



Parks and Recreation Commission
This meeting will be a hybrid meeting.
In person at the City Hall Council Chambers or via Zoom
Phone: 1 (253) 215-8782 / Meeting ID 812 7665 5531

Subject	Meeting Agenda	Date	11/28/22
Recorder	Pat Hightower	Start Time	7:00 PM
Committee Chair	Steve Calhoun	End Time	8:30 PM
Committee Members	Judy Morgan, Amy Zinkhon, Erik Hovey, Kelly Michaels, Mari Gregg, Mary Swoboda-Groh, Justin Johnson, JoAnn Schlachter		
Staff Present	Kris Goodfellow, Rachel Cornette		

Agenda		
<p>Poulsbo is committed to being a welcoming, diverse, and equitable community where all people can access tools and opportunities to improve their quality of life, allowing them to reach their full potential. During its meetings, the Poulsbo City Council will use this lens to inclusively view its discussions and actions.</p>		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	
B.	Agenda and Extended Agenda Review	
C.	Approval of Minutes: 9/26/22	
D.	Comments from Citizens	
2.	Agenda Items:	
A.	Sub Committee Reports	
B.	Parks, Recreation and Special Events update	
C.	3 rd Quarter Report - Summer	
D.	Set Park Hours - Discussion	
E.	Recruiting New Commissioner	
3.	Department Head Reports	
4.	Comments from Citizens	
5.	Commissioner Comments	



Reviewed by Mayor Erickson

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY CLERK'S OFFICE AT 360.394.9880.
 PARA SOLICITAR UN FORMATO ALTERNATIVO DE LA AGENDA IMPRESA, COMUNÍQUESE CON LA OFICINA DEL CITY CLERK AL 360.394.9880.



City of Poulsbo Park & Recreation Commission Virtual Meeting

Subject	Meeting Minutes	Date	September 26, 2022
Recorder	Pat Hightower	Start Time	7:06 pm
Committee Chair	Steve Calhoun	End Time	8:48 pm
Committee Members	Steve Calhoun, Judy Morgan, Amy Zinkhon, JoAnn Schlachter, Mary Swoboda-Groh, Justin Johnson, Kelly Michaels, Erik Hovey, Mari Gregg		
Staff Present	Kris Goodfellow, 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 checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Judy requested that the full name of persons other than the committee members be written out in the minutes. She also asked that acronyms be written out.
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: July 25, 2022	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Correction: Section 5: Subcommittee Discussion, second sentence. Change from contentious to conscientious. Full names and acronyms will be written out as requested. M/S/A JM/AZ
4.	Comments from Citizens	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
5.	Pickleball Presentation	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Jesse Gregg represents the local Pickleball group. Over 30 local pickleball players attended the meeting. Mr. Gregg did a slide presentation showing the growth of the sport and the need for more pickleball courts. The Facebook page of the North Kitsap Pickleball group, which Mr. Gregg started, has over 350 members. He feels that being healthy, social, and active aligns with Parks and Recreation. It is also now the state sport. The group would like to have four courts at Lions Park instead of two. He showed a layout of how they would like to see it accomplished. It would require shifting the tennis nets 90 degrees and then aligning the pickleball courts in the same direction. They would also like the courts resurfaced. They could use their own nets. He talked about how players are juggling times currently, and about how other local entities are adding courts. They would like to see pickleball courts included in the Poulsbo Recreation & Events Center down the road, as well as at Raab Park when the basketball court is relocated. He also mentioned the old Albertson's building. He showed other locations that included family entertainment or dining along with indoor facilities. The group would like to see 8-10 courts in order to hold tournaments to bring in revenue. There is also an accessibility aspect. Mr. Gregg said Quick Start Tennis is perfect on pickleball courts and also works for those in wheelchairs. He'd love to see an American Disabilities Act-compliant court at Raab Park since the Play for All

