



## City of Poulsbo Park & Recreation Commission Virtual Meeting

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>January 24, 2022</b>
<b>Recorder</b>	Pat Hightower	<b>Start Time</b>	7:03 pm
<b>Committee Chair</b>	Steve Calhoun	<b>End Time</b>	7:59 pm
<b>Committee Members</b>	Steve Calhoun, Mari Gregg, Erik Hovey, JoAnn Schlachter, Mary Swoboda-Groh, Amy Zinkhon, Justin Johnson		
<b>Staff Present</b>	Dan Schoonmaker, Rachel Cornette, Pat Hightower, Parks & Recreation		

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

No.	Topic	Action/Recommendation/Discussion
1.	<b>Questions and Concerns of the Commission</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
2.	<b>Agenda and Extended Agenda Review</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
3.	<b>Approval of Minutes:</b> November 15, 2021	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A JS/MSG
4.	<b>Comments from Citizens</b>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <p>Stacie Schmechel, a US citizen currently residing in Burnaby, BC, asked how much the city pays for the care and maintenance of school district facilities as part of their partnership with the NK School District. She also wanted to know if there was a current agreement with NKSD and if it's part of the community partnership that existed in 2007, and if so, who those four partners are. Additionally, she wanted to know what percentage of usage of the facilities the school district uses, compared to other community entities such as Little League, the Soccer league, Pee Wees, and such.</p> <p>Dan replied that any time the city uses School district facilities, we are billed out for that usage. He didn't have the exact hours that were used. The city paid the following for usage: 2018- \$26,000; 2019- \$27,000; 2020- \$6300; and 2021- \$3710. Usage was down in 2020 and 2021 due to the pandemic. The city does have a current agreement that lays out usage and what we pay and what the responsibilities are of both organizations. It is renewed annually, usually in September, based on the school year. Dan said that he is not familiar with the 2007 agreement, as he has only been in the position for a year. He doesn't know what percentage other organizations use. We book the facilities as we need them based on our programming and they schedule us accordingly. He offered to ask for clarification if needed.</p> <p>Mrs. Schmechel said she is looking more for usage agreements, such as the maintenance and care of Strawberry Field, the turf replacement, the usage of the</p>

		<p>auditorium and the care of the community center. There was a committee that oversaw the usage of those community facilities and she had contacted the Parks &amp; Recreation Commission thinking they were a part of that. Steve and Dan confirmed that the city has no part in the maintenance of any of the school district facilities. Steve suggested she contact the school district.</p>
5.	<b>Commission Elections</b>	<p><input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:  Chairperson: Steve Calhoun M/S/A JS/JJ  Vice Chairperson: Justin Johnson M/S/A SC/AZ</p>
6.	<b>Department Goals and Objectives</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>Department staff got together in December to discuss 2022 goals and objectives. Dan reviewed them with the commissioners: 1) Creation of a Dept. Policy and Procedure Manual; 2) Community Outreach and Engagement; 3) Completion of Park Projects in a Timely Manner; 4) Work Towards the Possibility of Establishing a Metropolitan Park District; 5) Improve Opportunities for Seniors and Youth in the Community; 6) Reevaluation of Recreation Programming.</p> <p>Dan has presented the Goals and Objections to the Community Services Committee and has discussed them with the Mayor but wants the Commission's input before adopting them. Discussion included:</p> <p>2) Community Outreach: The city will have an Events Coordinator coming on in the next month. They will be tasked with being a one-stop shop for everything going on in the community, at an even higher level than we're already doing it.</p> <p>4) Metropolitan Park District: While legally the city can't create its own district, Dan wants to find out the pros and cons of what a district could do for the city and be able to provide the city council and community the best information possible to determine if that is the route we want to go. The subject has come up again because of the PERC. The city can provide information, but the community would need to form a committee, collect signatures, and get it out to a vote. Dan would want to know how that would affect staff and other implications. JoAnne commented that there was discussion of a district years ago and there was interest. Mari feels it's important to research this a lot more. While the main driver sounds like it is finances, she wondered how much the city would be giving up as far as control and input moving forward.</p> <p>5) Improve Opportunities for Seniors &amp; Youth: The department will be providing a space for seniors to get together. The idea is to have it be a senior center for most of the day, then turn it into multi-generational use for tutoring and more. It will be for all seniors, not only those who are mobile, and the department will be looking into forms of transportation such as a grant for a vehicle or partnering with other organizations.</p> <p>6) Reevaluation of Recreation Programming: Dan wants to do a deep dive into current programming and look at pricing, non-revenue generating programs, and making sure we have the equipment for programs. He commented that the sailing equipment is in a state of disrepair and that the program has been suspended while it is evaluated. Justin has been doing the geocache events. He likes that it gets people out into the smaller parks, and the kids are having a blast. Dan feels like there's been an undue amount of pressure to put on programs that generate</p>

