



City of Poulsbo Community Services Committee Virtual Meeting

Subject	Meeting Minutes	Date	July 13, 2022
Recorder	Lin Wilson	Start Time	4:03 pm
Committee Chair	Andrew Phillips	End Time	4:52 pm
Committee Members	Andrew Phillips, Britt Livdahl, Gary McVey		
Staff Present	Dan Schoonmaker, Lin Wilson, Parks & Recreation; Mayor Becky Erickson; Kathi Foresee, Poulsbo Chamber of Commerce		

Meeting Video: <https://vimeo.com/730032184>

No.	Topic	Action/Recommendation/Discussion
1.	Questions and Concerns of the Committee	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.
2.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: The revised agenda updated on 7/7/22 includes two Special Events in July to discuss. Extended Agenda by Dan to discuss proposed Budget Amendment going to council July 30.
3.	Approval of Minutes: 7/13/22	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A AP/GM
4.	Special Events	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: Lin will follow up on questions about the Bringing Hope to 360 event. Lin reported the 2 events: 6/23: Bringing Hope to 360: Concert at the waterfront by Poulsbo Church with vendors, same that they did on 6/18. Gary wondered if their goal is to get more people to join their church and whether this would be a weekly event? Lin will report back on the answer and history of this event. Mayor Erickson reported that she has attended these concerts in the past and there is no overt proselytizing. Gary asked what the city policy is regarding proselytizing. Mayor Erickson stated that it is based on 1 st amendment rights and that is to treat everyone the same. 6/26 West Coast Estonian Days: New event hosted by Estonian League of the West Coast, Inc. all-day Sports Day w/Food Truck with Beer Garden at Raab Park. Gary wanted to confirm the beer garden will be roped off per policy. Lin confirmed the site map provided showed this.

<p>5.</p>	<p>Park Inspections and Review – Discussion on Draft</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Project Overview: Dan and Rachel finished their park reviews and iterated the goal of their review is to show the efficiencies, opportunities, and areas to improve. They are still working on working on finalizing a standardized scoring system for our many diverse parks. Mayor Erickson expressed that \$350k for park maintenance and capital is a concern. After Britt asked about who and how often are BBQ grills used, the Mayor expanded upon the thought with the question of whether there is antiquated usage at parks? What kind of services do we want to put at parks? Do we need BBQs/bathrooms at all the parks? It was pointed out that this inspection grades what is there, versus what should be there.</p> <p>Report: Dan is working on a final draft to be ready for the next CSC meeting Aug 11. In this report, Dan outlined that each park would have its own report that will include a description of the park, immediate concerns (what is fixed and will need to be fixed), moderate concerns (outlined with deficiency pictures), and opportunities (outlining the good and bad). A sign-off box will be included, allowing annual comparisons so that the same thing isn't being called out over and over. Dan asked the committee what they want to see in the ratings final draft. Andrew suggested the creation of a hitlist/worklist for each park to focus on prioritizing what needs to be fixed now versus later. Gary wants the scoring to be created in a way that we use this as a baseline yearly, or bi-yearly. Gary asked what the easiest way is for the community to report park/safety issues. Dan and Rachel are working on a better format to submit issues that would be shared directly with Parks and/or Public Works, such as signs at the park with community instructions. Mayor Erickson shared that the City utilizes "See Click Fix" a smartphone app (https://cityofpoulsbo.com/see-click-fix/). The report gets distributed to each department depending on what category is selected, Clerks and Public Works are alerted when a form is filled out.</p> <p>Current Rating: Dan shared a summary of the initial findings with the scoring system (1-5) based on the park amenities that currently exist. The highest number was 4 and the average of 3.50, with the goal to have the ratings be 3.05 higher. Dan showed pictures to exemplify some of the issues as follows:</p> <ul style="list-style-type: none"> • Nelson: BBQ rotted out, pole that is leftover and only has a cone over it; pole needs to be removed. • Nelson & Austurbruin: Concrete buckling, needs asphalt replacement. • Raab: Dog Park sign issues, holes in Dog Park fence, the bathroom has a broken faucet. • American Legion: Overgrown walkways, needs TLC, older park • Wilderness: Razor and barbed wire, low-lying tree issues already being addressed. <p>Based on their findings; it brings up the question of whether having only 2-3 people maintaining the park is enough to get them to the standard that we hope to have.</p>
<p>6.</p>	<p>Waterfront Boardwalk - Update</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p>