		<p>playground is also going up there. He's hoping to see Pickleball in the Summer Olympics, and this would give kids a place to train.</p> <p>Stormwater vaults have been brought up as possible pickleball court locations, and Mr. Gregg has concerns about the noise factor of this. He doesn't want the communities to complain, so it's something to keep in mind. A brief discussion was held about court needs for pickleball tournaments. This was followed by comments from nine citizens, including Jim Oas, who currently teaches Pickleball classes for the Parks & Recreation Dept. Mr. Gregg also passed out an estimate of what funds it would take to redo the courts. Comments were made about the important physical, social, and mental health benefits that come with playing pickleball, how it is a great sport for both seniors and kids, and how fast the sport is growing. It was also stressed that the community is growing and the need to keep up with the times and provide some of the things other cities are providing. It was also suggested that the group could help raise funds to redo the Lions Park Courts.</p> <p>Mari is interested in the ADA percentage Mr. Gregg provided to them. Jim suggested he look into it and e-mail them that information. Mr. Gregg will post on the Kitsap Pickleball page when it's on the Parks & Recreation Commission's agenda again.</p>
6.	Sub-Committee Reports	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>The Recreation subcommittee has not met yet. Steve said that the Special Events subcommittee would be meeting on October 4, and that it will be their third meeting. Judy reported that the Parks subcommittee met with Rachel on August 29 and relayed their discussions. They were updated on the Skate Park and the possibility of putting it at the Poulsbo Event and Recreation Center (PERC). The boardwalk at the waterfront will cost \$3-4 million to replace the pilings, \$800,000 for a Band-Aid. For the Play for All project, the department is waiting on the Recreation and Conservation Office (RCO) and National Park Service (NPS) for grants. Morrow Manor received \$50,000 from the state for picnic tables and natural play areas. It is hoped they will be completed by the end of June. The South End of Waterfront Park project to remove the old concrete tables and stools and replaces them with picnic benches will cost \$75,000-\$80,000 and is hoped to be done next year. The Recreation Center needs a new HVAC and roof. Raab Park is hard to maintain and needs a custodian to do the cleaning and mowing. Trails are being considered for Olhava, Austurbruin, and possibly Wilderness Park. For the WA Dept. of Transportation property, the Army Corps of Engineers has done the initial mitigation. Public Works will be doing some demolition of the house and the barn on the Klinge property. The Park Assessment created by Dan and Rachel is 30 pages long. It shows immediate and moderate priorities. Storm vaults are being considered for pickleball courts. A grant for Fish Park has been applied for through Home Depot. Steve said they don't have an answer yet but are hopeful. AmeriCorps will be coming for three weeks and will be putting in a permanent perimeter trail around the pasture at Fish Park in November. The 187-acre Dept. of Natural Resources property at the end of Rude Road needs a survey done. Judy added that she feels we need more restrooms in Poulsbo for people using trails.</p>
7.	Quarter 2 Report	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Kris reported that the department has had an exciting second and third quarter and that revenue is at around \$450,000 as of a couple of days ago. The 2nd quarter report goes over the programs that have been offered, the number of participants, and the department's focus, as well as a recap of park projects. With Lin coming on as the Special Events Coordinator and handling social media, we've really seen our presence take off, and are now on Instagram as well as Facebook. Erik commented that there seems to be a demand for services and wondered if there are resource constraints the commissioners should be aware of. Kris replied that there are not enough instructors. There are four programs she'd like to run, but we're not offering them, mostly because of a lack of instructors. For preschool, we have been told not to run it. If that does come back, finding instructors</p>

