



## City of Poulsbo Park & Recreation Commission Virtual Meeting

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| <b>Subject</b>           | <b>Meeting Minutes</b>   | <b>Date</b>       | <b>November 28, 2022</b> |
| <b>Recorder</b>          | Pat Hightower  | <b>Start Time</b> | 7:01 pm                  |
| <b>Committee Chair</b>   | Steve Calhoun  | <b>End Time</b>   | 8:43 pm                  |
| <b>Committee Members</b> | Steve Calhoun, Judy Morgan, Amy Zinkhon, JoAnn Schlachter, Mary Swoboda-Groh, Justin Johnson, Kelly Michaels, Erik Hovey, Mari Gregg |                   |                          |
| <b>Staff Present</b>     | Rachel Cornette, Pat Hightower, Parks & Recreation   |                   |                          |

**Meeting Video:** <https://cityofpoulsbo.com/parks-recreation-parks-and-recreation-commission/>

| No. | Topic   | Action/Recommendation/Discussion   |
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| 1.  | <b>Questions and Concerns of the Commission</b> | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br>Judy Morgan requested that both the first and last names of staff be used in the minutes, as well as a list of staff and their responsibilities to be provided. She also asked that all acronyms be written out.  |
| 2.  | <b>Agenda and Extended Agenda Review</b>        | <input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br>None.  |
| 3.  | <b>Approval of Minutes:</b><br>9/26/22          | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br>M/S/A      JS/AZ   |
| 4.  | <b>Comments from Citizens</b>                   | <input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br>Jo Ingalsbe plays pickleball, mostly at Lions Park. She would like to see more courts in Poulsbo and supports the proposal given at the last Park Commission meeting to add two more pickleball courts at Lions Park. She would like to see some progress and a timeline of when it could be done. Based on the bids received, the price is estimated at about \$50,000. Judy Morgan suggested that since they can only play outside for about nine months of the year, they might look into converting the old Albertsons store. Mrs. Ingalsbe feels this would require too much private investment and that it would cost less to redo the courts at Lions Park. Sally Holt, another pickleball player, has traveled around to see what courts are in the area and has noticed the ones at Lions Park are always crowded. She said they would love to stay in their own community, maintaining what we already have. Steve Calhoun reported that there is currently nothing in the budget or plans to add more courts. The commission will look at it and hope to add it to next year's Capital Improvement Plan. He added that one way to get more courts is through grants and that if the group were to raise money, that would show their interest and the city might be able to match it. Kelly Michaels and Amy Zinkhon also agreed that a grassroots group such as Play for All and the Skatepark group that has done the research and fundraising would bring it to the forefront and generate interest. |
| 5.  | <b>Sub-Committee Reports</b>                    | <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br>Steve Calhoun reported that the Special Events subcommittee has met several times. Kelly Michaels and Erik Hovey have been looking into new signage. The groups using the signboards along Highway 305 have been running into challenges. Erik has done some of   |

