



City of Poulsbo Community Services Committee Virtual Meeting

Subject	Meeting Minutes	Date	April 14, 2021
Recorder	Pat Hightower	Start Time	4:00 pm
Committee Chair	Connie Lord	End Time	4:51 pm
Committee Members	Britt Livdahl, Connie Lord, Andrew Phillips		
Staff Present	Dan Schoonmaker, Kris Goodfellow, Pat Hightower, Parks & Recreation; Mayor Erickson; Kathi Foresee and Irene Moyer, Poulsbo Chamber of Commerce; Katie Stuart, NKHS		

Meeting Video: <https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/>

No.	Topic	Action/Recommendation/Discussion
1.	Questions and Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
2.	Approval of Minutes: 3/10/21	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A BL/AP
3.	Introduction of Rachel Cornette	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Rachel is the new half-time Programmer and was unable to make the meeting. She has a strong programming history with the Navy. Connie expressed her welcome from the committee.
4.	PERC Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: A Virtual Open House was held March 1-31. The community read the 2020 survey results, completed about 100 questionnaires and attended two online chats. A presentation was done at the Chamber luncheon, where they received feedback from the business community. They are close to naming an architect. Dan said there has been a lot of positive feedback, that there continues to be good energy, and that online comments will continue to be accepted.
5.	Rec Programs & Special Event Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Kris reported that the department has had an exciting first quarter, with more programs and participation each month. The programs have expanded from 17 offered in January with 65 participants to 59 programs offered in April, with 300 participants as of April 13 th . The building has recently been opened for small classes such as gymnastics, and almost all classes are full. More outdoor classes are being offered with the weather turning nice, and virtual classes also continue to be popular. Pat reported that the revenue reflects this, going from \$19,550

		for January to \$71,540 just from April 1-13. Rachel has put together a Virtual Viking Fest Road Race event for May to engage people. They can do it on their own time and will receive a medal. If it goes well, a second event, Walk Across Washington, will be offered in September. Connie will share the update at tonight's council meeting.
6.	Celebration Tree Program-Tree Board Recommendation	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: A cost analysis of the Celebration Tree Program has been done. Including Kevin's time, the cost of the tree, and the plaque, it's estimated that the cost is around \$900. The current fee is \$250. The Tree Board recommends the fee be changed to \$1000. The city also covers the cost of replacement if the tree dies within the first year. The trees are planted in public spaces, generally close to where the purchaser lives. Becky would like to see the program advertised more, not only for memorials, but for other events such as birthdays. Recommendation to approve: M/S/A AP/BL
7.	Special Events Permits Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: The Viking Fest and 3 rd of July Permits have been withdrawn for this year. Kathi confirmed that the fireworks will keep until next year. Upcoming events include the Kitsap Color Classic Bike Race on Sept. 26, the Poulsbo Boat Rendezvous on Aug. 28, and the Poulsbo Art Festival the third weekend in August.
8.	Department Head Reports	Dan will be requesting a contract amendment and extension for Fischer Bouma for the Rotary Morrow Park project at the April 22 council meeting. Rephasing of the project has been done at the city's direction and Fischer Bouma has been asked for support on getting bids for contractors and construction services. This is covered under the current Capitol Improvement Plan. Dan and the Mayor have spoken regarding his request for funding from the American Rescue Plan Act (ARPA.) He is requesting 10 additional hours for each of the programmers and 24 hours for an office assistant now that the building is back open. He is also requesting funds to hire Joe Schiel for one year to run basketball and volleyball programs, and to train Kris and Rachel to run them. Staff will also be reviewing the cost structure of those programs, and Dan feels the fees will cover the majority of his cost. The department has seen an increase in calls and registrations, in scheduling of courses and additional staff is needed to run the office as the demand for programs increases. As programs increase, revenue will also increase. In 2018 & 2019, the department had been profiting \$225,000 - \$250,000 and that was increasing, and Dan wants to get back to that potential. The annual amount requested was \$89,000, \$30,000 of which would not be requested the second year. Becky reported that one third of the ARPA money is to replenish staff that was cut. The second part would be broad grants to non-profits, which the council would determine and the third for infrastructure. She doesn't want to bring it to the full council until the full guidance is

		<p>received from the state in May. She wants part of this to return staff back to the Parks & Recreation Dept. Andrew wondered if a new position would be needed as sports programs increase. Dan would like to wait and see what happens this year. Britt commented that it would be a shame to miss this opportunity, that the demand will increase, and that Dan's request is more than reasonable.</p>
9.	Mayor / Council Member Reports	<p>Becky wondered how to add things to Google. She's noticed the private parks are missing, as well as other locations such as Morrow Manor. Dan mentioned that there are those who don't want the Mountaineer Park listed on Google. Connie agreed that she is inclined to not want private parks on there. Andrew mentioned Google Business. The Parks & Rec Dept. does have a Google Business page.</p> <p>Britt commented that that Marymoor Park's playground has equipment for all ages and abilities, including older folks, and feels that would be a good direction to head with the Play for All project. Dan said the Play for All equipment would be for seniors, people of all abilities and the mobility impaired. This would be taken into consideration as equipment at other playground is replaced as well.</p>
10.	Other Committee Member Comments	<p>Katie suggested that a Little Free Library be located near the Play for All Playground. She feels it will get a lot of use there.</p> <p>Kathi commented that the Chamber's first in-person event will be a Golf Tournament held at White Horse on Friday, July 16th.</p>
11	Adjournment.	Next Meeting: 5/12/21