		<p>Phase 1 - Current: Phase 1 for the 610-ft Boardwalk emergency repairs were made, with the most recent repairs made in May that met immediate safety codes and allows the current public use.</p> <p>Phase 2 needs to be implemented in the next 5 years. Dan noted that this is a safe rough estimate for the Phase 2 timeline. The boardwalk was built with volunteer help and the build date is estimated in the mid-1970s or 1980s. Not having a factual timeline makes the boardwalk’s remaining life expectancy hard to determine.</p> <p>Phase 2 - Update: Dan has received preliminary numbers back from contractors on two options and shared the work associated with each option: 1) Immediate repairs = \$771k. This includes 25% wrapping of the pilings, improved decking for 50% light transfer for the fish, and updating the railing to be up to code. These repairs will meet the boardwalk safety codes for 10-15 years. 2) Complete replacement = \$3.9 million. This includes complete teardown, removing and replacing the creosote pilings with metal pilings, re-decking, re-railing, and new stairs. This will keep the boardwalk up to code for 50+ years. Gary asked how easy this would be to get approved by the regulatory agencies. Dan believes that the Department of Fish and Wildlife will be supportive of the rebuild. During initial discussions with them, they expressed that getting creosote out of the water and use of fewer pilings will have a better environmental impact.</p> <p>Next: Once the KPFF draft is submitted, Dan will be working with the Mayor on a proper presentation and will be seeking funding options and direction from the council.</p>
7.	<p>Pacific Northwest Troll Project - Update</p>	<p><input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Mayor Update: The Mayor has withdrawn her support of the Troll project with Thomas Dambo. The overall emphasis on supporting Poulsbo citizens (families/businesses) is more important than becoming the next “tourist town.” Downtown is already tourist-filled, and the concern of the high cost and more traffic seems to be a key comment in the citizen’s negative responses. This does not change her emphasis on asking for that money to be put towards art and park improvements. Mayor Erickson made it very clear that she wants the Council to decide the next steps and supports what the council decides.</p> <p>Committee Responses: Andrew expressed concern about ensuring the funding for local art, sharing that this Troll project provides a special experience for what our younger citizens (kids) will experience and find memorable. The troll can be a good economic driver, with field trips, etc. Britt shared it is hard to gauge how popular this troll will be, as we have no data to compare it to. Britt believes that as a unique opportunity, timing-wise this is a “one and only” kind of project to be part of this special scavenger hunt. Britt’s main concern is that this art is designed to disintegrate in 5 years, and so for \$90k, this could go further in other areas. Gary wondered how much tourism is enough. He asked whether a Troll is authentic to the Poulsbo “brand?” He has researched media coverage and has found no other news about this project. He added that finding a location for the Troll seems to be the biggest thing still undetermined.</p> <p>The committee agreed they will be ready to make a decision at the August 3rd council meeting.</p>
8.	<p>PERC – Update</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council</p>

		<input type="checkbox"/> Further Action Requested: Dan and Karla are getting Oslo Bay Apartments' information and are still meeting with ARC and Berk Consulting. Based on community and steering members' responses, they are still looking at a phased approach to help address the most pressing needs, which include having an active park on the west side of Poulsbo and providing field space for youth sports and other activities. The Phase 1 design concept includes getting: 2 turf fields and an outdoor recreation space with a walking path around it. Dan roughly outlined that Phases 2 and 3 (pool, event center, field house) would most likely require agreements and/or property acquisition. They are planning on bringing the feasibility study to the council in Sept/October, then presenting it to KPFD in December.
9.	Budget Amendment	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Dan has discussed with Mayor Erickson and has received her support for the addition of more Parks & Recreation help due to the influx of participation in the department's programs. Dan outlined the projected 2022 Parks & Recreation annual revenue as \$336k and shared that as of today revenue is \$383k, exceeding this by \$46k/114% above. Dan's budget request is for \$11k to be spent on casual labor at \$20/hrs a week to help with the administrative clerical function. Gary asked for clarification on what "casual labor" is and Dan defined it as "temporary labor." The committee recommended adding the Budget Request for the Parks & Recreation 20-hour per week Casual Labor position to the 7/20/22 Council Meeting Consent Agenda. M/S/A BL/GM
10.	Mayor & Dept. Head Comments	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Mayor Erickson shared that the Rowing Club reached out to her and is having trouble with storing equipment because there is not enough space at the Port. She has spoken with Dan about looking for other spaces and is waiting on hearing the specifics of what space they need. Mayor Erickson went on an extensive trail walk with Rachel and Kyle to walk new trail pathways. They viewed the unused tennis court at the end of 4 th Ave. and she has sent her thoughts and analysis to the appropriate teams. She is excited to work with Rachel and see more trail updates! Dan shared that pickleball lines are being painted at Lion's Park on July 14 & 15. The Lindvig parking lot at Fish Park will be closed July 13-21 for an updated sidewalk installation. Cars are being redirected to the Nelson Park parking lot. Social media updates have been shared for both activities.
8.	Council Member Reports	Request to add to the future agenda: staff to give updates on sailing. Dan shared briefly that the Learn to Sail program is good to go, we just need to find an instructor. The Boston Whaler boats will need to be updated before they can be used for older sailors.
9.	Comments from Citizens	None.
10.	Meeting Adjournment.	The meeting was called at 4:52 pm. Next meeting: August 10