

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	February 12, 2014
Committee Chair	Linda Berry-Maraist	Time Started	4:00 pm
Council Present	Jim Henry, Linda Berry Maraist, Connie Lord	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Nicole Stephens and Kylie Purves, City Clerks Department		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Committee chair selection	Linda was appointed committee chair.
B.	Questions & Concerns of the Committee	
C.	Agenda and Extended Agenda Review	Linda would like to discuss American Legion Park.
D.	Approval of Minutes: 1/8/2014	JH/CL
2.	Agenda Items:	
A.	City Hall Room Use	<p>Nicole presented staff recommendations for updating city hall room use agreements. Staff would like to do away with deposits because charging and refunding takes extra staff time and resources. They would like to strengthen the agreement/application to say that groups will pay for damage. The city needs teeth to go after groups if need be. Nicole asked whether re-occurring meetings should still be allowed. She reiterated that the rooms are being used a lot and on each floor. Groups don't necessarily have a city employee or designee. It was suggested that each group should have a designated person who will be responsible for going over a city provided "check off" list. Another issue that has come up is small groups (maybe two people) using the council chambers. There should be a minimum number of attendees to use the rooms. Smaller groups should be in a conference room while the council chambers should be for larger groups. Room use relates to the size of the group.</p> <p>Becky asked about having the discretion to give a group a</p>

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		discount if she thinks it will contribute to economic development or tourism. She recently gave a discount to a group who are staying in Poulsbo hotels and shopping downtown, instead of staying near Sea Tac. The committee agreed that there may be times this is prudent, but would like to see some new policies so that staff has guidelines to follow. Staff and the committee agreed that there can be no gift of public funds. Nicole will bring back some revisions and draft policies in March.
B.	RCO Grants	Mary presented some options in applying for 2014 state funds for Fish Park. There is match available because of the 2012 Hansen property donation.
C.	Little Valley Ballfield	Becky asked to table this discussion until next month. The county needs to get the transition of the property going. Becky is interested in granting use of the property to KCMT or another organization.
D.	7 th Avenue Trail	Becky met with 7 th Avenue property owner Roger Sherrard. He is In support of the trail access. There is one additional piece of property that the trail must go over. Becky is hoping to have everything ready to go in time for the June 20 Windermere volunteer/community day. The next thing to do is get a letter out to the property owners.
E.	Implementation of the trail plan/non motorized plans (Linda)	Linda passed out a map for the Urban Paths of Poulsbo. She is recommending that we look for opportunities for cheap, easy projects. Prioritize these projects in order to create links and loops. Maybe send it to the P&R Commission or Trails Committee to set up a 6 year plan.
3.	Department Head Reports	None
	Council member liaison reports	None

Minutes respectfully submitted by **
Mary McCluskey