

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

<b>Location</b>	<b>Poulsbo City Hall, 3<sup>rd</sup> floor conference room</b>	<b>Date</b>	<b>March 12, 2014</b>
<b>Committee Chair</b>	Linda Berry Maraist	<b>Time Started</b>	4:00 pm
<b>Council Present</b>	Jim Henry, Linda Berry Maraist	<b>Time ended</b>	5:00 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson; Debbie Booher, Finance; Nicole Stephens, Clerks Office		

Key Points Discussed		
No.	Topic	Highlights
1,	<b>Administrative</b>	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 2/12/2014	M/S/A JH/LBM
2.	<b>Agenda Items</b>	
A.	Special Event Applications	The CSC recommended approval for the Soap Box Derby; SON Easter Egg Hunt, SON Midsommarfest, Poulsbo Arts Festival, Out of the Darkness Community Walk, and SON Julefest.
B.	City Hall Room Use - policies (Clerks)	Nicole handed out the revised policies for City Hall room use. Changes include: rental of rooms are for professional meetings; there will be a minimum number of people required for renting each size rooms; removal of the room deposit, but add in that they will be billed for cleaning and damage, if needed. Nicole shared some pictures of damage to the staff table. The city will be retaining that deposit. Linda asked whether there would be any policies related to a reduction in room use fees for some uses. The Mayor stated that she will be putting together some standards in order to have some flexibility. Maybe get a recommendation from an outside organization, such as the Chamber. Or, members of the group will be staying in local hotels. She wants the flexibility to give some discounts, but also make it traceable. Special events can be approved up to one year in advance by the mayor. She also reported that Rep. Rolfes will be moving out of the executive conference room. CSC recommended the changes to the policies.
C.	Partnership with Martha & Mary Health Center	Mary presented the agreement that Martha and Mary would like to use. The city attorney and WCIA has not looked at it yet.
D.	Austin Waterfall on Front Street	Bill has turned off the waterfall. He is moving to a new house and will be selling his current home above the waterfall. He wants the city to take over the operation of the waterfall. Staff does not want it because it leaks and will continue to have maintenance issues. It costs about \$1300 a year in water.

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No.	Topic	Highlights
		Double that for maintenance. It is partially on Bill's property and partially on city right-of-way. It will cost something to have the parcel separated. Liberty Bay Auto will donate money towards the operation of the waterfall. Becky asked if the Council wanted her to work on this, or tell Bill no thank you. Jim commented that this is a nice-to-have, but not necessary. Linda will bring it up at council.
3.	<b>Department Head Reports</b>	Mary reported that she has just received a sketch for adding some benches to the Kvelstad Pavilion seating area. The Tree Board is recommending that an infraction letter be sent to the neighbor and landscape company that removed a tree at the corner of Jensen and Sunset.
	Mayor's Reports	
	Council member liaison reports	Linda reported on a meeting with REI for possible trail projects in and around Poulsbo. The NKTA is working with the county on the Sound to Olympics trail. She will request a letter of support from Poulsbo in April. There is no funding involved.

Minutes respectfully submitted by Mary McCluskey