

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference room	Date	October 12, 2016
Committee Chair	Ken Thomas	Time Started	4:00 pm
Council Present	Jim Henry, Connie Lord, Ken Thomas	Time ended	4:55 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	<p>Jim said that he has talked with the Mayor about “rest” benches on Lincoln and Hostmark Sts. She is working on it.</p> <p>Mary asked about the process for reviewing comments received for upcoming special event applications. Where should these discussions take place? The CSC asked that they come to this committee first, and they will make recommendations to the full Council. The City has received at least one comment about the 2017 Twilight Criterium, so Mary will put it on the Nov. 9 CSC agenda.</p>
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 9/14/2016	M/S/A KT/JH
2.	Agenda Items:	
A.	Special Event: MS Walk (April 8)	Application reviewed and recommended for approval to Council: CL/JH
B.	American Legion Post (Ken Thomas)	American Legion Post Commander Dan Phillips could not make it to this meeting today, but Ken Thomas met with him to talk about the project they want to do at American Legion Park. They want to build a Veterans Memorial to commemorate their centennial in 2019. This memorial will be on the upper parking area of the park, and will involve memorial paving bricks and a flagpole. Ken will review the concept tonight with Council and then

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		<p>have the American Legion do a presentation once they have the project flushed out. The project must be engineered, and the park will lose 4-5 parking stalls. The American Legion may help with a November 11 celebration at the cemetery if the entry way improvements are complete.</p> <p>Mary also presented a preliminary brochure that talks about memorial benches for both the cemetery and the waterfront park benches. She will add the hillside benches to the brochure.</p>
C.	Upcoming Events	<p>Mary reviewed some upcoming community events: Salmon Viewing Saturday (Oct. 29); Spooktacular, downtown Trick or Treat and the Haunted House (Oct. 31); Daffodil Planting Day (Nov. 5); Tree Planting and Restoration at Poulsbo's Fish Park (Nov. 19); Viking Avenue Tree Lighting (Nov. 27).</p>
D.	Tree Board/WWU Project	<p>Mary reported that the Tree Board is working with a local WWU student on a tree identification program at Centennial Park, using a smart phone and QR code. They hope to present the final program for Arbor Day 2017. Connie suggested doing this for some of the unique library trees as well.</p>
3.	Department Head Reports	<p>Park Projects Updates: The Kiwanis club re-roofed the Kiwanis Park picnic shelter on September 24; The Nelson Park Easement has a newly designed pin pile foundation, so the project should be able to move ahead; Eagle scout candidate Brendan will be installing trail signs this weekend; The Lions Park slide replacements have been installed; the new American Legion Park playground equipment arrived with installation issues, so the company is sending out new equipment; the City received a DNR grant for a WCC Restoration Crew in January 2017. They will work at Poulsbo's Fish Park; The Tree Board is working on a <i>Significant Trees of Poulsbo</i> brochure update.</p>
	Mayor/Council Comments	None

Minutes respectfully submitted by Mary McCluskey