



City of Poulsbo Park & Recreation Commission Virtual Meeting

| | | | |
|--------------------------|--|-------------------|-----------------------|
| Subject | Meeting Minutes | Date | March 28, 2022 |
| Recorder | Pat Hightower | Start Time | 7:02 pm |
| Committee Chair | Steve Calhoun | End Time | 8:11 pm |
| Committee Members | Steve Calhoun, Judy Morgan, Amy Zinkhon, Erik Hovey, Mari Gregg, JoAnn Schlachter, Mary Swoboda-Groh, Justin Johnson, Kelly Michaels | | |
| Staff Present | 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. | Questions and Concerns of the Commission | <input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None. |
| 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: January 24, 2022 | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A MSG/AZ |
| 4. | Comments from Citizens | <input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None. |
| 5. | Special Events Coordinator | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Lin Wilson is the city's new Special Events Coordinator. This is a position that Dan and Mary had talked about. Lin will coordinate city events, and liaison with other groups doing events. She is also creating a community event calendar, and software has already been selected. The position has been funded through the lodging tax committee. |
| 6. | Waterfront Boardwalk-Update | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: The boardwalk has been closed to public access until repairs can be made. Engineering firm KPTT has been contracted to do the repairs in two phases. Phase 1 will be to repair it to standards as quickly as possible in order to reopen it safely; Phase 2 will be to maintain it over the next 30-50 years. KPFF has done extensive work on marine projects. They will be evaluating the entire structure. The primary concern is a better solution for decking and railings. Dan said a plan for funding is in place, and that it's both the Mayor and council's desire to make funding available as soon as possible. He is optimistic, but will know more in a month once the assessment has been done. While it would be optimal to have it opened by Viking Fest, he definitely feels it will be open by summer. The boardwalk was originally built as a Lions Club project. |

| | | |
|-----------|------------------------------------|--|
| <p>7.</p> | <p>Annual Report Review</p> | <p><input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested:</p> <p>The commissioners have reviewed the annual report. Suggestions for edits included: Pg 7, Add "parks" and open space. Pg 7, add to Park Commission Meetings "and welcomes community input". Pg 10, Steve liked the message from Rachel and would like it added that the Lions Club will be building another platform at Fish Park. In Kris's section, spell out what RECESS means (Recreation, Exercise, Crafts, Education, Social, Supervised play), and MS (Middle School) Girls Basketball. Department Goal #2, Community Outreach & Engagement, Steve is concerned the council might stop reading the newsletters if they are monthly. Dan said it will end up being quarterly. Goal 2, change to "There are" park projects. Goal 2, #2, Change to "Consider" the benefits. Goal 4, #2, says "Create a team to drive the process." Steve isn't certain the city can create a team where a Metro Park District is concerned. Dan thinks we can but will learn more as we get into the process. Judy would like to change the first sentence of Goal #4 to "To obtain a more sustainable funding source..." Goal #4, Kelly feels that after the second point is changed, #3 should be changed to "Create and develop a timeline for voting." Goal 3 objectives, #2, Judy felt it was very vague and suggested it be changed to "Focus to achieve their desired intent." Goal #6, Steve wondered about adding an objective about developing a scholarship fund or waiver policy for those who can't afford to participate. Pat explained the department's Financial Aid policy, which has been suspended during covid. The financial aid depends upon the program meeting its minimum requirements to cover the costs, and applicants are required to provide financial documentation. Goal 6, #3, Remove "other." Parkland Acquisition section, Justin wondered if it was important to share the value of donated properties. He thinks it might help to communicate the importance of the donations. Joann suggested adding a total value of over \$1 million for both properties. Dan will add it in. Discussion was held about the location of the O'Neill property. Dan thinks the family that purchased the Morgansen property may be interested in donating the wetland portion to the city. If so, it would remain a passive park.</p> <p>Motion to approve the 2021 Annual Report with discussed changes. M/S/A JM/MSA</p> |
| <p>8.</p> | <p>PERC Update</p> | <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>The city made an offer to the Strickland family for their 9.8-acre property adjoining the PERC property, which was declined. They were made another offer by a developer that was 45% higher than the city's and have entered into an agreement with them. The feasibility study has been paused while the committee regroups and discusses a phased approach. They will work with ARC to discuss starting Phase 1 with two turf fields and outdoor recreation such as tennis, pickleball and basketball. Phase 2 would come if more property was acquired and would include a field house with gym, fitness room and possibly parks and recreation offices. Phase 3 would be for an event center. Dan said they hope to wrap up the feasibility study this summer. The Kitsap Public Facility District is funding the study, with the potential of additional funding for development.</p> |
| <p>9.</p> | <p>Programming Update</p> | <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>The department's revenue to date is at 40% of the 2022 estimation, with expenses at about 20%. The department is very busy with the brochure having just been sent out and going from 40 classes per month to 80 beginning in April. The</p> |

