



City of Poulsbo Community Services Committee Virtual Meeting

Subject	Meeting Minutes	Date	May 11, 2022
Recorder	Pat Hightower	Start Time	4:02 pm
Committee Chair	Andrew Phillips	End Time	4:38 pm
Committee Members	Andrew Phillips, Britt Livdahl		
Staff Present	Dan Schoonmaker, Lin Wilson, Parks & Recreation; Mayor Becky Erickson, Kathi Foresee, Poulsbo Chamber of Commerce		

Meeting Video: <https://vimeo.com/709166440>

No.	Topic	Action/Recommendation/Discussion
1.	Questions and Concerns of the Committee	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None. Beginning June 1 st , the meetings will be in person in the 3rd-floor conference room. The meetings will be held in hybrid, and citizens can either attend physically or call into the meeting.
2.	Agenda and Extended Agenda Review	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
3.	Approval of Minutes: 3/09/22	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A BL/AP
4.	Special Events	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Viking Fest- Kathi reported that the event will be the same as in past years. The Strongman event has been moved out of the park. A street dance has been added for Saturday night from 7:30-10 pm at the corner of Jensen and Front St, where a stage will be set up for the DJ. Dan added that the police have operations and mutual aid plans in place. The VF Road Race emergency plan is also in place. Public Works has been out making the downtown area look great. Three city vehicles are on hold for the parade for the mayor and council members. No questions. Viking Tour- This is the Poulsbo Rotary Bike Ride, which includes three different lengths. All paperwork has been submitted, with no changes from past races. Dan will be riding in it on Sunday. No questions. Midsommar Fest & Midsommar Fest Viking Bonfire- These events, put on by Sons of Norway, will be held on June 18 th . No changes from prior years and no city services were requested. No questions. Poulsbo Garden Club Sale- This is a new event, which is a fundraiser

		for the club, which in turn gives back to the community. Only use of the facility has been requested. No questions.
5.	2021 Annual Report & 1st Quarter Report	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan reviewed the department's 2021 Annual Report. The Mission, Vision, and Values have been added, along with staff contributions from Kris & Rachel covering recreation programs, park overview, and projects. Other items covered parkland acquisition, the PERC feasibility study, park use, and goals for 2022. Andrew likes the staff letters, and the comparisons of where we were and are. Dan has shared the 1 st quarter report with the Mayor. The quarterly report has been developed in order to get information out in a timelier manner. The department reached 57% of its annual projected revenue as of the end of March. In mid-May, it's now at 79%. Dan said it's a team effort, with high efficiency. The report includes a snapshot of recreation programming and an update on city parks. Rachel has now been certified as a Playground Safety Inspector. Lin has been working on the Community Calendar and getting information on Facebook and Instagram. The Viking Fest Road Race currently has 382 runners and will be followed by the Walk Across Pousbo. Andrew likes it and feels it helps to keep them updated. The Mayor agreed and added that she said she wants to jump into trails and where we could have connectivity.
6.	Special Events Ordinance	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan reported that the ordinance will move special event processing from the Clerk's Dept. to the Parks & Recreation Dept. now that Lin has been hired as the Special Events Coordinator. Kati will continue to work with Lin during the transition. Britt feels this is more efficient. Motion: Move to forward the ordinance to the full council as written. M/S/A BL/AP
7.	Waterfront Boardwalk-Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan commented on the fantastic teamwork by Planning, Engineering, Public Works, Victor Cienega, and Tommy Barnes on the project. The Phase 1 repairs have been completed and the boardwalk is open. They wanted to get it back open safely and quickly. The engineering firm KPFF is putting together an assessment of what Phase 2 will look like, making it less impactful on the environment and getting it up to code. This will be reviewed, and cost estimates put together. The current pilings are in good condition and oversized for the need.

8.	Mayor & Dept. Head Comments	<p>Mayor Erickson thanked Kathi Foresee and the Viking Fest committee for all their hard work. She feels the festival will have large crowds and said the Poulsbo Police Dept. has been planning extensively.</p> <p>Dan reported that because the department is so busy, he is working with the Mayor and Debbie on a proposal for increased hours and staffing. Although the department is already busy, the busiest time is coming up and he wants to be sure that the workforce is not overwhelmed. He added that the Road Race currently has 382 registrations, with more entries expected.</p> <p>Dan has spoken to the council about the Troll project. He will have the Executive Summary of the project ready for the June meeting for their discussion.</p> <p>Rachel has started a citizen Trails Committee. They have walked the 13-acre WSDOT Mitigation property, and are excited to finish the transfer of the property so that connecting trails can be put in. Rachel has also created trail maps with trail identification, distances, amenities, and elevations. She has completed three of the four maps currently planned.</p>
9.	Council Member Reports	<p>Britt commented that from seeing the Parks Dept. be one of the most gutted to where we are now, she feels for the staff and that the department should get more hours and help. She added that it's heartwarming to see the community want the programming and want to be involved. Dan said they expect the summer programs to fill up quickly, and that they are already looking forward to Fall and planning for 2023. He added that he appreciates the support.</p> <p>Britt wondered if there has been any movement on sailing. Dan replied that the department is working with the Sailing Federation and Yacht Club to get a lead on an instructor. Carol Tripp at the Port is applying for a grant to provide a new dock for sailing. One of the current docks is in great shape, but the other is not. The department is looking to work with the Port and Yacht Club in a collaborative manner.</p>
10.	Comments from Citizens	<p>Pam Keeley asked about the status of the Old Police Station. Britt replied that the property is not owned by the city. Known as the Van Heimer Project, it will include an outdoor gathering space, with commercial on the first floor and residential above that. The project has been through the appeal process. The development will be within the 35-foot downtown height limit. Britt added that there will be underground parking and that they went above and beyond city standards.</p>
11.	Meeting Adjournment.	<p>The meeting was called at 4:36 pm.</p>