	<p>could be tricky. Sailing has a lot of issues in order to move forward, including both repairs and instructors. Volleyball was a successful program, but the person that was running it is doing other things now. For senior trips, we need a vehicle. We were partnering with Martha & Mary, but they are not interested in allowing us to use their bus yet. Kris said that the Mayor is motivated to find a grant or vehicle. The program was very popular with seniors. We are currently doing weekly free programs for seniors, which are also popular, and are looking to expand them. Having the use of the school district facilities has been helpful and we have basketball, Spanish and other programs being held there. The Recreation Center building is in transition and there are plans to make the former weight room into a yoga studio. Amy added that the senior programs are mostly held in the kitchen and gym.</p>
<p>8.</p>	<p>Parks, Recreation & Special Events Update</p> <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Parks- The Poulsobo Event and Recreation Center feasibility study is almost concluded and will move into the "fields first" approach. Hopefully, that will wrap up by December and then we will move into the design element. The Play for All grants have been stalled by the state and federal governments. Once those come through, they'll be presented at the council workshop. There has been a request from the council to talk about what caveats may be attached to the grants. The Tree Board and Planning Dept. are reviewing the city's Tree Retention Policy and looking at ways to improve it. AmeriCorps is coming to work at Fish Park for three weeks. The Lions Club just finished building a beautiful platform there.</p> <p>Recreation- Fall programs launched Sept 1st and since then, we've received about \$35,000 in revenue. Some programs are taking off, while others are not. She feels that parents are waiting until things get settled at school before signing up, and the November sessions are already filling. In about a month, we'll start planning for the January-May session. She's had some interesting e-mails about new programs such as Highland Dance, archery, and others.</p> <p>Special Events- The Spooktacular event will be back this year on October 31 from 3:30-5 pm. The event is geared toward kids aged 0-5 since the elementary kids have fall festivals. The event will include games in the gym, crafts in the preschool room, and a cookie walk in the kitchen. Volunteers are needed. Salmon Tours will be held at Fish Park on November 5. Daffodil Days will be on November 12, with volunteers planting bulbs around town.</p> <p>Judy commented that the rainy season is coming up, with no outdoor pickleball. Kris reported that the department has indoor Open Gym Pickleball starting October 2 at Kingston Middle School, beginning at 5:30 pm. The gyms rent for \$40 per hour. With basketball starting up, she doesn't think we can get any more gym space. There are pickleball lines drawn on the covered outdoor court at the Recreation Center, but it gets wet and slippery easily. The same thing would most likely happen at the covered picnic shelters.</p>
<p>9.</p>	<p>Budget Update</p> <p><input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Kris and Rachel made the budget presentation to the council on Wednesday. They reminded them of what we are doing, where we were before the pandemic, and how we are rebuilding. Five new program requests have been made, including the reinstatement of the evening administrative person, who is working as temporary staff through the end of the year. This is a position that existed before Covid. The second would be moving the daytime Administrative Support Clerk to full-time. More hours are necessary for her to do cross-training on Pat's job, as Pat nears retirement age. Kris added that the department was maxed out even before Covid. Two requests are for parks, \$30,000 for a study of the pilings at Oyster Plant Park and \$800,000 to do necessary repairs to the boardwalk. There has been some talk about putting those out to bond. The fifth request was for \$10,000 to cover costs incurred if the department takes over a Tahoe that the Police Dept is</p>

		<p>surplusing. Staff is currently unable to carry larger items for events in their personal cars. The Finance Director and Mayor will go through everyone's requests and prioritize them, then the council will vote on them.</p> <p>Erik asked how the pickleball court resurfacing fit into the budget. Kris replied that Rachel has been quoted \$50,000 to resurface them, which is why they were only repainted by Public Works. Kris would like to see the group facilitate fundraising as a next step. Rachel has been looking into the project, so Kris is unsure where on the priority list this is. Steve said that there are a lot of cracks, and it's dangerous. Kris said that the Park Assessment identified many parks that need maintenance, some immediate and some moderate. Public Works is already working on some of the issues. One of Dan's priorities as director was to do a better job of maintaining what we already have. The land donations that have been coming in are great, but there are costs associated with them. Steve will e-mail Rachel and see where on the CIP list it is. Kris commented that she feels that many people think the Poulsbo Events and Recreation Center is a done deal with a big building. The feasibility study was to find out if a large building was built, would people use it. They would, but it would be very expensive. Steve added that they are talking about a phased approach now. Kris said the plan is for two fields, parking, and a soft space area that could be used for pickleball, a skate park, a splash pad, etc., and hasn't been decided upon yet. The fields are the priority.</p>
10.	Department Head Reports	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
9.	Comments from Citizens	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Denise Vestman asked if the 30-page Park Assessment report was public, it is not yet. She added the crack in the Lions Park tennis courts goes for the entire length of the courts. Denise also commented on the Play for All project, which she's been involved in for four years. She is concerned that since Dan Schoonmaker has been gone, she feels she's not being kept abreast of what's going on. She said she has been in touch with Rachel Cornette, who is now in charge of the project. She has a \$14,000 check from a fundraiser that she held. She is concerned there might not be enough money at this point since the playground was supposed to be built in January. She said they had an architectural company that had been working with them for free for three years, they had a concept drawing, and she had a construction company willing to donate their time, but Rachel had found something that said they had to go out to bid. Another company was hired, and although they are a great company, this stunned her after the other company had put in three years of their time. She feels that someone needs to keep the small group that is left. She asked what the hold-up was with the grant. Steve replied that everything is done, and the money has been appropriated, but the state won't sign off to release it. Kris added it's happening with a lot of programs, not just us. One of the grants no longer is requiring that the city provide a \$100,000 match. Denise said she wrote up the application for the Dan Thompson grant that was approved and thought that could be put toward hiring the architect to design it and get it out to bid. Judy suggested she call Patty Murray and Derek Kilmer who are running for office and ask them why our state grants have not been approved and when they will be.
10.	Commissioner Comments	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Steve would like to get together with the Tree Board for tree planting. There is a portion of Fish Park that the Tree Board and a previous Park Commission agreed to maintain. They usually get together twice a year but haven't during Covid. He will let the commissioners know once he hears from them.

