



City of Poulsbo Community Services Committee Virtual Meeting

Subject	Meeting Minutes	Date	June 9, 2021
Recorder	Pat Hightower	Start Time	4:00 pm
Committee Chair	Connie Lord	End Time	5:00 pm
Committee Members	Britt Livdahl, Connie Lord, Andrew Phillips		
Staff Present	Dan Schoonmaker, Kris Goodfellow, Pat Hightower, Parks & Recreation; Mayor Erickson; Kathi Foresee, Poulsbo Chamber of Commerce		

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: 5/12/21	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A BL/AP
3.	Special Event Permits	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <p>The Poulsbo PRIDE Parade event has been cancelled. The Hope 360 event, sponsored by the Poulsbo Community Church, is scheduled for August 7. This is the same concert event they have done in past years. They are expecting 200-250 people and know the event is tentative depending on Covid restrictions. The committee had no concerns. Connie reported that the Liberty Bay Festival is expanding, and they will be modifying their application. There will also be an event on Sept. 11 with classic boats and cars.</p>
4.	Recreation Programming	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <p>Dan commented that he is impressed with the number of programs that have been put together. Kris reported that participation in programs is growing each month. Outdoor programs especially fill up quickly and staff and classes are being added in order to get people off of waitlists. The redesigned summer brochure has gone out and summer programs are filling quickly. Some camps were full within days of publication. 75 camps are being offered and more will be added. Sponsorship funds have been stretched in order to offer 7 concerts in the park in July & August. The P-Patch only has 3 plots left, and a core group of volunteers is working to keep the area up. July is Parks & Recreation month and Rachel has been working on a number of events. The department had brought in \$67,000 through May, and through June 8, another \$22,000. As of June 8, we are at 68% of our budgeted revenue for the year.</p>

5.	PROS Plan Update- Community Survey Results	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: Dan reported we received just under 300 surveys. He will be putting together the results and presenting them to the Park Commission and Council. He said there are no big surprises, that people want more trails and parks and that they feel the parks are in decent condition.
6.	Dept Head Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan reported that the HVAC system for the Recreation Center Gym had failed this week. Estimated repairs are \$12,000, or \$22,000 to replace the system. This brought up the conversation of additional building issues. Dan wants to develop a plan of operations for the building and presented a PowerPoint showing the issues and estimated costs. These would include upper roof repairs, the second HVAC, which is about the same age, smoke detectors, fire suppression system and replacement of ceiling tiles, and cosmetic upgrades such as paint, flooring, furniture, and storage. Currently the roof is being patched as leaks occur, if there are potential major issues, it would run \$175,000-\$200,000. Half of the programs we offer are offered at the Parks & Rec Building; it is the only place we can control. We partner with the school district for some programs, but can't use the facilities during the day, and currently don't know when we will be able to use them again due to Covid closures. The first option is to sell the building. This would make a huge impact on what the department could offer and how that would affect the community, both through perception and potential economic impacts. There would be a significant impact to our ability to bring in revenue through programming. City buildings don't normally pay for themselves through revenue. There could also be other issues we don't know about. Any money brought in from the sale of the building would have to go back into recreational facilities. The completion of the PERC probably wouldn't be until 2025 or 2026. The current costs of day-to-day operations are covered by the two leases. Other options would be to commit to a dollar amount or to a time frame. Investing in the building would allow us to continue to rebuild the program and continue the momentum. The Mayor likes the idea of sticking with a dollar amount, then making decisions once that money is gone. It will be a council decision and Dan will be presenting to council tonight. Britt said she is uncomfortable letting the building go now when the PERC is so far off, and that we have the momentum going now. Andrew wondered how much space is needed and if other facilities could be considered. Connie would like more information; how much space we are giving up, and where we could replace that space, as well as the costs of limping by. She is concerned about throwing away the building. The PERC is several years out, and they can't count on the voters approving it. There hasn't been an appraisal on the building yet. Council will need what the pluses and minuses are to holding onto the building a while longer. The council will also need to weigh how the department will continue to function if the building is sold, especially if the PERC isn't approved. Becky asked if

		we put the \$22,000 into repairing the HVAC system now, how far down the rabbit hole will we go. Connie will report to council that it was discussed, and Dan will get them more information.
7.	Mayor/Council/Other Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Becky has been reading on Parks for Inclusion and easy ways to do an analysis of the parks and recreation programs to make certain all people are able to use our recreation facilities in this community. She and Dan and staff will continue to talk about it. The booklet is Guidelines for Developing Inclusive Policies and is put out by the NRPA.
8.	Adjournment.	Next Meeting: 7/14/21 M/S/A BL/AP