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|           |   | <p>the foundational groundwork. Kelley is looking into potential grants and has also spoken to the Port of Kingston about their LED signage. Any electronic signage would need to be done tastefully. Steve added that Special Events Coordinator Lin Wilson is very enthusiastic, and it is fun working with her.</p> <p>Judy Morgan is on the Parks subcommittee, led by Parks Coordinator Rachel Cornette. A legislative grant has been approved for \$48,500 for trails and improvements at Rotary Morrow Park. The money for the Play for All grant agreement has also been received. Rachel has sent the commissioners the Parks Assessment report. Several parks had low grades and need repairs. JoAnn Schlachter asked for clarification on the page of potential improvements that was separate from the Capital Improvements. Rachel said that this is a recent addition based on the forward-thinking of one of the city engineers who is passionate about parks. It is more of a wish list.</p> <p>Justin Johnson is on the Recreation subcommittee and said that he has learned more from Recreation Programmer Kris Goodfellow about Parks and Recreation than he has in years. They talked about the impact of Dan’s resignation on the department and how it has affected how staffing is structured in order to deal with that position. They discussed current programming and ways to innovate in terms of scholarship opportunities, and how to look at that differently. They also talked about ways to diversify and reach seniors and teens. Amy Zinkhon added that it was all very positive and that there was discussion about how to grow out of the stagnation of Covid, where programming has been the last five years, and how to make it fresh.</p>               |
| <p>6.</p> | <p><b>Parks, Recreation and Special Events Update</b></p> | <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br/> <input type="checkbox"/> Further Action Requested:</p> <p><b>Parks-</b> Rachel Cornette reported that they’d received the grant agreement for Play for All. They were hoping to have a site visit tomorrow, but may not due to the weather. She hopes to meet with the stakeholders soon. Salmon Tours was recently held at Fish Park. Rachel said it was a nice collaboration spearheaded by Tom Nordlie, the Lions Club, and other stewards of the park. We recently had eight members of AmeriCorps come for three weeks to do a variety of different tasks.</p> <p><b>Recreation-</b> There are many programs going on. As of a week and a half ago, revenue was at \$503,000, which is \$155,000 over the projected budget. Rachel said it goes back to the instructors who are teaching the programs and to the general fund to help support the city. The department had a very nice senior potluck the Tuesday before Thanksgiving. Fifteen seniors attended. The seniors would love to see more potlucks and low-cost opportunities. The instructors providing the free senior programs are volunteering and are not paid. Current free programs include Chair Yoga, Laughter Yoga, The Poulsbo Library, and more.</p> <p><b>Special Events-</b> Rachel commented that Special Events Coordinator Lin Wilson is a powerhouse and is working on all kinds of things. Tasks have included the Lodging Tax Advisory Committee applications for the grant program, the Tree Lighting at Waterfront Park, and she has embraced taking the Special Events process over from the Clerks Department. She also does most of the department’s marketing such as Facebook and Instagram.</p> |
| <p>7.</p> | <p><b>Third Quarter Report-Summer</b></p>                 | <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br/> <input type="checkbox"/> Further Action Requested:</p> <p>Rachel Cornette reviewed the third quarter report. The department offered 283 programs and had 1677 participants, not including special events. She also reviewed the revenue numbers. The Summer Nights at the Bay concerts were well attended. The department focused on the July Parks &amp; Recreation month events.</p> <p>The Lions Club built a viewing platform at Fish Park on the Lord Property parcel.</p>  |

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|     |                                    | <p>A new program, BioBlitz, was offered and enabled participants to collect plant data to be added to a nationwide collection to help researchers. Rachel would like to see it grow next year.</p> <p>Lin Wilson is coordinating the community calendar and has added 270 events. Rachel showed the department’s social media reach and a summary of the lodging tax. The department also participated in the Kids Day event, a direct social outreach. Judy Morgan asked how the department was related to the Lodging Tax committee. Rachel replied that the city collects the tax and that she was not sure how it came to be the Parks and Recreation Department’s purview, but that it makes sense now that we have a Special Events Coordinator.</p> <p>Rachel reported that the deadline for applications for the Parks and Recreation Director is today. Applications will be reviewed, and interviews will be held on December 13. The interview panel will include council members, park commissioners, directors, and the mayor. She added that the city has received several good applications as far as she knows.</p>  |
| 8.  | <b>Set Park Hours-Discussion</b>   | <p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br/> <input type="checkbox"/> Further Action Requested:</p> <p>Rachel Cornette reported that the city has seen a higher rate of vandalism in parks, especially in the restrooms. Currently, the hours for parks are dawn to dusk. It is challenging during the summer with the later hours. Discussion has been held about having set hours for the parks, with the theory that it would be a deterrent. The vandalism has increased lately, with things being put into toilets and sinks, marking on walls, and most recently, spraying liquid food all over the bathrooms. Rachel said that the Public Works crew cleaned the restrooms out one Saturday morning and came back an hour later to find it completely trashed again. They are keeping very regular reporting in order to find consistency. They may end up putting cameras outside of the restrooms. Discussion included locking the bathrooms, manual versus automatic locking, more policing, walkers wanting facilities available, and the cost of cleaning versus the cost of locking, Steve Calhoun summarized that the parks should be kept open from dawn to dusk, with hours to be set for the restrooms only.</p> |
| 9.  | <b>Recruiting New Commissioner</b> | <p><input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br/> <input type="checkbox"/> Further Action Requested:</p> <p>Erik Hovey’s term is coming up, and he would like to give someone else the opportunity to serve on the commission. The new commissioner would need to be a city resident. Rachel Cornette will let everyone know how recruitment progresses and asked the commissioners to let her know if they know of anyone who might be interested. Erik added how much he has appreciated serving with everyone.</p>   |
| 10. | <b>Department Head Reports</b>     | <p><input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br/> <input type="checkbox"/> Further Action Requested:</p> <p>Rachel Cornette reported that last year the department had met and identified goals for 2022. They want to do that again for 2023, even though it’s still unknown who the director will be.</p> <p>The council will be voting soon on whether the city will close early the Friday before the Christmas and New Year’s holidays.</p> <p>Rachel encouraged the commissioners to watch the council meeting on December 7, which is the public hearing for the budget, or the playback. If they can’t, the budget documents are all online. The Mayor and Finance will talk about potential funding options. She said she has learned a lot about how the city does its budget. There has been much talk about a park district.</p>  |
| 9.  | <b>Comments from</b>               | <p><input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council</p>  |