		<p>Steve is looking for scout involvement for a project. Judy mentioned both the Lutheran and Mormon churches sponsor scout troops.</p> <p>Mary mentioned that several of the benches in the viewing areas at Fish Park get in the way of being able to see the view. Steve mentioned the kids like to stand on them. There are several that aren't built that way.</p> <p>Judy commented that she thinks it's wonderful that Rachel, the Parks Programmer, is going to teach Yoga with comedy. She also asked what was going on with the Troll. Steve thinks the project is dead. She asked for a list of Parks & Recreation staff and their positions to be provided to the commission. She asked what the process is for replacing Dan. Kris replied that she and Rachel are the Interim Directors. The position was supposed to be advertised after school started in September. It hasn't been posted yet. She and Rachel are advocating that they advertise through the National Recreation and Parks Association and the Washington Recreation and Parks Association. Deanna is working on getting it posted. It will most likely be posted for a month, then interviews conducted. We had hoped to have someone hired by November, but it will now most likely be January. Rachel and Kris will probably apply for it as well. They are really enjoying working together, but don't know if that is something the mayor sees continuing, as she sees one person running the department. They are advocating for someone with a Parks & Recreation degree and a wealth of knowledge such as Mary had. Steve asked Kris about her educational background. She has a degree in business with a concentration in marketing and began teaching gymnastics with Parks and Recreation when she was in high school. She returned to the dept. in 1999. Mari feels that the best candidates are sometimes in-house and that it's important to have consideration for longevity. As the department faces staff attrition, there is a need to plan to move forward and not lose that institutional knowledge.</p>
11.	Meeting Adjournment	M/S/A JM/MG Next Meeting: November 28, 2022



2022

Parks and Recreation – 3rd Quarter Report



City of Poulsbo

Parks and Recreation Department

19540 Front Street

Poulsbo, WA 98370

ADMINISTRATION

3rd Quarter Expenses vs. Revenues

(2021/2022 Comparison)

EXPENSES

	2021	2022
Budget	\$651,378	\$818,084
3rd Qtr Only	\$167,073	\$248,523
% of Budget	25.65%	30.38%
Total to Date 9/29	\$464,545	\$659,245
Total % of Budget to date	71.32%	80.58%

REVENUES

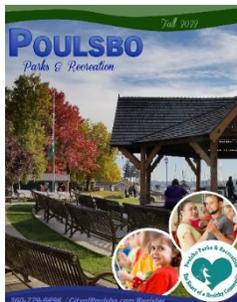
	2021	2022
Budget	\$258,070	\$347,850
3rd Qtr Only	\$81,175	\$102,558
% of Budget	31.45%	29.48%
Total to Date 9/29	\$301,638	\$463,106
Total % of Budget to date	116.88%	133.13%

For the Parks & Recreation Dept., the third quarter is all about summer programs and camps, and we were extremely busy. Summer is traditionally the busiest time of year for the front desk, and the reinstatement of the second Administrative Support Clerk, although temporary, enabled staff to accomplish their work, including the set-up of the Fall Activity Guide into our software program, all while maintaining the department's exceptional customer service standards. This also enabled us to have staff at the desk during our many evening programs to provide service and security.

With the Administrative Assistant no longer having to spend half to two-thirds of her time doing the work of the Support staff, she was able to return to working on the financial and other administrative tasks that have been overdue, as well as working on the budget in August and September with the Director and Interim Directors, and the completion of the design of the Fall Activity Guide.

The Director continued to facilitate work on the PERC feasibility study, worked with the Skate Park Coalition, and oversaw the development of potential new partnerships with the Poulsbo Police and the YWCA to utilize space in the building.

In September, Dan Schoonmaker resigned as the Parks & Recreation Director and returned to police work. In the interim, programmers Rachel Cornette and Kris Goodfellow began sharing interim responsibilities until a new director can be chosen.



Current Focus

2023/2024 Biennial Budget

PERC Feasibility Study

RECREATION PROGRAMS

PROGRAMS OFFERED

(3rd quarter)

283

(658 Total YTD)

PARTICIPANTS

(3rd quarter)

1677

(4,137 Total YTD)

We had an extraordinary summer; people are excited to be involved and engaged. Registration numbers for July and August alone were close to 1300 participants in camps, classes, and programs and this does not count the people who participated in the free family events that happened in our parks.