| | | |
|------------|----------------------------|---|
| | | <p>brochure will be updated with additional summer offerings the end of May or beginning of June. The department is much busier this year than last year and is going strong. Rachel reported that although there haven't been any drop-ins, the free senior classes that began in January are gaining traction, and the recent Nutrition class was almost standing room only. She added it's been a joy to see people engaged. Kelly commented that she appreciates the detail of the recreation side, and that it's very helpful.</p> |
| <p>10.</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>Rachel said she is still getting up to speed on parks and gave the commissioners a report.</p> <p>Fish Park-The finishing touches of Phase 4 were done last year with some native plantings and the dedication.</p> <p>Rotary Morrow- Phase 1 is finished. Some trails have been put down, trees thinned, and the sign is up. They have approached the RCO (Recreation & Conservation Office) for some grant money to continue the development and hope to finish getting the playground in. Joann commented that the Kitsap Sun reported that the city was receiving \$50,000 in grant money from the state. Dan had asked for legislative funding, but had heard we were shut down on it, so will check into that.</p> <p>Play for All-Staff is waiting on the agreements from RCO for the funding of the project. It will be going into the design process next, and there is still the hope that it will happen this year as planned.</p> <p>Waterfront Park Picnic Area- The city has \$25,000 in the Capital Improvement Budget to improve the waterfront picnic area. Rachel is putting together the scope of work, including cement guidelines and pricing for tables. She hopes to have it done in September.</p> <p>Trail Mapping-The mapping is coming along, and Rachel has been learning the mapping software. She is working on developing a trails advisory committee, building on the Urban Paths of Poulsbo plan. There are some priority trails that she wants to focus on getting developed, along with a better conveyance of what trails are out there. June 4 is National Trails Day, and she is hoping to do a passport event at more than one site including Fish Park, along with possibly having Crossroads Rotary do something at Raab Park and maybe Centennial as well. Crossroads had cut a trail at the back of Raab Park last summer, so she is hoping they might do a work party as well as some outreach. Mari mentioned that Meredith Heights may be doing their community garage sale that day. Rachel added that the Kids Fair will be at the library that day as well, highlighting summer programs.</p> <p>Footprints Across Poulsbo-One of the paths that was just mapped out was an urban trail, the Moe Street Path between 3rd and Burns. She mentioned that Josh Farley is building on the success of the Bremerton walks he planned last year and is planning a Paths of Kitsap program that will be visiting different places. On June 18, there will be a walk in Poulsbo. The Historical Society is also involved, and Rachel is working on a map to engage people and see what some of those historical sites are. They will also be doing a reenactment. The map will be kept as an addendum to the 1.6-mile map that she has already done.</p> <p>CPSI class-Rachel has just returned from attending the Certified Playground Safety Inspector class and testing. The city needs a system of auditing and to have eyes outside the department that is doing the maintenance. She will step into the safety coordinator position and get a good look at our aging playgrounds.</p> <p>StoryWalk at MIW Park- The library and Parks & Recreation are teaming up</p> |

| | | |
|-----|------------------------------|---|
| | | <p>again to do a Silly Walk, along with a StoryWalk at MIW Waterfront Park all month in April.</p> <p>Grants-Grant applications will be submitted by May 1st for West Poulsbo Park, the skate park that Kelly helped write the grant for, and for Phase 2 & 3 at Rotary Morrow. Dan reported that they are working with a group of ASB and leadership students at North Kitsap High School to come up with a conceptual design for West Poulsbo Park and they will be meeting with the community in that area. He added that it's a great group of students and they are very excited to work with them and see their ideas.</p> |
| 11. | Dept. Head Comments | <p>Two different churches have been renting space at the Recreation Center. Dan reported that Liberty Christian Church has been asked to move out and their lease ended. The administrative offices will be moved into that area, and some of the spaces staff are currently in will be repurposed for recreation programs to accommodate for some of the loss of that income. It will professionalize the department's office space, and he invited them to come see it.</p> <p>Dan has been working with Leadership Kitsap on creating a Trauma Informed Interview Room at Parks & Recreation for police and advocates to meet with domestic violence victims and sexual assault victims. The room will be set up and designed in a way to feel more comfortable than a police station. Leadership Kitsap has raised over \$6000 to put toward the project. This will help to achieve some of the department's goals in making the recreation center more of a community destination, and in finding other ways to fill some essential needs in the community. He thinks that it's more critical now that the PERC is going in as a phased approach. He is hoping the next meeting will be live and that they will visit the recreation center. He has been talking with council about repurposing the building and feels it's important that the commission weigh in on that.</p> |
| 12. | Commissioner Comments | <p>Kelly commented that she is very encouraged by the PERC report and feels it will evolve into something that is really rooted into the community. She wondered if doing the PERC in a phase approach would still be funded by the taxpayers and be voted on. Dan has heard comments that others, while loving the original concept, weren't sure if they'd vote for it. He added that it comes down to what we need right now and where we can go from there to build it out. The goal for funding will be to get a commitment between just the city, including some bonding sources, and a continued partnership with the Kitsap Public Facilities District in order to get a 50/50 split on the project. The project would be about \$6 million for two turf field, plus recreation such as courts, paths, etc. He feels it could be done without going out to a vote. The financial plan will be a part of the feasibility study.</p> <p>Mari commented on the increase in people visiting downtown Poulsbo. She feels like it's becoming a weekend destination and that the demographic is growing. She feels it's important they keep that in mind and how they can offer parks as an amenity to bring in economic growth to the town. She also feels it's good timing to really think about the PERC and how to make things more affordable for the future. Dan will be working with Jeff Bouma to look at doing an overall assessment of our parks, coupled with a review of our last two PROS plans and PERC surveys. This would give a better idea of what we have and what the community wants, as well as what our options are, including the consideration of forming a park district in order to stay ahead of the growth curve.</p> |
| 13. | Meeting Adjournment | <p>M/S/A KM/JM Next Meeting: March 28, 2022</p> |