



City of Poulsbo Community Services Committee Virtual Meeting

Subject	Meeting Minutes	Date	August 11, 2021
Recorder	Pat Hightower	Start Time	4:00 pm
Committee Chair	Connie Lord	End Time	4:58 pm
Committee Members	Britt Livdahl, Connie Lord, Andrew Phillips		
Staff Present	Dan Schoonmaker, Pat Hightower, Parks & Recreation; Mayor Becky Erickson; Kathi Foresee, 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 checked="" type="checkbox"/> Further Action Requested: Britt has been keeping up with the reports about Harold, the young seagull who fell out of his nest located on top of the Parks & Rec building, and who was subsequently taken to West Sound Wildlife Shelter for rehabilitation. She feels that funding of the wildlife center is something the city should consider. Becky thinks this would be a good organization for ARPA non-profit funding. Britt will get her the information about the organization.	
2.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Add to 2. Agenda Items: C. Mid-Biennium Budget	
3.	Approval of Minutes: 6/9/21 & 7/14/21	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: M/S/A BL/AP	
4.	Comments from Citizens	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: None.	
5.	Special Events Permits	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Poulsbo Community Orchestra Fundraiser- 9/11/21: This event is the same event at Raab Park as in years past. No concerns. Viking Bonfire- 10/30/21: This event will be the same as the fire they had in June and will be dependent upon any regulations and burn bans that are in effect at the time of the event. Andrew received a comment from a citizen regarding the cost of \$125 for a permit if they were just having a fire. Connie commented if it was a nice day, they would likely have more than 50 people. No concerns.	

		<p>Poulsbo Beer Run- 10/2/21: This is the same event as in years past. They are requesting an officer at Viking Ave. Dan hasn't heard any feedback from the Police Dept. They are expecting about 1500 people. No concerns.</p>
<p>6.</p>	<p>Mid-Biennium Budget Requests</p>	<p><input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Dan has talked with department staff and with the Mayor about where the department is now and where it's headed. He has come up with a restructuring plan that will set the department up for all the projects coming up in the near future. Fully burdened, the current costs of staffing the department are \$435,758, including the Admin. Support Clerk that was just added with ARPA funding. Dan is requesting a full-time Recreation Programmer, a full-time Parks Programmer, a part-time Special Events Coordinator, reclassifying the Administrative Asst. to Office Manager, and maintaining the part-time Admin. Support position and Director's positions. Fully burdened, this would move annual staffing costs to \$579,189. The Mayor envisions the Special Events Coordinator position as a full-time position, and this position would be funded through LTAC. She has submitted a grant request to the LTAC committee for \$85,000 for the full-time Events Coordinator and supplies. If the position was covered by LTAC, that would be an addition of annual funding from the general fund of \$79,663. The only person currently working on parks is the Director. In addition to being the PERC Team Lead, Dan envisions new duties including more community engagement and partnerships, creating and implementing department policies in preparation for CAPRA Accreditation, oversight of Recreation Center building improvements, and support for the formation of a Parks & Recreation or Metropolitan Park District. A full-time Parks Programmer would continue implementation of park improvement projects, oversight of parks maintenance and care, manage park stewardship, liaison with the Fish Park Steering Committee, do on-site bi-monthly park inspections after becoming a Certified Playground Equipment Inspector, and maintaining and developing Urban Paths and Trails. The Recreation Programmer position would be the same, except for special events. The Office Manager duties would stay the same, as there is already a lot of crossover. The Administrative Support Clerk position will remain the same. The Special Events Planner position would be defined by the Mayor, not only what we are already doing, but figuring out what other ways we can market our community. She wants someone that is a social media expert, to coordinate departmental social media and create and maintain a community events calendar. Britt is concerned that there are already many organizations that depend upon LTAC money. Connie is also concerned about the budget impact. Becky feels the LTAC funding will increase with the new hotel going in and said that many of these organizations will also be receiving ARPA funding. She is willing to fund part of the position from the general fund if necessary to ensure it is a durable full-time position. Andrew feels it should be a Marketing and Events Coordinator position and should build into</p>

		multi-cultural events. Connie feels Dan’s proposal makes sense for the department. The Mayor likes having a separate Parks Coordinator and has a passion for our Urban Pathways. She wants to see more developed. The three committee members support moving the proposal through the budget process.
7.	Parks & Recreation Building Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <p>Dan reported that he, Gary Lindsay, and Kelly Clark met with the Mayor, Britt, and Connie to discuss the assessment of the Parks & Recreation building from a developer’s perspective. The building does have value, and with the PERC’s new direction in building an Event center, we will need somewhere to hold programs. Dan has made calls to Olympic College and some faith-based organizations about facility rentals. He is still waiting to hear back from some of them. Holding programs at other facilities would limit the availability of our offerings. Another thing to consider is whether having a program at a faith-based facility would turn some people off. He has put in a CIP request for \$250,000 for repair of the roof, including the sports court, repairing the HVAC and some smaller items. Discussion has been held about whether to maintain the leases for the two churches. The leases offset operating costs, but staff believes we could make up that revenue with new programs, such as before and after school care, a preschool program and more. Connie felt it was an exciting, eye-opening tour and discussion, and that there are many negatives about selling the building and positives about keeping it. She feels it’s reasonable to reinvest in it, and that we would need to give the churches plenty of time to relocate. Andrew feels an architect should be brought in to see what the space could be so that we’re not piecemealing it. The Mayor, Britt and Connie all agreed. Britt feels they could benefit from a true investment and making the best use of what we have. Connie feels it’s a great asset and should be done with care.</p>
8.	Mayor/Council Reports	Connie gave a shout out about the great concert series, and said they’ve been very successful. Kris organized the concerts, and Rachel has been doing the announcing.
9.	Adjournment.	Next Meeting: September 8, 2021