July was National Parks & Recreation month and this year we added free programs such as Good Morning Yoga in the Park on Fridays, free education classes from our Tree Board and the Kitsap Audubon Society, along with other events and activities mentioned in the Parks section.

We were very fortunate to partner with West Sound Academy, who hosted 2 of our weekly camps provided by Bricks4kids and Tim Lowell's Curiosity Camps. Many summer camps ran at capacity. We hired new staff and were fortunate to grow several of our own VIPs (Volunteer Interns) camp aids between the ages of 12 and 14 who assisted instructors while gaining valuable work experience for their future.

Management of summer programs can be daunting and occurs while planning for the Fall brochure. Fall classes and events operate from September to December. We were fortunate to pick up a new music instructor to grow our program for youth and adults who will start this fall. We also established a partnership with Kitsap Art to expand art classes for adults. We are still looking to replace instructors whom we lost during the pandemic due to retirement, relocation, or who just decided to get out of teaching.

Current Focus

Fall Programming Senior Programs
Instructor Development



CITY PARKS

July brought the return of the popular Summer Nights at the Bay Concert series at Muriel Iverson Waterfront park. Six concerts featuring entertainers playing a diverse array of musical genres wowed over 2500 guests downtown. In honor of Parks and Recreation month, additional free activities were held in the parks including Storytime, a Steel Drum band concert, Chalk the Walk, Yoga, geocache hunts, and more. The Lions Park tennis courts were given a fresh set of pickleball lines, and a long-awaited tube slide was replaced in Raab Park for enthusiasts to enjoy.

August saw the completion of the newest wildlife viewing platform at Poulsbo's Fish Park spearheaded and constructed by the Lions Club of Poulsbo. A group of volunteers consisting of Poulsbo's Fish Park Steering Committee members and cadets from the Washington Youth Academy rounded out the project by removing invasives and replacing nearby split rail fencing making the Cutthroat Trail and its terminus along Bond Road a gem worth exploring.

September introduced a new, interactive program, BioBlitz: Parks for Pollinators. The month-long event allowed patrons to use their smartphones to identify and log research-grade observations indicating where pollinator species and flora are located in our parks and open spaces.

Current Focus

Raab Play for All

Capital Improvement Development



Summer Nights Concert Series- Backstreet Jellyroll, July 12, 2023

SPECIAL EVENTS

We entered **270 events** into our community calendar in the 3rd quarter.

One can now subscribe to the community calendar by going to <https://eventactions.com/eventactions/cityofpoulsbo#/subscribe>. Additionally, events happening in Poulsbo can be easily submitted by going to https://cityofpoulsbo.com/community-events-calendar-posting/#submit_event.

The Parks and Recreation Department’s annual “Summer Nights at Liberty Bay” free summer concert series spanned 6 summer concerts that accommodated about 2500 attendees. A newly created event page and fun picnic basket giveaway that 14 community members engaged with our #PoulsboPicnic2022 added to the excitement. In July, we held a specific [Parks and Recreation Month social media campaign](#), to highlight all the free and fun activities the community could be engaged in and it helped with increased attendance at the special events! In September, we helped host [Poulsbo Parks for Pollinators BioBlitz](#) for the first time – with 19 observations, 16 species, and 6 observers.

Social Media – 3rd quarter by the numbers:

Most Popular Posts:

Social Media Numbers Q2: July 1, 2022 – September 30, 2022	
Facebook Page Reach	16,488
Facebook Page Followers	3,688
Facebook Posts	149
Instagram Followers	235
Instagram Reach	583
Instagram Posts	17
Instagram Stories	34



During Q3 the City of Poulsbo held 13 special events (a 116.67% increase in the number of events from last year, with only 6 held in 2021). With the implementation of a post-event questionnaire, the results have all shown the excitement to host events in Poulsbo in the future again. Additionally, there have been positive responses that the City and its staff have been knowledgeable, supportive, and helpful during the special event process.

The Lodging Tax Advisory Committee (LTAC) heard 2023 presentations, given by 11 applicants. The LTACs next step is to finalize the recommendation for the 2023 grant awards. The Special Events Coordinator regularly attended the Historic Downtown Poulsbo (HDP) monthly meetings, allowing the City to maintain the goal of collaboration with the community. With the help from the Special Events Subcommittee, the team is currently conducting research on updating the sign boards in Poulsbo, so many good developments to come!

Current Focus

Special Events Subcommittee

Lodging Tax Advisory Committee

Social Media Engagement



Poulsbo Kids Day
September 2022