would like more information and will send Dan questions. Dan agrees that they should find out how accepting these tracts will affect city functions before deciding.
4.	PROS Plan Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: Dan had hoped a draft of the plan would be available for tonight's meeting, but that wasn't possible. The PROS Plan is a collaborative effort between the Planning and Parks departments. Planning focuses

	<p>on the maps and process, and Dan is focusing on what we have and what we need. Nikole gave a presentation on the PROS process since we have several new commission members. The plan is being updated to be consistent with the 6-year CIP budget and coincides with the 2024 Comprehensive Plan Update. The Comp Plan is the city's 20-year vision for Poulsbo and how that vision will be achieved. The last major plan update was 2016 and the city considers minor amendments annually. The Comp Plan includes the 20-year Capital Facilities Plan and the 6-year Capital Improvements Plan (CIP). The CIP is used for grants and budgeting. A public survey is done to ascertain the community's wants and needs. The city's Vision, Goals and Policies are reviewed, and an updated Demand and Need Analysis is completed. The Park System Acquisition and Improvement Plan will be updated, and will also include Recreation Development, Trail Acquisition and Development, and a Park Funding Strategy. Park Impact Fees will be analyzed and updated. These will be based on the number of new dwellings that are expected over the next 6 years and Nikole said that number will definitely go up. The Update calendar was discussed, with final adoption by city council expected in Spring 2022. Kelly found it interesting to see how the surveys have differed as well as the demographic changes. Trails and paths were big in both surveys. Nikole has just received updated graphics and will send them to the commissioners. Dan will get the draft of the plan to them in mid-July, so they have time to review it before the next meeting. Steve urged the commissioners to look at the goals within the draft and see if they want to make any changes.</p>
<p>5.</p>	<p>Parks Update</p> <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Fish Park-Dan reported that Phase 4 has been completed and has been signed off on by RCO. A platform near the meadow has been completed by Steve and his crew, and a second platform off of the Lord Property will be completed by the Poulsbo Lions Club. Two Eagle Scouts have completed the installation of two benches on the Lord Property and two picnic tables, one on the Lord property and one on the Dollar property. Tom Nordlie reached out to a property owner who has a 1.32 acre triangular shaped piece on Hwy 305 that connects to the Dollar property. The city is working with the owner to get the property donated. If the donation goes through, the city will have a connection from Lindvig through to Hwy 305.</p> <p>Troll Hunt- Dan is still working with the selection committee. Dan and Andrew met with the committee when they were here and showed them around, and they loved the area. When the committee came back with the artist, he saw several sites in Fish Park that he liked, but they didn't visit the downtown area.</p> <p>Play for All- The playground project is now fully funded, although funding hasn't yet been awarded. Crossroads Rotary has expressed interest in adopting the park as a stewardship program and are very much interested in the Skate Park and in adding trails.</p> <p>Rotary Morrow- Phase 1 will include grading trails, tree removal and clearing. Bids will be completed the first week of July. Dan hopes to</p>

		<p>have the work begin in August and be finished in September.</p> <p>PERC- The project feasibility study continues to be conducted. Dan commented that we have a great architect that has been coming up with site plans and alternatives.</p> <p>Dan reported that there were comments in the survey from people that didn't know about our trails and parks. Once the PROS plan is complete, he'd like to work on updating our maps to show trail connections and loops, including distance and parking options. Judy would like to work on a subcommittee to present park information and do community outreach. The commissioners have done outreach at different parks before during Parks Day. Kelly suggested a table at the concert. Rachel and Dan will be doing Pop-Ups at Parks during Parks & Recreation month in order to get face to face with people and provide them information and get feedback. Dan suggested the commissioners get in touch with Judy if interested in working with her to do community outreach.</p>
6.	Department Head Reports	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>July is National Park & Recreation Month. In addition to the Pop-Ups at the Park, There will be a video series with Tom Nordlie each Thursday talking about Fish Park and things you may not know. The American Rescue Plan Act money that the city is receiving is helping the department with staffing issues. Both programmers will be moved to 30 hours per week, and an Administrative Support Clerk will be hired for 30 hours to help replace the 48-hour assistants we had. Joe Schiel will be rehired to help run the sports leagues in fall & winter. Dan added that the team is crushing it and the department is already at 75% of its revenue even though we're only halfway through the year.</p>
7.	Commissioner Comments	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Steve brought up a comment on one of the surveys about how Dan is doing a wonderful job. Dan said the Police Officers have a great sense of humor. Dan added that he and Judy have talked quite a bit the last couple of weeks and that she has some great ideas. He encouraged the commissioners to get in touch with her. Steve said to count him in.</p> <p>Kelly asked about all the comments on the survey regarding getting water at the pump track. Dan said the water helps to maintain the track and they only need it about 4 month out of the year. It normally would be about a \$12,000 job, but he has connected with Evergreen and with Public Works, and with volunteers doing much of the work, it will bring it down to about \$4000. The project will be done in the next couple of weeks.</p>
8.	Meeting Adjournment Next Meeting: July 26	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A JM/AZ</p>