		<p>revenue. Some of the things they've talked about are essential services that may not generate money but generate fun. He feels that not everything needs to generate revenue and that opportunities can be missed to provide essential services. The Hearts in the Park Scavenger Hunt and Story Walks were also mentioned. Mary says she looks at the Story Walks herself went she's out.</p>
7.	<b>WRPA Department Membership</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>The department has signed up as an organization with the Washington Recreation and Parks Association. There is a ton of information on the site, and Rachel has been encouraging us to get signed up so that everyone has access. The commissioners will be added to the department roster along with the council and mayor.</p>
8.	<b>Property Acquisitions</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>Dan reported on the 11 acres the city is acquiring through donations. A 1.3-acre parcel that is right next to the dental office on Highway 305 is being donated by Mrs. O'Neill and will connect Fish Park from the Lindvig Bridge to Hwy. 305. The city just closed on the Edwards property, a 9.2-acre property on the corner of Finn Hill Road and Olhava Way. There are no intentions of developing this property other than trails that will connect to shared use paths, and some picnic tables or benches.</p> <p>Dan will be speaking with Commissioner Gelder and the Mayor about the potential of acquiring Snyder Field. The NK Little League has been there for over 70 years. That wouldn't change, but the city could provide more oversight.</p> <p>The city is still moving forward on negotiations on the Strickland property and will be presenting a couple of proposals.</p>
9.	<b>Additional Department Head Comments</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>The RCO Grant cycle is starting up and grant proposals will need to be submitted by May. Some of the projects that are being considered include the skate park. Kelly has written up a mock grant for the skate park in a grant-writing class she recently attended. Dan hopes to submit it as an actual grant proposal and appreciates her hard work on it. The department is also considering applying for grants to finish development of Rotary Morrow Community Park and for West Poulosbo Waterfront Park. Dan asked the commissioners to let him know of any other ideas they might have. He mentioned that there are many different funding sources through RCO.</p> <p>Rachel and Kris have both been moved to full-time. Rachel will be focusing more on parks, projects, maintenance, and more oversight. She will also be developing a better trail mapping system, something that has been requested on community surveys. Kris will be a full-time programmer. Interviews for a full-time special events coordinator will happen in the next week. That position will work on special events as well as creating an events calendar and will take some of the load off of Kris.</p> <p>Steve asked about the Hwy 305 Mitigation Property. Michael Bateman in engineering is helping Dan try to figure out whether the next move belongs to the city or the Army Corps of Engineers. Steve wants to be sure we don't lose focus on</p>

		<p>that.</p> <p>Dan plans to have the Annual Report prepared for the next commission meeting.</p>
<b>10.</b>	<b>Commissioner Comments</b>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council  <input type="checkbox"/> Further Action Requested:</p> <p>Justin would like the department to make it a priority to get the Daddy Daughter Dance event going again.</p> <p>Steve wondered if a decision had been made about Viking Fest and the 3<sup>rd</sup> of July. The last Dan heard is that they would be submitting applications for both events, but that is still uncertain.</p>
<b>11.</b>	<b>Meeting Adjournment</b>	<p>M/S/A JS/AZ</p> <p>Next Meeting: March 28, 2022</p>