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|            | <b>Citizens</b>              | <input type="checkbox"/> Further Action Requested:<br>None.   |
| <b>10.</b> | <b>Commissioner Comments</b> | <input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council<br><input type="checkbox"/> Further Action Requested:<br><p>Steve Calhoun commented that we had a great group from AmeriCorps and that he hoped they had a chance to talk to some of them during Salmon Days. The projects they worked on at Fish Park included stairs, fencing, putting concrete in under the Bond Road and Viking Avenue kiosks, and they poured concrete in under the cement fish. They also worked with Western Washington University, which uses the park for experiments with growing, trying to keep blackberries out, and more.</p> <p>Mary Swoboda-Groh asked how they find the groups that help maintain Fish Park. Steve Calhoun is on the Fish Park Steering Committee. They hold a monthly work party on the third Sunday of every month from 1-4 pm and hopefully people come out then. He added that they do contact other groups and groups contact them, such as churches, teams, Honor Societies, clubs, and others, and they organize things for them to do. For specific projects, such as trail creation, they put out requests for assistance. Mary was approached by someone from the Master Gardeners group, who told her they need more help in the park, and she wasn't sure what the process was to do that. Steve said that different groups help maintain different parts of the park. He added that the Park Commissioners also are supposed to maintain a part of the park. The Master Gardeners maintain the front part and usually have two work parties every month. Steve said it's a small group that does that area, and that it's a big park to maintain and everyone needs more volunteers. The Steering Committee is trying to get the stewardship program going again post-Covid. Amy Zinkhon added that she is part of Crossroads Rotary, which spends three or four hours on a weekend with weedwhackers and it hardly makes a dent in the blackberries. Steve added they've also put down roofing on the boardwalks and projects at Raab Park as well.</p> <p>Kelly Michaels commented that the pickleball group has brought up the skate park and \$650,000 budget. She said the skate park group has done a lot of research on that budget and the size skate park they would need. She hopes the pickleball group will organize more and thinks they can get something done if they get organized. Steve Calhoun agreed and said the cracks in the court are a maintenance issue. Most grants require a match, and sometimes you can get matching grants. Steve said you won't get grants unless they can see there's real community support for it. Mari Gregg added that grants require it to be on the Capital Improvement Plan, there has to be money up front, and studies done, as well as being able to do it within a certain time frame. Discussion was held about fundraising, the cracks in the court and the priority list for fixing them, and safety rules for spacing. Justin Johnson suggested that it would be a good idea for the pickleball group to talk to the Skate Park and Play for All groups. The city restriped the pickleball lines in the second quarter of this year. Rachel Cornette has been advised by two vendors that it would be better to resurface the court than to fill the crack. It runs the length of the court. Mari Gregg commented that more people are coming before the commission to say they want amenities like Seattle. We're a small city with a small budget and we're experiencing growing pains. She wondered how we grow long-term. Kelly added that with people coming from all of North Kitsap, it's a hardship for the city to pay all the taxes to keep these resources going. Having a municipal park district would bring in more taxes.</p> |
| <b>11.</b> | <b>Meeting Adjournment</b>   | Next Meeting: January 23 (Later changed to February 27.)  |